

**Idaho Virtual Academy
Board of Director's
Regular Board Meeting
September 19, 2017**

I. PRELIMINARY

A. CALL TO ORDER:

B. ESTABLISH QUORUM:

The meeting was called to order by Chairman Handeen and confirmed a quorum established at 7:30 P.M.

C. ROLL CALL:

<i>Seat</i>	<i>Occupant</i>	<i>Term</i>	<i>Present</i>	<i>Absent</i>
Position 1	Not in use by Directors			
Position 2	Director Sankovich	(7/18)	X	
Position 3	Director Handeen	(7/19)	X	
Position 4	Director MacConnell	(7/20)	X	
Position 5	Director Krein	(7/21)	X	
Position 6	Director Thompson	(7/18)		X

Positions and Terms pursuant to Policy 103.0

Others in attendance:

Kelly Edginton, Head of School
Allen Wenger, Business Manager
Mike Groshong, Board Clerk
Amanda Judd, Special Education Manager
Ben Olson
Andrea Wells
Amber Hatrock
Amy White, Board Counsel

II. COMMUNICATIONS

A. PROCEDURAL NOTE:

Additions, Corrections, or Substitutions to the posted Agenda.

There were no changes to the posted Agenda.

B. ORAL COMMUNICATIONS/PUBLIC INPUT:

Non-Agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

No member of the public sought to address the Board.

C. INFORMATIONAL PRESENTATION: Director's Report

Presentation of informational items at the discretion and selection of the Directors.

A. Annual Audit Report/Approval

The approval of the Annual Audit Report was deferred to a Special Meeting to be scheduled in the coming weeks in order to assure proper completion and fully ready for approval

The Approved Audit is due to the State and the Commission on or before October 15th. The Board wishes to assure that it is done in a timely manner for the Performance Certificate.

B. Board Financial Training

Mr. Wenger provided the Directors with a detailed and lengthy training as to the various financial records, reports and processes of the school.

Subject matters addressed by Mr. Wegner included, but were not necessarily limited to:

- Agreement between Board and K12
- Deficit Credit/debt forgiveness provision
- Renewal Process of K12 Agreement
- How K12 aids with financial services
- School audit and other oversight activities including K12's own annual audit and SDE reviews and information.
- How Title and federal programs are addressed and reviewed
- GAO Audit that has been ongoing
- Transportation costs, revenue and related processes

- Assurances of the school's ability to pay bills and meet financial obligations
- The Board review and approval of budgets, payments of invoices and expenses.
- Review of format of each of the Reports provided to the Board each month, in detail addressing what each includes and walking directors through such reports from this month's board packet.
- Cash flow report
- Timing of revenue and expenses, including front-loading done by state and later true-upping the figures from the projections.
- State Foundation Payment
- Investment of school funds
- Line item payments – and program payments
- Sources of all school revenues
- Requirements that are attached to certain revenue streams
- Percentages of various expenditures for the school in the budget overall and in monthly reports
- ISP subsidy – how to pay and how addressed
- Monthly expenses
- How K-12 invoices are reviewed, approved and paid and the qualifications of the individuals who review of the school's K12 invoices
- Monthly invoice expense allocation report – detail and review, by vendor
- The various reports that are part of the consent agenda, including what is required and why.
- Check register issues – all expenses, not just check register.
- Codes for different categories of expenditures
- State fiscal year versus federal fiscal year
- Amendment and changes to budget and the process and reasoning why such may or may not occur.

Mr. Wegner responded to numerous questions throughout the process of his presentation. The board can, at any time, request additional information relating to the schools finances or financial operations.

C. Approval of Financial Consent Agenda Items

1. Approval of August 2017 Monthly Invoices
2. Approval of K12 Invoices
3. Approval of August 2017 Check Register for Website Posting
4. Approval of August 2017 Financial Report

Each of the above four reports were addressed in detail as part of the Board's financial training session.

Motion was made by Director Sankovich to approve the four financial matters (August 2017: Monthly Invoices, K12 Invoice, Check Register and Financial Report) addressed through presentation, as presented.

Motion seconded by Director Sankovich.

D. Board Governance Training

Ms. White presented the Directors with a detailed training, via power point addressing Board Rules, Responsibilities and Ethics. Detail addressed both general education code provisions, provisions specifically applicable to charter schools as well as matters relating to non-profit corporations.

D. INFORMATIONAL PRESENTATION: Board/Staff Discussions

Board and staff discuss items of mutual interest.

1. Head of School Report

- Upcoming Dates
 - Sept 26-28: Salt Lake PLC Institute
 - Oct 2: Pre-renewal site visit - discussion of the Board's involvement in the process.
 - Oct 13: October School Events

- Mission and Vision
 - Cited Director Sankovich's mission/vision training that she sent to the Board last March.
 - IDVA Professional Development Committee led mission/vision activities last spring.
 - Thorough review of what mission and vision are and mean.
 - Review of various companies mission and vision statements
 - Review of some Idaho school mission and vision statements
 - Staff was split into small groups to discuss words and phrases related to what they think our school's mission is. They came back together with the top 6 from each group in an Answer Garden software application.

- Staff provided words and phrases for their thoughts on our school's vision via an online survey
 - At our August Back to School PD meeting, staff engaged in more large and small group discussion and work and came up with several possible mission and vision statements.
 - A staff survey narrowed those down to 3 each after the PD meeting.
- Back to School Events
 - Zoo Boise
 - IF Zoo
 - Hagerman Fish Hatchery
 - Wallace Silver Mine Tour
 - Dworshak National Fish Hatchery & Dworshak Dam

The school is still fostering community development of relationships. Activities have been highlighting staff and students.

- Featured Seniors – Ms. Edginton addressed this as part of the relationship building activities. There are 13 seniors who have been with the school 10-12 years. Ms. Edginton has spoken with each of them individually and the students will be highlighted in the school's newsletters each month through December.
- Monthly Student Surveys – Student question of the month has started. The first one was done in the September newsletter. There were 44 responses for this first time.

III. CONSENT AGENDA ITEMS

All matters listed under the consent Agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the Agenda, there will be no discussion of these items prior to the Board voting on them.

- 1. Enrollment Report**
- 2. Approval of Minutes of August 2017 Meeting.**
- 3. Approval of K12 Invoice.**

The Directors were presented with the remaining Consent Agenda items for consideration and possible approval.

Motion was made by Director Krein to approve all matters in the Consent Agenda, as presented.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

IV. SCHEDULED FOR ACTION

A. BUSINESS:

1. Approval of SY 17-18 School Calendar (Amended)

Ms. Edginton presented a proposal for a slight calendar amendment. She is requesting that the window for senior final be moved back a number of days to allow teachers sufficient grading time prior to graduation.

Motion was made by Director Sankovich to approve the amendment of the 2017-2018 school calendar, as presented.

Motion seconded by Director MacConnell.
Motion approved with unanimous vote.

2. Pre-Renewal Site Visit Rubric and Request for Board Participation

Ms. Edginton presented the Directors with the draft of the completed pre-site rubric. Substantial time was spent with the Directors reviewing the draft, addressing potential amendments and issues to be addressed.

The pre-renewal site visit is scheduled for 10/2. An agenda is provided. The Directors discussed their participation and involvement in the process, confirming they want to be actively involved and have as many board members present as possible.

- 3. Approval of Continuous Improvement Plan**
- 4. Approval of College and Career Mentoring Plan**
- 5. Approval of Literacy Intervention Plan**

All three plans were reviewed by the Directors and Administration.

The Continuous Improvement Plan was reviewed by the Directors in detail during its July meeting. This plan meets all the mandated requirements. The plan itself is due on October 1st and will be posted on the school's site.

The College and Career Mentoring Plan is similar to last year's plan and budget. The budget addresses the employment of Mentor personnel and related costs. This is based upon the state's template form.

The Literacy Intervention Plan and budget is also similar to last year's plan. This addresses elementary and early reading. Directors have previously reviewed the data relating to literacy programs and interventions, including IRI progress. Discussion was held with regard to the 10% improvement in 3rd grade last year. In developing this year's plan, the administration looked to the state's expectations.

Directors did discuss the formatting and form required by the state for some of these plans as well as the posting obligations for the District's website. Directors requested that the word "Template" be removed from the plan format. There was also request that grade 11 detail be added to the College and Career Readiness plan.

Motion was made by Director Krein to approve all three plans, as amended by Board Discussion.

Motion seconded by Director Sankovich.

Motion approve by unanimous vote.

6. Policy Readings.

a. Policy 404.7 – 1st Reading

The presentation of Ms. Edginton related to a simple amendment to the email signatures of personnel relating to FERPA and a disclaimer.

It was discovered that different personnel were using differing statements and this will provide some uniformity.

b. Policy 505.5 – 1st Reading

This policy presentation is due to a number of issues at other affiliated schools and was a request to clarify to prevent those problems at IDVA.

The proposal was addressed by Ms. Edginton and discussion held between the Directors and Ms. Edginton.

c. Policy 711.2 – 1st Reading

The proposed amendment to this policy was presented by Ms. Edginton. She is seeking to clarify the parameters of social networking and blogging in relation to school computers and school property. Essentially, unless the activity is related to school, which a social media entry or blog could be, no one is to use school property for this purpose.

d. Policy XXX – 1st Reading

This policy relates to use of fast forward funds and "Home-school" parents/families who are seeking to dually enroll solely to access such funds and not to truly attend the school with any pathway of

advancement or graduation. Ms. Edginton would like to exclude such individual students from class rank consideration as they are truly not attending for such a purpose and it can potentially mess up the manner of calculation.

Motion was made by Director Krein to approval all 4 policies that have been presented to the Directors for adoption and/or amendment, as presented.

Motion seconded by Director Sankovich.
Motion approved by unanimous vote.

B. INSTRUCTION AND CURRICULUM:

No matters scheduled or addressed.

C. PUPIL SERVICES:

No matters scheduled or addressed.

D. PERSONNEL:

The Personnel Report was presented to the Directors for consideration. The Administration is recommending the approval of a hiring of an employee in the Family Liaison program as detailed in the written report.

Motion by Director Sankovich to approve the Personnel Report, as presented.

Motion seconded by Director MacConnell.
Motion approved unanimously.

V. ITEMS SCHEDULED FOR INFORMATION

No matters were scheduled or addressed.

VI. EXECUTIVE SESSION

Executive session was scheduled but not held due to materials not having been received for discussion.

VII. ACTION, IF ANY, TO BE TAKEN SUBSEQUENT TO EXECUTIVE SESSION

No matter scheduled or addressed.

VIII. ADJOURN

Directors were reminded that a special meeting will be scheduled to finalize and approve the Audit Report. The Directors have had a copy of the draft for consideration.

At 9:45 p.m. Motion was made by Director Sankovich to adjourn the meeting.

Motion seconded by Director MacConnell, approved by unanimous vote.

Dated this 19th day of September, 2017.

Mike Groshong
Board Clerk

IDVA BOARD MEMBERS

Anne MacConnell (Director) (Nov 2014) PO Box 166, Arco, Idaho 83213 208-527-4735 anne@wisdomranch.org anneracer@gmail.com Term expires July 2020	Seat 4
Laura Sankovich (Vice Chair) (Nov 2015) 805 E. Garden Ave, Coeur d'Alene, Idaho 83814 208-661-2539 lsankovich@gmail.com Term Expires July 2018	Seat 2
Bjorn Handeen (Chairman) (May 2016) 914 E Homestead Ave, Coeur d'Alene, Idaho 83814 208-640-4503 bjorn.handeen@gmail.com Term Expires July 2020	Seat 3
Jeff Thompson (Director) (May 2016) 1739 Peggy's Lane, Idaho Falls, Idaho 83402 208-524-7367 jeffdtomp@aol.com jfthompson@house.idaho.gov Term Expires July 2018	Seat 6
Melissa Krein (Treasurer) (July 2017) 3462 Rock Creek Road American Falls, Idaho 83211 208-226-2804 Kreinfarms@gmail.com Term Expires July 2020	Seat 5

**Position 1 not in use by the Board at this time.*