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[ITCA.K12.com](http://ITCA.K12.com)

## Agenda Minutes

### Board Meeting

Tuesday, July 17<sup>th</sup>, 2018 @ 5:30 PM Mountain

Via conference call (888) 824-5783 18617079#

Meeting Room Link - <https://sas.illuminate.com/m.jnlp?password=M.FBCE038FB1DDFF1FB03386B98FA53A&sid=559>

*The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.*

<b>Present: X (Voting Members in Bold)</b>					
<b>Kerry Wysocki, Chairman</b>	<b>X</b>	Monti Pittman – HOS	<b>X</b>	Other guests:	
<b>Jim Moore, Vice-Chair</b>	<b>X</b>	Brad Christopherson – Ops Mgr.	<b>X</b>	Mike Groshong	<b>X</b>
<b>Mike Falconer, Secretary</b>	<b>X</b>	Jessica Silva-Olivas – Registrar		Natarsha Bryant	<b>X</b>
<b>Mark McCormack, Treasurer</b>	<b>X</b>	Allen Wenger – Finance	<b>X</b>		
Director McCormack arrived at 5:45		Heidi Higgins – Marketing	<b>X</b>		
		Chris Yorgason – Legal Counsel	<b>X</b>		
		Sheila Shiebler – Deputy Regional VP	<b>X</b>		
<b>Vision:</b> To create a virtual career-technical education charter school which will provide an appropriately sequenced curriculum that will equip the student with the foundational academic and technical skills to enable them to pursue post-secondary education, achieve occupational certifications, or enter directly into the work force.					
<b>RSVP: Monti at 208-917-2420 x1001 or <a href="mailto:mpittman@k12.com">mpittman@k12.com</a> to confirm attendance</b>					
<b>Business of the Board</b>					
	<b>Agenda Item</b>	<b>Presenter</b>	<b>Presentation</b>	<b>Issues/Planned Action</b>	
	Convene Meeting	Kerry Wysocki	Action	➤ Motion to Call to Order	
<i>Minutes:</i>	The meeting was called to order at 5:34 PM				
	Approve Minutes	Board	Action	➤ Motion to approve the June 19 <sup>th</sup> , 2018 meeting minutes	
<i>Minutes:</i>	Having had the opportunity to review the Tuesday, June 19 <sup>th</sup> meeting minutes, a motion was made by Kerry W. and seconded by Mike F. to approve the minutes. Motion passed unanimous consent.				
	Annual Meeting Items	Kerry Wysocki	Action	<ul style="list-style-type: none"> <li>➤ Approve Term Extensions: Jim Moore &amp; Mark McCormack</li> <li>➤ Oaths of Office</li> <li>➤ Code of Ethics</li> <li>➤ Election of Offices</li> <li>➤ Chair</li> <li>➤ Vice-Chair</li> <li>➤ Treasurer</li> <li>➤ Secretary</li> <li>➤ Appointments</li> <li>➤ Board Clerk</li> <li>➤ Public Records Officer</li> <li>➤ Title 9 Officer</li> <li>➤ Disposal Agent</li> <li>➤ Designate Day, Time and Place for Regular Monthly Board Meetings</li> <li>➤ Re-Authorize ITCA credit card holder and amount</li> <li>➤ Designation of newspapers for legal publications</li> <li>➤ Selection of Depository for LEA Funds</li> <li>➤ Approval of Capitalization Amount</li> <li>➤ Approve the extension of the ITCA lease with</li> </ul>	

				IDVA for another year.
<i>Minutes:</i>	<ul style="list-style-type: none"> <li>➤ Kerry W. made a motion to extend Director Jim Moore’s and Director Mark McCormack’s terms another 5 years. Mike F. seconded. The motion passed unanimous consent.</li> <li>➤ The Oath of Office and the Code of Ethics were discussed.</li> <li>➤ The Election of Officers was conducted: <ul style="list-style-type: none"> <li>➤ A motion was made by Kerry W. and seconded by Jim M. to retain the current ITCA officers in their current positions: <ul style="list-style-type: none"> <li>➤ Kerry Wysocki – Board Chair</li> <li>➤ Jim Moore – Vice Chair</li> <li>➤ Mark McCormick – Treasurer</li> <li>➤ Mike Falconer - Secretary</li> </ul> </li> <li>➤ Motion passed unanimous consent.</li> </ul> </li> <li>➤ A motion was made by Kerry W. and seconded by Jim M. to approve the HOS as the Board Clerk, the Public Records Officer, the Title 9 Officer, and the Disposal Agent. Motion passed unanimous consent.</li> <li>➤ A motion was made Kerry W. and seconded by Mike F. to continue having the monthly Board meetings on the 3<sup>rd</sup> Tuesday of the month at 5:30 PM at the ITCA offices. Motion passed unanimous consent.</li> <li>➤ A motion was made by Kerry W. and seconded by Mark M. to re-authorize the Operations Manager as the ITCA credit card holder, and to increase the amount of \$5000.00.</li> <li>➤ A motion was made by Kerry W. and seconded by Mark M. to obtain an ITCA debit card and appoint the Registrar as the card holder. Motion passed unanimous consent.</li> <li>➤ A motion was made by Kerry W. and seconded by Mark M. to approve the Coeur d’Alene Press, the Idaho Statesman, and the Idaho Fall Post Register as the designated newspapers for legal publications. Motion passed unanimous consent.</li> <li>➤ A motion was made by Kerry W. and seconded by Jim M. to approve Wells Fargo as the Depository for LEA Funds. Motion passed unanimous consent.</li> <li>➤ A motion was made by Kerry W. and seconded by Mark M. to approve \$1500.00 as the Capitalization Amount. Motion passed unanimous consent.</li> <li>➤ A motion was made by Kerry W. and seconded by Mike F. to extend the ITCA lease with IDVA for another year. Motion passed unanimous consent.</li> </ul>			
	Update	Monti Pittman	Update	<ul style="list-style-type: none"> <li>➤ Share recent updates relative to CTE authorization – Chris update on Code</li> <li>➤ Teacher F2F</li> <li>➤ CTE Summer Conference</li> <li>➤ PCSC Visit about At-Risk students</li> <li>➤ Adobe Pilot Program</li> </ul>
<i>Minutes:</i>	<ul style="list-style-type: none"> <li>➤ Mike F. and Kerry W. provided a brief update on issues to date. Chris Y. provided an update on challenges that other schools are facing with the same issue. Discussion Followed. No formal Board action taken.</li> <li>➤ Dates for the upcoming teacher F2F in-service were shared and the Board was invited to attend/participate in any of the events. Discussion Followed. No formal Bard action taken.</li> <li>➤ The Board was informed of the upcoming CTE Summer conference, and ITCA’s intended attendance. Discussion followed. No formal Board action taken.</li> <li>➤ An overview of the PCSC visit was shared. Discussion followed. No formal Board action taken.</li> <li>➤ The Board was informed of the invitation for ITCA into the Idaho SDE Adobe Pilot Program. Discussion followed. No formal Board action taken.</li> </ul>			
	Policy Reading	Monti Pittman	Action	<ul style="list-style-type: none"> <li>➤ Propose to Amend Policy 912.0</li> <li>➤ New Policies 801.2A 801.2B 801.2C</li> </ul>
<i>Minutes:</i>	Kerry W. made a motion to approve the new policies 801.2A, 801.2B, and 801.2C, and the addendum to policy 912.0. Jim M. seconded. Motion passed unanimous consent.			

	Consent Agenda	Allen Wenger	Action	<ul style="list-style-type: none"> <li>➤ Approval of Monthly Invoices</li> <li>➤ Check Register to post online</li> </ul>
<i>Minutes:</i>	Kerry W. Moved to approve the consent agenda. Mike F. seconded. Motion passed unanimous consent.			
	Financial Update	Allen Wenger	Update Action	<ul style="list-style-type: none"> <li>➤ Financial Status – Cash Flow</li> <li>➤ PL Budget Comparison</li> </ul>
<i>Minutes:</i>	Allen W. provided an update on the ITCA bank account, informing the Board of the current bank balance. <ul style="list-style-type: none"> <li>➤ Cash flow was reviewed. Discussion followed. No formal Board action taken.</li> <li>➤ PL Budget Comparison was presented. Discussion followed. Motion to approve P&amp;L Report was made by Mark M. and seconded by Kerry W. Motion passed unanimous consent.</li> </ul>			
	Personnel Report	Mike Groshong	Action	➤ Review and approve the ITCA Personnel Report
<i>Minutes:</i>	Mike G. presented the Personnel Report. Discussion followed. Kerry W. made a motion to approve the personnel report. Mark M. seconded. Motion passed unanimous consent.			
	Enrollment	Brad Christopherson	Update	➤ Review Enrollment Report
<i>Minutes:</i>	Brad C. Provided the enrollment report. Discussion followed. No formal Board action taken.			
	Marketing	Heidi Higgins	Update	➤ Review Marketing Report
<i>Minutes:</i>	Heidi H. Provided the marketing report. Discussion followed. No formal Board action taken.			
	Executive Session	Monti Pittman	Action	➤ Discuss Board Performance Reviews
<i>Minutes:</i>	<p><b>Pursuant to section 74-206(1)(b)</b> To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student;</p> <p><b>Roll Call Vote</b> – Kerry W., Jim M., Mike F., and Mark M., All Individually approved.</p> <p>A motion was made by Kerry W. and seconded by Jim M. to conclude Executive Session. Motion Passed Unanimous consent.</p> <p><a href="#">Director</a> <a href="#">Service Provider</a> <a href="#">Board</a></p>			
	Motion	Kerry Wysocki	Action	
<i>Minutes:</i>	A motion was made by Mark M. and seconded by Kerry W. to approve the evaluations. Motion passed unanimous consent.			
	Adjourn	Kerry Wysocki	Action	
<i>Minutes:</i>	Kerry W. Made a motion to adjourn. Mark M. Seconded. The Motion passed unanimous consent. The meeting adjourned at 7:55 PM.			
<b>Next scheduled Board meeting – August 21<sup>st</sup>, 2018</b>				
Dated the _____ day of _____, 2018.				
Board Secretary _____				