

Idaho Virtual Academy  
Board of Director's  
Annual Board Meeting  
July 20, 2023

1. Preliminary

A. CALL TO ORDER

B. ESTABLISH QUORUM

The meeting was called to order and confirmed a quorum at 9:04am

C. Roll Call

Chairman Thompson, position 1 was present.

Director Shaver, position 2 was present.

Director Handeen, position 3 was present.

Director Krein, position 5 was present.

Position 4 is vacant.

Others in Attendance:

Kelly Edginton

Mike Groshong

Amanda Judd

Amber Hatrock

Andrea Wells

Jenny Whelan

Keri Brown

Julie Ingwersen

Kellen McDonald

Sheila Shiebler

Felicia Boyle

Open virtual access and personal attendance for any other attendees.

II. Communications

A. Procedural Note – Action Item

1. Motion to Approve the Agenda

A motion was made by Director Krein to approve the Agenda as posted.

Motion was seconded by Director Handeen  
Motion approved, unanimously.

B. Oral Communications/Public Input

No member of the public sought to present.

C. Informational Presentation: Director's Report (if available)

The following item is presented as an informational item, but in conjunction with the Consent Agenda items.

1. IDVA 12 + 0 Board presentation (June 2023) – Felicia Boyle

Ms. Boyle presented her report both orally and in written documentation provided to the Directors in their board packets.

Ms. Boyle reported that the 9-month student enrollment average was 2,003 students, more than was projected. The current deficit /credit is 2.6 million. That is one million over the budget projection due to the increase in students. Ms. Boyle informed the Directors that the deficit/credit this year is far lower than last year's.

There is 1.2 million in the operation account and Ms. Boyle addressed Title/restricted funds and the status for same.

Ms. Boyle then reviewed the Summary Balance Sheet, including the operational costs for the year and the Summary Cash Flow for FY 23.

Ms. Boyle stood for questions.

#### D. Informational Presentation : Board/Staff Discussions

Board and staff discuss items of mutual interest.

1. Executive Director Report – Ms. Edginton provided the Directors with her monthly report on school activities.

She provided the Directors with information relating to the upcoming calendar dates:

- August 7 – Staff return for SY 23-24
- August 8 – New family orientation begins.
- August 8-10 – Back to School Staff Professional Development meetings (virtual)
- August 21 – First day of SY 23-24
- September 4 – Labor Day – no school
- September 5 – First Cohort for SY 23-24

The Executive Director noted that the 2023 ISBA Annual Convention is planned for Nov. 15-17 at the Boise Center in Boise, Idaho.

The Executive Director gave the board an overview of a new socialization platform that K12 had developed – the K12 Zone. The K12 Zone offers a one-of-a-kind learning experience, friendship and fun. There are many activities for students in the K12 Zone. Students can meet other classmates virtually; play games with others, like chess, tic-tac-toe, rock/paper/scissors; and more. The K12 Zone provides a safe space for students to learn, explore, and have fun. School staff will always be present to monitor student activity and step in when necessary.

The Executive Director informed the Directors that Heidi Higgins, longtime IDVA parent and learning coach and IDVA Marketing Manager passed away Saturday, June 24<sup>th</sup> after a brief illness. Heidi enrolled her 3 youngest daughters in 2002, the year IDVA opened and has been a tremendous advocate and worked for our school for two decades. IDVA posted a tribute to Heidi on the school's Facebook page and sent flowers on behalf of the Board, Staff and Families of IDVA. The Directors joined Ms. Edginton in their sincere praise for Heidi and expressed their condolences to her family.

Ms. Edginton stood for questions.

III. Consent Agenda Items (Requires Approval Vote of the Board)

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 Boards votes on them.

1. Approval of Minutes of June 2023 Regular Meeting
2. Approval of June 2023 Monthly Invoices
3. Approval of June Financial Report

The Directors were presented with the Consent Agenda Items for consideration and possible approval. No Director sought to pull any individual item from the Consent Agenda for discussion.

Motion was made by Director Handeen to approve all matters in the Consent Agenda.

Motion was seconded by Director Shaver.  
Motion approved, unanimously.

IV. Annual Meeting Items

Director Krein expressed her desire to continue as a Director.

1. 2. Election of Director Krein to another term on the Board of Directors (Position 5) with the current term set to expire July 2023.

Motion was made by Director Handeen to nominate Melissa Krein for an additional term on the Board, sitting in Position 5. No other nominations were made.

Motion was seconded by Director Shaver.  
Motion approved, unanimously.

2. With the resignation of Director McPherson in June, position 4 is vacant. The Directors officially declare this position open and will begin actively recruiting for this position.

### 3. Officer Elections

#### A. Chairman

Chairman Thompson expressed his interest in remaining as the Chairman of the Board. He made a motion for himself to remain as Chairman of the Board until the school's next Annual Meeting.

Motion was seconded by Director Handeen.  
Motion was approved, unanimously.

#### B. Vice Chairman

Motion was made by Director Handeen to appoint Director Krein to serve as the Vice Chairman of the Board until the school's next Annual Meeting.

Motion seconded by Chairman Thompson  
Motion was approved, unanimously.

#### C. Treasurer

Director Shaver expressed her interest in remaining as the Board's Treasurer.

Motion was made by Director Krein to appoint Director Shaver to serve as the Treasurer of the Board until the school's next Annual Meeting.

Motion seconded by Director Shaver.  
Motion was approved, unanimously.

4. Oaths of Office

The Board Clerk, Mike Groshong, informed the Chairman and the Directors that their Oaths of Office would be emailed to them on the following day. The Chairman encouraged all Directors to sign their Oath and email it back to the Clerk as soon as possible.

5. Code of Ethics

The Board Clerk, Mike Groshong, informed the Chairman and the Directors that their copies of the Code of Ethics would be emailed to them on the following day. The Chairman encouraged all Directors to sign their copy and email it back to the Clerk as soon as possible.

6. Appointment of the Board Clerk

Motion was made by Director Handeen to appoint Mike Groshong to serve as the Board Clerk until the school's next Annual Meeting.

Motion seconded by Director Shaver  
Motion approved, unanimously.

7. Appointment of Title IX Officer; Appointment of Title VI Officer;  
Appointment of Disability Coordinator.

The Executive Director informed the Directors that the school's Guidance Counselor Administrator, Jessica Lecertua, had served in all three capacities over the last school year and had expressed an interest in continuing those duties and responsibilities.

Motion was made by Chairman Thompson to appoint Jessica Lecertua to serve as the school's Title IX Officer; the Title VI Officer; and the Disability Coordinator until the school's next Annual Meeting.

Motion seconded by Director Krein  
Motion approved, unanimously.

8. Appointment of the Executive Director and/or the Board Clerk to respond to public records request.

Motion was made by Chairman Thompson to appoint the Executive Director and/or the Board Clerk to respond to public records requests received by the school.

Motion seconded by Director Krein  
Motion approved, unanimously.

9. Committee Appointments

Currently, there are two committees which are active – The Scholarship Committee and the Evaluation Committee. Currently, Director Krein is the only active member of the Scholarship Committee. Director McPherson, the other Board member resigned her position and the school's member, College and Career Advisor, Lisa Stein, retired this spring.

A. Scholarship Committee: Executive Director Edginton informed the Board that a new College and Career Advisor had been chosen and her name is Deslynn Mecham. Director Krein expressed her interest in remaining on the committee to be joined by Ms. Mecham and another Director to be announced at a later date.

Motion was made by Chairman Thompson that Director Krein and the new College and Career Advisor, Deslynn Mecham serve on the

Scholarship Committee, to be joined by another Board member chosen at a future date, for SY 23-24.

Motion seconded by Director Shaver.

Motion approved unanimously.

B. Evaluation Committee: The current Evaluation Committee consists only of Director Krein, Director McPherson having resigned her position. Ms. Edginton reminded the Directors that at a previous meeting, the Board had agreed to only conduct 3 evaluations – a Board Self-Evaluation; a Service Provider Evaluation; and an Executive Director Evaluation.

Motion was made by Director Shaver that the following people serve on the Evaluation Committee: Director Shaver, Director Krein and Board Clerk Groshong.

Motion seconded by Director Handeen

Motion approved, unanimously.

#### 10. Designated Day, Time, Place for monthly meetings.

After a brief discussion was held among the Directors and Administration regarding the day, time and place of the monthly meetings of the Board of Directors.

Motion was made by Chairman Thompson that the regular monthly meeting of the IDVA Board of Directors be held on the third Thursday of the month, at 7:00pm Mountain Time/6:00 Pacific Time, the same single physical location (Arco, Idaho) as has been done in the past and on line.

Motion seconded by Director Shaver.

Motion approved, unanimously.

#### 11. Selection of Newspapers for Legal Publications



The Chair made inquiry as to the current publications are working. The school uses the Coeur d'Alene Press, Boise Statesman and Idaho Falls Post Register. The Executive Director and the Clerk each indicated that the existing publications have been working and there was not a need for a fourth or different publication at this time.

Motion was made by Chairman Thompson to keep the 3 existing newspapers for legal publication for the 2023-2024 school year.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

## 12. Selection of Depository for LEA Funds.

Discussion was held among the Directors, Executive Director Edginton and Regional Finance Manager, Felicia Boyle regarding the school's banking. Director Shaver raised question with regard to how things are currently going with the banking experience.

Motion was made by Chairman Thompson to have the school continue to use D.L. Evans Bank as the Depository for School funds.

Motion seconded by Director Shaver  
Motion approved, unanimously.

## 13. Approval of Credit Card Holders and Amounts.

Discussion occurred between Ms. Edginton, Ms. Boyle and the Directors regarding the school's current status of credit card holding and use.

The school has a Chase card, held by Ms. Edginton and School Operations Manager, Julie Ingwersen. The current process seems to be working well and no changes were suggested.

Motion was made by Director Shaver that Ms. Edginton and Ms. Ingwerson continue to be the holders of the school's credit cards and that the limit shall be \$12,000 each.

Motion seconded by Chairman Thompson  
Motion approved, unanimously.

#### 14. Approval of Capitalization Amount.

The current capitalization amount is set at \$5,000. The administration reported that there have been no issues with this set amount.

Motion was made by Chairman Thompson to continue with a Capitalization amount of \$5,000.

Motion seconded by Director Krein  
Motion approved, unanimously.

#### 15. Identification of Disposal Agent.

Ms. Edginton indicated that she serves as the school's disposal agent. She explained and detailed what she does in this role and when she does it. She reminded the Directors that the lease on the current property would be up next June 30<sup>th</sup> and that the school would be disposing of any needless property and/or equipment as is necessary to complete the move efficiently and seamlessly. She told the Directors that she would keep them informed .

Motion was made by Chairman Thompson that Ms. Edginton continue to serve as the school's Disposal Agent.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

## V. Scheduled For Action

### A. Business Items (Requiring an approval vote)

1. All School Handbook, K5 Handbook, 6-12 Handbook ISID 9-12 Handbook Approvals.

The Executive Director and the various Departmental Academic Administrators presented the above SY 23-24 handbooks for the approval of the Directors and stood for questions. Directors Shaver and Krein expressed a concern that the handbooks were sent out too late for them to be able to fully review them properly. They requested that in the future, those handbooks + the employee manuals be sent to them at a more convenient time for their review. The Administrators and the Board Clerk agreed that was a fair point.

Motion was made by Director Shaver for approval of the above handbooks with the option of addressing any issues that may be found upon a more careful review of them by the Directors at the August meeting.

Motion seconded by Chairman Thompson  
Motion approved, unanimously.

2. Employees SY 23-24 Handbooks Approval

Executive Director Kelly Edginton then presented the employee manuals for the upcoming school year to the Directors for their approval. The Directors expressed the same admonition regarding these handbooks as they did the school and department handbooks.

Motion was made by Director shaver for approval of the above manuals with the options of addressing any issues that may be found upon f more careful review of them by the Directors at the August meeting.

Motion seconded by Chairman Thompson

Motion approved, unanimously.

### 3. SY 23-24 Enrollment Cap Approval

Executive Director Edginton then presented with some changes to the Enrollment Cap language. Board Policy 902.5 requires that the Board set an enrollment cap no later than the Annual Meeting each year. The Charter Commission started requiring this Board to set an enrollment cap after the pandemic year and the former director estimated the number of students that make up a support unit. Each year since, we have used the same language with numbers updated to reflect the previous year's enrollment. This year, in consultation with Sheila Shiebler, Ms. Edginton wondered if the language could be simplified a bit. It makes sense to simplify the cap statement to reflect that the school will not surpass the statutory cap of 30 support units. Thus, she presented some proposed revisions and stood for questions.

Motion made by Chairman Thompson to accept the proposed language revisions by Ms. Edginton for the SY 23/24 Enrollment Cap.

Motion seconded by Director Shaver  
Motion approved, unanimously.

### 4. Social Media Lawsuit Option.

The Social Media mass action lawsuit option was presented to the Directors at the June regular meeting. The Directors tabled the item at that time and it was brought back this month for a vote. After some discussion, the Directors decided to pass on this option and not join in the lawsuit.

Motion was made by Chairman Thompson for the IDVA Board of Directors not to join the lawsuit.

Motion seconded by Director Krein.  
Motion approved, unanimously.

## 5. Stride/K12 National Club Contract Approvals.

Executive Director Edginton then presented the directors with the option of approving the national club contracts offered by K12. This affords individual teachers the opportunity to work for K12 while leading a national club. The teachers' work with the Club does not pose any interference with his/her school duties. Ms. Edginton then stood for questions and a small discussion ensued.

Motion was made by Director Krein to approve the Stride/K12 National Club Contracts.

Motion seconded by Director Shaver  
Motion approved, unanimously.

## 6. Safe Return to In-Person Instruction Plan Review.

The Administrative team conducted their periodic review of the Board approved safe return plan during their Administrative meeting on July 12<sup>th</sup>. The Board approved plan is posted to the school's website along with a survey link for feedback. Currently, there have been no feedback responses since the last periodic review in January. These reviews are required through September of 2023 and the team has been reviewing the plan every 6 months. This will be the last review.

Motion made by Director Handeen to approve the Safe Return to In-Person Instruction Plan review.

Motion seconded by Director Krein.  
Motion approved, unanimously.

## B. Business Items (Scheduled as Informational Items)

### 1. IDVA Grants Overview FY24.

Ms. Edginton presented the Grants Overview for FY24 to the Directors. The information was given to them in their information packets prior to the meeting. She stood for questions, but there were not any.

C. Policy Readings (Requiring an approval vote).

Human Resource Director Mike Groshong presented the Directors with some proposed language changes to the Board Sick Leave Policy, 707.0. The language amendments had been previously sent to the Board's attorney for her approval.

Motion was made by Chairman Thompson to approve the amendments in Policy 707.0 as presented.

Motion seconded by Director Shaver.

Motion approved, unanimously.

D. Personnel Report (Requiring an approval vote).

Ms. Edginton then presented the Directors with the newest personnel report and also an employee request to work outside the LEA. The personnel report listed new hire contracts for the Board to approve as well as the request to work outside the LEA, which would allow Academic Administrator, Alisha Delamarian to be able to assist Idaho Technical Career Academy with their ELA program.

Motion made by Chairman Thompson to approve the July Personnel Report as presented.

Motion seconded by Director Shaver.

Motion approved, unanimously.

Motion made by Director Handeen to approve the employee request to work outside the LEA.

Motion seconded by Chairman Thompson  
Motion approved, unanimously.

E. Academic Review of SY 2022-203 (Information only).

At this time, Ms. Edginton presented the Directors with the annual SY 22-23 Academic report, including the results of the Continuous Improvement Plan. Each of the other Academic Administrators also took this time to present to the Directors their individual department yearly reports and then stood for questions. There was a brief discussion and the directors expressed their gratitude for the excellent reports.

VI. Informational and Discussion Items.

The Directors then entered into a brief discussion regarding the opportunity for Directors to travel to Herndon and Stride/K12 headquarters for the October 26<sup>th</sup> Board Member Summit. Two of the Directors, Chairman Thompson and Director Shaver stated that they would be attending. Director Krein listed herself as a “maybe” and would get back to the group later on this subject.

VII. Board Member Input For Future Agenda Items and Information Sought by Board members.

Two items were discussed:

- a. Was it possible for board members into and review the various K12 educational platforms. The members were advised that that was possible and a link would be sent to them for this.
- b. Director Shaver was wondering if since the Directors were not able to meet F2F at the Annual Meeting, would it be possible to hold a F2F meeting either later in the year or early next winter. A suggestion was made that perhaps, the directors should consider having a F2F meeting in November to coincide with the ISBA

Conference. More discussion regarding this to be had in the future meetings.

#### VIII. Adjournment

All business of the Board of Directors having been completed; a call was made for a motion to adjourn until the August regular meeting.

Motion was made by Director Krein to adjourn.

Motion seconded by Director Shaver.

Motion approved, unanimously.

The meeting was adjourned at 10:35am MDT.

Respectfully submitted this 20<sup>th</sup> day of July 2023.

Mike Groshong  
Board Clerk