

**MINUTES  
FOR THE  
REGULAR [ANNUAL PART 2] MEETING  
OF THE  
IDAHO VIRTUAL ACADEMY'S  
BOARD OF DIRECTORS**

**Thursday  
August 20, 2020**

**7:00pm (MDT)**

**Via**

**Zoom Meeting**

## **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS**

The agenda of the Board will be prepared by the Clerk of the Board in consultation with the Chairman and the Administration. The agenda and supportive information/documents will be provided to each Director prior to each scheduled meeting.

The order of business will be determined by the Chairman of the Board with input from the other Directors and the Head of School. The Board may alter the order of business at any time and/or amend the agenda as appropriate, and pursuant to the requirements and limitations of the Idaho Code.

Patrons or citizens wishing to present matters to the Board must contact the Clerk of the Board, the Head of School, or any Board member at least five (5) days prior to the scheduled meeting to allow sufficient time for the matter to be placed upon the agenda. The Board may decline to hear any matter at its discretion.

Unscheduled matters from the public and patrons may be heard during the Oral Communications portion of the meeting at the discretion of the Directors. However, decisions on such matters may be tabled until the next meeting of the Board. Alternatively, the Board may choose to advance such items on the agenda via agenda amendment and/or make decisions on unscheduled items or matters via agenda amendment when it appears it is in the best interest of the LEA to do so. Anyone wishing to address the Board with an unscheduled topic should sign in with the Clerk of the Board prior to the start of the meeting. The Board may choose not to hear any particular item desired to be addressed by a member of the public due to such considerations of limited time and/or appropriateness of such topic in open/executive session, or if the individual has not followed appropriate procedures or policies to address a given concern.

Presentations by patrons or employees are limited to three (3) minutes, and the total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to a citizen concern, or the citizen may be offered the option of returning with a citizen-requested item.

When addressing the Board, speakers are requested to state their name and address, and adhere to the time limits set forth.

Citizens or patrons may request that a topic related to school business be placed on a future agenda by submitting a written request at least one hundred twenty (120) hours, or five days (5 days), in advance of any regular meeting. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

**I. PRELIMINARY**

**A. CALL TO ORDER**

The meeting was called to order at 7:01 pm (MDT).

**B. ESTABLISH QUORUM**

Quorum was established at 7:01 p.m.

**C. ROLL CALL**

<i>Seat</i>	<i>Occupant</i>	<i>Term</i>	<i>Present</i>	<i>Absent</i>
Position 1	Director Thompson	(7/21)		X
Position 2	Director Shaver	(7/21)	X	
Position 3	Chairman Handeen	(7/22)	X	
Position 4	Director MacConnell	(7/23)	X	
Position 5	Director Krein	(7/23)	X	

*Positions and Terms pursuant to Policy 103.0*

**Others present at the meeting:**

Kelly Edginton  
Mike Groshong  
Mike Wexler  
Kerri Brown  
Sheila Shiebler  
Julie Kozlov  
Allen Wenger  
Amy White

**II. COMMUNICATIONS**

**A. PROCEDURAL NOTE:**

**1. MOTION TO APPROVE AGENDA – ACTION ITEM**

Motion was made by Director MacConnell to approve the agenda, as with amended posting of this AM.

Director Shaver seconded the motion.  
Motion was approved unanimously.

**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.

There were no oral communications or public input.

**C. INFORMATIONAL PRESENTATION: Director's Report**

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

**1. IDVA 11+ 1 Board Presentation - Mike Wexler**

Mr. Wexler presented the Directors with the July, 2020, financials. He indicated that the current increase of approximately 1,237 students was of the July reporting, and not the current date. The increased enrollment drives an approximate \$7 million dollar increase in revenue, as well as in expenses.

A number of the reports and slides were individually reviewed with the Directors, including year over date, IDVA Metrics, Restricted Funds and Cash Flow.

The budget had been built on an estimated 2,331 student enrollment. The current number for the July report is at 3,568. The enrollment break out by program levels is fairly consistent with more students in middle and elementary school than high school.

Mr. Wexler did note to the Directors the inclusion of the CARES funds into the new reporting figures.

Mr. Wexler stood for questions.

**D. INFORMATIONAL PRESENTATION: Board/Staff Discussions**

Board and staff discuss items of mutual interest.

**1. Head of School Report – Kelly Edginton**

Ms. Edginton presented the Directors with her Head of School report. She addressed issues relating to the following:

- Calendar and upcoming activities.

- August 24 – 28 New Student Orientation
  - August 31<sup>st</sup> – First day of School
  - September 11 – Back to School Event
- Addition to Administrative Personnel
    - Ms. Edginton brought the Directors information regarding Alisha Delamarian, a new Assistant Academic Administrator that begins with the school on Monday. Ms. Edginton spoke very highly about her background, sharing information.
- September 11<sup>th</sup> Back to School Event
    - Ms. Edginton provided information about the upcoming scavenger hunt that is scheduled for the first Back-to-School Event.
- Recent Activities
    - Ms. Edginton provided information regarding her participation in a recent Parent Coalition Facebook Live Presentation.
    - Ms. Edginton also provided information regarding her recent participation in a local radio program with Katie Allen, the individual who is the Head of Schools for iSucceed, a virtual high school program here in Idaho.
- Discussion was also addressed by Ms. Edginton regarding the activities for the start of the school year. With the significant increase in student enrollment, the administrative team and onboarding teams have been very busy. There is no cap on enrollment, and Kelly does not know of any of the state virtual programs having an enrollment cap. Accordingly, everyone can come in, and the school is diligently working, filling teaching positions, and training new teaching personnel.
- This current anticipated enrollment figure is the highest it has ever been. The most recent significant high was in the approximate 2007 time frame at approximately 3,200 students. Ms. Edginton reported that other virtual programs in the state are experiencing a lot of the same experience as IDVA.
- Director Shaver expressed appreciation that administrative personnel were being added to the team, given the increases in the program and activities that have to be done associated with these increases.

Ms. Edginton stood for questions.

### **III. CONSENT AGENDA ITEMS (These items require a vote by the Directors)**

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. Approval of Minutes of July, 2020 Regular Meeting (July 9<sup>th</sup>)**
- 2. Approval of Minutes of July Special Meeting (July 23<sup>rd</sup>)**
- 3. Approval of July 2020 Monthly Invoices**
- 4. Approval of K12 Invoices**
- 5. Approval of Payment to K12**
- 6. Approval of July 2020 Check Register for Website Posting**
- 7. Approval of July Financial Report**
- 8. Enrollment Report**

Motion was made by Director MacConnell to approve the Consent Agenda Items, as presented.

Motion seconded by Chairman Handeen.  
Motion approved, unanimously.

### **IV. ANNUAL MEETING ITEMS (Action Items Requiring a Vote)**

#### **1. Committee Appointments**

##### **A. Scholarship Committee**

After discussion, Motion was made by Chairman Handeen to nominate and appoint Amber Hatrock, Director MacConnell, and Director Krein to sit on the Scholarship Committee.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

##### **B. Policy Committee**

After discussion, Motion was made by Chairman Handeen to nominate and appoint Kelly Edginton, Chairman Handeen and Director Shaver to sit on the Policy Committee.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

#### **2. Selection of Newspapers for Legal Publications**

Motion was made by Chairman Handeen to approve and select the Coeur D'Alene Press, the Idaho Statesman and the Idaho Falls Post Register as the IDVA Newspapers for legal publication.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

### **3. Selection of Depository for LEA Funds**

Discussion was held regarding the use of DL Evans Bank during the past year, including some bumps at the beginning of the relationship, and the initial issues of working with a smaller bank. These are being fixed, and communications are flowing between the parties.

Motion was made by Chairman Handeen to continue use DL Evans Bank as the depository for LEA funds.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

### **4. Approval of Debit Card Holders and Amounts**

Motion was made by Chairman Handeen to continue Head of Schools Kelly Edginton as the holder of the school's debit card.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

### **5. Approval of Credit Card Holders and Amounts**

Motion was made by Chairman Handeen to continue Mike Groshong as the holder of the school's credit card, and that the limit shall be set at \$15,000.

Motion seconded by Director MacConnell.  
Motion approved, unanimously.

### **6. Approval of Capitalization Amounts**

Discussion was held among the Directors, and Mr. Wexler regarding an appropriate figure for capitalization amount.

Motion was made by Chairman Handeen to approve a capitalization amount of \$5,000.

Motion seconded by Director Krein.

Motion approved, unanimously.

**7. Identification of Disposal Agent**

Motion was made by Chairman Handeen to continue Head of Schools Edginton as the school's disposal agent.

Motion seconded by Director MacConnell.  
Motion approved, unanimously.

**8. Approval of the Year-to-Year Lease with the Idaho Technical Career Academy for the 2020-2021 school year**

Motion by Chairman Handeen to continue the IDVA lease with the Idaho Technical Career Academy for the 2020-2021 school year with any increase the same as the underlying IDVA leas.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

**V. SCHEDULED FOR ACTION.**

**A. BUSINESS ITEMS (Scheduled as Informational Items)**

**1. Approval of Additional DL Evans Bank Account for ISP Payments.**

Mr. Wexler addressed the Directors with a request that the school have a separate bank account solely to process ISP Payments to parents. They process numerous hundreds of checks associated with this program, and if it is isolated into a separate account, it will simplify tracking.

Money will be moved back and forth from the school's General Operating Account. From Operations, information financial personnel have a general figure as to this line item expense, and can shift appropriate funds into the Account. If checks are not cashed, or there are fewer requests, the funds can be shifted back to the Operational Account.

Motion made by Director Shaver to approve the school opening an additional DL Evans bank account solely for the purpose of processing ISP reimbursement checks to families.

Motion seconded by Director Krein.  
Motion approved, unanimously.

**2. Approval of IDVA All School Handbook, Proposed Revisions**



Ms. Edginton provided the Directors with information and proposed changes to the All-Schools Handbook. These are changes from last month's approval. The document is now shorter and includes links to things such as policies that can change from time to time. These will automatically change in the links if the Board changes the policies.

Motion was made by Director Krein to approve the All Schools Handbook amendments, as presented.

Motion seconded by Chairman Handeen.

Motion approved, unanimously.

### **3. Kelly Educational Services Approval**

Ms. Edginton provided information to the Directors relating to K12's relationship, nationally, with this program. There are teachers in Idaho who are part of the program, and Ms. Edginton would like authority, if necessary, through the school year, to utilize this service to provide substitutes and long-term substitutes for teaching personnel.

The individuals have to hold an Idaho certification to perform the duties necessary for the school.

Ms. Edginton stood for questions.

Motion was made by Director MacConnell to approve the school's use of Kelly Educational Services should the need arise during the school year.

Motion seconded by Director Krein.

Motion approved, unanimously.

### **4. IDVA COVID-19 School Opening**

Ms. Edginton provided information to the Directors regarding an update to the Reopen Plan. Discussion addressed related services and communications that had occurred regarding a need for amendment of the Plan in this regard between the Administration and Director Shaver. Ms. Edginton also indicated counsel's review of the Plan.

Ms. Edginton stood for questions and responded to Director inquiries.

Discussion occurred among the Directors and Ms. Edginton regarding various components of the Plan and the thoroughness of the Plan. Even in a virtual setting, it is surprising how many issues need to be addressed

for the Board and School to provide safe learning spaces.

Motion by Chairman Handeen to approve the COVID Reopen Plan Draft, as presented.

Motion seconded by Director MacConnell.  
Motion approved, unanimously.

## **5. Approval of Staff Handbooks SY 20-21**

Mr. Groshong presented the Directors with the Staff Handbooks for the 2020-2021 school year. He detailed the edits, and provided information as to the reasons behind various changes.

Through discussion with Directors, one change is being made to the Handbook as presented, associated with certification date expectations in September as opposed to October.

Motion by Chairman Handeen to approve the 2020-2021 Staff Handbooks, as presented with the exception of the amendment associated with certification and the September/October date.

Motion seconded by Director Krein.  
Motion approved, unanimously.

## **6. Approval of SY 20-21 6-12 Handbooks.**

Ms. Edginton presented the Directors with an updated handbook for Board review and consideration. This presentation is for both IDVA High School and Insight. She addressed the edits made, the reasons behind the edits, the shortened length and the same “links” issue with policy so that the Handbook will be more of a “living document.”

Motion by Chairman Handeen to approve the 2020-2021 school year Handbooks for the high schools, as presented.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

## **B. BUSINESS ITEMS (Informational)**

No business scheduled or held.

## **C. POLICY READINGS (Requiring an approval vote)**

No business scheduled or held.

**D. PERSONNEL REPORT (Requiring an approval vote)**

**1. Personnel Report**

Ms. Edginton presented the Personnel Report to the Directors for Approval. She and Ms. Brown detailed the work that has been done, with Mr. Groshong, to staff the school with the increase in student numbers. Ms. Brown has been doing a lot of interviewing and training. They are very pleased with the quality of applicants that they are receiving.

A majority of the new teachers being recommended have come from a traditional classroom setting, and wanted a virtual experience with a reliable and experienced program. The school's reputation in this regard has served them well. They have teachers trying to get out of their district contracts to join IDVA.

Ms. Edginton stood for questions. Discussion was held regarding economic impact, making sure that onboarding is smooth, pairing veteran and new teachers together, future trends of increase or decrease in enrollment and such impact upon staffing. Messaging has included consistency in education and families making a commitment for the year. The goal is to keep these families happy, and hopefully, they will choose to stay.

There are a few new teachers, and a few teachers hired from out of state, including one from CAVA.

Motion was made by Chairman Handeen to approve the personnel report, as presented.

Motion seconded by Director Shaver.  
Motion approved, unanimously.

**E. INSTRUCTION AND CURRICULUM.**

No business scheduled or held.

**F. ACADEMIC REVIEW OF SY 2019-2020**

No business scheduled or held.

**G. PUPIL SERVICES.**

No business scheduled or held.

**VI. INFORMATIONAL/DISCUSSION ITEMS**

No business scheduled or held.

**VII. EXECUTIVE SESSION**

No Executive Session was scheduled or held.

**VIII. ACTION, IF ANY, TO BE TAKEN SUBSEQUENT TO EXECUTIVE SESSION.**

No Action was scheduled or held.

**IX. BOARD MEMBER INPUT FOR FUTURE AGENDA ITEMS AND INFORMATION SOUGHT BY BOARD MEMBERS**

This portion of the Agenda is an informational section for Directors to advise the Chair and Clerk of possible matters for consideration in future meeting agenda, as well as information that the Directors may wish to review in such context. This is not an action section or a portion of the agenda for which the Board will be taking action.

**X. ADJOURNMENT**

Director Shaver made a motion for the meeting to be adjourned.

Motion seconded by Director Krein.  
Motion approved, unanimously

Meeting was adjourned at 7:59 pm MDT.

Respectfully submitted this 20<sup>th</sup> day of August 2020

Mike Groshong  
Board Clerk.