

**REGULAR MEETING
OF THE
IDAHO VIRTUAL ACADEMY'S
BOARD OF DIRECTORS**

**Thursday
January 18, 2024**

7:00pm (MDT)

PRELIMINARY

- A. CALL TO ORDER**
- B. ESTABLISH QUORUM**

Meeting was called to order and quorum established at 7:03 PM

C. ROLL CALL

<i>Seat</i>	<i>Occupant</i>	<i>Term</i>	<i>Present</i>	<i>Absent</i>
Position 1	Chairman Thompson	(7/24)	X	
Position 2	Director Shaver	(7/24)	X	
Position 3	Director Handeen	(7/25)		x
Position 4	Brandon Shippy	(7/26)	X	
Position 5	Director Krein	(7/26)	X*	

Positions and Terms pursuant to Policy 103.0

*Joined meeting in progress.

Others present at the meeting:

Kelly Edginton
Mike Groshong
Amanda Judd
Sarah Olivas
Sheila Shiebler
Kellen MacDonald
Amy White

II. COMMUNICATIONS

A. PROCEDURAL NOTE:

1. MOTION TO APPROVE AGENDA – ACTION ITEM

Motion was made by Director Shaver to approve the Agenda, as posted.

Motion seconded by Director Shippy.

Motion 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.

No member of the public sought to make comment.

C. INFORMATIONAL PRESENTATION: Director's Report

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

1. IDVA 6 + 6 Board Presentation – Kellen MacDonald

Directors have received a written presentation of the school's financial reports as part of the Board Packet for the meeting, addressing the school's financials for December of 2023.

Mr. MacDonald and Ms. Edginton introduced Sarah Olivas, who is coming on as the new finance manager for the school, under the direction of Mr. MacDonald. She has experience working for a Stride program on the east coast and has a solid understanding of school funding/ financial models and is learning the Idaho funding system quickly. She comes with high praise for her ability to perform the job.

Mr. MacDonald orally presented the school's financial reports for this meeting with the Directors, specifically reviewing a Summary and IDVA metrics, FY24 Forecast and Budget, Restricted Funds, Balance Sheet and Cash Flow reports.

The 9 month average enrollment sits at 2,121 students, an increase of 207 students on the 9 month average. The current forecast at 2,119 students is 110 students under the prior forecast of 2,228 students. These changes drive financial changes detailed in the report. This includes changes due to student volume changes and special education population increase. There were additional changes associated with lottery funds increases and the cost of merit based increases.

With regard to Restricted Funds, matters are currently where anticipated. The only specifically called out area for specific attention is that all ESSER funds have been expended.

The Balance sheet addresses a solid on-cash status. Current liabilities and other pre-paid expenses were addressed. With regard to AP the balance budget credit should be addressed in February and will be discussed during the next financial report.

The Summary Cash Flow report was addressed. The light blue section will be the area where the balance budget credit will be addressed, with a projected deficit credit identified.

Mr. MacDonald stood for questions.

D. INFORMATIONAL PRESENTATION: Board/Staff Discussions

Board and staff discuss items of mutual interest.

1. Executive Director Report – Kelly Edginton

The Executive Director reviewed upcoming school calendar items. These matters included the School Choice Fair, National School Choice Week, Middle of year assessment week, IDVA’s February Board Meeting and School face-to-face events.

Ms. Edginton passed along that many expressions of thanks from staff members appreciative of the holiday gift cards were received.

Ms. Edginton shared a portion of an email from an Insight School of Idaho December graduate who was very thankful for her experience and opportunity to graduate from the school. This communication was received in response to Ms. Edginton’s activity of sending monthly birthday messages to students.

Ms. Edginton shared some pictures of gifts purchased and delivery of gifts from last month’s IDVA Family Giving Tree. A total of 417 gifts for 75 families were purchased by IDVA families, staff, and others and were delivered by volunteer staff in the different regions of the state.

The Board asked Ms. Edginton to express its appreciation to those involved in this project.

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 December 2023 Regular Meeting**
- 2. Approval of December 2023 Monthly Invoices**
- 3. Approval of December 2023 Financial Report**

The Consent Agenda was opened for discussion and inquiry.

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

Motion seconded by Director Shaver.
Motion approved, unanimously.

IV. SCHEDULED FOR ACTION

A. BUSINESS ITEMS (Requiring Approval Vote)

1. Lease Agreement with Sundance Investments – Kelly Edginton

Ms. Edginton presented the proposed lease agreement to the Directors, explaining how the recommendation to stay in the same, but smaller footprint, location came to be recommended. She detailed the review process for the lease and the work that has been done on this document.

There is a decrease in square foot cost, with a schedule of such costs for the duration of the lease, as well as an overall decrease in rented square footage. She detailed the cost reductions. There will be some minor construction activities. The sublease to ITCS will remain at the current square footage cost, which will escalate consistent with the underlying lease. The state also provides some funding for lease costs.

Ms. Edginton stood for questions. Questions were answered by Ms. Edginton and Ms. White and Director comments made relating to matters such as the security deposit, window washing, insurance coverages, and communication with the landlord/broker relating to who may be renting next to the school now that the space for rental is smaller.

Discussion occurred among the Directors relating to neighboring potential tenants and prior experiences with such tenants.

Motion was made by Director Shaver to approve the lease, as presented, direct the Chair to sign such lease and to direct Director

Edginton to communicate with the Broker the Board's concerns regarding future neighboring tenants.

Motion seconded by Director Krein.

Motion approved, unanimously.

2. Update Credit Card Holder from Ingwersen to C. Freeman– Kelly Edginton.

Ms. Edginton addressed Ms. Ingwersen's change of employment as addressed on the school's last personnel report, Ms. Freeman taking Ms. Ingwersen's prior position and the need to transfer the Board's authority from Ms. Ingwersen to Ms. Freeman with regard to the authority to hold a school credit card. She would serve as the second credit card holder with Ms. Edginton being authorized to hold the other.

Motion made by Director Thompson to approve the recommended change in credit card holders.

Motion seconded by Director Krein.

Motion approved, unanimously.

3. Safe Return to In-Person Instruction Plan Review - Kelly Edginton.

Ms. Edginton detailed the requirement that this be done under the COVID requirements. This has been before the Board in the past in various versions. This will be reviewed again in July of 2024, with an effective date at this time to September 2024, unless the time period is extended again.

The administration has updated the plan and it has been on the school's website for input. The only input since the Board's last review was from one staff member who commented positively on the thoroughness of the plan.

Director Shaver raised question with a date contained in the Periodic Reviews section. This was updated to address reviews from 2021 to present date.

Ms. Edginton asked for the Director's approval with this amendment.

Motion made by Director Thompson to approve the Safe Return to In-Person Instruction Plan, as amended.

Motion seconded by Director Shaver.

Motion approved, unanimously.

V. BUSINESS ITEMS (Scheduled as Informational)

1. U.S. Census Bureau Survey Information – Kelly Edginton

Ms. Edginton indicated that this subject matter was on the agenda due to the discussion at the last meeting about the school’s use of the funds received associated with this program for the Scholarship Fund.

The Board’s information packet includes a copy of information relating to this survey program as well as an example of January’s survey questions. The school is receiving \$200 for each of the surveys completed by Ms. Edginton and Ms. Whelan.

The surveys have all been on different subject matters. The school was randomly chosen with approximately 4,000 other schools nationwide. The survey answers are encrypted and secure. There is no personally identifying information and the school would not be individually called out associated with any answer as they are creating summary data for release.

Ms. Edginton indicated that these surveys are not difficult, though this recent month’s was a bit more significant. They are not intrusive and are only asking for information that is also public record.

Director Shippy expressed his thanks for Ms. Edginton bringing this matter to the meeting after his request at the subsequent meeting.

VI. POLICY READINGS (Requiring an Approval Vote)

1. Title I-A Family Engagement Policy – Draft – Kelly Edginton.

Ms. Edginton presented the draft policy, recommending approval. This was created with the assistance of the Parent Advisory Council (PAC) that has existed since the school became a Title I school. Since that time, there has also been policy relating to the subject matter that existed in the operational/business documentation. They are now seeking to have an amended version of this policy included in the Board’s manual.

The draft of the recommended policy and the prior policy were provided to the Directors, detailing the changes.

The matter was open for any questions and discussion.

Motion by Director Shaver to approve the Title I-A Family Engagement Policy, as presented.

Motion seconded by Director Thompson.

Motion approved, unanimously.

VII. PERSONNEL REPORT (Requiring an approval vote)

No Business Scheduled or Held.

VIII. INSTRUCTION AND CURRICULUM.

No Business Scheduled or Held.

IX. PUPIL SERVICES.

1. No Business Scheduled or Held.

X. INFORMATIONAL/DISCUSSION ITEMS

1. No Business Schedule or Held.

XI. EXECUTIVE SESSION

No Business Scheduled or Held.

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

No Business Scheduled or Held.

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

Ms. Edginton will be following up with the Charter Commission as to the status of the school's final annual report status as it has not yet been received but other schools have received. She did note that the program employee at the Commission that is assigned to the IDVA report has been out on leave.

Director Shaver asked that the next agenda and meeting include a legislative session update, including a discussion as to the possible impact to the school of various legislative matters. Ms. Edginton reference the current re-write of the Charter process and laws and indicated that she will ask Ms. Budge to the next Board Meeting.

IV ADJOURNMENT

Motion to adjourn was made by Director Shaver at 7:48 PM, seconded by Director Thompson.

Motion approved unanimously.

Meeting was adjourned at 7:48 PM MDT.

Respectfully submitted this 18th day of January 2024

Mike Groshong
Board Clerk