

IDAHO VIRTUAL EDUCATION PARTNERS
BOARD OF TRUSTEES
REGULAR BOARD MEETING
ICON School Offices
5680 E Franklin Suite 200 Nampa, Idaho 83687
October 29th, 2018
9:00 AM MT

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/434808741>

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United States: +1 (408) 650-3123

Access Code: 434-808-741

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AGENDA

Call to Order
Approval of Agenda

Annual Financial Audit	Harris and Company
Board Expansion	Dave High
ICON Fast Facts	Head of School
Next Meeting	

Adjournment

email Julia

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AGENDA

Call to Order	9:14 am	
Approval of Agenda	1 st Collette	2 nd Jack
Annual Financial Audit	Harris and Company	Jack 1 st Collette 2 nd
Board Expansion	Dave High	Approved
ICON Fast Facts	Head of School	
Next Meeting		
Adjournment	Jack made 1 st	2 nd Collette
	Approved	

Follow up -
 What does merger mean for
 1st Interstate / I Independent
 bank
 Jobs / People

11:00 am

Overview of the FYE 06/30/18 Independent Auditors' Report

For the previous three years (literally) the beginning, middle, and end of the review of the Idaho Virtual Educational Partners, Inc., dba Idaho Connects Online School (ICON) Independent Auditors' Report revolves around Governmental Accounting Standards Board (GASB) Pronouncement Number 68, *Accounting and Financial Reporting for Pensions* (GASB 68). This is because this pronouncement affects the Auditors' Opinion (document pages 4-6) through a Qualified Opinion, the Basic Financial Statements (pages 8-14) through inserting allocated PERSI Pension Plan quasi-assets, liabilities, quasi-liabilities, and revenues into ICON's Statement of Net Position and Statement of Activities along with related reconciliations, the Footnotes (pages 15-28) by adding Note D which is 6 ½ pages long, the Required Supplementary Information (pages 30-32) by adding another page which wonderfully details that all of this is performed because ICON's employees represent a 0.0397894% of the total PERSI BASE pension fund.....yes, you read that correctly: approximately 1/39th of 1% of the total pension fund.

Well, I am here to tell you that for the fiscal year ended June 30, 2018.....it got better.....but it got worse. Yes, something DID IMPROVE: PERSI put together enough information related to the FULL pension fund (BASE + Sick Leave Benefits/Other Postemployment Benefit or 'OPEB') for release to its participating employers (ICON) so that all required disclosure related to GASB 68 and GASB 75 (similar to GASB 68 but dealing with OPEB) could be presented in June 30, 2018 Audited Independent Audit Report. Therefore, now ICON can present all required information related not only to the BASE PERSI pension plan, but the OPEB portion as well. Therefore, the overall GOOD produced is that now that all required information is presented, a QUALIFIED OPINION IS NO LONGER REQUIRED. YES!!! ICON has returned to UNQUALIFIED OPINION status.....with a small EMPHASIS OF MATTER paragraph, but that paragraph (as it states) does not modify the UNQUALIFIED OPINION.

Now for the BAD: Because the ICON June 30, 2018 Independent Audit Report now complies with the requirements of BOTH GASB 68 and GASB 75, more information related to items ICON has no control over, nor is any material part of, has been ADDED. Therefore, now in addition to the 6 ½ page Footnote D for PENSION PLAN, there is also a 3 ½ page Footnote E for PERSI OPEB – Sick Leave, and an additional page of Required Supplementary Information (page 36) for the OPEB, which ICON employees account for all of 0.105% (oh yes 1/10th of 1% for Sick Leave) of the total plan.

In order to provide a quick overview of GASB 68 and the related GASB 75, one must hark back to the years of the recent Great Recession, in which Government-run defined benefit pension plans were taking huge investment losses related to the market collapse and therefore reporting enormous net unfunded pension liabilities, drawing huge concern from the public (news outlets). In response to this a project was initiated by the GASB to provide for updated accounting procedures in light of the circumstances an increased reporting for public education and understanding. What we received was GASB 68, and subsequently GASB 75 for Other Postemployment Benefits (OPEB). Pronouncements

that effectively mandated all member employers in these Government-run defined benefit pension plans had to include their proportionate share of these pension activities in their annual audits.

This mandate was issued although the fiduciary responsibilities of ICON begin and end with the proper collection and remittance of employee and employer required contributions to PERSI per prescribed legislation and PERSI Retirement Board decisions, as with the majority of other member employers. ICON has no further liability, nor responsibility for the employee's defined benefit pension, that relationship is between the employee and PERSI. ICON is, under law, simply an intermediary for PERSI, processing the contribution transactions per prescribed rules as promulgated by the State of Idaho and the PERSI Retirement Board. There is no, nor will there ever be under current legislation as written, legal claim against ICON for the Net Pension Liability shown in the Statement of Net Position (page 8), however GASB 68 mandates that it be presented as a liability of ICON. That Net Pension Liability is, in the theory of its calculation, solely the responsibility of PERSI. Finally, GASB 68/75 allowed for no de minimis clause. As stated above ICON's employees represent approximately 1/39th of 1% of the PERSI Defined Benefit Pension Plan (1/10th of 1% for the Sick Leave Benefits), however all aspects of GASB 68/75 must still be implemented by ICON for its Annual Independent Auditors' Report.

With that brief introduction I just wanted to highlight some items in the Independent Auditors' Report for the Board's increased understanding. The auditors will also review the Report with the Board prior to their vote for approval.

Page 8: Governmental Accounting Financial Statement. *Net pension asset – sick leave* \$80,894, *Deferred Outflows of Resources – Pensions* (quasi-asset) \$453,310, *Deferred Outflows OPEB obligations – sick leave* (quasi-asset) \$14,700, *Net Pension Liability* \$625,421, *Deferred Inflows of Resources – Pensions* (quasi-asset) \$93,817, added as discussed above.

Page 9: *Pension Revenue* (later noted on **Page 13**) added in the amount of \$42,385. This increases the ICON internal *Change in Net Assets* discussed in 10/12/18 email from a negative \$183,895 previously recorded in the Independent Auditors' Report to the negative \$141,509 (rounding) *Change in Net Position* shown here. ($\$183,895 - \$42,385 = \$141,509$)

Page 10: Applicable internal financials Interfund Receivables/Payables converted to cash as discussed in the 10/25/18 email.

Pages 11, 13: Reconciliations between the Governmental Accounting Financial Statements and the Fund Accounting Statements.

Page 12: The decrease in the ICON internal *Change in Net Assets* discussed in 10/25/18 email difference of \$1 due to rounding.

Pages 20-26: Note D related to the pension plan information required by GASB 68.

Pages 26-30: Note E related to the pension plan information required by GASB 75.

Page 32: Blank page, will be included/marked as such in final draft.

Pages 35-36: The GASB 68/75 Required Supplementary Disclosures.....where you will see the infamous $1/39^{\text{th}}$ of and $1/10^{\text{th}}$ of 1% share.

Please feel free to ask any additional questions you may have.

Idaho Virtual Education Partners
Idaho Connects Online School
Board of Directors
Saturday, March 2, 2019
9:00 AM MT-1:00 PM MT
5680 E Franklin Suite 200 Nampa, Idaho
Online Options

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/581715437>

You can also dial in using your phone.
United States: +1 (571) 317-3122

Access Code: 581-715-437

Call to Order Chairman High

Approval of Agenda Chairman High

New Business Chairman High

1. Plan for future board meetings and schedule
2. Review of Board functions and developing plans for improving Board effectiveness. Topics for discussion include:

Stewardship

- Act as a steward of the school's mission, vision, and core values
- Engage in stewardship through strategic planning and establishing school culture

School Leadership

- Hire effective school leadership
- Provide a quality coaching and evaluation process for administration by establishing policy to guide the day-to-day work of administration
 - Hold school leaders accountable to their management duties

Governance

- Engage in strong governance practices
- Comply with Open Meetings Law and adopt procedures such as Robert's Rules of Order

Oversight

- Provide appropriate oversight regarding academic performance, operational compliance, and financial solvency of the school
 - Monitor relevant data regularly to inform decisions, strategic plans, and leadership management
3. Update on State of School if time allows Vickie McCullough
 4. Update on Fiscal State of School if time allows Dorian Bell

Idaho Virtual Education Partners
Idaho Connects Online School
Board of Directors
Saturday, March 2, 2019
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Call to Order Chairman High

Meeting called to order at 2:00 PM.

Those in attendance Chairman High, Trustee Reents, Trustee Loome, Trustee Wilkes, Trustee McMahon, Dorian Bell and Vickie McCullough

Approval of Agenda Chairman High

No changes to the agenda were noted.

New Business Chairman High

1. Plan for future board meetings and schedule

It is the desire of the Board of Directors for ICON that they work to establish a meeting routine and schedule that allows for dedicated time and attention to the school. Conversation for braining storming about meeting schedules included:

- *Work schedules of board members*
- *Balancing the needs of the school and not having excessive meetings just to meet but enough to accomplish the cyclical needs of the various items needed for board oversight.*
- *How to recap and review content for those that cannot attend.*

Motion was made by Trustee Reents:

Idaho Virtual Education Partners would meet in October, November, January, February, March, May, June and August on the 2nd Friday of each month from 2:00-5:00 PM. If items arose that demanded additional needs a meeting could be called outside of the schedule and if a meeting did not appear to be needed for the scheduled month the board could determine through email that no meeting was necessary.

The motion was given a second by Trustee Loome. Motion carried.

Further discussion for a later meeting was the structure of the meetings and the roles of the motion, discussion, and voting process. It was also suggested that board roles could be designated at future meetings to assist with the work that needs to be done and to maximize the effectiveness of the board.

It was also suggested that the board would like to review the open meeting laws of Idaho and would bring the Idaho handbook for meetings to a future board meeting for review.

2. Review of Board functions and developing plans for improving Board effectiveness. Topics for discussion include:

Stewardship

- Act as a steward of the school's mission, vision, and core values
- Engage in stewardship through strategic planning and establishing school culture

School Leadership

- Hire effective school leadership
- Provide a quality coaching and evaluation process for administration by establishing policy to guide the day-to-day work of administration
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Governance

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- Comply with Open Meetings Law and adopt procedures such as Robert's Rules of Order

Oversight

- Provide appropriate oversight regarding academic performance, operational compliance, and financial solvency of the school
- Monitor relevant data regularly to inform decisions, strategic plans, and leadership management

The Chairman of the Board then introduced the topics of governance that had been distributed as suggested roles of the Board from the Idaho Charter School Network. The topic of discussion was to gain an understanding from the Board as to these governances suggested roles and how these suggested roles may work with the mission and vision of the board. Topics discussed centered on:

- *What key metrics found in the suggested roles would be tracked at each meeting? What would be tracked yearly or not at all?*
- *How do these suggested roles fit into the organizations focus on the patrons of the school?*
- *How do these suggested roles fit into innovation?*
- *How do these suggested roles fit in with IT needs?*
- *How do these suggested roles fit in with Policy?*
- *How do these suggested roles fit in with Finances?*
- *How do these suggested roles fit in the long-term planning?*

As discussion occurred the board suggested that perhaps a structure for placing roles and needs within the organization in some type of hierarchal structure with ties back to the mission and vision of the

school to ensure that work was aligned correctly. It was also discussed that the board may not have enough of the information that they need to make the determinations of what oversight roles are the most important or needed to them.

Motion made by Trustee Reents:

Within the next three scheduled meetings the board would reexamine the suggested oversight topics and examine potential hierarchical buckets that the board would place concentration on that would further support the values and mission of the school.

Motion seconded by Trustee Loome. Motion carried.

3. Update on State of School if time allows Vickie McCullough

The Head of School gave a general update on the operations of the school including demographics and special programs including the migrant and treatment program.

4. Update on Fiscal State of School if time allows Dorian Bell

Time did not allow for this update

It was determined that a special meeting needed to be called in April so that the Board could be given an in-depth overview of a) how the school is evaluated both at the state and charter commission level and b) as time allows in depth look at the current data for school evaluation at the state and commission level. This information and data will help support the board's desire to determine critical oversight roles.

Idaho Virtual Education Partners
Idaho Connects Online School
Board of Directors
Friday, April 5, 2019
2:00-5:00 PM MT
5680 E Franklin Suite 200 Nampa, Idaho
Online Options

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/782714413>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 782-714-413

Call to Order Chairman High

Approval of Agenda Chairman High

Old Business Chairman High

- Review and approval of March meeting minutes
- Change to monthly meeting time per request of Trustee Wilkes

New Business Chairman High and Head of School McCullough

- How is ICON evaluated at both the state and commission level?
- What is ICON's most recent evaluation at the commission level?
- Where are opportunities for growth and improvement and opportunity in commission evaluation?

Meeting adjourned:

Idaho Virtual Education Partners
Idaho Connects Online School
Board of Directors
Friday, April 5, 2019
2:00-5:00 PM MT
5680 E Franklin Suite 200 Nampa, Idaho
Online Options

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<https://global.gotomeeting.com/join/782714413>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 782-714-413

Call to Order Chairman High

Meeting called to order at 2:00 PM MT. Attendance: Chairman High, Trustee Reents, Trustee Loome, Trustee McMahan, Head of School Vickie McCullough, Business Manager Dorian Bell

Approval of Agenda Chairman High

No changes to the agenda were noted or needed

Old Business Chairman High

- Review and approval of March meeting minutes

Motion to approve March minutes made by Trustee Reents with a second by Trustee Loome. Motion passed unanimously.

- Change to monthly meeting time per request of Trustee Wilkes

Trustee Wilkes asked for a discussion related to the meeting schedule approved at the March meeting to accommodate a change in her schedule for May and June. After examining calendars, it was determined that no changes to the May meeting would be made and the June meeting would be moved to Saturday, June 8th at noon. Trustee Reents made a motion to change June meeting date to June 8th with a second by Trustee McMahan. Motion passed unanimously.

New Business Chairman High and Head of School McCullough

- How is ICON evaluated at both the state and commission level?
- What is ICON's most recent evaluation at the commission level?
- Where are opportunities for growth and improvement and opportunity in commission evaluation?

The Board spent time learning about the performance indicators from the State Department of Education. Academic Indicators included student achievement, student progress, group achievement, graduation rate and college and career readiness. Non academic indicators included teacher workforce, engagement and finance. Discussions focused on how the data was collected and the current performance level of ICON's indicators. The Board then examined how the performance indicators from the State Department of Education were incorporated into the Idaho Public Charter School Commission Evaluation of the school.

The Head of School then worked with the Board to discuss areas of opportunity that ICON may want to examine in order to increase the performance measurements. ICON's mobile population impacts the performance data as it relates to continuous enrollment definitions, graduation cohort rates, and engagement. As part of ICON's current school improvement plan, ICON is working with the State Department of Education to examine alternate ways to code students that are only with ICON for a temporary amount of time so that those students would not figure in to the state performance indicators. The Board asked the Head of School to keep them apprised on the progress of the conversations with the State Department.

Meeting adjourned: 4:45 PM MT

Idaho Virtual Education Partners

Idaho Connects Online School

Board of Directors

Friday, May 10th, 2019

2:00-5:00 PM MT

5680 E Franklin Suite 200 Nampa, Idaho

Online Options

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/422967981>

You can also dial in using your phone.

United States: +1 (872) 240-3412

Access Code: 422-967-981

Call to Order Chairman High

Approval of Agenda Chairman High

Old Business

- Review and approval of April meeting minutes
- Update on school metrics

New Business

- Policy Review
- 19-20 Salary Discussions
- Discussion: Idaho Independent Bank Merger

Next Meeting: June 8th

Idaho Virtual Education Partners
Idaho Connects Online School
Board of Directors
Friday, May 10, 2019
2:00-5:00 PM MT
5680 E Franklin Suite 200 Nampa, Idaho
Online Options

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Call to Order Chairman High

Meeting was called to order at 2:00. Trustee Reents, Trustee Loome, Chairman High, Business Manager Dorian Bell and Head of School Vickie McCullough were in attendance.

Approval of Agenda Chairman High

Trustee Reents brought forth first motion to adopt the agenda as presented. Trustee Loome gave the second with all in favor and the motion was passed.

Old Business Chairman High

- Review and approval of April meeting minutes

Trustee Reents brought forth the first motion to approve minutes as presented. Trustee Loome gave the second with all in favor. April meeting minutes were approved.

- Update on school metrics

Head of School brought forth several items to update the board on as it related to the demographic make up of the staff and students. The names of all staff members and the role that they played was presented for an overall awareness of the ICON team. The Head of School then shared demographic snapshot data and include total enrolled students of 230 with 146 of those students meeting the at-risk criteria. Also presented was the number of students that ICON was serving in treatment as of 05/09/2019 along with the number for free and reduced lunch and special education students. Discussion around other ways that metrics could be presented was discussed. Questions centered on what can we define as success and what is our success factor? Would it be helpful to understand how long students were with us and/ or how long they stayed? No official motion was made or determined as to the official metrics gauge for the board.

New Business Chairman High and Head of School McCullough

- Policy Review

Head of School brought forth the newly updated special education manual as updated by the State Department of Education. Because the manual contained new content, the board needed to adopt the manual again to ensure compliance. Trustee Reents made the first motion and it had a second by Trustee Loomer. The motion passed and the manual adopted.

Trustee Reents also brought forth information about the Student Data Privacy Policy (3575, 3570) as it related to personal information as outlined in FERPA. It was discussed that ICON may need to examine the policies in place to ensure they were still in compliance with the processes for a virtual school. Trustee Reents is working in conjunction with the Head of School to see where strengths and gaps may be. Trustee Reents would report back to the board in the 19/20 school year as to findings and would bring forth any new policy ideas or recommendations that may need to be included in the current policy.

- 19/20 Salary discussions

Business Manager Dorian Bell brought forth recommendations for the proposed salary schedule for the 19/20 school year with back up documentation for research and comparable to other districts and salaries. Based on the research and the State Foundation Program revenue percentage increase, it was recommended that all staff receive a 3.40% increase for the 19/20 school year. This budget proposal was brought forth in accordance with the past philosophy that ICON should be one of the top paying employers in the state. Trustee Reents brought forth the first motion to approve the schedule with a second by Trustee Loomer. The budget component for the 19/20 salary schedules were passed.

- Idaho Independent Bank Merger

The merger with First Interstate and Idaho Independent was discussed by the Head of School and Business Manager. The recent merger has not gone as well as expected and customer service has changed since the bank moved to First Interstate. Leadership has spent time interviewing and working with other banks to perhaps find another bank that may be a better fit for the school. It is important that a bank offers the CDARS program so that ICON can continue with the investment opportunities that it currently exercise. While no formal motion was made the board agreed that leadership could make those decisions about bank movement that they felt were in the best interest of the school and to keep the board informed.

Meeting adjourned: 5:00 PM

Idaho Virtual Education Partners
Idaho Connects Online School
Board of Directors
Saturday, June 8th, 2019
12:00 PM MT
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Call to Order Chairman High

Approval of Agenda Chairman High

New Business Chairman High and Business Manager Dorian Bell Annual Financial Meeting

Meeting adjourned

Idaho Virtual Education Partners
Idaho Connects Online School
Board of Directors
Saturday, June 8th, 2019
12:00 PM MT
5680 E Franklin Suite 200 Nampa, Idaho
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Call to Order Chairman High

Meeting was called to order at 12:00. Trustee Reents, Trustee Loome, Trustee Wilkes, Trustee McMahon, Chairman High, Business Manager Dorian Bell and Head of School Vickie McCullough were in attendance.

Approval of Agenda Chairman High

Trustee Reents brought forth first motion to adopt the agenda as presented. Trustee Wilkes gave the second with all in favor and the motion was passed.

New Business Chairman High and Business Manager Dorian Bell Annual Financial Meeting

The annual financial meeting began with a recap of the personal budgets that in accordance with ICON process and policy were approved at the previous meeting. Mr. Bell did a recap of how the research for salary determinations were completed and the research that was done.

Mr. Bell then introduced the State Funding Overview and discussed a brief review of how ICON receives funding from the state level. This included general enrollment, salary-based apportionment, and support units. A brief review of the support units for alternative and secondary schools were also presented.

Then highlights for the proposed budget for the 19/20 school year were presented which include:

Revenues

o Composite ADA for the 1st Reporting Period of 224, Best-28 Weeks ADA of 251 (2018-2019 1st Reporting Period Composite ADA was reported by SDE as 214.66

o Each ADA unit achieved for 1st Reporting Period, 224, results in approximately \$6,500 of Salary Based Apportionment Revenue

o Average Instructional/Pupil Support Salary + Advanced Degrees calculated at \$48,620.13 (see actual average salary in Expenses below);

o 4,100 Court-Ordered Tuition Equivalency attended days at the State-approved Daily Tuition Rate of \$21.39 (ICON had 4,103 Court-Ordered Tuition Equivalency attended days for 2018-19 as of May 27, 2019, or approximately 24.50 students per school day over 10 locations. ICON will be increasing service by up to 5 additional locations, however a conservative estimate has been utilized

o 33-1002 Technology Funding and College and Career Advisors and Student Mentors, 33-1021 Math and Science Requirement Funding, District IT Staffing, 33-1004J Leadership Premiums, and SB 1184 Professional Development, all included at State-provided rates/amounts. IDEA School Age Federal Funding is included as SPED FTE's remained the same as prior year (with Board approved salary increase) and therefore a maintenance of effort issue is not projected.

Expenses

o Certified FTE increase from 20.75 to 21.00 from FYE 06/30/2019 actuals

o Classified FTE increase from 8.00 to 9.50 from FYE 06/30/2019 actuals; o Average Instructional/Pupil Support Salary-ICON Certified Staff (not including HOS): \$58,468.09

o 3.40% salary increase for all continuing certificated and classified staff and Head of School, as approved by the Board; o \$200 Holiday Bonus for all staff (34 in total, cash, payroll taxes paid by ICON)

o Health Benefit premiums at quoted rates, aggregate increase of approximately 5.85%; o Additional Teacher Software (SoftChalk/Quality Matters) purchases of \$6,900

o Additional Student Software (Babel/ESL) purchases of \$2,000

o Rental of Buildings budgeted at \$43,391.67 for fiscal year with corresponding Charter Schools Facility Reimbursement Revenue of \$21,695.84

o Charter Commission Authorizer fee budgeted at \$14,000 (2018-19 fee was \$9,438.04

o 125 Odysseyware licenses budgeted at contract proposed amount of \$418.00/license annually (no increase from prior year

o 70 Student Laptops @ \$300 each for the year

o Commercial Insurance budgeted to renew at 20% increase, D&O Insurance budgeted to renew at 5% increase (D&O increased by 2.18% from prior year, Commercial 28.46% decrease

During the discussion it was recommended that having the ability to further talk about the salary schedule, internet reimbursement, and health care may need to be a topic that the board further looks at into the future. There was also discussion that the current policy in place as it relates to the Head of Schools monetary amount for discretionary spending and travel in the school did not need to be examined further.

A motion was brought forth by Trustee McMahon to approve the budget with a second by Trustee Reents. A unanimous vote was given to adopt the budget and unless anyone feedback came forward through the public comment period the budget would be adopted for the 19/20 school year.

Meeting adjourned: 3:00 PM