

Idaho Connects Online School  
Governing Board Meeting Minutes

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Board Meeting ICON

Friday, October 11<sup>th</sup>, 2019 2:00 PM - 5:00 PM MDT

5680 E Franklin Road Nampa, Idaho or

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

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I. Call to Order Chairman High

The meeting was called to order at 2:00 PM MT. Trustee Reents, Trustee Wilkes, Business Manager Dorian Bell and Head of School Vickie McCullough were in attendance. Also present were auditors Josh Tyree and Kevin Congo with Harris CPAs.

Approval of Prior Meeting Minutes

Chairman High brought forth a motion to approve the meeting minutes as presented with the addition of notes from Trustee McMahon. Trustee Reents gave the second with all in favor and the motion was passed.

II. Public Comment

The floor was opened for public comment. No one brought forth any comment to share.

III. Reports and Discussions

A. Business Manager's Report - Annual Fiscal Audit Harris and Company

The audit team was introduced from Harris CPAs, Josh Tyree and Kevin Congo. Trustee Reents brought for a motion to approve the fiscal audit. Trustee Wilkes gave the second. Trustee Reents called for any comments from the Business Manager or the Auditors.

Trustee Reents put forth a question to Harris CPAs about the internal controls memo regarding the unstated specific processes and findings of the external audit, other than their general approval of the financials. Mr. Tyree explained the standard procedures done for “government accounting”. The only time the external auditors list specific findings is when a problem is found in the internal accounting and as we were issued an unqualified “clean” opinion, no problems were found in either our financial statements, controls or compliance.

After a brief discussion regarding the use of the Chairman’s signature stamp, it was determined that while not optimal, the use of the Chairman’s stamp is acceptable as long as the processes already in place are followed and documented.

Trustee Reents asked the auditors if they could provide feedback on any improvements to our current processes or policies. Mr. Tyree agreed to look at the files to see if there are any suggestions they can provide and to communicate them back to Mr. Bell, Ms. McCullough and the Board.

Chairman High called for a vote to approve the motion to approve the audit with all in favor and the motion was passed.

#### B. -Discussion Items

- *What process and timeline should we follow to set goals for the year including Charter Renewal and Continuous Improvement?*

Chairman High stated that the State wants us to have a Continuous Improvement Plan. Chairman High believes the Board should have goals in ICON’s plan greater than required by the State, with stated long-term goals and timelines for those goals and used the expansion of ICON’s Mastery Program as an example. Chairman High stressed that the goal for this Board meeting is not to determine or define those goals, but to determine what process the Board should use to determine those goals, whether it be the establishment of a subcommittee or if it should be done in future Board Meetings only.

Trustee Reents questioned whether the proposed schedule and topics of ICON’s Board Meetings for the 2019-2020 school year was meant to be a framework to address this. Chairman High acknowledged that it is the intent of the schedule to ensure we manage all the state requirements during ICON’s Board meetings, with the addition of the items the Board

wants to focus on. The HOS confirmed that the proposed schedule and topics document has thus far not been approved by the Board. The HOS explained the schedule and outline included all the necessary requirements in the various meetings agendas and gave the addition of the Charter Renewal Process as an important, but not the only additional item the Board may want to focus on. Chairman High agreed that beginning the process of Charter Renewal is a worthwhile addition to the Board's future meeting agenda and will ensure ICON is prepared for the State's continued monitoring of standards for our school, as well as to have the information available for the school to be able to measure itself.

- *What data or reports does that Board want in addition to what we collect currently? Use of outside expert if necessary.*

Trustee Reents would like to include the completion of ICON's policy review with focus on Data Security, Leaves (of absence) and Disbursement policy. Chairman High suggested we include one policy per meeting for review.

Chairman High also suggested the review of specific reports and topics in upcoming meetings. He gave an example of the school's turnover rate as a topic to review to determine why it is what it is and what the Board/School can do to improve it. The Chairman suggested a focus on the students not in a treatment facility who leave the school after a number of months and suggested surveys for the students and their parents both at enrollment and when they exit to better analyze why they have chosen to leave. The Chairman believes parent and student surveys would help the Board examine various other topics and suggested bringing in an outside consultant to help develop, collect the replies and provide the Board with an analysis of the results.

The HOS suggested that the Board come up with an organized and systematic structure that includes the specific questions the Board wished to focus on throughout the school year, outside of the information that will be provided by the existing Continuous Improvement Plan, in order for the HOS to better support the Board and its vision and goals. Trustee Reents stated he doesn't have a vision in order to move the school forward and relies on the HOS to provide that vision. Chairman High stated the "Big Picture" vision is stated in the

school charter and the known goal is the path to get there. The HOS suggested two areas for the Board to address this school year outside of the CIP could be:

1. Retention
2. Policies

Trustee Reents spoke about 2 different approaches Board Members have; one being a supportive role to enhance the leadership of the HOS, the other approach being more of an oversight role and suggested the Board itself come to a determination as to which approach, they will follow.

Chairman High stressed his position that bringing in outside consultants could help the Board determine exactly which areas/topics outside the CIP that the Board needs to focus on. The Chairman proposed an extensive survey looking at:

1. Turnover
2. What parents/students think about the teachers
3. What do teachers understand is their obligation with respect to students and how do the students/parents feel about that?

The HOS offered to present the State Department's survey going out in the Spring as a starting point.

Trustee Reents agreed that the HOS providing the State's survey is a great starting point to help identify what might be on the Board's survey specific to ICON.

Chairman High requested the State's survey be provided to the Board a couple of weeks in advance of the next Board Meeting for review.

- *Protocol for board inquiry into school operations*

Trustee Reents asked the Chairman if he would like to table the Protocol discussion as there were some Board Members absent who might like to contribute to the topic. Chairman High stated they could proceed with the discussion.

Conversations around the line of authority between the Business Manager and the HOS were brought forth by Trustee Reents to understand the approval process for decision making. Mr. Bell

responded that the Board approved his contract in 2015 and that he took direction from both the board and the HOS. Trustee Reents questioned the protocol Mr. Bell follows should a situation arise where he is asked for something and he required direction, ie. would he go to the Chair of the Board or to the HOS for direction. Mr. Bell stated he believes the HOS would be privy to the requests of the Board but is open to direction from either. In reference to that question, Trustee Reents questioned an expense from Mr. Bell regarding travel expenses simply to attend the Board's Annual Budget Meeting and whether Mr. Bell sought out the Board's approval for that expense. Mr. Bell stated that his physical attendance was deemed mandatory years prior by the HOS at the suggestion of the Chairman; that he followed and continues to follow the policy in place regarding expenditures and approvals and that he and the HOS had several other meetings outside of the Board Meeting during that trip.

The HOS asked if the Board wanted to change the current school expenditure policy. Chairman High stated they don't want a policy removing the ability for the HOS to make these decisions, even if the Board might make a different decision.

Trustee Wilkes questioned the Board as to the scope of the current questions because it appeared as they were to simply second guess the HOS and felt as if a "witch hunt" had been in process over the last several months and she felt it needed to come to a close.

Trustee Reents said for his part, he was concerned with the cost and the travel time for the Business Manager to be at the meeting. Mr. Bell stated none of the time it took him to travel to the meeting was billed to ICON. Trustee Reents stated he was not aware of the other meetings and factors involved with the Business Manager's annual trip that led to the decision made by the HOS to have the Business Manager attend the Board Meeting in person.

Mr. Bell commented that he believed that the Board would respect the decisions of the HOS when she follows the policies and procedures. Trustee Reents and Trustee Wilkes agreed with this statement.

No further discussion was needed

#### IV. Business (Action Items)

*Review and adoption of proposed schedule and topics for the 19-20 school year meetings.*

Chairman High called for a motion to adopt the proposed schedule and topics document for the 2019-2020 school year Board meetings with the caveat that items may be added to the individual Board meeting agendas in the future.

Mr. Bell stated that to meet Idaho Code, the Budget meeting needs to be moved from July 10<sup>th</sup> to June 12<sup>th</sup>.

Chairman High stated that change would be made and called for a motion to adopt the document with the change. Trustee Reents entered the motion to adopt and Trustee Wilkes gave the second and the motion was passed.

#### V. Adjournment

Trustee Reents entered the first motion to adjourn with a second by Trustee Wilkes. The motion carried and meeting was adjourned at 4:05 PM.

Minutes Approved by the Board of Directors on 11/8/2019.