

Idaho Digital Learning Alliance

Silverstone Amenity Center

3405 East Overland Road, Meridian, ID 83642

Working Session of the Board of Directors

Zoom: <https://idla.zoom.us/j/2083420207>

Meeting ID: 208 342 0207

February 4, 2025 - 12:00 P. M.

12:00 p.m. Lunch

12:30 p.m. Navigating a Data Breach

1:00 p.m. IDLA Course Fees

1:30 p.m. Qualtrics / Survey Data

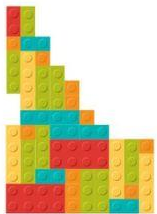
2:00 p.m. Adjourn / Break

2:15 p.m. Business Meeting

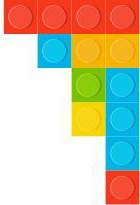


IDLA Board Meeting

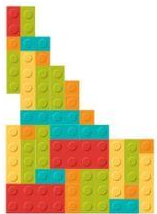
Feb 4, 2025



IDAHO DIGITAL LEARNING ALLIANCE
BUILDING THE FUTURE
OF EDUCATION

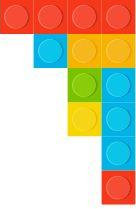
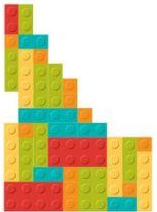


Working Session



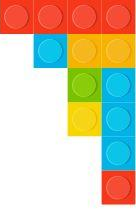
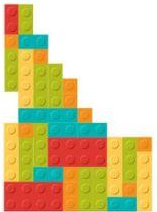
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Navigating a Data Breach



Navigating a Data Breach

3.2 Ensure system confidentiality.



Navigating a Data Breach

Discussion on Data Breach Preparedness based on PowerSchool Data Breach (Never waste the opportunity to learn from an event)

- From a lessons learned standpoint, does the IDLA's response plan address this type of event?
- Some items to consider on the coordination with the Idaho State Board of Education, including the individual school districts, are as follows:
 - IT Security Incident Management plan
 - Including responsibilities (i.e. RACI model)
 - Threat Escalation Protocol
 - Including how the process ties to State Board of Education major crisis management plan
 - Data Breach Requirements
 - Responsibility for knowing reporting requirements
 - Communication Plan

FY26 IDLA Course Fees

FY26 IDLA Course Fee Reduction

6.1 Ensure IDLA sustainability through fiscal responsibility.

FY26 IDLA Course Fee Reduction

High School Classes:

- Reduced from **\$75** to **\$40**

Middle School Classes:

- No Change: \$30 and \$15

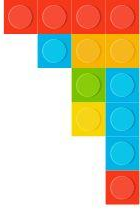
Elementary Classes:

- No Change: \$30

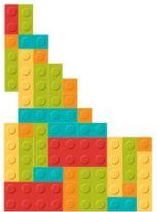
	FY24 Actuals	FY25 Projected	FY26 Projected
Enrollments	48,329	53,000	58,000
Fee Revenue	\$ 3,296,530	\$ 3,615,130	\$ 2,152,280
Scholarships	\$ (599,095)	\$ (615,000)	\$ (321,800)
District Refunds	\$ (1,012,037)	\$ (1,500,000)	\$ -
Net Revenue	\$ 1,685,398	\$ 1,500,130	\$ 1,830,480

Key Considerations:

- Likely Enrollment Impact:
 - Increase enrollments.
 - Increase work reconciling Advanced Opportunities.
 - Increase Custom Sessions, which are more work.
- Programming needed to modify the scholarship process and update the fee table in the SIS.



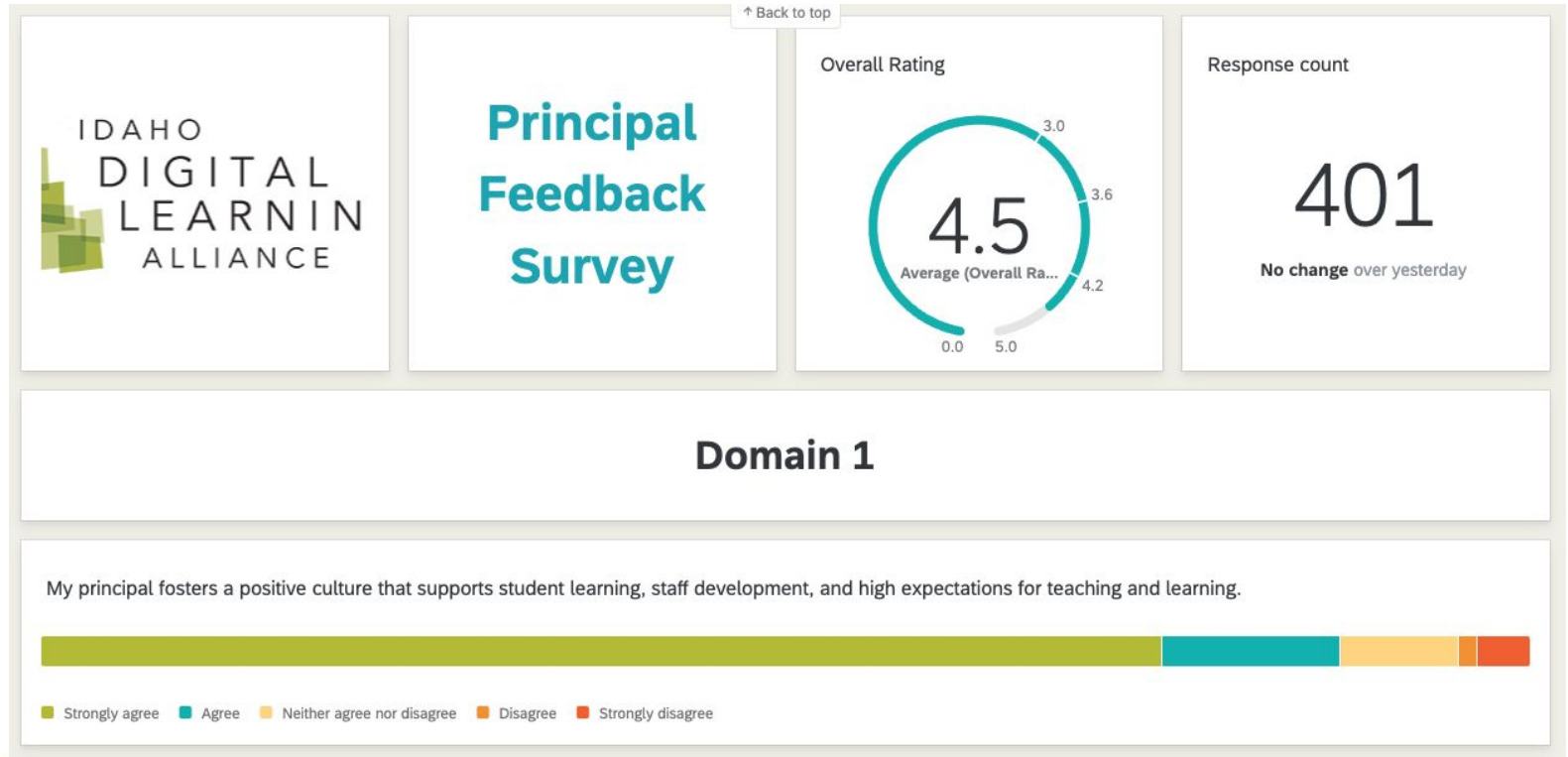
Qualtrics and Survey Data



Qualtrics and Survey Data

2.3 Increase the Net Promoter Score of all end-users.

What is Qualtrics



Qualtrics & K12



Surveys & Research

- + Survey Governance
- + Data Security
- + New Question Types
- + Advanced Logic
- + Multiple Distribution Methods



Data Dashboards

- + Advanced Analytics (Stats iQ, Text iQ, Predict iQ)
- + Real-time Dashboarding
- + Role-based Access/Reports
- + Case Management & Ticketing



Brand & Community Sentiment

- + Community Engagement
- + Brand Perception
- + Website Intercepts
- + Closed-loop Feedback



Employee Feedback

- + Human Capital Initiatives (Recruiting, Onboarding, Exit)
- + 360 Leadership Development
- + New Teacher Experience
- + Action Planning
- + Hierarchical Reporting
- + Engagement vs. Satisfaction



Digital Forms

- + Compliance Forms
- + Digital Signatures
- + Student Screening
- + New Student Packet
- + Online Enrollment
- + Graduation Check
- + Permission Slips

XM for K-12



Student & Parent Experience

- + Social Emotional Learning
- + Anti-Bullying/School Safety
- + Voice of Parent
- + Alumni Tracking
- + Formative Assessments



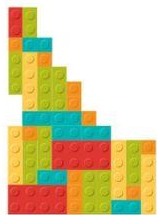
Program Evaluation

- + Resource Audits
- + Effectiveness of Policies and Procedures
- + Fidelity of Implementation
- + PD Evaluation



Observations

- + Walk Through
- + Progress Check
- + Safety/Equipment Check
- + Rubric Creation
- + Inter-rater Reliability



How School Districts Use Qualtrics



CUSTOMER SUCCESS STORIES

Spokane Public Schools + Qualtrics

See how Spokane Public Schools, a district with 30,000 students and 50+ locations and programs, utilizes Qualtrics for 360 surveys for students and teachers as well as leadership feedback loops for district and building leaders.

[WATCH NOW](#)

Why...

*"If we don't measure the **impact** of our **efforts** on the **objectives** of those we are serving, we will remain blind to important ways we need to **adjust** and will end up not serving others well."*

— *The Arbinger Institute*

"...no conflict can be solved so long as all parties are convinced they are right. Solution is possible only when at least one party begins to consider how he might be wrong."

— *Arbinger Institute*

"Reality is ultimately a selective act of perception and interpretation. A shift in our perception and interpretation enables us to break old habits and awaken new possibilities for balance, healing, and transformation."

— *David Simon*



Implementing Qualtrics at IDLA

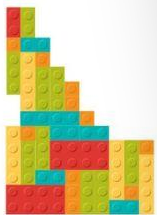
IDLA & IPS Full Cycle Survey Support

Deployment planning

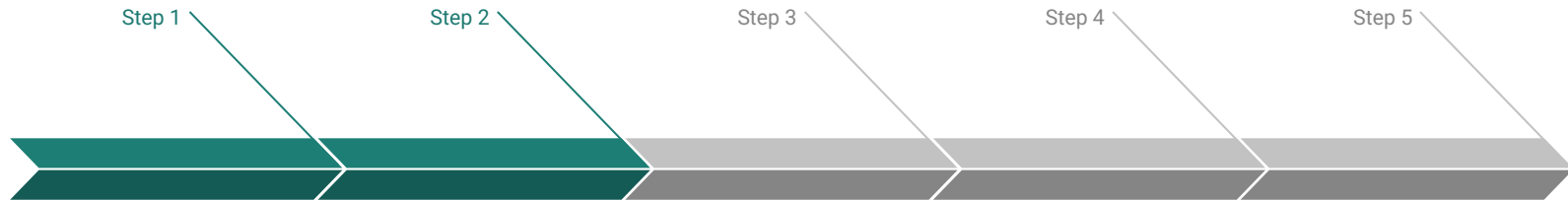
- Meeting 1- Initial discussions of the following areas
 - Collect background information
 - What is past precedent?
 - What is the data used for?
 - What past feedback have you gotten from participants?
 - What has been past response rates?
 - What historical data reports do you have available?
 - Set vision for next iteration
 - Which aspects are important to maintain?
 - Which areas can we leverage the technology to improve about the collection or analysis of the data?
 - Which aspects are you open to modifying with regards to the content/questions?
 - Logistics
 - Who is the target audience?
 - Who is looking at the data?
 - What is the data informing?
 - When/how often will the survey go out?
 - How long will the survey window be open?
 - Is it anonymous or confidential?
 - What distribution method are we planning on?

Implementation Process

- Survey development
- Directory attribute analysis & development
- Survey Response Validation - Survey test group
- Survey Response Validation - Focus group on survey
- Survey Improvements based on validation
- Build workflow automation for directory and emails
- Survey Deployment window
- Create Visualizations/Dashboards
- Create additional workflow automation based on survey data



Teacher Feedback Survey Implementation to Actions



Create Survey

IDLA and Isobar team worked together to build a new version of the Teacher Feedback survey

Create Workflow Triggers

Once the survey was build we added trigger templates and workflows to remind staff to complete the survey.

Administer Survey

While the survey window was open we actively watched the survey response rate.

Workflows Trigger

Workflow triggers are created to automate communications and the survey response dashboard provides real time activity data.

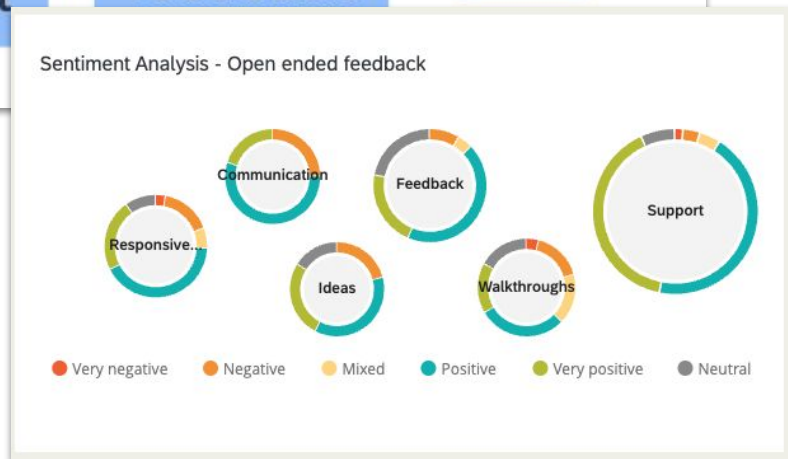
Action

We kept the survey window open longer resulting in the best response rate we have had!

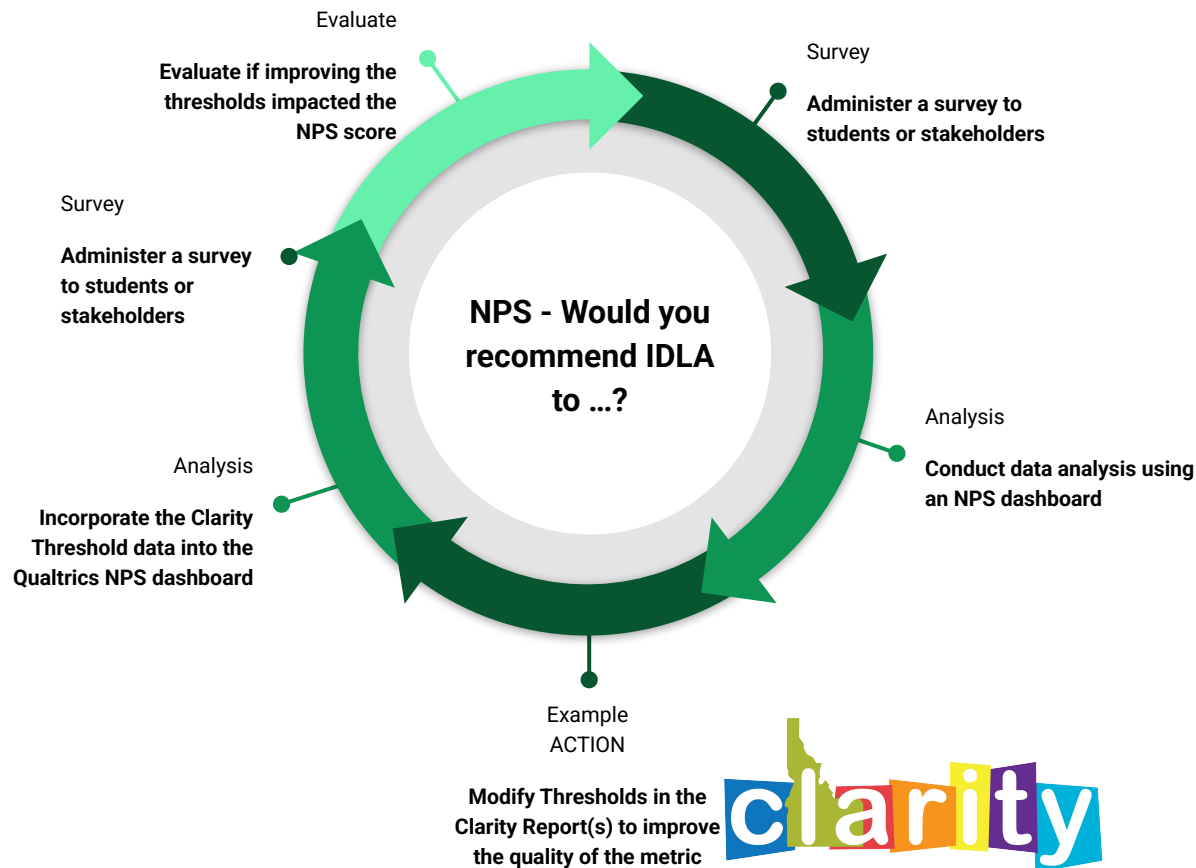
Outcome of Teacher Feedback Survey & Implementation Process

- Process - Overview the implementation process?
- Perceptions - What did the data tell you?
- Actions - What actions have resulted from the survey?

Response Rate!



Looking Ahead - Turning Data into Actions



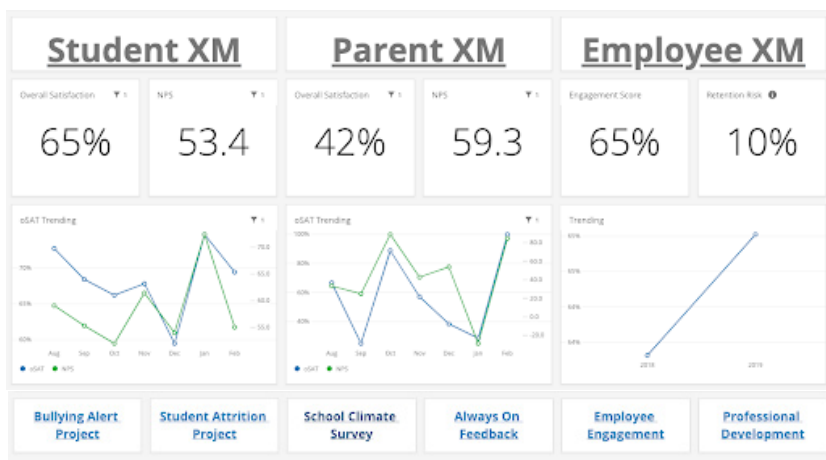
Experience is a Leading Indicator for School Improvement

Trust and confidence in institutions is decreasing. With growing options for school choice, trust can only be regained when stakeholders' experience with a school meets their expectations. By leveraging technology to improve the school experience, we can drive teacher engagement and strengthen parent relationships in order to amplify the student voice.

QUALTRICS EMPOWERS SCHOOLS TO IMPROVE THE SCHOOL EXPERIENCE BY PROVIDING:

- Easy to collect feedback that engages stakeholders on their own terms
- Real-time reporting and automated insights
- Actionable measurement for data driven decision making

POWERFUL INSIGHTS TO DATA ACROSS ALL STAKEHOLDER GROUPS



30%

Only 30% of teachers are engaged in their work (Gallup)

3M+

In 2000 there were 500,000 students in Charter Schools, now there are over 3 Million (National Alliance for Public Charters).

The Qualtrics School Experience platform has allowed us to create an always-on conversation with our staff, community, students, and parents - and we've barely scratched the surface!"

— Bloomfield Hills Schools

Scan this QR code to see how you can improve safety and the school experience.



BRAND EXPERIENCE

- Community Engagement
- Brand Perception
- Stakeholder Feedback
- Close-Loop Feedback
- Website Intercepts

SURVEYS

- Survey Governance
- Data Security
- New Question Types
- Advanced Logics
- Multiple Distribution Methods

DIGITAL FORMS

- Compliance Forms
- Student Screening
- New Student Packet
- Research Requests
- Permission Slips
- Graduation Check
- File Uploads
- Workflow Automation
- Digital Signatures

EMPLOYEE EXPERIENCE

- Human Capital Initiatives
- Recruiting
- Onboarding
- Exit
- 360 Leadership Development
- Action Planning
- Engagement vs Satisfaction

PROGRAM EVALUATION

- Resource Audits
- Effectiveness of policies and procedures
- Fidelity of Implementation
- PD Evaluation

STUDENT/PARENT EXPERIENCE

- Social Emotional Learning
- Anti-Bullying/School Safety
- Voice of Parent
- Alumni Tracking
- Formative Assessments

DATA DASHBOARDS

- Stats iQ
- Text Analytics
- Key Driver/Predictive Modeling
- Real-time Data Dashboards

OBSERVATIONS

- Walk Through
- Progress Check
- Safety/Equipment Check
- Rubric Creation
- Inter-Rater Reliability

IDLA & IPS

Full Cycle Survey Support

Deployment planning

- Meeting 1- Initial discussions of the following areas
 - Collect background information
 - What is past precedent?
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 - Logistics
 - Who is the target audience?
 - Who is looking at the data?
 - What is the data informing?
 - When/how often will the survey go out?
 - How long will the survey window be open?
 - Is it anonymous or confidential?
 - What distribution method are we planning on?
- Meeting 2
 - Confirmation of questions after further internal discussions
 - Collection of any additional resources that will help to inform the question design
 - Initial set-up of the project in Qualtrics
 - Confirm project type, access, etc.

- Branding
- Directory set-up compatibility to populate contact list

Question & Project Design

- IPS Work
 - Use all the background information gleaned to bring to the table the first iteration of the new/updated question set for the team to review
- Meeting 3
 - Review current version of the survey methodology with discussions around
 - Best practice in survey writing design principles
 - Content validity – will the stakeholders interpret this how intended?
 - Anticipation of results usability – will these questions provide you with the most impactful information
- IPS Work
 - Update draft to second iteration using feedback
- Meeting 4
 - Confirm questions ready for validity testing

Validity Testing

- Meeting 4
 - Logistics of the validity testing
 - Who will participate?
 - When is the window open for them to complete the current iteration of the survey with feedback questions embedded?
 - When will the qualitative focus group take place?
 - Technical validity testing
 - Is the survey distributed correctly?
 - Does the access link work in the distribution?
 - Does the survey function as intended
 - Display logic
 - Question types
 - Branch flow
 - Any technical errors?
 - Content validity testing
 - Are the questions interpreted in the way we intended them to be?

- Is there the right context provided for a consistent and specific response to a prompt?
 - Are the questions relevant to the experiences of the targeted audience?
- IPS Work
 - Integrate validity testing questions into iteration
 - Set up validity testing distribution
 - Map validity testing results into dashboard
- Meeting 5
 - Focus group with survey validity testing group
- Meeting 6
 - Re-connect with survey team to share feedback from the quantitative and qualitative feedback collected
 - Discuss which changes to make to the final survey
- IPS Work
 - Update the survey to the final draft iteration after agreed upon changes are confirmed by survey team

Deployment Support

- IPS Work
 - Set up distribution
 - Messaging (internal pre-survey)
 - Messaging (Qualtrics invite)
 - Messaging (Qualtrics reminders)
 - Add proper contact list
 - Ensure all access settings are correct under Survey Options
 - Monitor first invite distribution to identify any bounced emails and investigate why
 - Halfway through complete a sample audit to potentially recommend additional/alternate communications or methods to increase participation overall or with specific sub populations that are underrepresented

Dashboard Design

- IPS Work
 - Map data to the dashboard
 - Build out branded dashboard of results displaying data results
- Meeting 7
 - Review initial results of the dashboard with the team
 - Discuss feedback or requests to visualize data differently
 - Determine access at all levels

- Edit access
- Comment access
- Full data access
- Conditional/role-based access
- Public facing access

Results Roll Out (optional)

- IPS Work
 - Build out a slideshow presentation with the background of the survey, methodology decisions selected, high level results, high level recommendations for next steps as a result of the data collected

Next Step Action Planning

- Meeting 8
 - After further analysis of the results, leverage a consistent action planning model that is connected directly to the data results
 - Root cause analysis
 - Collaborative Inquiry process
 - Equity audit
 - PDSA planning

Idaho Digital Learning Alliance

Meeting of the Board of Directors

Amended Agenda #1

Silverstone Amenity Center

3405 East Overland Road, Meridian ID 83642

Zoom: <https://idla.zoom.us/j/2083420207>

Meeting ID: 208 342 0207

February 4, 2025

Tuesday, February 4, 2025 @ 2:15 PM

Board Members Present

-

Board Members Absent

-

Staff Members Present

-

Others Present

-

Call to Order, Introductions, and Welcome @ 2:15 PM

I. Agenda

II. Public Comment

III. Consent Agenda

1. Approval of the Minutes
2. Expenditures
3. Personnel

IV. Action Items

1. Policies, 1st Reading
 - a. #7000 - Goals
 - b. #7100 - Budget and Program Planning
 - c. #7110 - Budget Implementation and Execution
 - d. #7120 - Budget Adjustments
 - e. #7200 - Accounting System Design

2. Policies, 2nd Reading
 - a. #1500 - Board Meetings
 - b. #1500-P(1) - Board Meetings
 - c. #1510 - Open Meeting Law Compliance and Cure
 - d. #1600 - Code of Ethics for IDLA Board Members
 - e. #1610 - Board Member Conflict of Interest
 - f. #1615 - Director Spouse Employment
3. Policies, Final Reading
 - a. #1400 - Board Staff Communications
 - b. #1405 - Board Use of Email and Social Media
 - c. #1410 - Board/Superintendent Relationship
 - d. #1420 - Director Expenses
 - e. #1430- Director Insurance

V. Updates

1. Board Member Updates- All
2. Superintendent Update - Mr. Jeff Simmons
 - a. Legislative Update
 - b. Single Source
 - c. Accreditation
 - d. Facility Lease

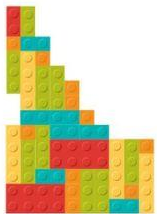
2025 Board Meeting Dates

- Tuesday, April 8, 2025 - Virtual 11:00 a.m. MST
- Tuesday, May 13, 2025 - Virtual 10:00 a.m. MST
- Tuesday, June 17, 2025 - Face to Face, Meridian, Noon MST

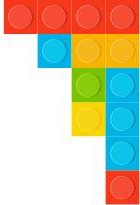


IDLA Board Meeting

Feb 4, 2025



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GUIDELINES FOR ADDRESSING THE BOARD DURING OPEN FORUM

Open Forum is allowed during a regular scheduled Board meeting and will not be permitted during a special Board meeting or an Executive Session. The duration of time allowed per speaker will not exceed five minutes. Should a large number of speakers wish to speak on the same issue or topical area, the Chair of the Board may limit the time allocated to each speaker, ask representatives of the group to summarize their colleague's statements, or limit the number of speakers. The total time allotted for the Open Forum will not exceed thirty minutes. Speakers may not air personnel matters, personal complaints, grievances, or partisan political issues.

The following priority will be given to speakers during the Open Forum:

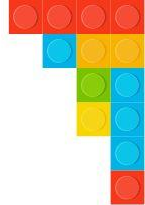
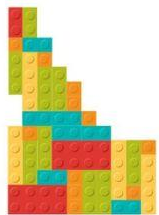
I. Presentations from individuals or groups on matters scheduled for Board action or discussion on the meeting agenda;

II. Presentations from individuals or groups on matters not scheduled for Board action or consideration, and who have not made presentations at the Open Forum within the previous six (6) months; and

III. Presentations from individuals or groups on matters not scheduled for Board action or consideration and who have made presentations at the Open Forum within the previous six (6) months.

Because of the diversity of issues, members of the Board do not respond to the speaker during the Open Forum. Instead, the speakers' concerns are recorded, and time is allotted in the future for the Board to follow up.

Action Items



Policies - First Reading

7000 - [Goals](#)

- Budgeting goals for each fiscal year

7100 - [Budget and Program Planning](#)

- Presentation of the annual budget at the annual meeting and public participation

7110 - [Budget Implementation and Execution](#)

- Supt and designees will follow the will of the Board in implementing the budget

7120 - [Budget Adjustments](#)

- Budget amendments will be presented at a working session prior to the annual meeting

7200 - [Accounting System Design](#)

- The accounting system will comply with all state and federal code

Policies - Second Reading

6.2 Establish policies that ensure IDLA is able to provide consistent support for Idaho districts.

1500 - [Board Meetings](#)

[1500-P\(1\)](#)

- Language on minutes of Executive Sessions has been updated to reflect Board input

1510 - [Open Meeting Law Compliance and Cure](#)

1600 - [Code of Ethics for IDLA Board Members](#)

1610 - [Board Member Conflict of Interest](#)

1615 - [Director Spouse Employment](#)

Policies - Third Reading

6.2 Establish policies that ensure IDLA is able to provide consistent support for Idaho districts.

1400 - [Board/Staff Communications](#)

1405 - [IDLA Board Use of Email and Social Media](#)

- Language updated to state that Board members will comply with all state laws and executive orders

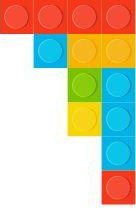
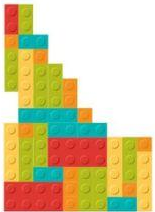
1410 - [Board/Superintendent Relationship](#)

1420 - [Director Expenses](#)

1430 - [Director Insurance](#)

Board Member Updates

Superintendent Updates



Legislative Update

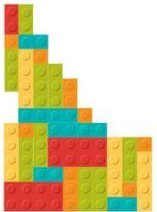
6.2 Establish policies that ensure IDLA is able to provide consistent support for Idaho districts.

Legislative Update

IDLA Rule

Driver's Ed

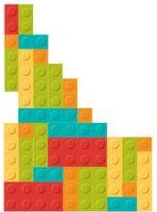
Idaho Parental Choice Tax Credit



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Single Source - Agilix

6.1 Ensure IDLA sustainability through fiscal responsibility.



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Accreditation

6.2 Establish policies that ensure IDLA is able to provide consistent support for Idaho districts.

Accreditation

IDLA is on the schedule to renew accreditation in the 25-26 academic year

AccredVEd

- Aligned with the [National Standards for Quality Online Programs](#)
- Review process will occur in four phases
- Program Review Team
 - Jeff S, Jeff F, Monte participating in Spring 2025 reviews

Cognia Synchronous Accreditation

Clusters: National Standards for Quality Online Programs

Mission, Governance, and Leadership

- o Standard A: Mission Statement
- o Standard B: Governance
- o Standard C: Leadership
- o Standard G: Equity and Access
- o Standard H: Integrity and Accountability

Planning, Resources, and Evaluation

- o Standard D: Planning
- o Standard E: Organizational Staff
- o Standard F: Financial and Material Resources
- o Standard N: Program Evaluation

Stakeholder Supports

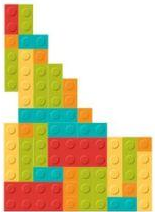
- o Standard I: Curriculum and Course Design
- o Standard J: Instruction
- o Standard K: Assessment and Learner Performance

Curriculum, Instruction, and Assessment

- o Standard L: Faculty and Staff Support
- o Standard M: Learner and Parent/Guardian Support

24-25 Board Meeting Dates

- Tuesday, February 4, 2025 – Face to Face, Boise, Noon MST
- Tuesday, April 8, 2025 - Virtual 11:00 a.m. MST
- Tuesday, May 13, 2025 - Virtual 10:00 a.m. MST
- Tuesday, June 17, 2025 - Face to Face, Boise, Noon MST





Idaho Digital Learning
P.O. Box 10017, Boise, ID 83707
IdahoDigitalLearning.org

Board of Directors
February 4, 2025

Recommendations for Hire:

Name	Full-Time /Part-Time	Position	Hire Date
Julie Lerice	FT	Elementary TA	February 3, 2025

Resignations/Terminations/Non-Contract Renewals:

Name	Full-Time /Part-Time	Position	Years of Service	Last Day
Tim Rigsby	PT	Online Principal	10.5	December 31, 2025
Tracey Cook	PT	Online Instructor	1.5	December 23, 2025

Idaho Digital Learning Alliance

Virtual Meeting of the Board of Directors
3324 S. Milwaukee Lane, Ste #120, Boise, ID 83709

Zoom: <https://idla.zoom.us/j/2083420207>

Meeting ID: 208 342 0207

January 14, 2025

Tuesday, January 14, 2025 @ 10:00 AM

Board Members Present

- Mrs. Karla LaOrange, Mr. Norm Stewart, Mr. Jeff Schutte, Mr. John Stiffler, Mrs. Michelle Clement Taylor, Mr. Lance Hansen, Mr. Brian Lee, Mr. Anthony Butler

Board Members Absent

-

Staff Members Present

- Mr. Jeff Simmons, Ms. Jolene Del Re, Mr. Jeff Farden, Mr. Ryan Gravette, Mr. Brian Smith, Ms. Kim Caldrony, Mrs. Valerie Doherty

Others Present

- Ms. Jennifer Malone (Public Comment)

Call to Order, Introductions, and Welcome @ 10:00 AM

I. Agenda

The meeting began at 10:02 a.m. A motion was made to approve the agenda by Mr. John Stiffler, and seconded by Mr. Norm Stewart. The motion is unanimous.

II. Public Comment

Ms. Jennifer Malone, resides in Southern Idaho and home schools her children offered public comment. Ms. Malone expressed interest in hearing about the process and any updates to be able to enroll students directly into IDLA courses rather than having to utilize the school district of residence. Currently the process dictates there is no direct enrollment outside of a district. Sited Statute 33-507 where a student may register directly if no current public school affiliation.

III. Consent Agenda

1. Approval of the Minutes
2. Expenditures
3. Personnel

Mrs. Karla LaOrange made a motion to approve the consent agenda, seconded by Mr. Norm Stewart. The motion is unanimous.

IV. Action Items

1. Policies, 1st Reading

- a. #1500 - Board Meetings
- b. #1500-P(1) - Board Meetings
- c. #1510 - Open Meeting Law Compliance and Cure
- d. #1600 - Code of Ethics for IDLA Board Members
- e. #1610 - Board Member Conflict of Interest
- f. #1615 - Director Spouse Employment

A motion was made to move the above policies to the second reading with modifications being made to policy #1500-P(1) after discussion. The motion was made by Mr. Brian Lee, and seconded by Mr. John Stiffler. The motion is unanimous.

2. Policies, 2nd Reading

- a. #1400 - Board Staff Communications
- b. #1405 - Board Use of Email and Social Media
- c. #1410 - Board/Superintendent Relationship
- d. #1420 - Director Expenses
- e. #1430- Director Insurance

A motion was made to move the second reading policies to the final reading with revisions to be made to policy #1405 after discussion. The motion was made by Mr. Brian Lee and seconded by Mr. Norm Stewart. The motion is unanimous.

3. Policies, Final Reading

- a. #1300 - Governance Policy
- b. #1310 - Administrative Procedures
- c. #1313 - Conflicting Policies and Procedures
- d. #1320- Governance Right

A motion to approve and adopt policies #1300, #1310, #1313, and #1320 was made by Mr. Brian Lee and seconded by Mrs. Karla LaOrange. The motion is unanimous.

V. Updates

1. Board Member Updates- All

The Board members overseeing school districts provided updates on district priorities, challenges and opportunities. The Citizens at Large provided updates on the business sectors they are affiliated with. As well as current contracts, projects and individual responsibilities with respect to the positions they sit in.

2. Superintendent Update - Mr. Jeff Simmons

a. Legislature Update

Mr. Jeff Simmons is in conversation with SDE regarding Drivers Education as well as a legislator that ran the legislation last year. and he was following up with a legislator that ran that legislation last year. There will be further updates and discussion after more information is shared by JFAC regarding staff raises for state employees.

b. Strategic Plan Progress

- 1.4 Communication Strategy / Parent Engagement

Mrs. Valerie Doherty, the IIDLA communication and brand manager

Updated the board on 3 items that are currently being worked on - Availability of the parent app, portal announcement, and newly created handouts that are postcard size. They have also been translated into Spanish. A QR code takes them to a parent perspective video on the app and how to get started. Also,, starting this month, an IDLA monthly newsletter. Also, will add an opt-in widget on the website that can parents can sign up with as well.

- 4.4 AI Work

Mr. Jeff Simmons - IDLA intentionally includes AI into our learning. The Supervision and instruction team has been working on using this.

Mr. Jeff Farden expanded to say the teachers need help here as well, and the focus is on increasing our teachers' understanding and use of it. This is being done with monthly training - Just in Time.

Mr. Ryan Gravette also spoke about a registration process using AI. Leadership will determine the roadmap on how to move forward. The student adoption of AI will be more challenging. Another area of advancement is agentic AI - performing tasks instead of just replying and giving answers.

3. Google Under 18 Requirements for YouTube in Schools - Mr. Ryan Gravette

Mr. Ryan Gravette informed the Board about Googles new requirements. As a school district you must revalidate that you are getting parental permissions within Google workspace as well as YouTube. This will be required annually. Access to YouTube will be removed if this agreement is not signed.

A motion to adjourn was made by Mr. John Stiffler, and seconded by Mrs Michell Clement Taylor at 11:06 a.m. The motion is unanimous.

<i>2025 Board Meeting Dates</i>
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- Tuesday, February 4, 2025 – Face to Face, Meridian, Noon MST
- Tuesday, April 8, 2025 - Virtual 11:00 a.m. MST
- Tuesday, May 13, 2025 - Virtual 10:00 a.m. MST
- Tuesday, June 17, 2025 - Face to Face, Meridian, Noon MST



EXPENDITURES FOR BOARD APPROVAL

01/09/2025-01/28/2025

		Opening Bal 01/08/2025	1/09/205 thru 01/28/2025	FY2425 Ending	FY2425 Approved Budget (June 2024)	FY2425 Remaining
SUPERVISION & INSTRUCTION						
100.500.313.100.000	SUPERVISION & INSTRUCTION - FACULTY TRAINING	\$1,353.44	\$0.00	\$1,353.44	\$40,000.00	\$38,646.56
100.500.381.000.000	INSTRUCTION - STAFF TRAINING & TRAVEL	\$12,672.99	\$150.00	\$12,822.99	\$22,500.00	\$9,677.01
100.500.440.000.000	INSTRUCTION - TEXTBOOKS	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
100.500.410.000.000	INSTRUCTION - SUPPLIES & MATERIALS	\$1,925.81	\$0.00	\$1,925.81	\$2,500.00	\$574.19
100.640.312.000.000	SUPERVISION - CONTRACTED SERVICES	\$132,715.49	\$0.00	\$132,715.49	\$300,000.00	\$167,284.51
100.640.381.000.000	SUPERVISION - STAFF TRAINING & TRAVEL	\$5,298.09	\$0.00	\$5,298.09	\$22,500.00	\$17,201.91
100.640.410.000.000	SUPERVISION - SUPPLIES & MATERIALS	\$241.67	\$0.00	\$241.67	\$2,500.00	\$2,258.33
TOTAL:		\$154,207.49	\$150.00	\$154,357.49	\$391,000.00	\$236,642.51
CURRICULUM PROGRAMS						
100.510.312.000.000	CONTENT DEVELOPMENT SERVICES	\$72,155.75	\$3,515.00	\$75,670.75	\$198,400.00	\$122,729.25
100.510.381.000.000	CURRICULUM - STAFF TRAINING & TRAVEL	\$36,651.47	\$0.00	\$36,651.47	\$55,000.00	\$18,348.53
100.510.410.000.000	CURRICULUM - SUPPLIES & MATERIALS	\$1,668.78	\$0.00	\$1,668.78	\$5,000.00	\$3,331.22
100.510.440.000.000	CURRICULUM - EDUCATIONAL CONTENT LICENSING AND SUPPORT	\$124,117.37	\$0.00	\$124,117.37	\$155,000.00	\$30,882.63
TOTAL:		\$234,593.37	\$3,515.00	\$238,108.37	\$413,400.00	\$175,291.63
ELEMENTARY PROGRAMS						
100.512.312.000.000	ELEMENTARY - CONTRACTED SERVICES	\$4,000.00	\$0.00	\$4,000.00	\$25,000.00	\$21,000.00
100.512.381.000.000	ELEMENTARY - STAFF TRAINING & TRAVEL	\$15,293.19	\$0.00	\$15,293.19	\$20,000.00	\$4,706.81
100.512.410.000.000	ELEMENTARY - SUPPLIES & MATERIALS	\$2,335.31	\$0.00	\$2,335.31	\$11,250.00	\$8,914.69
100.512.440.000.000	ELEMENTARY - CONTENT LICENSING & SUPPORT	\$1,189.33	\$0.00	\$1,189.33	\$30,000.00	\$28,810.67
100.512.555.000.000	ELEMENTARY - TECHNOLOGY HARDWARE	\$1,999.00	\$0.00	\$1,999.00	\$7,250.00	\$5,251.00
TOTAL:		\$24,816.83	\$0.00	\$24,816.83	\$93,500.00	\$68,683.17
DISTRICT PROGRAMS						
100.600.312.000.000	DISTRICT COORDINATION & IMPLEMENTATION	\$17,409.22	\$0.00	\$17,409.22	\$30,000.00	\$12,590.78
100.600.381.000.000	DISTRICT PROGRAMS - STAFF TRAINING & TRAVEL	\$52,131.79	\$1,149.29	\$53,281.08	\$90,000.00	\$36,718.92
100.600.410.000.000	DISTRICT PROGRAMS - SUPPLIES & MATERIALS	\$4,845.78	\$20.75	\$4,866.53	\$10,000.00	\$5,133.47
TOTAL:		\$74,386.79	\$1,170.04	\$75,556.83	\$130,000.00	\$54,443.17
INFORMATION AND TECHNOLOGY						
100.623.312.100.000	CONTRACTED SERVICES - PROGRAMMING	\$229,758.22	\$18,239.37	\$247,997.59	\$645,000.00	\$397,002.41
100.623.312.200.000	CONTRACTED SERVICES - GENERAL	\$170,127.00	\$22,235.60	\$192,362.60	\$427,000.00	\$234,637.40
100.623.350.000.000	ORGANIZATIONAL COMMUNICATION	\$254,969.18	\$11,419.99	\$266,389.17	\$250,000.00	-\$16,389.17
100.623.381.000.000	TECHNOLOGY - STAFF TRAINING & TRAVEL	\$15,240.90	\$0.00	\$15,240.90	\$40,000.00	\$24,759.10
100.623.410.000.000	TECHNOLOGY - SUPPLIES & MATERIALS	\$4,559.78	\$22.01	\$4,581.79	\$5,000.00	\$418.21
100.623.460.100.000	TECHNOLOGY - SOFTWARE	\$190,856.17	\$54.01	\$190,910.18	\$232,000.00	\$41,089.82
100.623.460.200.000	TECHNOLOGY - LMS & SUPPORT	\$210,432.00	\$0.00	\$210,432.00	\$570,000.00	\$359,568.00
100.623.555.000.000	TECHNOLOGY - HARDWARE	\$81,313.39	\$466.69	\$81,780.08	\$157,000.00	\$75,219.92
100.623.556.000.000	TECHNOLOGY - SECURITY	\$26,823.00	\$0.00	\$26,823.00	\$40,000.00	\$13,177.00
100.623.557.000.000	TECHNOLOGY - INFRASTRUCTURE	\$90,522.48	\$1,918.40	\$92,440.88	\$295,000.00	\$202,559.12
TOTAL:		\$1,274,602.12	\$54,356.07	\$1,328,958.19	\$2,661,000.00	\$1,332,041.81
BUSINESS OPERATIONS						
100.651.312.000.000	OPERATIONS - CONTRACTED PROFESSIONAL SERVICES	\$31,365.59	\$8,462.00	\$39,827.59	\$45,200.00	\$5,372.41
100.651.315.000.000	OPERATIONS - STAFF EDUCATIONAL PROGRAM	\$12,215.00	\$2,200.00	\$14,415.00	\$50,000.00	\$35,585.00
100.651.321.000.000	OPERATIONS - FACILITY & OCCUPANCY	\$88,021.21	\$0.00	\$88,021.21	\$95,000.00	\$6,978.79
100.651.335.000.000	OPERATIONS - LIABILITY INSURANCE	\$8,683.04	\$0.00	\$8,683.04	\$7,000.00	-\$1,683.04
100.651.350.000.000	DISTRICT SERVICES AND COMMUNICATION	\$31,892.50	\$0.00	\$31,892.50	\$100,000.00	\$68,107.50
100.651.355.000.000	OPERATIONS - STAFFING EXPENDITURES	\$12,798.03	\$0.00	\$12,798.03	\$15,000.00	\$2,201.97
100.651.381.000.000	OPERATIONS - STAFF TRAINING & TRAVEL	\$29,452.68	\$150.00	\$29,602.68	\$56,000.00	\$26,397.32
100.651.382.000.000	BOARD OF DIRECTORS - TRAINING AND TRAVEL	\$4,349.42	\$0.00	\$4,349.42	\$14,000.00	\$9,650.58
100.651.410.000.000	OPERATIONS - OFFICE SUPPLIES AND MATERIALS	\$20,330.90	-\$23.70	\$20,307.20	\$53,000.00	\$32,692.80
100.651.410.100.000	OPERATIONS - IDIG FITNESS	\$1,059.77	\$0.00	\$1,059.77	\$7,000.00	\$5,940.23
100.651.415.000.000	BANKING EXPENSE	\$285.20	\$0.00	\$285.20	\$0.00	-\$285.20
TOTAL:		\$240,453.34	\$10,788.30	\$251,241.64	\$442,200.00	\$190,958.36

Policy 7000: Goals**Status: PROPOSED****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]

Since educational programs depend on adequate funding and the proper management of those funds, IDLA's goals can best be attained through efficient fiscal management. As the party responsible for local, State, and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the purposes intended.

Because of resource limitations, fiscal concerns often overshadow the educational program. Recognizing this, IDLA must take specific action to ensure that education remains primary. This concept shall be incorporated into Board operations and all IDLA management and operation aspects.

In IDLA's fiscal management, the Board seeks to achieve the following goals:

1. Engage in advance planning, with staff and community involvement, to develop budgets that will achieve the greatest educational returns in relation to dollars expended;
2. Establish levels of funding that shall provide superior education for IDLA's students;
3. Provide timely and appropriate information to staff who have fiscal responsibilities; and
4. Establish efficient procedures in all areas of fiscal management.

Legal References**Description**

IC § 33-701 et seq.

Fiscal Affairs of School Districts

IC § 33-5504

Duties of the Academy Board of Directors



Idaho Digital Learning Alliance
P. O. Box 10017
Boise, ID 83707
208.342.0207
www.IdahoDigitalLearning.org

Policy 7100: Budget and Program Planning**Status: PROPOSED****Original Adopted Date:** **Last Reviewed Date:**

The annual budget is evidence of the Board's commitment to the objectives of the instruction programs. The budget supports the immediate and long-range goals and established priorities within all areas: instructional, non-instructional, and administrative programs.

Before the presentation of the proposed budget for adoption, the Superintendent or designee shall prepare, for the Board's consideration, recommendations (with supporting documentation) which shall be designed to meet the needs of students within the limits of anticipated revenues.

Program planning and budget development shall provide for staff participation and the sharing of information with patrons prior to action by the Board.



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Policy 7110: Budget Implementation & Execution Status: PROPOSED

Original Adopted Date: [REDACTED]

Last Reviewed Date: [REDACTED]

Once adopted by the Board, the Superintendent and his or her designees shall administer the operating budget. All actions of the Superintendent or designees in executing the programs and activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the State of Idaho and adopted Board policies;
2. Funds held for contingencies may not be expended without approval from the Board;
3. A listing of warrants describing goods and services for which payment has been made must be presented for Board approval each month; and
4. Purchases shall be made according to the legal requirements of the State of Idaho and adopted Board policy.

Legal References

Description

IC § 33-5209C

Enforcement - Revocation - Appeal

IC § 33-701 et seq.

Fiscal Affairs of School Districts

IC § 33-5504

Duties of the Academy Board of Directors



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Policy 7120: Budget Adjustments**Status: PROPOSED****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]

Any proposed budget amendments will be reviewed during a working session prior to the Annual Board meeting. The Director of Operations will provide a revised budget for the current year and will highlight the changes between the revised budget and the initially approved budget. The Board will review the budget adjustments for the year as a whole.

The Board Members will review the revised budget during the working session of the annual meeting. Approval of the revised budget will be conducted through a vote during the business meeting that follows the working session.

Prior to the final vote on a budget amendment proposal, notice shall be posted and published once in the manner prescribed by Idaho law. The meeting to adopt a budget amendment shall be open and shall provide the opportunity for any taxpayer to appear and be heard. Budget procedures shall be consistent with statutory requirements.

With timely notice of a public meeting, Board Members, by 60 percent of the members of the Board of Directors, may declare by resolution that a budget amendment is necessary to reflect the availability of funds and the requirements of IDLA. Budget amendments are specifically authorized by IC § 33-701.

Legal References**Description**

IC § 33-701

Fiscal Year - Payment and Accounting of Funds

IC § 33-5504

Duties of the Academy Board of Directors

Policy 1500: Board Meetings**Status: PROPOSED****Original Adopted Date:** **Last Reviewed Date:** Meeting Defined

A meeting is defined as the convening of the Board of Directors to make a decision or to deliberate toward a decision on any matter. Directors may participate in IDLA Board meetings via electronic means, including telephonic or video conferencing devices, provided at least one Member of the Board of Directors or the Superintendent is physically present at the meeting location.

Regular Meetings

Regular meetings shall be held at 10:00 AM on the second Tuesday of each month.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage, or loss, the Board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable or increase the likelihood or severity of such injury, damage, or loss; and the reason for the emergency is stated at the outset of the meeting.

Budget Meetings

On or before the first Monday in July, the Board shall prepare a budget and hold a public hearing. At such a public hearing or a special meeting held no later than 14 days after the public hearing, the Board shall adopt a budget for the ensuing year. Notice of the budget hearing shall be posted and published as prescribed in I.C. § 33-5504B. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.

Special Meetings

Unless the Articles or Bylaws provide otherwise, the Board Chair, the Superintendent, or 20% of the Directors may call and give notice of a special meeting. If the time and place of special meetings has not been determined at a meeting of the Board with all Members present, then written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each Director

not less than 24 hours before the time of the meeting. Such written notice shall be posted conspicuously at the IDLA Office. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Pursuant to Idaho Code, upon a 2/3 roll call vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specific legal authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session. Only in the event that Board vacancies, and not absences, prevent a 2/3 majority from being present, a simple majority vote to enter executive session may be called.

An executive session may be held for, and only for, the following purposes:

1. To consider hiring a public officer, employee, staff member, or individual agent wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need. Please note this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.
2. To consider the evaluation, dismissal, or disciplining of or to hear complaints or charges brought against a public officer, employee, staff member, agent, or student.
3. To acquire an interest in real property that a public agency does not own.
4. To consider records exempt from public disclosure.
5. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations.
6. To communicate with legal counsel and discuss any legal ramifications and/or options for pending litigation or possible legal controversies not yet litigated. The presence of legal counsel at an executive session is not sufficient to satisfy this requirement.
7. To communicate with a representative of IDLA's risk management or insurance provider to discuss a pending claim or prevention of a possible claim to be filed. The presence of a risk management or insurance provider at an executive session is not sufficient to satisfy this requirement.

No action may be held for the purpose of taking any final action or making any final decisions except for deciding to place a certified professional employee on probation or taking action on a student disciplinary hearing.

If only an executive session is held, a 24-hour meeting and agenda notice shall include the date, time, place, items to be discussed, and the specific provision of law authorizing the executive session. The Board will not change the subject within the executive session to any not identified within the motion to enter executive session or to any topic for which an executive session is not provided.

Legal References	Description
IC § 30-30-612	Idaho Nonprofit Corporation Act - Directors and Officers - Regular and Special Meetings
IC § 30-30-614	Idaho Nonprofit Corporation Act - Directors and Officers - Call and Notice of Meetings
IC § 33-1273	Teachers - School Districts – Professional Employees - Negotiations
IC § 33-205	Denial of School Attendance
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized
IC § 33-5503	Academy Board of Directors
IC § 33-5504	Duties of the Academy Board of Directors
IC § 33-5504B	Expenditures - Budget

Policy 1500-P(1): Board Meetings**Status:** PROPOSED**Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]Agenda

The Superintendent and Board Chair shall prepare the agenda for any Board meeting. Items submitted by the Board Chair or at least two Board Members shall be placed on the agenda. The clerk, administration, or patrons of IDLA may also suggest inclusions on the agenda. The Superintendent must receive such suggestions at least ten days before the Board meeting unless of immediate importance, in which event the Superintendent will make reasonable efforts to review such suggestions. Individuals who wish to address the Board must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about IDLA programs, procedures, or items on the agenda need not request placement on the agenda and must follow the procedure established for public input at Board meetings.

Regular Meeting Agendas

A 48 hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the principal IDLA office or, if no such office exists, at the building where the meeting is to be held. All meeting notices and agendas must be posted on the IDLA website.

Special Meeting Agendas

Special meetings require a 24-hour meeting and agenda notice. At a minimum, the agenda notice shall include the meeting date, time, and place. The Board secretary or designee shall maintain a list of the news media requesting notification of meetings and shall make a good-faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the IDLA website.

Amending Agendas

An agenda may be amended as allowed by Idaho Code and provided that a good-faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

Order of Business

The Board Chair and Superintendent will determine the order of business with input from the Board. Upon consent of the majority of the Members present, the order of business at any meeting may be changed.

Consent Agenda

To expedite business at a Board meeting, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. A Member of the Board may remove any item that appears on the consent agenda. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Action Items

All agenda items that require a vote shall be identified as such. Final action may not be taken on agenda items added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes. For purposes of this section, an emergency is as defined by Idaho Code § 74-204(2).

Minutes

The clerk shall keep written minutes of all open Board meetings, which the Chair and the clerk shall sign. The minutes shall include:

1. The date, time, and place of the meeting;
2. The presiding officer;
3. Board Members recorded as absent or present;
4. All motions, resolutions, orders, or ordinances proposed and their disposition;
5. The results of all votes, and upon the request of a Member, the vote of each Member, by name;
6. Legal basis for recessing into executive session; and
7. Time of adjournment.

When issues that may require a detailed record are discussed, the Board may direct the clerk to record the discussion verbatim.

Unofficial minutes shall be delivered to Board Members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the clerk and made available to the public within a reasonable period of time after a meeting.

Minutes of Executive Session

The clerk shall keep written minutes of executive sessions. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the Members is present. A majority of the full membership of the Board shall constitute a quorum. A majority of the quorum may pass a resolution.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. The most current edition of Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those Board Members in attendance. Voting shall be by acclamation or show of hands.

Legal References	Description
IC § 30-30-612	Idaho Nonprofit Corporation Act - Directors and Officers - Regular and Special Meetings
IC § 30-30-614	Idaho Nonprofit Corporation Act - Directors and Officers - Call and Notice of Meetings
IC § 74-202	Open Public Meetings - Definitions
IC § 74-203	Governing Bodies - Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions - When Authorized
IC § 33-5504B	Expenditures - Budget

Policy 1510: Open Meeting Law Compliance and Cure Status: PROPOSED**Original Adopted Date:** **Last Reviewed Date:** Formation of Public Policy at Open Meetings

IDLA recognizes that the formation of public policy is public business and shall not be conducted in secret. IDLA further recognizes that the goal of the Open Meeting Law is compliance and that to achieve compliance, IDLA must be able to correct errors.

Violations

In the event that an action, deliberation, or decision-making that leads to an action, that occurs at any meeting fails to comply with the guidelines outlined in Idaho's Open Meeting laws, such action shall be null and void.

The Board may self-recognize an open meeting violation or receive written notice of an alleged violation from the Clerk of the Board. A civil complaint filed and served upon the Board may serve as written notice.

The failure to cure violations may result in penalties as provided in Idaho Code § 74-208.

Cure Provision

The Board may cure violations as prescribed by Idaho Code § 74-208(7).

Ratification

Any suit brought for the purpose of having an action or decision declared null and void must be commenced within 30 days of the decision or action that results from an open meeting violation. Actions taken in violation of the Open Meeting Law are not void unless they are challenged within 30 days. Even where an action is not challenged within 30 days, it is the best practice to cure any known violation by holding a meeting per the law to ratify a decision or action resulting from an open meeting violation.

Legal References**Description**

146 Idaho 656 (2009)	City of McCall v. Buxton
IC § 30-30-708	Idaho Nonprofit Corporation Act - Amendment of Articles of Incorporation and Bylaws - Amendment of Bylaws by Directors
IC § 74-201	Formation of Public Policy at Open Meetings
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings

Policy 1600: Code of Ethics for School Board Members Status: PROPOSED**Original Adopted Date:** **Last Reviewed Date:**

As a member of the Idaho Digital Learning Alliance Board of Directors, I will strive to improve student achievement in public education, and to that end, I will:

1. Attend all regularly scheduled Board meetings insofar as possible, having read my packet, ensuring that I am informed about the issues to be considered at the meetings;
2. Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;
3. Make all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups;
4. Understand that the Board makes decisions as a team. Individual board members may not commit the Board to any action unless so authorized by official Board action;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all Board Members;
6. Acknowledge that policy decisions are a primary function of the Board and should be made after full discussion at publicly held Board meetings, recognizing that authority to administer policy rests with the Superintendent;
7. Be open, fair, and honest – to have no hidden agendas and respect the right of other Board Members to have opinions and ideas that differ from mine;
8. Recognize that the Superintendent is the Board’s advisor and should be present at all meetings, except where the Superintendent is the subject matter or where the Superintendent’s presence is a conflict of interest. Further, the Superintendent shall not be present during any Board deliberation regarding a student expulsion hearing or when the Board deliberates regarding a teacher non-renewal or termination advanced by the administration;

9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a concern ever rise to the attention of the Board as a hearings panel;
10. Keep abreast of significant developments in educational trends, research, and practices by individual study and through participation in programs providing such information;
11. Respect the right of the public to be informed about IDLA decisions and operations;
12. Understand that I will receive information that is confidential and cannot be shared;
13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as IDLA staff while insisting on regular and impartial evaluation of all staff;
14. Present personal criticism of IDLA operations to the Superintendent, not to IDLA staff or a Board meeting;
15. Refuse to use my Board position for personal or family gain or prestige. I will announce any conflicts of interest before Board action is taken;
16. Remember always that my first and greatest concern must be the educational welfare of the students attending IDLA; and
17. Discharge my duties in good faith, with reasonable care, and in a manner that I believe to be in the best interests of IDLA.

Director Signature: _____ Date: _____

Legal References	Description
IC § 30-30-618	Idaho Nonprofit Corporation Act - Directors and Officers - General Standards for Directors
Other References	
Office of the Attorney General	Ethics in Government Manual, July 2019 (last accessed 10/21/2019)

Policy 1610: Board Member Conflict of Interest**Status: PROPOSED****Original Adopted Date:** **Last Reviewed Date:**

A Director may not:

1. Use the Director's official power to further the Director's own interests;
2. Have a pecuniary interest directly or indirectly, except a remote interest, in any contract or other transaction pertaining to the maintenance or conduct of IDLA. A "remote interest" means:
 - A. The Director is a non-salaried employee of a nonprofit corporation that is the contracting party;
 - B. The Director is an employee or agent of a contracting party where the compensation of the Director as an employee or agent consists entirely of fixed wages or salary;
 - C. The Director is a landlord or tenant of a contracting party; or
 - D. The Director is a holder of less than one percent of the shares of a corporation or cooperative, a contracting party, and the Director discloses such remote interest to the Board of Directors. The Director may not, under any circumstances, be employed by IDLA;
3. Accept any reward or compensation for services rendered as a Director, except as expressly provided by law;
4. Accept and award contracts involving IDLA to businesses in which a Director or person related to them by blood or marriage within the second degree has a direct or indirect interest except when the procedures outlined in I.C. §§ 18-1361 or 18-1361A are followed;
5. Enter into or execute any contract with the spouse of any Director, the terms of which require the payment or delivery of any IDLA funds, money, or property to such spouse, except as provided in Idaho Code § 18-1361 and 18-1361A;
6. Employ the spouse of a Director when such employment requires or will require the payment or delivery of IDLA funds, money, or property to such spouse except when the procedures outlined in I. C. § 33-5204(5)(c) are followed as outlined in Policy 1615;

7. Be involved in the employment decision of a relative related by affinity or consanguinity within the second degree. The Director shall be absent from the meeting while such employment is being considered and/or determined;
8. Vote on any decision affecting the compensation, benefits, individual performance evaluation, or disciplinary action related to a Director's spouse.
9. Enter into a contract in the Director's individual capacity, the effect of which is to create a personal interest that may conflict with the officer's public duty;
10. Be a purchaser or vendor at any sale or purchase made by the Director in the Director's official capacity;
11. Use public funds or property to obtain a pecuniary benefit for themselves;
12. Solicit, accept, or receive a pecuniary benefit as payment for services, advice, assistance, or conduct customarily exercised in the course of the Director's official business;
13. Use or disclose confidential information gained in the course of or because of the Director's official position or activities in any manner with the intent to obtain a pecuniary benefit for the Director or any other person or entity in whose welfare the Director is interested or with the intent to harm IDLA;
14. Appoint or vote for the appointment of any person related to him or her by blood or marriage within the second degree to any clerkship, office, position, employment, or duty when the salary, wages, pay, or compensation of such appointee is to be paid out of public funds or fees of office; or appoint or furnish employment to any person whose salary, wages, pay, or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment.

Legal References	Description
IC § 18-1359	Use Public Position for Personal Gain
IC § 18-1361	Self-Interest Contracts - Exception
IC § 18-1361	A Non-compensated Appointed Public Servant – Relative of Public Servant – Exceptions
IC § 33-5204	Nonprofit Corporation — Liability — Insurance
IC § 33-5204A	Applicability of Professional Codes and Standards – Limitations upon Authority
IC § 74-501	Officers Not to be Interested in Contracts

IC § 74-502

IC § 74-503

IC § 33-5504A

Cross References

[1615](#)

Remote Interests

Officers Not to be Interested in Sales

Governmental Entity.

Description

Director Spouse Employment



Idaho Digital Learning Alliance
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Policy 1615: Director Spouse Employment**Status: PROPOSED****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]

It is generally unlawful for a Director to have their spouse employed by IDLA in any paying position whereby such employment would require the payment or delivery of any IDLA funds, money, or property to their spouse.

However, Directors at IDLA who annually meet the following criteria may have a spouse employed by IDLA under the following conditions:

1. IDLA had a fall enrollment of 1,200 or fewer students in the prior school year;
2. The spouse will be employed in a nonadministrative position;
3. The position has been listed as open for application on IDLA's website or in a local newspaper for at least 60 days unless the opening occurred during the school year, in which case the position must have been listed as open for at least 15 days;
4. No applications were received that met the minimum certification, endorsement, education, or experience requirements of the position except for the Director's spouse; and
5. The Director abstained from voting on the spouse's employment and was absent from the meeting while such employment was being considered and determined.

The above five criteria must be met each subsequent school year where the Director's spouse is employed. Additionally, the following provisions are applicable in such situations:

1. Throughout the spouse's employment, the Director shall abstain from voting in any decision that affects the compensation, benefits, individual performance evaluation, or disciplinary action relating to the spouse and shall be absent from the meeting while such issues are being considered. Such limitation shall include a prohibition on voting and attendance concerning the following subject matters:
 - A. Negotiations regarding compensation and benefits;
 - B. Discussion and negotiation with IDLA benefits providers; and

C. Any matters relating to the spouse and letters of reprimand, direction, probation, non-renewal, or termination.

2. Regardless of spouse employment status, the Director may participate in deliberations and vote upon IDLA's annual fiscal budget and annual audit report;

3. Should the spouse of a Director be hired as a certificated teacher, notwithstanding any other policy or law to the contrary, such spouse may only be employed under a Category 1 annual contract pursuant to section 33- 514A, Idaho Code, and so long as the status of Director and spouse employee remains, shall not progress to subsequent contract stages with IDLA.

Legal References

IC § 33-5204

Description

Nonprofit Corporation — Liability — Insurance

Cross References

[1610](#)

Description

Board Member Conflict of Interest



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Policy 1400: Board/Staff Communications**Status: PROPOSED****Original Adopted Date:** **Last Reviewed Date:**

All reasonable means of communication are encouraged throughout the education community. Nevertheless, an organization must maintain order and structure to promote efficient and effective communications.

Staff Communications to the Board

All official communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not enlarge or restrict any staff member's right to appeal administrative decisions to the Board, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Social Interaction

Staff and Board Members share a keen interest in the schools and education. Informal discussions on educational trends, issues and innovations, and general IDLA problems can be anticipated when they meet at social affairs and other functions. Staff and Board Members are encouraged to engage in such informal discussions while being mindful of any applicable confidentiality or Idaho Open Meeting Law considerations.

Policy 1405: IDLA Board Use of Email and Social Media**Status: PROPOSED****Original Adopted Date:** [REDACTED] |**Last Reviewed Date:** [REDACTED]

Use of email and other forms of electronic communication by Members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of IDLA Board-related communication. Board Members will comply with the following guidelines when using email and any other forms of electronic communication in the conduct of Board responsibilities:

1. The Board will not use email, social media, or other forms of electronic communication as a substitute for deliberations or voting at Board meetings or other communications or business properly confined to Board meetings, with a limited exception allowing for the use of video communication platforms to host virtual Board meetings. Any use of video communication platforms to conduct Board meetings shall comply with the guidelines herein.
2. Board Members will be aware that email and email attachments received or prepared for use in Board business or containing information relating to Board business, regardless of whether sent or received on a school-owned computer or personally-owned computer, may be regarded as public records, which may be inspected by any person upon request unless otherwise made confidential by law. Additionally, if a Board Member utilizes an IDLA-owned technology device for personal purposes, such communications may be subject to production in a public records request.
3. Board Members will note that individual postings made to social media sites should be considered carefully in light of how they would reflect on the poster, the Board of Directors, and IDLA. Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention and could undermine the public perception of the fitness of the individual to serve students' interests. Individual Board member postings are an act of the individual and are not an act of the Board.
4. Board members will comply with the same standards as IDLA employees concerning confidential information and security measures taken when sending it electronically.
5. Board members will comply with all state laws and executive orders regarding the use of state-owned devices.

Board Directors shall not use IDLA-provided email or social media for personal purposes.

Using any IDLA-provided electronic device for informal or personal purposes is permissible within reasonable limits, provided it does not interfere with their duties as a Board director and complies with IDLA policy. However, the Board member must understand that using IDLA-provided electronic devices for personal or informal purposes may be subject to production in a public records request and may be subject to acceptable technology use policies.

Definitions

"Deliberation" is defined as the receipt or exchange of information or opinion relating to a decision, but it shall not include informal or impromptu discussions of a general nature that do not specifically relate to a matter and are then pending before the public agency for decision.

Legal References	Description
144 Idaho 259 (2007).	Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
IC § 74-101, et seq.	Idaho Public Records Act
IC § 74-202	Open Public Meetings – Definitions
Idaho Executive Order	2022-06
Cross References	Description
5325	Employee Use of Social Media Sites, Including Personal Sites
5325-P(1)	Employee Use of Social Media Sites, Including Personal Sites
5330	Employee Email and Online Services Usage
5330-F(1)	Employee Email and Online Services Usage - Policy Acknowledgment



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Policy 1410: Board/Superintendent Relationship**Status: PROPOSED****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]

The Board/Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board hires, evaluates, and seeks the recommendations of the Superintendent as IDLA's chief executive officer. The Board adopts policies necessary to provide the general direction for IDLA and to encourage the achievement of strategic goals.

The Superintendent develops plans, programs, and procedures needed to implement the policies and directs IDLA's day-to-day operations. The Superintendent shall be employed for a term not exceeding any limit outlined in the Articles and Bylaws and shall be the Board's executive officer with such powers and duties as the Board prescribes. The Superintendent shall act as the authorized representative of IDLA whenever such is required.

The Board shall conduct an annual, written formal evaluation of the work of the Superintendent.

Legal References

IC § 30-30-612

Description

Idaho Nonprofit Corporation Act - Directors and Officers - Regular and Special Meetings

IC § 30-30-622

Idaho Nonprofit Corporation Act - Directors and Officers - Duties and Authority of Officers

IC § 33-5504

Duties of the Academy Board of Directors

Cross References

6100

Description

Superintendent

6100-P(1)

Superintendent - Board/Superintendent Relations



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Policy 1420: Director Expenses**Status: PROPOSED****Original Adopted Date:** [REDACTED]**Last Reviewed Date:** [REDACTED]

An IDLA Director is a non-compensated public official as defined in Idaho Code. However, consistent with the Articles and Bylaws, Directors may be reimbursed for actual and necessary expenses. A Director shall not receive remuneration for service as a Director. However, each Director shall be compensated for actual costs incurred for travel to, from, and attending meetings of the Board as provided herein.

To receive reimbursement for travel expenses, a Board Director must submit their request for reimbursement monthly.

Board Meetings

The Board shall approve payment of a Director's expenses incurred in traveling to and from Board meetings if the Director requests such payment for mileage at the standard IRS rate, or actual travel expense incurred, whichever is less.

Expenses for Board Members at Meetings Requiring Travel

Directors typically attend workshops, training institutes, and conferences at both the State and national level. It is appropriate that IDLA pay Director expenditures at these meetings requiring substantial travel from the general fund. IDLA intends to pay all legitimate costs for Directors to attend meetings requiring significant travel at the established rates for reimbursement set by IDLA, including the following:

1. Transportation as approved by the Board;
2. On-site transportation during the course of the meeting, such as bus, taxi, or rental car;
3. Hotel or motel costs for the Director, as necessary;
4. Food costs as necessary;
5. Incidental expenditures for tips and other necessary costs attributable to the Director's attendance at the meeting.

IDLA will not reimburse or pay for such items as liquor, expenses of a spouse or third party, separate entertainment, or other unnecessary expenditures.

Depending upon circumstances and dollar values at issue, IDLA may be required to report reimbursements that are consistent with IRS regulations. Tax consequences may be applicable. If such a circumstance does occur, Board members may elect to consult with their tax preparers regarding tax implications and possible deductions for expenses.

Legal References

IC § 30-30-611

IC § 33-5204

IC § 74-401 et seq.

Description

Compensation of Directors

Nonprofit Corporation — Liability — Insurance

Ethics in Government

Cross References

7430

Description

Travel Allowances and Expenses



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Policy 1430: Director Insurance**Status:** PROPOSED**Original Adopted Date:** **Last Reviewed Date:**

IDLA shall maintain sufficient insurance to protect the Board and its individual Members against liability arising from actions of the Board or its individual Members while each is acting on behalf of IDLA and within the Director's authority.

Legal References

IC § 30-30-626

Description

Idaho Nonprofit Corporation Act - Directors and Officers - Indemnification of Officers, Directors, Employees and Agents

IC § 33-5204

Nonprofit Corporation — Liability — Insurance

IC § 6-923

Tort Claims Against Governmental Entities - Authority of Political Subdivisions to Purchase Insurance

IC § 33-5509

Digital Learning Academy A State Department for Purposes of Risk Management



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MEMORANDUM

DATE: February 4, 2025

TO: Mr. Jeff Simmons
Board of Trustees

FROM: Brian D. Smith, CPA
Director of Operations

RE: Sole Source Procurement – Agilix Labs Inc

Idaho Digital Learning Alliance seeks to expand the capabilities of one of our student learning systems, Agilix, to better meet the needs of our students. Agilix Labs Inc., the current provider of this student learning system, offers unique AI tools and deployment options tailored to student use, and we plan to work with them on enhancing these tools to align more closely with our strategic plan.

Agilix Labs Inc. has been a long-term partner, and their tools are deeply integrated into our operational framework. The compatibility of their platform and the specialized nature of the enhancements we require make competitive solicitation impractical and unreasonable under the circumstances.

Based on the above information, we are requesting a Sole Source declaration.

A Sole Source expenditure, under Idaho Code §67-2808, Section 2(a)(ii), may be declared in situations where “the compatibility of equipment, components, accessories, computer software, replacement parts, or service is the paramount consideration.”

We recommend that the procurement of services from Agilix Labs Inc. be approved as a Sole Source expenditure due to the paramount importance of compatibility and the impracticality of seeking alternative vendors.



Supplemental Report to the Board

February 4, 2025

Superintendent Simmons

Staffing

Now Hiring!

IDLA is accepting applications for Elementary Teaching Assistants, Part-Time Elementary Teachers, Part-Time Secondary Teachers, and Part-Time Online Principals. Please share the word with any candidates who would make a great addition to our team! More information and a link to our online application can be found on the [IDLA website](#).

Student Success



Spotlight

Rayce Miller

This month's newsletter (and our first newsletter!) highlighted Rayce Miller. Rayce graduated from Orofino High School with an Associate's Degree in Business Administration. One year later, he earned a Bachelor's Degree in Business Management from LCSC, and he is currently the youngest student in his class at Arizona State University's College of Law!

Rayce completed 10 IDLA Dual Credit courses as part of this journey, and he credits IDLA for helping him see his path forward. We are so proud of Rayce and his accomplishments! You can learn more about Rayce and his journey in his [Spotlight](#) on the IDLA website.

Driver's Ed Enrollment

Our Spring enrollment numbers for Driver's Education are not yet final since we have courses starting in February and April. To date, though, we have facilitated 55 sections of Driver's Education, serving 1786 enrollments in the 24-25 academic year. In the 23-24 academic year, we facilitated 47 sections of Driver's Education, serving 1439 enrollments. We're already above last year's enrollment, with two more start dates yet to come! The legislation passed in the previous session is undoubtedly making an impact here, and our team has been working hard to meet the demand.

News

Legislature

Superintendent Simmons and Director of Operations Brian Smith are closely monitoring this year's legislative session. IDLA's rule update has been presented in both House Education and Senate Education committees. On Thursday, January 30th, an RS was introduced to update last year's Parent-Student Driver's Training law. Superintendent Simmons will give an update on these items and any other items related to IDLA during the February Board meeting.

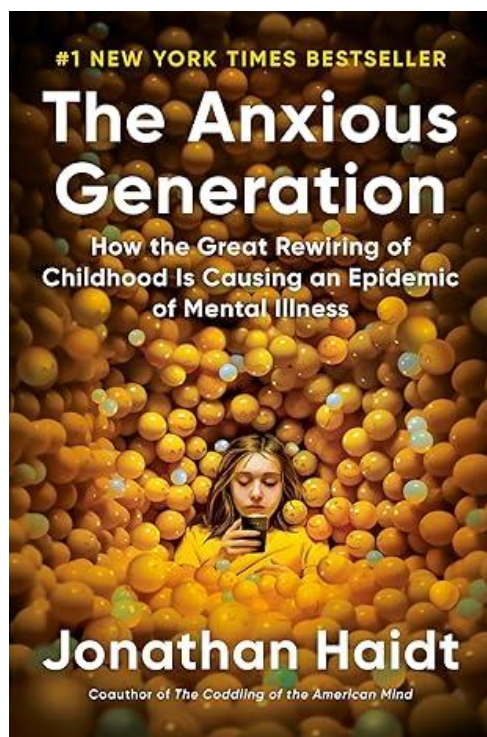
Events

IETA

IDLA staff will attend and present at the Idaho Education Technology Association conference, February 5th - 7th. Amy Marlowe, Ashlee Kolar, Heather Anderson, Monte Wollstenhulme, Ryan Gravette, and Jeff Simmons will present various topics throughout the event. We look forward to seeing you there!

Bonus Item

The Anxious Generation



[The Anxious Generation](#), by Jonathan Haidt, was my Christmas read. If you haven't read this book, I'd encourage you to add it to your reading list. I've heard a lot of buzz about this book in the education community and from some of our legislators, so I thought I'd check it out.

Jonathan Haidt uses data well in this book to show the connection between youth mobile phone and social media use with the youth mental health crisis. The impact on youth mental health has affected both genders, but girls more than boys. He provides compelling evidence that made me rethink how I would raise a child if I still had one at home.

Much of his argument is for a "play-based childhood" instead of a "phone-based childhood." Physical play with other children is where children learn how to build and sustain relationships, navigate conflict, and other skills necessary to build resiliency and succeed in life. Children who only have that level of social interaction with others through social media and other virtual tools do not develop the same skills and resiliency.

Haidt also offers suggestions for lawmakers, school leaders, and parents on how to offset the negative impact of mobile phones and social media on youth mental health. This book gives me a new appreciation for the push to ban cell phone use at school during the day. If this topic is of interest to you, I highly recommend it. It's a great read!