



Idaho Digital Learning Alliance

Board of Directors
Policy Manual

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Legal Status and Operation

The Idaho Digital Learning Academy is a government entity established by the State of Idaho. The Board of Directors of the Idaho Digital Learning Academy provides assistance in the planning and direction of all aspects of the Academy's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs and to provide a thorough system of education.

The IDLA, in its corporate capacity, may sue and be sued and may acquire, hold, and convey real and personal property necessary to its establishment, extension and existence.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts periodically to facilitate the performance of its responsibilities.

Board Members

Idaho School District Principals

Two (2) board members shall be Idaho Principals, each elected to a three (3) year term by the governing body of the IASP. One (1) shall represent educational regions I, II, and III, and one (1) shall represent educational regions IV, V, and VI.

No voting member shall serve for more than two (2) consecutive full terms.

The pool of nominees for principals for any given year is to be formed according to the criteria established below.

1. Nominations are to be solicited through a letter to the regional leadership of the IASP prior to the existing term.
2. Nominations are to be received by the IASP a minimum of sixty (60) days prior to the expiration of an existing term.
3. Appointment will be made from the pool of nominees by the IASA prior to June 30.
4. The board member will take office as of July 1 following confirmation of their appointment.
5. It shall be the duty of each board member to attend all meetings, both regular and special; a vacancy shall be declared by the Board when any member, without excuse acceptable to the Board, fails to attend a majority of the meetings of the board.
6. It is the duty of the IDLA board member to participate in IDLA programs by enrolling their school district students in IDLA courses and supporting their teachers through IDLA PD trainings. A vacancy shall be declared by the Board when any member, without excuse acceptable to the Board, fails to comply with board member guidelines.
7. It shall be the duty of each board member to be active advocates of IDLA and online learning and provide vocal support for IDLA and online learning policy and practice. A vacancy shall be declared by the Board when any member, without excuse acceptable to the Board, fails to comply with board member guidelines.
8. If for some reason, a board member is unable to complete a term of office, the Idaho Association of School Administrators Principal Association shall appoint a replacement representing the same educational region to fulfill the term of office.

Idaho School District Superintendents

Three (3) board members shall be Superintendents, each elected to a three (3) year term and each shall represent two (2) educational classification regions; One (1) superintendent shall be elected from among the superintendents in Regions I and II on a rotating term basis between the two (2) regions; one (1) superintendent shall be elected from among the superintendents in regions III and IV on a rotating term basis between the two (2) regions; and one (1) superintendent shall be elected from among the Superintendents in regions V and VI on a rotating term basis between the two (2) regions.

No voting member shall serve for more than two (2) consecutive full terms. If a Superintendent serves two (2) full terms, the next board member must be elected from the paired region.

The pool of nominees for superintendents for any given year is to be formed according to the criteria established below.

1. Nominations are to be solicited by letter to the regional leadership of the Idaho School Superintendents' Association no later than the expiration of an existing term.
2. Nominations are to be received by the Idaho School Superintendents' Association a minimum of sixty (60) days prior to the expiration of an existing term.
3. An election will be held with the pool of nominees by the Idaho School Superintendents' Association according to Idaho School Superintendents' Association regional election procedures.
4. The board member will take office as of July 1 following election.
5. It shall be the duty of each member of the board of trustees to attend all meetings, both regular and special; a vacancy shall be declared by the Board when any member, without excuse acceptable to the Board, fails to attend two (2) consecutive meetings of the board.
6. It is the duty of the IDLA board member to participate in IDLA programs by enrolling their school district students in IDLA courses and supporting their teachers through IDLA PD trainings. A vacancy shall be declared by the Board when any member, without excuse acceptable to the Board, fails to comply with board member guidelines.
7. It shall be the duty of each board member to be active advocates of IDLA and online learning and provide vocal support for IDLA and online learning policy and practice. A vacancy shall be declared by the Board when any member, without excuse acceptable to the Board, fails to comply with board member guidelines.
8. If a board member is unable to complete a term of office, the regional leadership shall appoint a replacement representing the same educational region to fulfill the term of office.

State Superintendent of Public Instruction

The State Superintendent of Public Instruction or Designee shall serve concurrently with the term of office to which the State Superintendent is elected.

1. It shall be the duty of each member of the board of trustees to attend all meetings, both regular and special. If the State Superintendent of Public Instruction is unable to attend the State Department of Education Deputy will be designated to attend in their place.
2. It shall be the duty of each board member to be active advocates of IDLA and online learning and provide vocal support for IDLA and online learning policy and practice.

Citizens-at-Large

Two (2) board members shall be citizens-at-large. Professional educators do not qualify for citizens-at-large positions. Board members are appointed by the members of the academy board, each to a term of three (3) years.

No voting member shall serve for more than two (2) consecutive full terms.

The pool of nominees for a citizen-at-large member for any given year is to be formed according to the criteria established below.

1. Nominations are to be processed through the IDLA website and additional selected mediums a minimum of sixty (60) days prior to the existing term.
2. A nomination will be in the form of a letter of application and resume outlining unique qualifications relevant to this position.
3. All nominations will be reviewed by the Idaho Digital Learning Academy Executive Team following receipt of the final nomination. The Executive Team will submit finalists to the IDLA Board of Directors.
4. The final nomination will be reviewed at the IDLA Board Meeting a minimum of thirty (30) days prior to the expiration of the term.
5. The board member will take office following official appointment of the Board.
6. It shall be the duty of each member of the board to attend all meetings, both regular and special; a vacancy shall be declared by the Board Chairman or Vice Chairman, when any member, without excuse acceptable to the Board, fails to attend two (2) consecutive meetings of the board and/or fails to attend a majority of the scheduled meetings held during the designated fiscal year.
7. It shall be the duty of each member of the board to comply and adhere to all IDLA board requirements (IDLA advocate and public representation, etc.); a vacancy shall be declared by the Board Chairman or Vice Chairman, when any member, without excuse acceptable to the Board member fails to comply with board member guidelines as determined by the board and in this circumstance a vacancy will be declared.
8. If for some reason, a board member is unable to complete a term of office, the Board shall appoint a replacement to fulfill the term of office.
9. Executive session will be required when the current board member is a candidate for re-appointment, and that member shall not participate.

Resignation

Resignation of a board member, for whatever reason, must be submitted in writing to the IDLA Board Secretary. The Board shall accept the resignation at its next regularly scheduled meeting and proceed to fill the vacancy as provided by statute and board policy.

Members retiring from the Board may be recognized for their service to the Idaho Digital Learning Academy by presentation of a service plaque or other appropriate measures.

Annual Organization Meeting

On the date of its regular annual meeting, the Board shall elect from among its members a Chairman and a Vice-Chairman to serve one (1) year terms.

In the absence of both the Chair and the Vice-Chair, the Board shall elect a Chairman pro tempore, who shall perform the functions of the Chair during the latter's absence.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting.

1. Welcome and introduction of newly-elected board members by the current Chair.
2. Swearing in of newly-elected members.
3. Call for nominations for Chairman to serve during the ensuing year.
4. Election of a Chair.
5. Assumption of office by the new Chair.
6. Call for nominations for Vice-Chairman to serve during the ensuing year.
7. Election of a Vice-Chair.
8. Approval of meetings, times, dates and locations.

Policies and Bylaws shall continue from year to year until and unless the Board changes them.

Qualifications, Terms and Duties of Board Officers

The Board officers are the Chairman and Vice-Chairman. These officers are elected at the annual organizational meeting.

Chairman

The Board elects a Chairman from its members for a one (1) year term. The duties of the Chairman are:

- Preside at all meetings and conduct meetings in the manner prescribed by the Board's policies;
- Make all Board committee appointments;
- Sign all papers and documents as required by law and as authorized by the action of the Board; and
- Close meetings as prescribed by Idaho law.
- Coordinate with IDLA Chief Executive Office (CEO), Chief Operating Officer (COO), and Board Secretary prior to each scheduled board meeting for an agenda review.
- Provides support and guidance on Board and organizational conflicts.
- Communicates with CEO/COO on all conflicting matters.

The Chairman is permitted to participate in all board meetings in a manner equal to all other Board members, including the right to participate in debate and to vote. The Chairman may not make a motion, but may second motions.

Vice-Chairman

The Vice-Chairman shall preside at all board meetings in the absence of the Chair, and shall perform all of the duties of the Chair in case of the Chair's absence or disability.

Duties of Individual Members

The authority of individual members is limited to participating in actions taken by the Board as a whole when legally in session. Members shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual member except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend a minimum of three (3) face-to-face meetings annually and participate in the monthly IdahoLive Board meetings when face-to-face meetings do not occur. Whenever possible, each member shall give advance notice to the Chair, Chief Executive Office (CEO), or Chief Operating Officer (COO), of the member's inability to attend a Board meeting. A majority of the Board may excuse a member's absence from a meeting if requested to do so.

Each member is encouraged to present IDLA updates at regional administrator meetings and/or other district/regional functions as appropriate.

If an IDLA Board member is a school administrator, IDLA support and participation is required through enrollments and policy within their school district.

Each board member shall be active advocates of IDLA and online learning as evidenced by knowledge of current online learning policies, legislative changes, and provide vocal support for IDLA and online learning policy and practice.

Each board member will give timely responses to Board issues disseminated via Blackboard or email.

Each board member will participate in IDLA online and face-to-face professional development where opportunities exist to interact with IDLA staff and faculty.

Each board member will communicate with the board chair and CEO/COO on all conflicting matters.

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment shall be directed to the Board Secretary prior to the second reading. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.

All new or amended policies shall become effective upon adoption; unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in the Academy's policy manual.

Policy Manuals

The CEO/COO shall develop and maintain current policy manuals, which contain the policies of IDLA. Each administrator, as well as staff, students and other residents, shall have ready access to the manuals. All policy manuals distributed by hardcopy or electronically to anyone shall remain the property of the IDLA.

The official policy manual of IDLA will be available for public access online through the IDLA website.

Suspension of Policies

Under circumstances, which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting, which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all members present.

Administrative Procedures

The Chief Executive Officer (CEO) and Chief Operating Officer (COO) shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the CEO and COO shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though they may be revised when it appears that they are not consistent with the Board's intentions as expressed in its policies. On controversial topics, the CEO and COO may request prior Board approval.

Board Meetings

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.

Regular Meetings

Unless otherwise specified, all meetings will be held in Boise, Idaho. Regular meeting times shall be determined at the annual meeting, three (3) of which must be face-to-face and the additional meetings will be held via IdahoLive.

Emergency Meetings

In the event of an emergency involving personnel, 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

No later than twenty-eight (28) days prior to its annual meeting, the Board shall have prepared a budget and shall hold a public hearing. At such public hearing, or at a special meeting held no later than fourteen (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 IDLA Code. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.

Annual Meetings

On the date of its regular August meeting, the Board shall elect a Chairman, a Vice-Chairman, and a Secretary to serve one (1) year terms.

Special Meetings

Special meetings may be called by the Chair or by any two (2) members of the Board. 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 member not less than twenty-four (24) hours prior to the time of the meeting. Such written notice shall be posted at the IDLA office location and online on the IDLA website. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Working Sessions

Two annual working sessions may be held as determined by needs of the organization and will be scheduled by the IDLA Board Chair and CEO/COO.

Executive Sessions

Under Idaho law, upon a two-thirds (2/3s) vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specified legal authorization for holding an executive session.

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;
2. To consider the evaluation, dismissal or disciplining of, or to hear complaint or charges brought against, a public officer, employee, staff member or individual agent, or a student;
3. To conduct deliberations regarding labor negotiations;
4. To acquire an interest in real property which is not owned by a public agency;
5. To consider records that are exempt from public disclosure;
6. 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;
7. To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation.

Except for making a determination to place a certified professional employee on probation, no final action may be held for the purpose of taking any final action or making any final decisions.

If an executive session (only) will be held, a twenty-four (24) hour meeting and agenda notice shall include the date, time, place and items to be discussed.

Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the CEO and COO. Board members may submit agenda items via the Board Chair, Chief Executive Officer, or Chief Operating Officer.

Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the CEO, COO or Board Secretary at least two (2) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board meeting agenda must also notify the CEO, COO, or Board Secretary, in writing, of the request. The request must include the reason for the appearance.

Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda and may ask for recognition by the Chair at the appropriate time.

Regular Meetings: A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting; however, additional agenda items may be added after completion of the agenda up to, and including, the hour of the meeting, provided that a good faith effort is made to include in the notice all agenda items known at the time to be probable items of discussion. Any and all changes to the initial agenda are to be noted in the IDLA board meeting minutes.

Agenda (continued)

Notices and agendas must be posted in a prominent place at the office of the Academy, or if no such office exists, at the building where the meeting is to be held. Notices and agendas will also be posted on the Academy's website.

Special Meetings: Special meetings require a twenty-four (24) hour meeting and agenda notice.

Order of Business

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. Any item, which appears on the consent agenda, may be removed by a member of the Board. It is strongly suggested that any Board member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the CEO or COO. 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.

Minutes

The Board Secretary shall keep written minutes of all open board meetings, which shall be signed by the Chair and the Board Secretary. The minutes shall include:

- The date, time and place of the meeting;
- The presiding officer;
- Board members recorded as absent or present;
- All motions, resolutions, orders, or ordinances proposed and their disposition;
- The results of all votes, and upon the request of a member, the vote of each member, by name;
- Legal basis for recessing into executive session; and
- Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Board Secretary 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. An electronic and hard copy file of permanent minutes of Board meetings shall be maintained in the office of the Board Secretary and on the IDLA "I" Drive. IDLA Board Minutes are to be made available within a reasonable period of time after a meeting for inspection upon the request.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the members is present. Five (5) members 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. *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 members in attendance. Voting shall be by a designated procedure or by acclamation. The chairman may cast a tying vote or may cast the vote to break a tie in a vote that has been taken; in either case, the chairman may vote one time only. The state superintendent of public instruction may appoint a designee who will have voting rights for purposes of the IDLA Board of Directors; the Office of the State Superintendent may vote one (1) time only.

Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the value of public input prior to making significant decisions affecting the educational process. In order to permit fair and orderly expression of such comment, the Board will provide a period at the beginning of the meeting, during which visitors may make presentations. The Chair may control such comment to ensure an orderly progression of the meeting and allow for public comment.

The Board will also allow individuals to express an opinion prior to Board action on agenda items. Individuals wishing to be heard by the Chair shall first be recognized by the Chair. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chair may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant.

The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chair.

Code of Ethics for Board Members

AS A MEMBER OF THE IDLA BOARD OF DIRECTORS, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I shall endeavor to make policy decisions only after full discussion at publicly held board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other board members to establish effective board policies and to delegate authority for the administration to the CEO;

Recognize and respect the responsibilities that properly are delegated to the CEO;

Communicate to the CEO expression of public reaction to board policies, programs, or staff;

Inform myself about current educational issues by individual study and through participation in programs providing needed information;

Support the employment of those persons who are best qualified to serve as school staff, and insist on regular and impartial evaluation of staff;

Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;

Avoid compromising the Board or Administration by inappropriate individual action or comments, and respect the confidentiality of information that is privileged under applicable law;

Remember always that my first and greatest concern must be the educational welfare of the students attending public schools.

Conflict of Interest

A Board Member may not:

1. use the member's official power to further the member'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 the Academy. A "remote interest" means:
 - a. the member is a non-salaried employee of a nonprofit corporation; or
 - b. the member is an employee or agent of a contracting party where the compensation of the member as an employee or agent consists entirely of fixed wages or salary; or
 - c. the member is a landlord or tenant of a contracting party; or
 - d. the member is a holder of less than one percent (1%) of the shares of a corporation or cooperative a contracting party; AND
 - e. the member discloses such remote interest to the Board of Directors.
3. accept any reward or compensation for services rendered as a member except as expressly provided by law;
4. accept or award contracts involving the Academy to businesses in which a member or person related to him by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in IDLA Law are followed;
5. be involved in the election of a relative related by affinity or consanguinity within the second degree and shall be absent from the meeting while such employment is being considered and/or determined;
6. enter into a contract in the member's individual capacity, the effect of which is to create a personal interest which may conflict with the member's public duty;
7. enter into a contract with the IDLA;
8. accept a bribe in the way of money, a promise, gift or any other form of personal advantage
9. engage in a substantial financial transaction for the member's private business purpose with a person whom the member inspects or supervises in the course of official duties;
10. be a purchaser or vendor at any sale or purchase made by the member in the member's official capacity;
11. use public funds or property to obtain a pecuniary benefit for himself;
12. solicit, accept or receive a pecuniary benefit as payment for services, advice, assistance or conduct customarily exercised in the course of the member's official business;
13. use or disclose confidential information gained in the course of or by reason of the member's official position or activities in any manner with the intent to obtain a pecuniary benefit for the member or any other person or entity in whose welfare the member is interested or with the intent to harm the Academy;
14. appoint or vote for the appointment of any person related to him 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 appointment, 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. Relation by blood within the second degree includes grandparents and grandchildren. Laterally, it includes brothers and sisters.

Board / Staff Communications

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications. E-mail and telephone are communication methods utilized to contact IDLA Board and Administration.

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 CEO or COO. This shall not deny any staff member's right to appeal to the Board from administrative decisions, provided that the CEO or COO 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 CEO or COO. The CEO and COO will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Observing Classes & Professional Development Webinars

Board Members are recommended to observe online classes and professional development webinars and become familiar with the IDLA course and professional development delivery. Individual board members interested in observing classes are to make arrangements for access through the Director of Curriculum and Instruction and Director of Supervision and Development. Such observations shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Board-CEO Relationship

The Board-CEO 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 Officer.

The Board hires, evaluates, and seeks the recommendations of the CEO. The Board adopts policies necessary to provide the general direction for the Academy and to encourage achievement of IDLA goals. The CEO develops plans, programs, and procedures needed to implement the policies and directs the Academy's day-to-day operations.

The CEO shall be the Executive Officer of the Board with such powers and duties as the Board prescribes. The CEO shall act as the authorized representative of the IDLA whenever such is required.

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

Expenses for Board Members

A member shall not receive remuneration for service as a member. However, each member shall be compensated for actual expenses incurred for travel to, from, and attending meetings of the board as provided herein. Reimbursement will be paid as the travel is assumed.

Board Meetings

Whenever any member resides at such distance from the meeting place of the Board as to require such member to incur extraordinary expense in traveling from the member's home to and from the meeting place, the board may approve payment to a member of the extraordinary expense incurred in attending any such meeting. The Board has determined that members shall be entitled to an allowance for mileage or actual travel expense incurred.

It is the intent of the IDLA to pay all legitimate costs for members to attend board meetings at the established rates for reimbursement set by the IDLA:

1. Transportation as approved by the Board.
2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car.
3. Hotel or motel costs for member, as necessary.
4. Food costs in alignment with IDLA reimbursement policy.
5. Computer, internet and telephone services shall be provided for necessary communications with business.
6. Incidental expenditures for tips and other necessary costs attributable to the member's attendance at the meeting in alignment with IDLA reimbursement policy. IDLA will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

Annual Goals and Objectives

Each year, the Board and Executive Team will formulate annual goals for the Academy and have available a written, comprehensive philosophy of education with goals which reflect the IDLA's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to the staff and to the public.

At the conclusion of the fiscal year, the CEO shall submit a report to the Board, which shall reflect the degree to which the annual goals have been accomplished.

In-Service Conference for Trustees

In keeping with the need for continued boardmanship development, the Board encourages the participation of its members at appropriate board conferences, workshops, conventions, IDLA webinars, and IDLA-sponsored in-service training sessions. Funds for participation at such meetings will be budgeted on an annual basis.