



## Meeting Minutes

Date: August 13, 2014 at 7:00 PM

Title of Meeting: Board of Directors

Location: Long Beach, CA

Board Members Present: Eric Churchill, Rebecca Irwin, Edward Castro, James McGrath, Karyn Pace, Robin LaBarbera

Staff Present: Jacquie Bryant, Danielle Montiel

### ORDER OF BUSINESS

1. Call to Order - 7:11 by Eric Churchill
2. Report of Closed Session actions – *nothing to report*
3. Public Hearing – *no previous requests*
4. Call for additional Agenda Items/Adoption of Agenda  
Eric Churchill moved to adopt August 13 Agenda  
Second: James McGrath  
Jacquie Bryant noted that we will review June financials rather than July. Change agenda for our records. There was no further discussion.  
Unanimously approved  
**Item #140809.**
5. Consent Agenda  
Approval August 3<sup>rd</sup> ad hoc meeting minutes, Item #140810ca  
GBC grant approval **Item #140811ca**  
Ron Ritchart contract, **Item #140812ca**  
Employee agreements, **Item #140813ca**  
Eric Churchill moved to approve the Consent Agenda inclusive of Items #140810ca-140813ca.  
Seconded: Edward Castro  
Unanimously approved  
**Items #140810ca, #140811ca, 140812ca, 140813ca**
6. Public testimony on agenda items – *none previously submitted*
7. Understanding our Mission (Virtue Education) – *skipped this meeting*
8. Chairman's Communication  
*Strategic Planning*  
Eric Churchill reflected on our meeting where we formulated values statements. Since that meeting, Jason Beahr further refined them, and they were presented to the board. Eric



asked that the BOD review the statements as presented. The board reviewed the statements with a brief discussion. Rebecca Irwin suggested that there are nine different ways to be smart (Intellectual Virtues) that are missing from the mission statement, and asked that the word “individual” be included.

**ACTION ITEM:** Eric Churchill will correspond via email with Rebecca Irwin, Jacquie Bryant and Jason Beahr for further discussion about the mission statement.

## 9. Staff Report

- *Jacquie Bryant* – Jacquie briefly discussed the build-out, the families on the waiting list for entrance, five new teachers have been hired (2 full time, 3 part time), professional development for teachers will be held soon about educating for intellectual virtues, led by Ian McCurry and Carrie Noble, and orientation is 8/25.
- *Danielle Montiel* – shared about the upcoming CSDC conference in Irvine in the Fall, November 3 &4, suggesting that as many Board members as possible attend.

## 10. Committee Updates

- a. *Policy* – Eric Churchill suggested policy changes, and Jacquie Bryant summarized the changes under consideration. Banking Arrangements: 2 signors on checks now required for anything over 5000; suggested removing this requirement, since we have other processes in place for board approval, including a back office provider, and BOD review of financials. There was also discussion that a team of BOD review weekly expenditures, with Jacquie giving final go ahead to EdTech to approve the check. Checks should be approved by 2 staff members and ultimately approved by principal.

Every purchase over \$2500 should first be reviewed by an IVA staff member and program administrator, with final approval by the Principal.

Section F, Agreements and Contracts: Currently \$10,000 requires board approval, and it was suggested that it be changed to \$25,000, given that it was approved in the budget. If purchases are non-budgetary items, we would need to bring before the Board. Eric Churchill, Edward Castro, and Karyn Pace will review further and make suggestions to the Board at the next meeting. The Board agreed to temporarily suspend the purchase order requirement and second signature requirements, increasing the threshold for signature for the next month (September), pending review at the next board meeting. Eric Churchill motioned that, until next board meeting, we suspend purchase order and second signature requirements, and increase threshold to \$10,000 for build-out activities.

Seconded: Karyn Pace

Unanimously approved

**Item #140814.**

- b. *Personnel* – Jacquie Bryant discussed that a salary scale is not currently in place, and she presented a proposed salary scale.

Eric Churchill motioned that the board adopt the salary scale as presented

Seconded: Karyn Pace

Brief discussion



**Action Item:** The personnel committee will draft a new agreement for Jacquie Bryant and will evaluate her review to present to the board at the next meeting.

It was unanimously approved.

**Item #140815.**

Benefits – Danielle reviewed the research she did about medical benefits, and reported that United Health Care was chosen, based on their HMO and PPO options available for employees.

- c. *Finance* – The Board reviewed the June financial statements. Danielle Montiel reviewed the 990 tax form to be filed.
- d. *Marketing/Grant writing* – Rebecca showed us the mascot logo, athletic and academic, and a video that will be on our website.
- e. *Facilities* – *none*
- f. *Nominating* – *none*
- g. *Curriculum* – Survey Results will be discussed at the next Board meeting
- h. *Food Service* – *none*
- i. *Disciplinary Committee* – *none*

11. *Strategic Planning* – *none*

12. *Public comments on items in open session* – *none*

13. *Other Items of Communication: New items of business for future approval* – *none*

14. Call to Adjourn & Next Meeting: Wednesday, September 3<sup>rd</sup>, 2014, 7:00pm at IVA  
Office 3601 Linden Ave. Long Beach, CA 90807  
Eric Churchill adjourned the meeting at 9:15.

Respectfully submitted:

Robin LaBarbera  
Board Secretary