

IVA Board Meeting
Wednesday, December 18th, 2013

7:00-9:30 p.m.

IVA Office 3601 Linden Ave, Long Beach, CA 90807

Board Members Present: Eric Churchill, Robin LaBarbera, Janet Watt, Steve Porter, Edward Castro, Jason Baehr, Karyn Pace, Rebecca Irwin

Board Members Absent: Shelly Millsap, James McGrath, Mynor Montiel

Staff Present: Danielle Montiel, Jacque Bryant

Public Present: Marisol Gold

Guests Present: Kristin Dietz from Charter Works, Jeanne Flint and David Neely from Orange Door consulting.

Minutes

ORDER OF BUSINESS

1. Call to Order and welcome
Eric Churchill called the meeting to order at 7:04 p.m.
2. Report of Closed Session actions
None
3. Public Hearing
There were no previous requests, and no current requests for a public hearing
4. Call for additional Agenda Items/Adoption of Agenda
There were no additions to the agenda. Eric Churchill moved to adopt the agenda as presented, Steve Porter seconded, there was no further discussion, and all voted in favor.
Item #1384.
5. Approval of Minutes
Eric Churchill moved to approve the minutes of the November 20, 2013 meeting, Janet Watt seconded. Danielle Montiel suggested that under Staff Report, item C should read "CCSS", and that the a-b-a lettering should be changed to a-b-c. There were no further corrections. All voted in favor.
Item #1385.
6. Public testimony on agenda items
There were none previously submitted
7. Understanding our Mission (Virtue Education)
In the interest of time, this items was passed
8. Chairman's Communication
 - Eric Churchill asked the Board to update the board list with phone numbers on Dropbox.
 - Progress update and next steps: Eric Churchill shared how we've gone from working board to governing board, continued training, and we want to move into 2014 with a focus on a marketing plan and continued evaluations of our progress. In January we will focus on board structure and committee structure.
 - Committees: Eric Churchill shared a list of committees and members, and a committee governance document. He would like the lead of each committee to further develop the committee governance document, fill in information on the lower portion such as the specific purpose of each committee (objectives/why the committee exists), expectations, meetings actions

and structures; He would like a focus to be on the specific purposes of committees. He requested completion by the next board meeting, as an ACTION ITEM for the board.

- Form 700: Eric Churchill shared the need to file form 700. He incorporated changes suggested at the last meeting by adding “to the extent required by law.” If we approve the COI, we are bound to complete Form 700. Directors were instructed to go to the FPPC website to complete the 2014 form by the next board meeting, as an ACTION ITEM for the board. Eric Churchill moved to adopt the Conflict Code as presented to and amended by the board on November 20, Jason Baehr seconded, there was no further discussion, and all voted in favor.

Item #1386.

9. Staff Report

- Principal’s Update

Kristin Dietz from Charter Works presented the budget details.

Eric Churchill discussed that we are looking for a permanent Treasurer, and in the meantime the Board is called upon to be involved in approving the budget. He will send the budget as an email. ACTION ITEM for the board: By January 3, the Board is requested to submit questions to the finance committee, with special attention to budget details tab 3, 4, 4a, cash flow, etc. Look for areas of clarification, or whatever doesn’t “look right.” We can bring those questions to Charter Works and be prepared to vote by the next meeting. Eric will communicate to board members not present at the current meeting. Jacquie requested that board members pay special attention to their area of expertise (marketing, etc.).

10. Committee Updates

- a. Policy (ENC, JPB, DM, LM)

None

- b. Finance (DM)

Discussed previously, above

- c. Facilities (ENC, JPB, EC)

Eric Churchill reported that IVA will be able to use the gym space for no additional fee.

No vote is required by the Board at this time. We are coming to an agreement on cleaning services, and it will be submitted to the board for a vote at a later time. We are discussing longer term use of space with the Landlord.

- d. Personnel (SM)

Karyn Pace reported shared that in the next year, August/September, Jacquie Bryant will submit her goals to the board, and this will be what she should be evaluated on. Next year she will have more data (students test scores, surveys). This year there is no mid-year review. By January 15 Jacquie will submit her goals to the Board, and by May 15 we will do a review. Shelly Millsap shared the research she’s done, and she will use a model rubric that identifies 5 areas of leadership with which to evaluate Jacquie.

CLOSED SESSION ITEM: Karyn Pace shared about compensation. The Personnel Committee decided to maintain the \$28/hr. rate for Danielle’s position, and Jacquie Bryant will communicate to Danielle. It is currently unclear how many weeks per year Danielle’s position should be employed. There is not funding for Danielle or Lisa past our grant period with JTF. Eric Churchill made a motion to keep program administrator’s salary at the current rate, Janet Watt seconded, and all voted in favor.

ITEM #1387.

- e. Nominating (SP and ENC)

Eric Churchill is having discussions with a nominee.

- f. Curriculum (JSB)

None

g. Food Service (JW, DM)

Janet Watt discussed the funds for free and reduced lunch students, and also the need to change the vendor agreement slightly. Parents will have to sign waiver of liability for food service. Janet would like to move forward with refrigeration and handing out lunches provided from Spring Street Farms. IVA will pay \$2,300 for free and reduced lunches, and all other funds will be provided directly to Spring Street Farms by parents.

h. Marketing/Grant writing (ODC)

Jeanne Flint and David Neely from Orange Door consulting presented. Orange Door provides fundraising and marketing support to non-profits. Jeanne shared information and strategies for fundraising.

11. Public comments on items in open session.

There were none.

12. Other Items of Communication

None

13. Call to Adjourn & Next Meeting: Wednesday, January 15th, 2014, 7:00pm at

IVA Office 3601 Linden Ave. Long Beach, CA 90807

Eric Churchill adjourned the meeting at 9:40

Approved: January 14, 2014

Eric Churchill

Eric Churchill, Chair



Robin LaBarbera, Secretary