

IVA Board Meeting

Wednesday, June 1st, 2016

7:00PM – 10:00PM

3601 Linden Ave, Long Beach, CA 90807, Classroom 113

Board Members Present: Gregg Whelan, Robin LaBarbera, Karyn Pace, Rebecca Irwin, Eric Churchill, Jasmine Menard-Lenczewski, Shelly Millsap, James McGrath, Janet Watt, Dan Hertzler, Edward Castro,

Staff: Jacquie Bryant, Danielle Montiel, Michelle Tubbs, Summer Sanders

Guests: Jason Baehr, Stephanie Robinette (event planner), Judy Hunter, Chang & Levi (edtec)

Minutes

Order of Business

1. Call to order and announcements
Eric Churchill called the meeting to order at 7:07.
2. Announcement of Closed Session Items
Eric Churchill announced that we will be discussing contracts for Crystal Day, Jess Gibson, Michelle Tubbs; discussing property negotiations for future high school location.
3. Public Comments on items considered in closed session (5m/person; 15 minute limit) - none

CLOSED SESSION

4. Report of Closed Session Items
James McGrath discussed the employment process, including the number of applicants and the quality of those who applied even for part time positions and pay cuts. James discussed Jess Gibson, reporting that after a lesson demonstration, everyone present agreed with moving forward to offer a 40% teaching and 60% operations position. There was some discussion about who he would report to, and the org. chart.
Motion: Eric Churchill moved to hire Jess Gibson as the founding Science Teacher (Associate level) and Operations Officer for a for one-year at will contract with salary not to exceed the budgeted amount and as stated in the contract.
Second: Shelly Millsap
Vote: Unanimous
Item: #160638

James McGrath presented information on Crystal Day.
Motion: Eric Churchill move to authorize James McGrath to enter into contract negotiations with Crystal Day for an administrative assistant position.
Second: Karyn Pace
There was some discussion by the board.
Vote: unanimous
Item: #160639

James McGrath discussed the Academy location options that are under consideration.

James would like to offer Michelle Tubbs a new contract with additional hours as director of curriculum and instruction. She is currently at 25% and, James proposed that she move to 50%.
Motion: Eric Churchill moved to authorize James McGrath to contract with Michelle Tubbs consistent with our most recent 5-year budget projections.
Second: Janet Watt
Vote: unanimous
Item: #160640

OPEN SESSION

5. Public Hearing - none
6. Consent agenda items
No items were requested to be removed from the consent agenda.
May minutes should be amended to read that the meeting ended at 9:40.
Motion: Eric Churchill
Item: #160641-160548CA
7. Public comments on agenda items – none

8. Understanding our Mission/Recognition – none

9. Reports (Operational Updates; informational only)

10. Business Items

- a. Fund Development - Gregg Whelan discussed items related to the next Gala. He suggested purchasing a system that would allow for a smoother bidding process. He introduced Stephanie Robinette as an event planner to help with the gala. She shared about her background and experience with event planning and fund development, what she can do to help with the event, and some of her ideas for fund raising. She suggested a timeline for the event.

- b. Academic Oversight – Danielle Montiel gave a brief overview of the LCAP. Dan Hertzler provided a few comments regarding his review of the LCAP.

Motion: Eric to approve the 2016/2017 LCAP

Second: Gregg Whelan

Vote: Unanimous

Item: #160649

- c. Finance –

Levi (edtec) provided an overview of the MS budget.

Motion: Eric Churchill moved to approve the 2016-2017 Middle School budget.

Second: Jasmine Menard-Lenczewski

Vote: Unanimous

Item: #160650

Chang (edtec) provided an overview of the HS budget.

Eric Churchill mentioned that board approval is required for a COLA.

Motion: Eric Churchill moved to approve a 2% COLA for the principal of IVAMS for 2016-2017.

Second: Dan

Vote: Unanimous

Item: #160651

- d. Disciplinary (*ad hoc*) - none

- e. Policy (*ad hoc*) - none

- f. Board Governance –

Eric Churchill presented information about Darin Earley.

Motion: Eric moved to appoint Darin Earley to the board for a two-year term.

Second: Edward Castro

Vote: Unanimous

Item: #160652

Eric shared that he has met personally with each board member.

Shelly Millsap nominated Eric to return as Board Chair.

Shelly, Karyn, Edward, Rebecca, Steve were nominated to return as board members.

Eric mentioned that Robin LaBarbera will not be renewing her term on the board.

There was a discussion among the board about a potential material revision to the charter.

Eric Churchill has drafted a board agreement for us to sign.

Eric Churchill proposed a half-day board retreat for August 7. He asked everyone to let him know of their ability to attend.

Eric announced that we are moving the July meeting to June 13 to allow for board member vacations and to ensure a quorum.

James McGrath discussed a proposed benefits policy for the HS.

Motion: Eric Churchill moved to adopt the HS benefits policy

Second: Janet Watt Vote: Unanimous Item: #160653
g. Facilities – discussed in closed session h. Marketing – MS: Rebecca Irwin previously sent an email of marketing reports to the board. She briefly reviewed it with the board. HS: Summer Sanders reported on outreach efforts for the HS. Summer and James McGrath discussed the number of applications received and total enrolled to date.
i. Leadership Oversight (ad hoc) - none
11. Comments on items considered in open session - none
12. Future Business
13. Announcements
14. Call to adjourn and next meeting June 13 th , 2015 Dan Hertzler motioned to Adjourned at 9:48 pm

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda that are distributed to the IVA Board less than 72 hours before a regular meeting, may be inspected by the public at the IVA School Offices, 3601 Linden Ave., Long Beach, CA 90807 during normal business hours (8:00am-4:00pm).

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Any individual with a disability who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting the IVA School Offices, 3601 Linden Ave., Long Beach, CA 90807; telephone: (562) 912-7017.

IVA Board Meeting

Tuesday, June 1, 2016

7:00-10:00 p.m.

IVA Office 3601 Linden Ave, Long Beach, CA 90807

C O N S E N T A G E N D A

1. May minutes
 - a. The IVA BOD met on May 4th with a quorum of directors present.
 - b. Major items discussed/approved at this meeting include: Dan Herzler was appointed to the board for a duration of two years, Janet Watt was re-appointed for one year and Gregg Whelan was re-appointed for
 - a. Minutes were prepared by Robin Labarbera.
 - b. **Disposition: Action**
2. Protection of Prayer Certification-IVAMS
 - a. This is a CDE form that meets the annual requirement and provides written certification that we do not prevent constitutionally protected prayer in public schools. IVA last approved the Protection of Prayer in June 2015.
 - b. THIS IS A FEDERALLY REQUIRED FORM
 - c. **Disposition: Action**
3. Homeless Education policy-IVAMS
 - a. The McKinney-Vento Homeless Act (MVHA) was passed by Congress to ensure that each homeless student has equal access to the same free, appropriate public education as other students. While many fed laws are tied to a specific local education agency's (LEA) receipt of federal funds, the MVHA requires the State to ensure that all LEAs in CA have certain policies in place in accordance with the MVHA, without regard to whether LEA receives these funds. The CDE monitors compliance with these rules. Thus, all charter schools should adopt a homeless student education policy, regardless of whether the CS receives MVHA funds. IVA does not receive MVHA funds.
 - b. This policy is approved annually. IVA last approved the Homeless Education policy in June 2015. Word and pdf format included.
 - c. **Disposition: Action**
4. General Assurances-IVAMS
 - a. The General Assurances and Certifications are requirements of applicants and grantees as a condition of receiving funds. Applicants do not need to sign and return the general assurances and certification with the application; instead, they must download them and keep them on file to be available for compliance reviews, complaint investigations, or audits. Applicants that participate in the Consolidated Application - ConApp - should already have a copy of the general assurances and certifications on file and do not need to keep a separate copy. Program-specific assurances are not included here and should be listed separately on the Request for Application (RFA). Note: Contracts have their own certifications and assurances that are included in the Request for Proposal document.
 - b. Items include the assurances statement and a signed certification.
 - c. **Disposition: Action**
5. Academic Calendar and Bell Schedules-Academy and MS
 - a. These items are audited for minimum requirements of days and instructional minutes. Calendars and bell schedules have been developed in conjunction with and internally audited by EdTec accountants.
 - b. **Disposition: Action**
6. Payment Set Up-Academy
 - a. The Los Angeles County Office of Education requires three documents to be

We seek to foster meaningful growth in intellectual character virtues in a thoughtful, challenging and supportive academic environment.



distribution. That is, these documents set up an EFT to pass through federal and state monies from the county to the school's bank account. Here are the forms we anticipate needing:

- i. Charter School Funds Distribution
 - ii. Resolution to Issue Funds to Charter School
 - iii. Certification of Signatures
- b. **Disposition: Action**
7. Credit card report-IVAMS
 - a. To ensure proper oversight, the BOD reviews and approves the credit card report. The goal of the board is to look for potential errors or discrepancies.
 - b. **Disposition: Action**
8. Check register-IVAMS
 - a. To ensure proper oversight, the BOD reviews and approves the credit card report. The goal of the board is to look for potential errors or discrepancies.
 - b. **Disposition: Action**
9. Charter School Intentions for LACOE
 - a. Brief description
 - b. **Disposition: Action**
10. Resolution to Issue Funds to Charter School
 - a. Brief description
 - b. **Disposition: Action**
11. Charter School Funds Distribution Authorization
 - a. Brief description
 - b. **Disposition: Action**