

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



IVA Board Meeting Minutes
Wednesday, November 18, 2015

7:00-9:00 p.m.

3601 Linden Ave, Long Beach, CA 90807, Classroom 214

Present:

Board Members: Steve Porter, Gregg Whelan, Jasmine Menard-Lenczewski, Shelly Millsap, Eric Churchill, Rebecca Irwin, Jason Baehr, Janet Watt

Staff: Jacquie Bryant, Summer Sanders, Roberta Denis, Amos Mikaele, Danielle Montiel

Guests: James McGrath and Susan Redfield

1. **Call to order and welcome** – Eric Churchill called the meeting to order at 7:06 p.m.
2. **Report of closed** session items – none
3. **Public Hearing** – there were no previous requests for a public hearing
4. **Public testimony on agenda items** – none previously submitted
5. **Consent agenda** – Agenda items include October 12th minutes, check register, unaudited actuals, and curriculum consultant agreement amendment.
Motion: Eric Churchill moved to approve the consent agenda inclusive of items 151146-49
Second: Shelly Millsap
Vote: Unanimous
Item #151146-49CA
6. **Understanding our Mission** – Roberta Denis shared her experience in the classroom working with intellectual virtues. She notices that after learning to incorporate intellectual virtues, students no longer try to win debates, rather they are trying to understand each other.
7. **Staff report** –
 - a. Middle School: Jacquie Bryant
 - i. Shared her experience at the CSDC Conference in San Francisco earlier in the week, giving a quick overview of the presentation on intellectual virtues shared at the conference.
 - ii. Recently a student made it off of the waiting listing, but his family is going to be spending the next few months in England and he will not be able to join us for the spring semester. As this 57th spot is in excess of our usual enrollment and the student has shown a considerable amount of interest in the school and dedication to joining, we are offering a sabbatical for the semester and he will be allowed to join in the fall in the 8th grade.
 - iii. Jacquie has reviewed the various growth scenarios for the school and would like the board to consider increasing the school by one class size from 56 to 84. This will allow us to maintain the current administrative staff. The board responded with various questions about the effects of this increase which Jacquie is to research and present at the next board meeting.
 - b. High School: James McGrath
 - i. We are now in the student recruitment phase
8. **Committee updates – Not necessarily in order of presentation**
 - a. **Marketing** – MS: Review of the media response charter, a project of the marketing committee to minimize misrepresentation through careful review of wording of our responses to media attention.

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HS: Presentation of the high school logo and request was made for board approval of the logo which was granted unanimously.

Motion: Eric Churchill moved to adopt the octahedron and associated marketing elements and meanings as the IVA-HS logo.

Second: Janet Watt

Vote: Unanimous

Item #151150

Summer Sander presents on the progress of the HS marketing including the community events they have attended, the various marketing materials they are using, and the 751 email newsletter recipients that are signed up.

- b. **Curriculum** – MS: nothing to report.

HS: nothing to report.

- c. **Finance** – MS: Discussion of the EPA expenditure plan and why it is necessary.

Motion: Eric Churchill moved to approve the EPA expenditure plan/resolution as presented to the BOD.

Second: Gregg Whelan

Vote: Unanimous

Item #151153

Discussion of educator effectiveness plan and why it is necessary. Plan to be presented and voted on at the next meeting.

HS: Informational presentation on the current investment strategy of the HS, which has used eTrade's investment advice on the best ways to invest based on our goals. We are currently using a conservative strategy, investing in ultra-short-term and short term bond funds. Gregg brought up the need for an official investment policy. **Action Item:** Gregg and James will develop an investment policy/strategy.

- d. **Fund development** – Friend and Fund Raising Gala raised \$102,806, from 150 people attending the event. Expenses were \$37,232 and our net profit was \$65,574. We surpassed our goal. Issues with the event we can improve upon for next year relate to check out for the auction winners was not smooth. There were a few logistical issues that we can fix for next. Going forward we are going to look for a new event coordinator, we were not 100% pleased with Eliza. We need a more autonomous way to run this event. We may want to create a culture that encourages volunteerism from parents in order to capture that for long term success. However, we do not want to spread our parent support too thin. **Action item:** Fund development committee needs to get together and better define the roles of the board, fund development, and PTA.

Susan Redfield made a point that going forward the Board needs to be responsible for bringing in the funds by reaching out and contacting people to bring in. Discussion regarding what funds we will use to put on fundraising events in the future. We may need to set money aside to make sure that we are not using public funds.

Thank you to Gregg, Susan, and Janet for their work on the gala.

HS: PCSGP federal grant update, there is \$40 Million left in of this funding available for schools. It looks like it will be harder to get because it is not being re-funded this year. Additional potential grants, F2 grant - \$50 million to 5 high schools from Steve Job's widow. We are submitting an inquiry to see if we are eligible. There are another 2 grants that we are considering applying for – nothing submitted just yet, more updates to

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- follow. Gregg mentioned that Mark Zuckerberg Foundation might have money available for charter schools.
- e. **Policy** – Jacquie Bryant is continuing to work on a draft of the hiring process.
 - f. **Board governance – Motion:** Eric Churchill moved to nominate Jasmine Menard-Lenczewski as the treasurer of IVA and the chair of the finance committee.
Second: Gregg Whelan
Vote: Unanimous, Jasmine abstains
Item #151151
Motion: Eric Churchill moved to create a fund development committee and nominated Gregg Whelan as chair.
Second: Shelly Millsap
Vote: Unanimous, Gregg abstains
Item #151152
 - g. **Facilities** – MS: We are currently working with the landlord to get the second amendment to the lease approved, in an effort to simplify the process we would like to make Janet Watt the Chair of the Facilities Committee and the point person in relation to facilities contracts.
Motion: Eric Churchill moves to elect Janet Watt Chair of the Facilities committee.
Second: Shelly Millsap
Vote: Unanimous, Janet abstains
Item #151154
HS: The Prop 39 request has been submitted to the district and we have started talking to several landlords related to where we will be located, hoping to have a tentative agreement soon.
 - h. **Personnel** – MS: **Closed Session Item:** Danielle Montiel performed projects related to school build out, which is covered by the JTF funding. These projects should have been invoiced before the 9/30 deadline, each under the threshold requiring approval. Now taken together the amounts are over the threshold requiring board approval. Discussion about the projects that are being completed, when this work was being performed, how these tasks are classified as outside the job description. The concern is that we do not want to set a precedent of paying for services after the fact. We want to make sure that the Board is aware of these types of projects before they happen in order to gain proper approval.
Motion: Eric Churchill moves to approve the stipend for the program administrator, Danielle Montiel, for projects completed outside of her job description.
Second: Janet Watt
Vote: Unanimous, Steve abstains
Item #151155
End Close Session
HS: Founder title originally granted to James McGrath does not appear to be descriptive enough and it has created ambiguity, specifically related to bank accounts. When James was talking to eTrade they seemed interested in the officers of the school not of the board. In order to reduce the ambiguity, we would like to give the Founding Director title to James McGrath. Eric expressed concern that he is not included on the account when he is listed on the petition. For the purposes of the eTrade account the Board will give Founding Director title to James McGrath, however we want to identify other officers that might be involved with the eTrade account.

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Motion: Eric Churchill moves to affix the title Founding Director to James McGrath's position.

Second: Janet Watt

Vote: Unanimous

Item #151156

- i. **Disciplinary** – None
9. Chairman's communication – none further
10. Public comments on items in open session - none
11. Call to adjourn and next meeting December 9, 2015. Eric Churchill adjourned the meeting at 9:05 p.m.

Approved: December 9, 2015