

IVA Board Meeting
Friday August 2nd, 2013

7:30-9:00 p.m.

3590 Elm Ave, Suite L, Long Beach, CA 90807

MINUTES

1. Meeting called to order: 7:33 by Eric Churchill, Chair

<u>Members Present:</u>	<u>Members Absent:</u>	<u>Staff Present:</u>	<u>Public Present:</u>
Eric Churchill	Jason Baehr	Jacquie Bryant	John Dempsey
Karen Pace	Robin LaBarbera	Lisa Miller	
Edward Castro	Steve Porter		
James McGrath	Shelly Millsap		
Mynor Montiel	Janet Watt		
Rebecca Irwin			

2. Public Hearing: None

3. Report on Closed Session - removed from public copy

4. Adoption of Agenda: Eric Churchill moved to adopt the agenda. Mynor Montiel seconded. No discussion. All voted in favor.

Item #1342

5. Approval of Minutes: Eric moved to approved the minutes from July 24, 2013, which were submitted to the board for review on July 30. Ed Castro seconded. A secondary motion was made by Eric Churchill to amend item #13 in the July 24th minutes. The \$1,000 should say \$10,000 and “purchases and service contracts” needs to be inserted into the motion. It should read:

“13. Policies:

a. Fiscal Policies - Eric moved to adopt the fiscal policy as presented, with the inclusion of the LBUSD exculpatory provision and changing cosignatory limit from 2500 to 5000 and the need for board approval for purchases and service contracts limit from 5000 to \$10,000.”

Secondary motion seconded by Mynor Montiel. All voted in favor of the motion and secondary motion but James McGrath who abstained.

Item # 1343.

Action item: Lisa to coordinate with Jesse to get these posted as Robin is out of town.

6. Public Testimony on Agenda Items: None.

7. Understanding our Mission: None presented due to this being an ad hoc meeting.

8. Chairman’s Communication: Schedule of board meetings passed out

9. Principal's Update: See handout - page 7 in board packet. A handout on classroom furniture to be purchased was handed out. John Dempsey was present and outlined the buildout plan. A portion of it will be done by a contractor and a portion will be done by a handyman or volunteers in order to lower the costs of the project. Two contractor bids were received. The contractor will install junction boxes in order to upgrade the lighting and enable the use of technology in the classrooms, upgrade the flooring and set up drywall to enable the use of a dry erase wall. (Items in bold on classroom furniture handout). Jacquie met with landlord and presented the design and budget. The work can begin next week. Goal is to have this done by August 21st. Will be using PCSGP money for the office remodel.

Motion: Motion made by Eric Churchill to contract with CaiSteel Builders to carry out improvements to the classrooms at an estimated cost not to exceed \$15,000. Second by Rebecca Irwin. Discussion. All voted to approve.

Item #1344

Action Item: Jacquie will email the designs made by Erin Ferry to the board.

Action Item: Jacquie will make sure that the landlord will consider the items we are improving in the facility will count toward our rental credit of \$15,500.

Action Item: Jacquie will make sure that the new board members (James McGrath and Janet Watt) are on the lists to receive school updates.

Updates provided on outdoor signage, teacher hiring, parent mixers and food vendors.

10. Business Items

- a. Finance - The bylaws that were amended at last meeting have been sent to LBUSD by Danielle. Accounting activities are being transferred to charterworks in the next few weeks. Karyn Pace is our interim treasurer and we are looking for a permanent treasurer.

Action item: Need to follow up to get the district required language in the Powerschool contract.

- b. Facilities - Ed Castro and Eric Churchill met with landlord to finalize the lease contract. A few changes were made due to the ending of the Grace Christian School's use of the facility. We will have exclusive weekday day use so references to them were deleted and GBC included the option of putting another school in there in the future. Ed's concerns with the contract are still there but they are lessened because of decreased shared use.

Action Item: Jacquie to discuss with Ralph if they have an emergency plan for their use of the facility.

Motion: Eric Churchill moved to to approve the lease agreement with GBC which was revised to remove current shared use of space language and include potential future shared use. Rebecca Irwin second. Discussion. All voted to approve.

Item #1345

c. Personnel

1. Orange Door - Is a service that does grantwriting, web development, fundraising, and parent involvement. Right now will use them for grantwriting only at a cost of \$2,400 per month (retainer) as outlined in materials. This is within our budget. There is no guaranteed return.

The contract period is one year and there is a 30 day termination clause. Need to add the LBUSD disclaimer language.

Motion: Eric Churchill moved to contract with Orange Door Consultants to carry out our grant writing activities as outlined in the materials and pending insertion of LBUSD disclaimer language. Second by James McGrath. Discussion. All voted to approve.

Item #1346

2. Employee Contracts

Motion made by Eric Churchill to hire Cari Noble per the terms of the contract in the materials with a start date of Sept 1 and at a rate of \$49,815 per year. Second by Karyn Pace.

Discussion. All voted to approve.

Motion #1347

Motion made by Eric Churchill to hire Ian McCurry per the terms of the contract in the materials with a start date of Sept 1 and at a rate of \$55,145 per year. Second by Karyn Pace.

Discussion. All voted to approve.

Motion #1348

3. Benefits

Motion made by Eric Churchill to contract with Charter Benefits to offer Cal Choice for employee benefits for the 2013-14 school year. James McGrath seconded. Discussion. All voted to approve.

Motion #1349

Meeting adjourned at 9:10

Approved August 14, 2013

Eric Churchill
Eric Churchill, Chair



Robin LaBarbera, Secretary