

IvyTech Charter School

REGULAR MEETING OF THE GOVERNING BOARD

Tuesday, December 12, 2023

4:00 p.m.

REGULAR MEETING LOCATION

IvyTech Charter School
6591 Collins Dr., Suite E2
Moorpark, CA 93021
www.ivytechcs.org

AGENDA

1. OFFICIAL OPENING OF THE MEETING

- a. Call to Order - **4:10PM**
- b. Roll Call -

	Present	Absent
Cathy Crowley	X	
Jenny Elias	X	
Marla Kengen	X	
Kyle Myers		X
Casey Nielsen	X	

2. CONSENT AGENDA ITEMS

Actions proposed for the Consent Agenda are items consistent with adopted policies and approved practices of IvyTech Charter School and are deemed routine in nature. The Board will be asked to approve all of the Consent Agenda items by a single vote unless any member of the Board or the Public asks that an item be removed from the Consent Agenda and considered and discussed separately.

- a. Motion to Approve the Minutes from September Board meeting, 2023
- b. Consideration to approve the ITCS updated check register from the previous meeting.

Public Comment: **None**

Motion to: **Approve**

Made by: **Casey Nielsen**

Seconded by: **Jenny Elias**

Motion is: **Approved 4-0**

3. ORGANIZATIONAL

Reports (item 6) moved before Information and Discussion Items (item 5) to accommodate the Financial Report made by EdTec Backoffice Support

personnel and the constraints of their schedule.

4. PUBLIC COMMENTS

- a. Citizens who would like to address the Board on any item on the Agenda may do so now or when the President requests comments from the Public as the Board is considering the item. This portion of the Annual Board meeting is set aside for audience members to make comments or raise issues that are not specifically on the agenda. These presentations, both during open and agenda items, are limited to three (3) minutes per presentation and the total time allotted to non-agenda items will be at most fifteen (15) minutes.

None

5. INFORMATION AND DISCUSSION ITEMS

Information items are presented to the Board for information only and are not subject to action at this meeting and may be added to a future meeting for action by the Board. Discussion items are presented for this meeting and are subject to action.

Information Items

- **Results from 2023/24 WASC Mid-Cycle Visit - IvyTech hosted a WASC virtual visitation (10/19) to check on the progress the school has made towards achieving the goals outlined the 19/20 Schoolwide Action Plan. The school has updated its action plan to better align with the latest LCAP. WASC has determined that ITCS meets all criteria for accreditation and is reaffirmed through the end of the current cycle ending on June 30, 2027.**
- **Williams Decision Facilities Visitation - IvyTech hosted a representative from VCOE who conducted an inspection using the FIT template. The school received a rating of 98% and "Good".**

Discussion Items

- **Amending Employee Handbook to add new positions Educational Facilitator and Paraeducator - New positions add options for providing additional supports for independent study and hybrid-synchronous students.**
- **Open job opportunity for paraeducator - Create a part-time job opening to hire a new paraeducator to specifically support IS students and to add additional support for English classes.**
- **FY2223 Audit - IvyTech received a clean audit with No Findings.**
- **Facilities Site Security Improvement Plan - Improve school site security by adding tinting and coverings to windows to all suites. Improve visitor and summer enrollment process by removing wall and repairing floors in D1A.**

- Board Policy 6225 Create Alternate Pathways to Diploma - **In accordance to EC 51225.31 allows select SWD to qualify for a diploma by completing the CA minimum requirements and defines parameters for SWD to earn a Certificate of Educational Achievement.**
- Amend Employee Handbook section 7.4 Employee Sick Days - **In accordance with SB 616 CA employees are eligible for 5 paid days of sick leave per year.**
- Amend Employee Handbook section 7.5 Retirement Coverage - **Establishes CalSTRS Pension2 403(b) accounts for all employees.**
- Employer Contribution to Pension2 Accounts - **Incentivize employee participation with new retirement account, assist with teacher retention, and reward employees for completing a successful Fall semester.**

6. REPORTS

- Principal's Report - Adreanna Diaz
 - **Community engagement efforts**
 - **ITCS "Road Show" @ Community Day Events Moorpark & TO**
 - **Alternative High School Night @ TO Library**
 - **Family/Parent engagement efforts**
 - **Back to School Night, Quarterly Newsletter, Dinner with the Directors**
 - **Student engagement efforts**
 - **Advisory classes, Winter Fest**
 - **IvyTech Magic**
- Financial Report - Cindy Frantz (EdTec)
 - **FY2223 Fiscal Audit - IvyTech received a clean final audit with no findings or weaknesses.**
 - **FY2324 First Interim - Minor revenue adjustment due to State funding rates caused an income variance of \$48,252. IvyTech has a strong cash balance with no need for financing and is forecast to generate a net operating income of \$141,348 for FY2324.**

7. ACTION ITEMS

- a. Review, Discussion, and Approval of new positions and job descriptions for Educational Facilitator and Paraeducator.

Public Comment: **None**

Motion to: **Approve**

Made by: **Marla Kengen**

Seconded by: **Casey Nielsen**

Motion is: **Approved 4-0**

- b. Review, Discussion, and Approval of creating a new part-time job opening for a paraeducator.

Public Comment: **None**

Motion to: **Approve**

Made by: **Casey Nielsen**

Seconded by: **Marla Kengen**

Motion is: **Approved 4-0**

- c. Review, Discussion, and Approval of 2022-23 Final Audit.

Public Comment: **None**

Motion to: **Approve**

Made by: **Jenny Elias**

Seconded by: **Marla Kengen**

Motion is: **Approved 4-0**

- d. Review, Discussion, and Approval of Facilities Site Security Improvement Plan.

Public Comment: **None**

Motion to: **Approve**

Made by: **Casey Nielsen**

Seconded by: **Jenny Elias**

Motion is: **Approved 4-0**

- e. Review, Discussion, and Approval of Board Policy 6225 - Alternate Pathway to Diploma.

Public Comment: **None**

Motion to: **Approve**

Made by: **Jenny Elias**

Seconded by: **Casey Nielsen**

Motion is: **Approved 4-0**

- f. Review, Discussion, and Approval of amendment to Employee Handbook section 7.4 Employee Sick Days.

Public Comment: **None**

Motion to: **Approve**

Made by: **Marla Kengen**

Seconded by: **Jenny Elias**

Motion is: **Approved 4-0**

- g. Review, Discussion, and Approval of amendment to Employee Handbook section 7.5 Retirement Coverage.

Public Comment: **None**

Motion to: **Approve**

Made by: **Marla Kengen**

Seconded by: **Jenny Elias**

Motion is: **Approved 4-0**

- h. Review, Discussion, and Approval of employer contribution to all current employee Pension 2 Accounts.

Public Comment: **None**

Motion to: **Approve**

Made by: **Jenny Elias**

Seconded by: **Cathy Crowley**

Motion is: **Approved 4-0**

8. FUTURE AGENDA ITEM

These items are presented by the Board and are not subject to action at this meeting.

These items may be added to a future meeting for action by the Board.

- **School Accountability Report Card**
- **Comprehensive School Safety Plan**
- **LCAP Mid-Year Update & LCFF BOP Update**

9. ADJOURNMENT: 5:13PM