



Invictus Leadership Academy Charter School

Board Meeting and Retreat Minutes

Date December 10th, 2022

Start Time: 9:00 AM

Location: 4928 S Western Ave, Los Angeles, CA 90062

- I. **Call to Order** – site walk through began at 9:30 and meeting was called to order at 10:00 AM
- II. **Roll Call** – present board members were Chien, Ruiz, Sison-Derbigny, and Dragon.
- III. **Approval of Agenda (Action)** – Motion to approve the agenda and minutes was made by Ruiz and 2nd by Chien, then unanimously approved by roll call vote of present board members
- IV. **Approval of Minutes (Action)**- see above
- V. **PUBLIC COMMENT (AGENDA AND NON-AGENDA ITEMS)**

Members of the public who wish to comment during the Board meeting may raise their hand to be acknowledged to speak. Individual speakers shall have three (3) minutes to present and total public comment time shall not exceed 15 minutes. – No comments were made

VI. **Items for Discussion and Action**

- a. The Board will review and possibly approve Audit Extension Request (Discussion and Action) – The Board asked why this was being requested and reviewed letter from Wilkinson, Hadley, King & Company that explained that the California State Controller’s Office is impacting the ability of our auditors to complete our audit and this is a state wide issue, not just Invictus. After reviewing the documents and the written request to extend ILA’s deadline to submit their audit to LAUSD , a motion to approve the extension was made by Chien and 2nd by Sison-Derbigny, then unanimously approved by roll call vote of present board members
- b. The Board will review and possibly approve October and November Financials (Discussion and Action) –

The Board reviewed the financial reports including balance sheet, Income statement, check register, and first interim reports. The board would like to know the disbursement schedule for the ELOP funding and would like to see the salaries that are being funded by ELOP being attributed to that funding source. The board did not approve the first interim and want like the adjustments to include the after-school funding source.
- c. The Board will review and possibly approve First Interim Report (Discussion and Action)-

The Board did not approve and want to see adjustments made as stated above.
- d. The Board will discuss and review the completion of Form 700 for the current school year (Discussion) –

The Board completed their forms
- e. The Board will receive an update on enrollment and staffing for the 2022-23 Academic Year (Discussion) –

The Board discussed retaining enrolled students and retention of effective teaching staff, as well as hiring fully credentialed teachers. The Board discussed providing a competitive salary as being a priority for the recruitment of staff, particularly for teachers that are effective in urban environments (warm demanders)
- f. The Board will discuss and review potential board members for the expansion of Board capacity and membership (Discussion and Action)-

The Board discussed the potential addition of another board member with an

education background and was updated on the information that was shared with one candidate that has charter school experience (from the Los Angeles Area).

The Board also accepted Ms. Chien's request for an interim treasurer as she welcomes her newest child. The motion for Ms. Ruiz to become the interim treasurer was made by Chien and 2nd by Sison-Derbigny, then unanimously approved by roll call vote of present board members

- g.** The Board will complete a SWOT Analysis of ILA Goals, Outcomes, and Operations (Discussion)

The Board engaged in a discussion and collaborative crafting of the strategic goals for the upcoming years. The Board began with a review of the SWOT analysis results from the staff and added their input into a SWOT of ILA's current state of operations, also considering the academic outcomes from the iReady assessments completed in December 2022 for ELA and Math.

- h.** The Board will discuss and strategically plan for outgoing years (Discussion and Action).

The Board discussed the strategic actions that would immediately be implemented to facilitate the Board's mission and vision for ILA. This draft document was crafted and completed during the retreat.

- i.** The Board will discuss actions and responses to LAUSD Notices, Communications, and data submissions (Discussion and Action) –

The Board discussed the action plan to address the concerns raised by CSD, most notably having a third party review the APBPOV document submissions and each item of the Compliance Monitoring Document to provide the board with secondary assurances that each item was completed. Additionally, the board president Mr. Booker has access to review all submissions for the APBOV and the compliance monitoring document.

The Board discussed the addition of part-time staff to assist with the administrative tasks linked to the operational aspects of ILA. The Board discussed the work background and qualifications of the third party that will be assisting with the completion of ILA operations tasks. Specifically, this person has charter school management experience and will also report to the Board regarding the completion of oversight and compliance issues that CSD identified as needing to be strengthened.

- j.** The Board will discuss and review potential training and calendar board meetings for the remainder of the 2022-23 school year (Discussion and Action)

The Board agreed to meet every 3rd Thursday for the upcoming months, outside of January (to facilitate the completion of the compliance monitoring document 1/12/2022). The Board also expressed frustration and an urgent need to have complete financial information during board meetings, while acknowledging some of the staffing shifts with ILA's back-office provider, the Board is sternly requiring that all fiscal documents be ready for the board meeting and therefore decided to meet later in the month to ensure monthly reports are completed. The motion to meet on the 3rd Thursday was made by Ruiz and 2nd by Sison-Derbigny then unanimously approved by roll call vote of present board members. The Board Treasurer also discussed having a conversation with ILA's back office to communicate the urgency of the request for documentation.

VII. Items for Closed Session

- a.** The Board will discuss the Executive Director's Employment Contract. (Discussion and Action)- The board discussed resuming this conversation with the presence of the Board President. No Action was taken.

- VIII. Recess into Closed Session**

- IX. Reconvene to Open Session**
Report on any actions taken

- X. Board Member Comments/Announcements/Report**
 - a. Establish future board items- none**

- XI. Adjournment at 3:00 PM**

If you have a disability and require a reasonable accommodation to fully participate in this event, please contact Delmi Pine at least 24hrs before this meeting date via email: d.pine@invictusla.com or telephone: 323-792-4403 to discuss your accessibility needs