

Los Angeles County Office of Education  
Charter School Office Oversight Protocol

**GOVERNANCE REVIEW 2023-2024**

Charter School	<b>Intellectual Virtues Academy (Grades 9-12)</b>
Charter Term	<b>July 1, 2019, through June 30, 2024 - Extended through June 30, 2027</b>
<i>This document provides a summary of observations and data collected through LACOE monitoring and oversight visit(s), review of meeting agendas, Board documents, minutes, meeting audio recordings and other communications focusing on the Governance structure described in the school's charter and adherence to applicable laws. This form is adapted from the FCMAT Charter School Annual Oversight Checklist.</i>	
<b>A. Organizational Management</b>	
<p>1. The charter school is structured as:</p> <ul style="list-style-type: none"> <li>a. Solely a charter school</li> <li>b. A charter school with other associated entities (e.g., LLCs, foundations, management organizations)</li> <li>c. If b, describe the structure</li> </ul>	
<i>Intellectual Virtues Academy (IVA) is operated by Intellectual Virtues Academy of Long Beach (IVA Board) a California nonprofit public benefit corporation. The governing board also operates IVA Middle School, currently authorized by the Long Beach Unified School District (LBUSD). The purpose of this corporation is to manage, operate, guide, direct, and promote one or more public nonsectarian charter schools, including the Intellectual Virtues Academy.</i>	
<p>2. The corporate papers, including articles of incorporation, are available to the authorizer.</p> <p><i>Yes, the corporate documents, including the articles of incorporation are available to the authorizer.</i></p>	
<p>3. The governing board has a comprehensive plan to conduct an annual oversight of the academic program which reflects the goals and objectives of the local control accountability plan (LCAP).</p> <p><i>The IVA Board approved the 2023-24 LCAP at its meeting held on June 7, 2023. The LCAP Mid-Year Update was presented to the IVA Board at its February 2, 2024, meeting.</i></p>	
<p>4. The organizational structure of the charter school clearly delineates and distinguishes between the responsibilities of its governing board and those of its management staff.</p> <p><i>Both the petition document and the bylaws make a clear distinction between the role and responsibilities of the board and the management of the school.</i></p>	
<b>B. Capacity/Composition</b>	
<p>1. There is a list or roster of governing board members and some of the governing board members have previous governance experience.</p> <p><i>The bylaws state that the number of directors shall be no less than five (5) and no more than thirteen (13). The current roster of board members lists nine (9) members, including a parent representative and a student representative. Several Board members have previous governance experience including nonprofit and charter entities.</i></p>	
<p>2. The governing board is free of real or perceived conflicts of interest and has adopted a conflict of interest policy in accordance with <b>Government Code Section 1090</b>.</p> <p><i>IVA maintains a conflict-of-interest policy and follows Government Code Section 1090.</i></p>	
<p>3. The governing board represents strong diversity relevant to the community and the charter school population.</p> <p><i>The board is composed of several individuals that reside and work in the city of Long Beach, including a parent representative and a student representative.</i></p>	

4. The governing board members have expertise in key fields such as finance, legal, real estate, fundraising and education.
<i>The IVA Board is composed of Board members that have expertise in finance, accounting, marketing, higher education and fundraising.</i>
<b>C. Structure</b>
1. The governing board has governed in such a manner that there has been no cause for the authorizer to believe that the board either has too few or too many members to support effective governance.
<i>The size and expertise of the IVA Board have supported effective governance.</i>
2. The governing board has bylaws that are comprehensive and that include a term limit.
<i>Each director will hold office for a period up to three (3) years until a successor director has been designated. The Parent Representative's term shall always be one (1) year.</i>
3. The governing board appears to fully understand the bylaws and their implications.
<i>The Board appears to fully understand the organization's bylaws and comprehends the implications.</i>
4. The governing board has identified officers.
<i>The governing board has identified a chair of the board, a vice chair of the board, and a treasurer.</i>
5. The bylaws delineate committees, which are implemented with fidelity, and provide detailed job descriptions for these committees.
<i>The bylaws provide that the board may create one or more committees, each consisting of one or more directors, and one or more non-directors, up to six members per committee.</i>
<b>D. Role of the Board</b>
1. The governing board regularly discusses key elements of governance.
<i>The IVA Board has agendized for discussion key elements of governance including topics related to: budgets, policies, and academic outcomes. The board needs to begin to keenly focus on student outcome data to be used for charter renewal including annual monitoring of Dashboard and IVA internal benchmark data. Specifically, the board needs to monitor the annual growth of students based on the benchmarking system used by the school. IVA currently uses the NWEA MAP Growth assessment. The growth metric to be monitored is the Conditional Growth Index (CGI). The board needs to monitor the annual CGI outcomes schoolwide and for all student groups with available data. Essential to effective monitoring of students' annual growth is to ensure that 95% of enrolled students complete a Fall and Spring internal benchmark assessment.</i>
2. The governing board demonstrates a strong understanding of their role related to effective governance.
<i>Per review of IVA Board meeting audio, the board understands its role related to effective governance.</i>
3. The governing board members understand their role in developing, supporting and evaluating the charter school leader.
<i>The IVA Board evaluated the school Director at its meeting held on June 5, 2024.</i>
4. There is a strong working relationship among the charter school leader, board chair and full board.
<i>Per review of IVA Board meeting audio, the school Director, IVA Board Chair and full board have a strong working relationship.</i>

<b>E. Meetings</b>	
1. The governing board conducts public meetings as frequently as is needed to ensure that it addresses the business required to provide sufficient direction to the charter school.	
	<i>The IVA Board meets regularly and holds special meetings as needed. This year the board held eight regular meetings and one special meeting.</i>
2. The governing board complies with the following:	
a. Regularly scheduled meetings with appropriate public notice	
b. Brown Act training and meeting compliance	
c. Availability of meeting minutes on the school's website	
	<i>The IVA Board received Brown Act training during its October 4, 2023, meeting. All board meetings have complied with the Brown Act. Meeting agendas are posted on the school's website and are available for viewing. Meeting minutes are not available on the IVA school website. The board is reminded that beginning with the 2024-25 school year, it will need to comply with AB 2158 ethics training.</i>
3. The governing board has created and routinely reviews resolutions and board-adopted policies regarding safety, compliance, fiscal operations and the day-to-day running of the school.	
	<i>The IVA Board routinely reviews board-adopted policies regarding safety, compliance, fiscal operations and the day-to-day running of the school including student and employee handbooks.</i>
4. Material revisions to the charter have been approved by the governing board.	
	<i>The school did not submit a material revision to their charter petition during the 2023-24 school year.</i>
<b>F. Communication and Transparency</b>	
1. There is a process in place that ensures that families, teachers, staff, and community partners regularly consult and engage with the Board to provide input regarding the school's operations and educational program to increase the effectiveness of the charter school.	
	<i>The IVA Board provides opportunities for regular input from parents, staff and the community including during board meetings and the development of the LCAP. In 2023-24 members of the public took advantage of speaking at board meetings during public comment. The IVA Board provided all speakers with appropriate speaking time to address the board.</i>
2. The Charter school has a legally compliant website	
	<i>The IVA school website includes the posting of IVA Board meeting agendas with access via one-click. The IVA Board needs to ensure that the IVA website has the following documents posted: Meeting minutes, Universal Complaint Procedures (UCP) and authorizer contact information.</i>
3. The public has access to board members and methods by which to contact them.	
	<i>The IVA school website has a list of board members, resumes, contact information, and list of board meetings dates/times.</i>
<b>G. Fiscal Standing</b>	
1. The governing board executes its fiduciary responsibility with regard to the disbursement of public funds.	
	<i>The IVA Board executes its fiduciary responsibility regarding the disbursement of public funds.</i>
2. The governing board understands the annual budget and demonstrates knowledge of the charter school's short- and long-term financial outlook.	
	<i>The IVA Board approved the 2023-24 budget at its June 5, 2024, meeting.</i>

3. A cross-reference with budget indicates that there is sufficient funding to operate the program delineated in the charter petition as addressing the mission of the charter school.

*The IVA 2023-24 budget was reviewed by LACOE Business Advisory Services (BAS) on September 11, 2023, December 27, 2023, and April 4, 2024.*

#### Summary:

*IVA Board meeting documents and recordings were submitted to LACOE in accordance with the LACOE Monitoring and Oversight Memorandum of Understanding (MOU). The board has welcomed public comment from the community and has afforded sufficient time to speakers. The board has added both student and parent representatives, broadening the scope of input into school governance.*

*The IVA Board was issued a Notice of Concern due to low student participation on internal benchmark assessments. Failure to administer benchmark assessments to 95% of enrolled students impacts authorizer oversight and the school's ability to monitor student achievement for all students and student groups. The board will need to ensure that 95% of enrolled students take a fall and spring benchmark assessment in order to meet the participation percentage set by the State Board of Education for verifiable data to be used for charter renewal.*

*The IVA Board needs to monitor Dashboard outcomes for the school. The College and Career Indicator on the 2023 Dashboard reflected only 3.8% of students where consider "prepared" upon graduation. The board needs to ensure that college and career outcome data is being tracked per established criterion.*

#### Recommendations:

- 1. Continue to monitor the school's progress toward charter renewal.*
- 2. The IVA Board needs to ensure that fall and spring benchmark assessment results for 95% of enrolled students are communicated to the board at a scheduled board meeting.*
- 3. The IVA Board needs to request data tracking for students' completion of criterion meeting the "prepared" standard for the Dashboard College and Career Indicator.*
- 4. The IVA Board will need to publish meeting minutes on the school's website.*

Report completed by LACOE Lead Coordinator:

*Darryl Brown*

Darryl Brown, Coordinator III

Approved by LACOE Charter School Office Director:

*Indra Ciccarelli*

Indra Ciccarelli, Director II

Date report provided to the charter school:

**November 13, 2024**

Report provided to charter school representatives via

- ☒ US Postal Mail/Email  
☐ In-Person Meeting  
☒ Video/Phone Conference