### Innovations Academy Board Meeting: February 18, 2014 @ 6:30 PM

Meeting location(s) Innovations Academy	5519 McMillan Stre		Public call in number 559-726-1300				
0380 Spring Canyon Road	Oakland, CA, 94618	3	Access code 1	Access code 151642			
San Diego, 92131							
Members of the public need no	ot state their names when ent	ering the confe	erence call				
Board Attendance			•	1			
Others in Attendance	- <u>-</u>			1			
Agenda							
Торіс	:		Minutes				
Call to order / roll call							
Approval of current agenda	a						
Approval of prior month m	neeting minutes						
<ul> <li>Approval of prior month m</li> <li>Public comments (3 mins p</li> </ul>	neeting minutes						
<ul> <li>Approval of prior month m</li> <li>Public comments (3 mins p</li> <li>Reports</li> </ul>	peeting minutes per person)						
<ul> <li>Approval of prior month m</li> <li>Public comments (3 mins p</li> <li>Reports         <ul> <li>Teacher briefing (</li> </ul> </li> </ul>	Tony)						
<ul> <li>Approval of prior month m</li> <li>Public comments (3 mins p</li> <li>Reports         <ul> <li>Teacher briefing (</li> <li>Financial update (</li> </ul> </li> </ul>	Tony) (Delano)						
<ul> <li>Approval of prior month m</li> <li>Public comments (3 mins p</li> <li>Reports         <ul> <li>Teacher briefing (</li> <li>Financial update (</li> <li>Director update (</li> </ul> </li> </ul>	Tony) (Delano) Christine)						
<ul> <li>Approval of prior month m</li> <li>Public comments (3 mins p</li> <li>Reports         <ul> <li>Teacher briefing (</li> <li>Financial update (</li> <li>Director update (</li> <li>Full time</li> </ul> </li> </ul>	Tony) (Delano)						

- ✓ Combined ADA (% and #)
- $\checkmark$ Student demographics
- ✓ Ocean Life school
- ✓ Director contract milestones
- $\checkmark$ Facilities / lease extension ✓ Summary of other charter schools
- in SDUSD Scripps Ranch community  $\checkmark$
- outreach efforts Solution Center ✓ Sustainability Program ✓
- ✓ Parent Association

 $\geq$ 

- Discussion items Consolidated application part 2 0 Investigate placing ads for IA on Facebook 0 to increase student enrollment (Danielle) • Fundraising goals (Steve/Danielle) Status of policy binder (Christine) 0

  - Process to respond to parent and 0 community inquiries to Board (Pattric)

Торіс		Minutes	
<ul> <li>Assign new action</li> </ul>	items		
Closed session: Evaluation	of CEO (Cal. Gov. Code		
§ 54957)			
<ul> <li>Next board meeting</li> </ul>			
• Confirm date of no	ext meeting		
<ul> <li>Identify agenda ite</li> </ul>	ems for next meeting		

The foregoing minutes were approved by the Board of Directors of Innovations Academy on \_\_\_\_\_.

Secretary

Please contact Innovations Academy Board @ <u>Board@InnovationsAcademy.org</u> if you require special assistance or a listening device to attend the Board Meeting. Requests must be made 48 hours in advance.

- 1. TELECONFERENCE MEETINGS. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:
  - At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within the boundaries of the State of California;
  - All votes taken during a teleconference meeting shall be by roll call;
  - If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
  - All locations where a member of the Board of Directors constituting the quorum participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda;
  - Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location; and
  - The agenda shall indicate that members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.
  - The Brown Act prohibits requiring members of the public, to provide their names as a condition of attendance at the meeting; however, those wishing to speak may be required to identify themselves.

## Innovations Academy Board Meeting: January 21, 2014 @ 6:30 PM

#### Meeting location(s)

Innovations Academy	5519 McMillan Street	Public call in number 559-726-1300 <sup>*</sup>
10380 Spring Canyon Road	Oakland, CA, 94618	Access code 151642
San Diego, 92131		

\*Members of the public need not state their names when entering the conference call

#### **Board** Attendance

Pattric	Danielle	Nathan	Stephen	Tony	Cheryl	
Rawlins	Strachman	Cooper	Rosen	Spitzberg	Peach	

#### **Others in Attendance**

Christine Kuglen	Delano Jones	Steve Smith	Donna Napier	Alexis Stoner (3 <sup>rd</sup> Grade	
				teacher)	

### Agenda

	Торіс	Minutes
$\triangleright$	Call to order / roll call	Call to order at 6:34 pm.
<b>A</b>	Approval of current agenda	Discussion: Pattric requests changing topic heading on agenda from "Action Items" to "Discussion Items." Vote: Danielle moves to approve agenda as amended, Steve seconds. Unanimous approval.
$\checkmark$	Approval of prior month meeting minutes	Vote: Pattric moves to approve prior meeting minutes, Danielle seconds. Unanimous approval.
$\blacktriangleright$	Public comments (3 mins per person)	No public comment.
$\blacktriangleright$	Reports	
	• Teacher briefing (Tony/Alexis)	Discussion: Alexis shares video of 3 <sup>rd</sup> grade class Exhibition Night.
	<ul> <li>Financial update (Delano)</li> </ul>	Discussion: Delano provides financial update as of December 2013, including an overview of revenue and expenses to date, which are both on target; current net income of \$40,443. Delano reports that there are no current surprises or concerns, and IA is on track in terms of revenue and expenses for this part of the year. Currently have cash on hand of \$840,000, and are in better position than previous years. There are currently no cash flow red flags or delayed income. Currently IA has 4.81 months of operating cash on hand. No progress toward self-insured fund and going to hold off on this until next year. Pattric requests explanation of "Financial Health Report." Delano explains that it provides very high level summary of the overall financial health of IA, such as number of months IA could continue if it received no more funding.
	<ul> <li>Director update (Christine)</li> </ul>	Discussion: Christine explains that enrollment is

Торіс	Minutes
<ul> <li>✓ Full time capacity/enrollment</li> <li>✓ Part time capacity/enrollment</li> <li>✓ Combined ADA (% and #)</li> </ul>	currently at 330 students, with a capacity of 360 students. Lowest enrollment is in 2 day program (HLC), which is difficult to recruit to from wait list. Currently have 15 full-time classes and 3 HLC classes. Most students drop out because their family moves out of the area. Overall student enrollment has remained static for most of the year, with new students replacing students that left. Christine also reports that IA has completed its P1 report – full time program has P1 rate 96.62 and independent study has rate of 99.73. New enrollment period is currently open and closes February 21. Lottery occurs on February 28.
	Danielle suggests investigating placing ads on Facebook to increase school enrollment. Danielle to investigate and present to Board at next meeting.
<ul> <li>Discussion items</li> <li>Revised Director self-evaluation (Danielle/ Christine)</li> <li>Board fundraising goals (Danielle/Steve)</li> <li>List of policies and resolutions (Christine)</li> <li>Review extension of term of private loan (Christine)</li> <li>Discuss LCFF and LCAP Issues (Christine/Delano)</li> </ul>	Revised Director Self-evaluationDiscussion: Danielle explains director evaluation formthat she and Christine drafted. Danielle requestedclarification regarding removing Board related itemsfrom director evaluation. Pattric agreed that that Boardrelated items can be removed. Pattric asked thatChristine provide the Board with feedback as she goesthrough the evaluation process. Christine indicates shewill do this during the director update each month.Board Fundraising GoalsNo update. Item tabled until February Board meeting.List of policies and resolutionsDiscussion: Christine explained that she has an updatedlist of resolutions passed and now just needs to assemblethe supporting documents. Christine also indicated thatshe has a policy binder that she will bring to the nextboard meeting.Review extension of term of private loanDiscussion: Christine presents loan document thatextended term of loan to June 2014. Delano andChristine will discuss whether to pay it all off now, orpay half now all of it later.LCFF and LCAPDiscussion: Delano and Christine provide overview of

Торіс	Minutes
<ul> <li>Assign new action items</li> </ul>	LCFF and LCAP funding models. State is still working out timeframe for implementation for charter schools. Implementation may be as late as July 2015. LCAP requires engaging parents in different ways than currently required. Accountability plan involves what schools have to do to prove that they are following new requirements. School has to specify where money is going and how it is being spent. This is a new way to fund schools that will increase funding and hopefully increase accountability. None.
<ul> <li>Closed session: Conference regarding anticipated litigation (Cal. Gov. Code §54956.9(d), Calif. Dept. of Fair Employment and Housing Case No. 846- 2014-03268)(Christine)</li> </ul>	Board enters closed session at 7:56 p.m. Board returns to open session at 8:06 p.m. Pattric reports that no action was taken during the closed session.
<ul> <li>Next board meeting         <ul> <li>Confirm date of next meeting</li> <li>Identify agenda items for next meeting</li> </ul> </li> </ul>	<ul> <li>February 18 at 6:30 p.m.</li> <li>Investigate placing ads for IA on Facebook to increase student enrollment (Danielle)</li> <li>Fundraising goals (Steve/Danielle)</li> <li>Policy binder (Christine)</li> <li>Teacher briefing.</li> </ul>
	Meeting adjourned at 8:10 p.m.

The foregoing minutes were approved by the Board of Directors of Innovations Academy on \_\_\_\_\_.

Secretary

Date														
ame														
egins with a Presentation of Learning	Directions	Diagon rate		0 10 (10 :-	hoot) an to		oro notico	ming in the	o followio	a ooto so		opored		
		Please rate yet self. Also, if						ming in th	e tollowing	y categori	es, as con	npared		
	January	. Jon. 7430, II	February		March		April		May		June			
valuation Criteria	2014	Notes	2014	Notes	2014	Notes	2014	Notes	2014	Notes	2014	Notes	Description	Notes
lirector													·	
		wondering												
		if I should												
		be												
		directing											attends board meetings, respond to board questions, educate board about school philosophy and	
Primary staff liaison with board		the board 5 more?											operations	
Reports to Board of Directors and is	`	5 more:											operations	
esponsible for all negotiations for														
ontracts, deeds and facilities negotiations	Ę	5											self explanatory	
													engage with SDUSD board members and staff.	
ngage and oversee public, media,													Future: Develop social media strategy and media	
olitical relations	Ę	5 not much											outreach	
		not much policy												
		getting												
		developed												
Policy development	5	5 right now											self explanatory	
dministrative implementation and		5												
versight	7	7											self explanatory	
Oversee legal compliance and														
ocumentation for the school	1	7											self explanatory	
Oversee legal compliance and														
ocumentation for the Board (Brown Act, tc)		2											self explanatory	
Submits district, state, and federal	4	-											Son explanatory	
ompliance documents	1	7											self explanatory	
Prepare and deliver reports on areas of													·····	
esponsibility	Ę	5											same as row 9	
		this is												
		something												
		I feel is a											Ocean High School charter, long term facility needs,	
Prafts one- and five- year strategic plans		big next 2 step											consulting with other principals about long term strategy, curriculum evolution, yearly milestones.	
eads strategic plan implementation	N/A	2 Step											self explanatory (see previous entry)	
Completes Board assigned tasks		6											self explanatory	
Organization		5											Schexplanatory	
stablish and follow effective collaborative														
neeting and decision-making processes		6											developing committees, working with PA,	
stablish effective administrative														
organization with clear lines of authority														
nd delegation	8	5	-										self explanatory	
romote a school culture of learning, espect and interpersonal effectiveness	8												self explanatory	
evelop master program of the school,	2	0											self explanatory	
icluding room and teacher assignments	8	в											self explanatory	
evelop school calendar		8											self explanatory	
usiness-Operations														
versee budget development and														
nplementation		3											self explanatory	
ubmits financial statements to Board	6	6											self explanatory	
rafts and implements fiscal policies		8											self explanatory	
ite maintenance and operations oversight		9											self explanatory	
versee safety compliance	10	0											self explanatory	
aison with Business Manager or														
usiness service provider		8											self explanatory	
chool safety oversight and management		9											self explanatory	
oversee materials supply	8	8											self explanatory	
luman Resources													and the set billion director in the set of the set	
luman racourace oversisht													recruitment, hiring, dismissal, management, feedback	,
uman resources oversight		8											create & revise job descriptions, payroll decisions,	
abor relations	3	8											self explanatory	

Implement personnel policies (including				
Conflict Resolution procedures)	8			
, , ,			workshops, staff training decisions, observations, staff	
Provide staff with professional support	9		meetings and professional development	
Personnel supervisor-instructional leader	8		observations, feedback, research about best practices	
Conducts staff evaluations	7		self explanatory	
Performance improvement/or letter of				
reprimand oversight	5		self explanatory	
Achievement-Testing				
Oversee progress on state and federal				
accountability measures	6		self explanatory	
Creates Board report on state and local	0	 	Sell explanatory	
	_			
accountability measures	5		self explanatory	
Oversee state testing	5		self explanatory	
Student Services				
			manage the special education staff (OT, SLT, Ed	
Special Education Program Oversight	7		Specialists), curriculum and intervention	
Manage El Dorado SELPA	7		attend SELPA meetings, submit paperwork, budget	
	1		attend SELFA meetings, submit paperwork, budget	
Curriculum				
Oversee selection of school curriculum	8		self explanatory	
Oversee the implementation of curriculum				
and programming	8		self explanatory	
Parent-Community Involvement			,	
	8		h an all a a lua	
Draft and oversee parent policies	8		handbooks	
Implement student suspension policies	7		discipline	
Implements student expulsion policies	7		discipline	
Oversee parent and community relations	5		Parent Association, community groups, networking	
Oversee parent liaison	5		self explanatory	
Student-parent-teacher complaints	8		self explanatory	
Overarching Roles				
Implements provisions of Charter	8		self explanatory	
Leads Charter review and renewal process	n/a		self explanatory	
	n/a		sell explanatory	
Leads school to achieve its mission vision				
and goals	8		self explanatory	
Assess school needs and create effective				
plans to meet those needs	8		self explanatory	
Leadership and Ethical Conduct				
Demonstrate skills in decision-making,				
problem-solving, managing change,				
planning, managing conflict, and				
	8			
evaluating	8		self explanatory	
Model personal and professional ethics,				
integrity, justice, and fairness and expect				
the same behaviors from others	8		self explanatory	
Make and communicate decisions based				
upon relevant data and research about				
effective teaching and learning, leadership,				
management practices, and equity	7		self explanatory	
and oquity	would like			
Encourage and inspire others to higher	to consult			
levels of performance, commitment, and	teachers			
motivation	7 on this		self explanatory	
Protect the rights and confidentiality of				
students and staff	8		self explanatory	
Total for all milestones				
Popus Milestopes				
Bonus Milestones				
Implement peer and DIRECTOR reviews	_			
based on Q4 model for all teachers	7		self explanatory	
All teachers reviewed pursuant to new				
evaluation procedures (item 1 above) prior				
to June 2014	6 on track		self explanatory	
Implement merit pay system to be				
completed by June 1, 2014	6 on track		self explanatory	
Create a DRAFT three year facility plan	U UT LIAUK			
approved by the Board – options for				
growth at existing location, options for				
	1		self explanatory	

DRAFT Plan development for Prop Z spending, approved by the Board,					
submitted to Prop Z approval committee by					
June 30, 2014	1			self explanatory	
Complete primary DRAFT of new High					
School Charter or current IA Charter					
revision, by June 30, 2014 inclusive of					
Board review and approval	4			self explanatory	

# IA Board Goals and Timeline for Completion for the 2013/14 School Year

## Long Term Goals

- 1. Decide on which goals to work towards and assign tasks (October 2014)
- 2. Ensure all required policies are enacted and documented properly
  - a. Identify required policies and confirm that we have them in place (Due by June 2014)
  - b. Created index of implemented policies to be included with the Board Resolutions document (Due by June 2014)
  - c. Develop a plan to create and approve missing policies (Due by September 2014)
  - d. Ensure all issue and revision dates are noted on each policy (Due by September 2014)
- 3. Payoff loans by the end of the school year (Due by June 2014)
- 4. Community Outreach
  - a. Identify our goal for outreach (Due by June 2014)
  - b. Identify venue(s) (Due by June 2014)
  - c. Develop a strategy (Due by June 2014)
- 5. Develop Fundraising strategy for implementing our fundraising goals
  - a. Develop fundraising strategy for the Innovations Academy board (Due by June 2014)
    - i. In process by Steve Rosen.
  - b. Develop a needs assessment with the Director to help understand what the school's needs are currently for fundraising (Due by June 2014)
- 6. Develop a process to quantify School's success (Due by September of 2015)
  - a. Create a metric
  - b. Create a way to document the success of our 8th grade students and how to follow them into high school and beyond.
- 7. Prepare the board for going through the process of hiring a new director.
- 8. Create a board governance packet (include nomination strategy)

## **Short Term Goals**

- 1. Create a potential new board member packet. (Not in progress)
  - a. Pattric is working on this currently.
- 2. Create a standard board member binder for each board member to use. (In progress by Pattric Rawlins)
- 3. Revise/clean up the bylaws (In progress by Rawlins/Cooper)
  - a. Done (Nov 2013)
- 4. Work with CSMC to create simplified monthly Budget Summary. (In progress by Rawlins/Rosen)
  - a. Done (Nov 2013)
- 5. Make corrections from the previous SDUSD audit. (Due by February 2014)
  - a. Review last year's audit and find areas we can improve before upcoming audit in the spring.
    - b. Develop a plan for implementing those changes.
- 6. Understand and mitigate our self ensured position within the new SELPA. (Due by January 2014 Delano will report on this each month)
  - a. In progress by Delano.
- 7. Create a Director Evaluation supported by Innovation's Academy's philosophy. (To be presented at the January 2014 meeting)
- 8. Create a list of resolutions and key actions taken by the board. (In progress by Kuglen)

Issue Date: October 2013