

Innovations Academy Board Meeting

Board Meeting - Scheduled for: January 9th, 2012 @ 6:30 pm PST
Meeting location: Innovations Academy (10380 Spring Canyon Road San Diego, California 92131)

Agenda

- Call to Order/Roll Call
- Approval of Agenda
- Public Comments (3 mins per person)
- Approval of Consent Agenda:
 - Approval of November and December Meeting Minutes
 - Approval of revised Complaint Policy
- Reports
 - Director Report
 - San Diego Unified Petition Renewal Update
 - Budget update
- Updates
 - Goals - Report on Board and CEO goals from 2012 and start to create goals for 2013
 - New Potential Board Member Introductions and Q/A
- Schedule next meeting
- Adjourn Meeting

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

Meeting Minutes for November and December 2012 Meetings

Board Meeting Teleconference - November 20, 2012 @ 12:00 pm

Meeting location(s): Innovations Academy, (840 Williams Way, #1, Mountain View, CA 94040), (15080 Saddlebrook Court, Poway, CA 92064), (9220 Tropic Dr. La Mesa, CA), (Procopio, Cory, Hargreaves & Savitch LLP 12544 High Bluff Drive | Suite 300 | San Diego CA 92130).

Attendance: Danielle Strachman, Pattric Rawlins, Christine Kuglen, Richard Doutré Jones, Lisa Moncrief (arrived at 12:24 and is in the state of California)

Not Present: Reyna Ortman

Agenda

- Call to Order/Roll Call - 12:07pm
 - Roll call was done over the phone. Each person on the call is in the state of California.
 - The quorum of the board was present on the call within the state of California.
- Approval of Agenda
 - Made changes to agenda. Took out consent agenda. Richard motioned to approve the changes, Danielle seconded, Pattric also voted to approve. All approved by roll call.
- Public Comments (3 mins per person)
 - Pattric asked if anyone on the call wanted to make a comment and no one responded.
- Approval of Meeting Minutes
 - Action - Richard moves to approve all minutes, Danielle seconds, Pattric also voted to approve. Unanimous approval by roll call.
- Approval of Director Contract
 - Discussion of contract - Chief Education Officer is the official title instead of Chief Executive Officer. Edits need: to “know(n)” in section 8. Section 10, colon at the end of “leave.” On last page, at the bottom, it should say, “Board of Directors at Innovations Academy Charter School.” Take out the section asking for a job description. “Board of Directors” language instead of “Governing Board” should be replaced.
 - Action - Pattric moves to approve the director contract as modified per our discussion. Richard seconds. Danielle voted to approve. Unanimous approval by roll call.
- Reports (est 15 mins)
 - Director Report
 - Charter Renewal Submission and Info
 - Discussion about renewal charter submission and what the process is for this.
 - Charter Renewal Meeting
 - Discussion of Board representation and comments. Reyna and Pattric can work on some comments to share with the SDUSD board.

- Budget update
 - Approval of First Interim Report
 - Action - Pattric moves to approve the first interim report, Richard seconds the motion, Danielle voted to approve, and Lisa voted to approve. Unanimous approval by roll call.
- Parent Involvement
 - Discussion on parent involvement. IA has a Parent Association that does fundraising and outreach. They currently meet monthly.
- Updates
 - Goals - Report on goals from 2012 and create goals for 2013
 - Board Goals
 - Discussion of measurable goals. How much do we want to raise? What type of community outreach do we want? For next meeting have measurable and detailed goals ready to vote on. Richard will reach out to his friend who has the fundraising cards to see if we can move forward on that and launch in January.
 - Director Goals
 - Discuss in further detail at the next board meeting.
 - Board Calendar
 - Discussion - Move site visit to November (not April)
 - New Potential Board Members
 - Discussed new members. Invite new members to the December 4th meeting at SDUSD. Ideally we would then vote on new members at the January meeting.
- Schedule next meeting
 - 12:30pm on December 11th.
- Adjourn Meeting
 - At 1:08pm.

Special Meeting Teleconference - December 12, 2012 @ 4:00 pm

Meeting location(s): Innovations Academy (10380 Spring Canyon Road San Diego, California 92131), (840 Williams Way, #1, Mountain View, CA 94040), (Procopio, Cory, Hargreaves & Savitch LLP 12544 High Bluff Drive | Suite 300 | San Diego CA 92130).

Attendance: Pattric Rawlins, Danielle Strachman, Reyna Ortman, Eileen Logue, Ed Soriano, Christine Kuglen, Lisa Moncrief

Agenda

- Call to Order/Roll Call
 - Called to order at 4:03pm. Reyna (Present and in CA but not counting towards the quorum), Danielle (Present and in CA), Pattric (Present and in CA), Lisa (Present at 4:14 and in CA).
- Approval of Agenda
 - Action - Danielle calls to approve the agenda. Lisa seconds it. Reyna approves. Pattric approves. All approve by roll call.
- Public Comments (3 mins per person)

- Discussion - No members of the public present want to comment.
- Voting on Audit Report
 - Discussion - Update by Eileen from CSMC. Discussion of audit report. We discussed that changes need to be made as far as the recommendation for 2011 and 2012 since Innovations Academy already made the changes from 2011 however the audit group did not make note of said change.
 - Action - No action taken
- Website Update
 - Discussion of website and which vendor to work with. Currently IA will stay with Edlio and hopefully launch in early 2012. No voting action taken.
- SDUSD Annual Site Visit Recap
 - Discussion about SDUSD site visit. They would like to see more detail in the meeting minutes. IA's admissions procedure needs to be placed in writing for the next site visit. Complaint policy was not found to be approved or adopted so that needs to be done for this year.
- Adjourn Meeting
 - Adjourned at 4:41pm

Special Meeting Teleconference - December 17, 2012 @ 5:30 pm PST

Meeting location(s): Innovations Academy (10380 Spring Canyon Road San Diego, California 92131), (1 Letterman Drive, Building C, Suite 400), (Procopio, Cory, Hargreaves & Savitch LLP 12544 High Bluff Drive | Suite 300 | San Diego CA 92130).

Attendance: Richard, Danielle Strachman, Ed Soriano, Christine Kuglen, Lisa Moncrief, Pattric, Eileen

Agenda

- Call to Order/Roll Call - Call to order at 5:30pm. Reyna is not here. Danielle is here in CA. Richard is here in CA. Lisa is here in CA. Pattric is here in CA. We have quorum.
- Approval of Agenda
 - Action - Danielle votes to approve. Richard votes to approve. Lisa votes to approach. Pattric votes to approve. All approve by roll call.
- Public Comments (3 mins per person)
 - No members from the public spoke up to give public comment.
- Voting on Audit Report
 - Discussion - We've all looked over the revisions of the new audit report. They acknowledged that we worked to improve meeting the criteria when having cash accounts for fundraising.
 - Action - Danielle moves to approve. Richard seconds to approve. Lisa votes to approve. Pattric votes to approve. All approve by roll call.
- Adjourn Meeting
 - Meeting adjourned at 5:36pm



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Uniform Complaint Policies

(These policies can be found in the Employee and Family Handbooks)

FOR STAFF:

Discipline Policies

Communication/Conflict/When Something Isn't Working for You Policy:

The solution to most problems is often found through communication. We first model our 8toGreat Highways by going straight to the source. We can also use NVC language and conflict resolution techniques to assist. The administration will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following steps:

- For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it.
- If no resolution is reached, both employees together approach the director and allow the director to participate in the resolution.
- If a resolution is not reached, additional Administration will be asked to participate in the resolution.
- If there is an ongoing need, the director will consult with Roots and Wings or an NVC expert to introduce professional mediation into the situation.
- If the discomfort is with the director, the staff member will alert the director via personal conversation, email or a note (see Heart of the Matter Feedback Form) left in the director's mailbox. If desired the staff member can find another staff member to assist in the discussion.
- If the situation does not resolve, then mediation with Roots and Wings or an NVC professional will support the development of open communication.
- Use the Heart of the Matter Feedback Form to encourage the process.(see next page)



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Heart of the Matter Feedback Form (in place of a typical Uniform Complaint Policy)

Name/Anonymous: _____ Date: _____

If there is something that you'd like to give feedback on, please share it. Below is a form that uses a communication tool, called Compassionate Communication, to get to the heart of the matter. Please take your time and turn it back in to the Director's mailbox (or email). Staff may also use this form between each other.

When I (circle one) see/hear/experience/observe _____

I am feeling (check all that apply or add more):

- Excited Angry Grateful Peaceful
- Curious Happy Afraid Inspired
- Sad Scared Nervous Embarrassed
- Upset Overjoyed Vulnerable Longing
- Confused Bewildered Disconnected Hopeful
- Other: _____

(Circle one) Because I am needing **OR** my needs have been met for:

- Connection Understanding Peace Cooperation
- Self expression Safety Information Appreciation
- Acceptance Fun Clarity Authenticity
- Friendship Relaxation Comfort Mourning
- Predictability Consistency Reassurance Choice
- Trust Order Support Belonging
- Other: _____

I would like (check all that apply):

- To talk to a particular colleague (name: _____)
- To bring this to staff meeting.



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___ To get feedback on my performance.

___ Have a colleague observe my class (name: _____).

___ This form to be acknowledged by the Board.

___ This topic to be addressed and discussed at the next Family Night.

___ To thank the parties involved who are _____

___ To express my appreciation for _____

___ Other: _____

FOR FAMILIES:

Adult Communication Policy

What to do when something is working or not working for you at IA. (*We don't think "complaint policy" is an effective term so at IA we have renamed it*)

“What is the shortest word in the English language that contains the letters: abcdef?
Answer: feedback. Don't forget that feedback is one of the essential elements of good communication.” - Author Unknown

Feedback is an essential part of communication which is very valuable to us as a community. If there is something you like, let us know (we can publish it in our gratitude book)! If there is something you do not understand, are confused by, or do not like, also let us know. Going directly to the source generally gives clarity and understanding.

The only way to get your needs met is to let us know what your needs are. If you have a complaint, frustration, question, concern, excitement or kudo please communicate with us. There are many ways to communicate: talk in person, write an email, send a note, or make a phone call. We want our families to get their questions answered. We want to be in communication with you. We need you to tell us when you need that to happen. All of your positive and negative feedback helps us improve our program and understand the needs of so many families. If there is something you like, let us know (we can publish it in our gratitude book)! If there is something you do not understand, are confused by, or do not like, also let us know. Going directly to the source generally gives clarity and understanding.

Though giving feedback sounds good on paper it can truly be the most difficult thing you will do. When you need to give feedback about a need you have that is NOT being met you will be challenged. Understand that we would rather have the information so that we can improve than to have rumors and negative information being spread through the school or community grapevine.

If you have a concern that has not been addressed, after initial feedback, here are the appropriate steps to take:

1. Start at the source! (For example, you may be confused by something in the classroom, so start with your teacher. Your teacher probably has a clear explanation for how and why they are doing something. You can start with, “I'm confused; I'm hurt; I'm happy; or I'm excited; when I see _____.)
2. If you have a concern about the educational program or your teacher please speak with



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Christine.

3. If you have a concern around student friendships we recommend that you speak with the other parent directly, if you need more support please speak with Christine.

4. If you have communicated thoroughly and do not feel that the concern has been fully addressed, please get in touch with our board in one of the following ways.

a. Write a letter addressed to our board and send it to the school address.

b. Email our board at Board@InnovationsAcademy.org

c. Attend a board meeting and present during community comments.

5. Only if you have a major health or safety concern that you feel has not been met after speaking with our Board, contact the district charter office.

Remember Key to Achieve #6 - Spread Happiness

If you have high praise of someone or something, sing it to all you see.

Joy is contagious!

Heart of the Matter Feedback Form

(in place of a typical Uniform Complaint Policy)

Name/Anonymous: _____ Date: _____

If there is something that you'd like to give feedback on, we'd love to hear it.

Below is a form that uses a communication tool, called Compassionate

Communication, to get to the heart of the matter. Please take your time and turn

it back in to the main office. Children and adults are encouraged to use this form.

When I (circle one) see/hear/experience/observe _____

I am feeling (check all that apply or add more):

Excited Angry Grateful Peaceful

Curious Happy Afraid Inspired

Sad Scared Nervous Embarrassed

Upset Overjoyed Vulnerable Longing

Confused Bewildered Disconnected Hopeful

Other: _____

(Circle one) Because I am needing **OR** my needs have been met for:

Connection Understanding Peace Cooperation

Self expression Safety Information Appreciation

Acceptance Fun Clarity Authenticity

Friendship Relaxation Comfort Mourning

Predictability Consistency Reassurance Choice



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Trust Order Support Belonging

Other: _____

I would like (check all that apply):

To talk to a particular staff member (name: _____)

To call a conference for my family with staff of IA.

To call a conference for my family with another family at IA.

This form to be acknowledged by the staff.

This form to be acknowledged by the Board.

This topic to be addressed and discussed at the next Family Night.

To thank the parties involved who are _____.

To express my appreciation for _____.

Other: _____.

October 19th, 2012 - Board and Staff Meeting

Two main goals come up at the staff meeting that board members attended. Everything else appears to stem from us being able to help the staff by supporting them with fundraising and community outreach.

- Fundraising

- IA would like to reopen the Solutions Center to have conflict resolution.
- Would like funds for field trips.
- Projects/Media Room

- Community Outreach & Awareness of IA - PR - Marketing

- Board could start a documentary about IA.
- Partnerships for sciences/math - strategic partnerships; partnership with a transit company
- Board expansion/roles
- Board Presence at events
- Getting a media presence on board at an Exhibition night
- This would assist with parent/school philosophy alignment