

Innovations Academy Board Meeting: March 19th, 2012 @ 6:30 pm PST

Meeting location(s): Innovations Academy (10380 Spring Canyon Road San Diego, California 92131), (840 Williams Way #1, Mountain View, CA 94040).

Public call in number 559-726-1300 Access code 151642*

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

Attendance:

Agenda

- Call to Order/Roll Call:
- Approval of Agenda
- Public Comments (3 mins per person)
- Approval of Meeting Minutes from February and March
 - Discussion:
 - Action:
- Reports:
 - Budget: Approval of 2013 Consolidated Application
 - Discussion:
 - Action:
 - Presentation from the Board Fundraising Committee
 - Director Report (Discussion on Facilities and Enrollment for 2013/2014)
- Action on Board Treasurer
 - Discussion:
 - Action:
- 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.

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.

Board Meeting Minutes: March 12th, 2012 @ 6:00 pm PST

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

Public call in number 559-726-1300 Access code 151642*

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

Board Attendance: Danielle Strachman, Stephen Rosen, Lisa Moncrief

Other Attendance: Christine Kuglen from Innovations Academy, Delano Jones from CSMC

Agenda

- Call to Order/Roll Call:
 - Call to order at 6:01pm
 - Roll Call - No one is on the phone call.
- Approval of Agenda
 - Action: Stephen moves to approve the agenda, Lisa seconds the agenda, Danielle approves, and it passes by unanimous approval.
- Public Comments (3 mins per person)
 - No public comments for this meeting.
- Approval of Innovations Academy Auditor
 - Discussion: Christine shares about her experience of the auditors. Christy White is the group that we've used currently. Hosaka, Rotherham and Company is another firm. And lastly is the Wilkinson Hadley King and Company firm.
 - Christy White's Firm - We've been using their firm for the last few years. They have been very nice, though they've had an extreme amount of staff turnover. Unfortunately they have been disorganized and tend to push things to the end. They are the most expensive firm at \$11k. Delano has not worked with Christy White but his colleagues have.
 - Hosaka Firm - Christine interacted with them to get a quote. They seemed very friendly. They work with other schools that Delano, from CSMC, has worked with. Their quote \$8469 for one year, \$7683 for a two year contact, \$7059 for a three year contract. Delano has worked with them since 2008 and finds them to be very professional. Delano would recommend Hosaka. It would be an additional \$950 for them to file our taxes.
 - Wilkinson Firm - Had the lowest quote at \$6100 for audit, and \$850 for information returns. However, Wilkinson wanted tons of documentation just to write a quote for Innovations Academy. Eileen, from CSMC, has also worked with this firm. Delano has not worked with them either.
 - Action: Stephen Rosen motions to approve Hoska, Rotherham and Company for the three year contract, with a clause that we can cancel at our discretion with no penalty. Danielle seconds. Lisa is in favor. We have unanimous approval.
- Approval of 2013 Consolidated Application
 - Discussion: We will wait to discuss this until the next meeting.
 - Update on Line of Credit: Delano has been in contact with Pacific Western Bank for a line of credit. We're looking at \$100k - \$350k at a 5% interest rate. Delano will update more later.
- Adjourn Meeting:
 - Adjourned at 6:47pm.

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Board Meeting Minutes: February 19th, 2012 @ 6:30 pm PST
 Meeting location: Innovations Academy (10380 Spring Canyon Road San Diego, California 92131)

Attendance

Member	Location	Present	Absent
Jones, Richard			X
Moncrief, Lisa (Teacher Seat)	School	X	
Rawlins, Pattric	School	X	
Strachman, Danielle	Mountain View, CA	X	
Steve Rosen (Parent seat)	School	X	
Vacant			
Vacant			

Others: Delano Jones, Christine Kuglen

Agenda

- Call to Order/Roll Call - Call to order at 6:38pm
- Approval of Agenda
 - Discussion of agenda: Pattric would like to add an item about board composition to this agenda.
 - Action: Danielle motions to approve the modified agenda, Steve seconds, and it passes by unanimous approval.
- Public Comments (3 mins per person): There are not any members of the public present or on the phone who wish to speak. No one wished to speak for public comments.
- Approval of January Meeting Minutes: Pattric is going to abstain from voting since he wasn't present at the meeting.
 - Discussion to change the word "including" to "include."
 - Change "We got approved" to "We were approved."
 - Under CEO Goals change to - "Christine has started to meet with every teacher every week for an accountability check in."
 - Action: Stephen motions to approve the minutes with the proposed changes, Lisa seconded, Danielle approves, and Pattric abstains from voting. The motion passes.
- Reports
 - Director Report
 - Discussion: Weekly accountability check ins are going well. Christine is in the classrooms more. Teachers are using accountability rubrics so that everyone is on the same page for expectations and what goals are being reached. Donna and Christine are getting ready for the school lottery for next year. They are looking at the numbers for how many classrooms they will need this coming year. Parent information sessions have started for potential incoming families. Christine is continuing to center on messaging so that parents understand the mission of Innovations Academy.
 - Action item: Steve Rosen is volunteering to talk to the teachers about messaging and staying on point as a united whole with the vision of Innovations Academy and practice parent Q/A with them.
 - Continued Discussion: Personnel is very stable. More students are coming in since January.
 - Action item: Follow up about teacher evaluations with Christine.

- Continued Discussion: Re-enrollment for next year is taking place and the lottery for next year is starting soon. To retain families who commit to coming back next year, or who commit to enrolling if they are new, will have a meeting with a staff member to get their questions answered and to ensure their commitment.
 - Budget update
 - General Update Discussion: Delano Jones is new to working with Innovations Academy from CSMC. We're using Charter Vision to understand school finances more seamlessly. Delano goes over how to use these Charter Vision board reports. We are not applying for Prop 39 this year but will in following years. The time for renegotiating the lease for IA is now rather than waiting until the end of the lease term.
 - Action: Steve will reach out to Phil at the district about renewing the lease and speak with Christine about how to approach the district with this process.
 - Action on P-1 Revenue Budget Numbers: No action needed for P-1.
 - Action on 2nd Interim Financials: Lisa motions to approve the 2nd Interim report, Patric seconds, and it's unanimously approved.
 - Line of Credit Discussion: There is a bank in Los Angeles who gives loans/lines of credit to charter schools. Delano will send them three years of financials to see if we qualify to work with them. It would be good to put a line of credit in place in the case of an emergency (budget cuts, etc.). Delano will also outreach to Chase again.
- Updates
 - Goals - Create board goals for 2013
 - Board Goals and Goal Timeline: We have moved this discussion to the meeting on March 19th.
 - Discussion: Board's number one goal right now should be to get more board members. We'll discuss at the next meeting. Steve and Danielle and Christine will discuss goals.
 - New Potential Board Member Introductions and Q/A: No new members.
 - Board Composition: Discussion about who could be new potential members. Someone in community outreach who can help with the branding of the school would be an excellent expertise to have. Potentially have someone come on from Scripps Institute of Oceanography. Potentially someone in real estate or facilities.
 - Action: Attach student numbers document to the minutes that Christine passed out at the meeting.
 - Action: Next month formalize the treasurer position.
- Schedule next meeting - Meet on March 12th to approve the auditor information. Then meet again on March 19th to discuss board goals.
- Adjourn Meeting - Adjourned at 8:39pm.

2012-13 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/fo/r5/ca11assurances.asp>.

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

LEA Plan

An LEA that receives Title III funds or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan.

State Board of Education approval date	5/12/2011
LEA Plan Web Site	

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	Christine Kuglen
Authorized Representative's Title	Director
Authorized Representative Signature Date	07/31/2012

2012-13 Protected Prayer Certification

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring & Support, frozic@cde.ca.gov, 916-319-0269
 Mary Payne, District Improvement Office, MPayne@cde.ca.gov, 916-319-0379

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Christine Kuglen
Authorized Representative Title	Director
Authorized Representative Signature Date	07/31/2012
Comment	
If the LEA is not able to certify at this time an explanation must be provided in the Comment field.	

2012-13 Application for Funding

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/31/2012
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes. If a web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to approve the application, or if DELAC approval is not applicable, enter a comment.	Not applicable

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title I Part D (Delinquent) ESEA Sec. 1401 SACS 3025	
Title II Part A (Teacher Quality) ESEA Sec. 2101 SACS 4035	Yes

2012-13 Federal Transferability

Federal transferability is governed by Title VI in ESEA Section 6123. An LEA may transfer a maximum of 50% of any program to other programs. This transferability is not the same as Title VI Subpart 1 REAP Flexibility governed by ESEA Section 6211.

CDE Program Contact:

Anne Daniels, Education Data Office, adaniels@cde.ca.gov, 916-319-0640

Program Improvement Year	1
Note: This district has been identified as a Program Improvement (PI) LEA under ESEA Section 1116 and may only transfer 30% of a program's funds. Those funds must be used for PI activities. A single school district (SSD) or a directed funded charter (DFC) school whose only school is in PI and operating as a Target Assistance School (TAS), for the purpose of federal transferability, the LEA is restricted to the 30% limit. If the SSD or DFC is operating as a Schoolwide Program (SWP) school, the restriction does not apply.	
Title II Part A Transfers	
Title II Part A entitlement	\$658
Transferred to Title I, Part A	\$0

2012-13 Title I, Part A LEA Allocation

The purpose of this data collection is to calculate the full Title I Part A allocation available to the LEA.

CDE Program Contact:

Jyoti Singh, Title I Policy & Program Guidance, jysingh@cde.ca.gov, 916-319-0372
 Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492

2012-13 Title I Part A Entitlement	\$51,151
Transferred-in amount	\$0
Title I Part A entitlement after transfers	\$51,151
Note: In order for the 2011-12 Carryover amount to be pre-populated, the 2011-12 Title I, Part A Carryover data collection should be completed and saved before beginning data entry.	
2011-12 Carryover (Allowable values are the 12 or 15 month 2011-12 carryover. The default value displayed is the 15 month calculated carryover.)	\$0
Repayment of funds	
2012-13 Total allocation	\$51,151
Indirect cost reservation	
Administrative reservation	
2012-13 Title I, Part A adjusted allocation	\$51,151
Indirect Cost and Administration Calculation Tool To help determine allowable indirect cost and administration reserves, based on your Approved Indirect Cost Rate as defined on http://www.cde.ca.gov/fg/ac/ic/ , below are recommended values.	
2012-13 Approved indirect cost rate	4.46%
Maximum allowable indirect cost reservation	\$2,183
Recommended administration reservation	\$5,489

2012-13 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
 Nancy Bodenhausen, Title I Policy & Program Guidance, NBodenhausen@cde.ca.gov, 916-445-4904

Nonprofit Private School Equitable Services Percentage Calculation

Total participating nonprofit school low income students	0
Total participating attendance area low income students	0
Percent of nonprofit private school low income students for equitable service calculations	0.00%

Required Reservations

Title I Part A adjusted allocation	\$51,151
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Parental Involvement

Parental involvement (1% of the entitlement plus transfers-in if greater than \$500,000.)	\$0
Supplemental parental involvement (Optional: Additional discretionary set-aside.)	\$0
Nonprofit private school parental involvement set-aside	\$0
Amount remaining	\$0
Public school parental involvement	\$0
Balance available for LEA parental involvement activities	\$0

Direct and Indirect Services

Direct or indirect services to homeless children , regardless of their school of attendance	\$1
Homeless services provided	The school currently does not serve homeless students. Should this change those students will be provided with all applicable services.
Local neglected institutions Does the LEA have local institutions for neglected children or children currently classified as neglected?	
Direct or indirect services in local institutions for neglected children	
Local delinquent institutions Does the LEA have local institutions for delinquent children?	

2012-13 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
 Nancy Bodenhausen, Title I Policy & Program Guidance, NBodenhausen@cde.ca.gov, 916-445-4904

Other neglected or delinquent services	
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Program Improvement (PI)

The following reservations are required if the LEA is in Program Improvement, or has one or more schools in Program Improvement.

Public school choice transportation (Choice)	\$0
Supplemental educational services (SES)	\$10,231
Parent outreach and assistance for Choice and SES	
Professional development funds	Yes
Will the LEA use PI school-level professional development funds to help meet the LEA 10% minimum professional development requirement?	
PI professional development (Minimum 10% of the entitlement plus transfers in.)	\$5,151
2011-12 PI professional development carryover	\$0
Total PI professional development	\$5,151

2012-13 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
Karen Neilsen, Title I Policy & Program Guidance, KNeilsen@cde.ca.gov, 916-319-0946

Allowed Reservations

Professional Development for Highly Qualified Teachers and Paraprofessionals

Professional development for highly qualified teachers and paraprofessionals	
Nonprofit private school equitable services	
Professional development reserved for public schools	\$0

District-wide Instructional Programs

District-wide instructional programs (Non-PI activities)	
Nonprofit private school equitable services	
District-wide instructional programs for Title I public schools	\$0

Other School Programs

Other school programs Including summer school or intersession programs or before and after school programs.	
Nonprofit private school equitable services	
Other school programs reserved for public schools	\$0

Other Allowable Reservations

Salary differentials	
Preschool programs	
Capital expenses for nonprofit private schools	

Program Improvement Activities

Teacher incentives and rewards (Maximum 5% of entitlement after transfers.)	
Professional development of highly qualified teachers	
Technical assistance to schools	

2012-13 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
 Karen Neilsen, Title I Policy & Program Guidance, KNeilsen@cde.ca.gov, 916-319-0946

Summer school, intersession programs or before and after school programs	
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Reservation Summary

Adjusted Allocation	\$51,151
Total required reservations	\$15,383
Total allowed reservations	
Allocations after reservations	\$35,768
Total nonprofit private school set aside	
Private nonprofit school Parental Involvement set-aside	\$0
Public school Parental Involvement set-aside	\$0
Amount available for Title I, Part A school allocations	

2012-13 Title II, Part A LEA Allocations and Reservations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II Part A Teacher & Principal Training & Recruiting, and to report required reservations.

CDE Program Contact:

Jackie Rose, Title II Leadership, jrose@cde.ca.gov, 916-322-9503
 Juan J. Sanchez, Section 2141 Contact, jsanchez@cde.ca.gov, 916-323-5264

2012-13 Title II Part A entitlement	\$658
Total funds transferred out of Title II, Part A	\$0
Total entitlement after transfers	\$658
2011-12 Carryover (as of 06/30/12)	\$0
Repayment of funds	\$0
Repayment comment	
Provide an explanation of why repayment dollars were added back to the allocation	
2012-13 Allocation	\$658
Administrative and indirect costs	
Title II Part A adjusted allocation	\$658

2012-13 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:

Julie Brucklacher, Financial Accountability & Info Srv, jbruckla@cde.ca.gov, 916-327-0858

Title I, Part A (Basic) SACS Code 3010	No
Title I, Part C (Migrant Education) SACS Code 3060	No
Title I, Part D (Delinquent) SACS Code 3025	No
Title II, Part A (Teacher Quality) SACS Code 4035	No
Title II, Part A (Administrator Training) SACS Code 4036	No
Title II, Part D (Enhancing Education Through Technology) SACS Code 4045	No
Title III (Immigrant Students) SACS Code 4201	No
Title III (LEP Students) - 2% maximum SACS Code 4203	No
Title IV, Part B (21st Century Community Learning Centers) SACS Code 4124	No

**Innovations Academy
Fundraising Development Plan
2012/2013**

Introduction

The purpose of developing an annual giving development plan is to help the staff and Board set realistic income goals with respect to the annual budgeting process. The plan also outlines the strategic steps required to reach those goals, as well as Board and staff responsibilities in accomplishing the plan.

The proposed plan identifies the targeted fund raising goals for the 2013/2014 school year. The plan will be revised annually and updated on an as-needed basis in conjunction with the ongoing fund raising efforts.

In addition, to prevent duplication and confusion, and to enhance the success of raising funds, this plan is to help coordinate the efforts of all IA fund raising activities inclusive of those of the Parents Organization and teachers for classrooms. In this way, IA can, in the most effective manner, maximize the fund raising efforts and moneys to be applied to various IA needs.

Over time this plan will roll out.

1. Financial Goals

Fund Raising Income Categories	2013/2014 Fund Raise actual	2013/2014 Fund Raise projection	% of total income / % of total fund raise
Principal Funders – Individuals: ** Name ** Name ** Name	identify rich people who love education		
Principal Funders – Businesses: ** Name ** Name ** Name	identify target businesses	any \$ from food truck Thursday? businesses across street?	

Board Members % BOD Contributions	set dollar amount thinking 3K ea cash/in kind ?? not including teacher rep		
Individual Donations (website, Social Media)	develop plan for outreach ask		
Special Events ** EVENT ** EVENT			
Grants ** GRANT 1 ** GRANT 2			
Direct Mailer ** Mail1 ** Mail 2	local community business and homes - stretch...		
Classroom Specific Funding	teacher responsible - monitor success report to Board		
Total			

II. Strategic Goals

- 100% giving by IA Board
- 100% participation by Board in some fundraising task
- Regular (quarterly) presentations to Board from fundraising committee regarding fund development. Board committee can include volunteer parents under Board Director(s) lead for organization.
- Develop new prospects for all fundraising solicitation campaigns. Develop detailed internal contact list. Strengthen donor cultivation program and board and staff understanding of the purpose of cultivation.
- Actively involve IA staff, board members and donors in special events and fundraising activities. Invites sent to everybody; staff, donors, community, etc...
- Strengthen coordination between our communications and fund development committees to further support efforts. Work (communicate) to avoid duplication of effort with Parent Association and individual teacher programs.
- Maintain systems for ongoing monitoring/evaluation of the progress in all areas of

fund development. Quarterly discussion of how it's going. Rubric to fill out each quarter (needs to be created once goals are solidified).

III. Solicitation Strategies

- Board Solicitation
 - Time frame: Finish soliciting funds by August 1 for the new school year.
 - # of prospects: All board members except the teacher seat.
 - Goal: 100% giving at \$3k in cash, in kind donations, grants, individual fundraising efforts.
 - Method: Request at board meeting. Potentially have Christine bring up three ways to spend the funds each year and then the board votes on one.

- Individual/Business Solicitations
 - Time frame: ongoing throughout the year
 - # of prospects: Unlimited
 - Goal: \$5k
 - Method: creation of solicitation document to figure out new board members, potential donors, in kind donors etc, that the current board members have personal ties to.

- Special Events (Growth Goal - Community Event/Host a Guest Speaker/Concert [something for the larger Scripps Community] - maybe this happens in a couple years)
 - Event Name
 - Time frame:
 - # of prospects:
 - Goal: \$ TBD
 - Method: eg. personal solicitation with brochure and sponsorship packages

- Grants
 - Time frame: On-going throughout the year
 - # of prospects: Hundreds
 - Goal: \$ TBD
 - Method: San Diego Foundation, Find someone (Valerie Hillberg) to write grants and get a percent of the grant. Find out from Christine what grants (if any) IA has received.

- Classroom
 - Time frame: On-going
 - # of prospects: Number of classrooms
 - Goal: \$
 - Method: <http://www.donorschoose.org/>, find out from Christine what the current goal for classroom fundraising is.

IV. Cultivation Strategies

1. Open House
 - a. Appreciation evening for our teachers in fall. We provide beverages and appetizers, invite kids, families, funders and potential funders to our office to see facilities and meet staff.
2. Communications
 - a. Newsletter – once a month, sent to all members. Includes information on our activities, progress and events.
 - b. Annual Report – Annually by May 30 so can be presented at Board Retreat in June. Major communication tool to be sent to our principal funders.
 - c. Holiday Card – not a solicitation but a thank you for support

V. Monitoring the Fund Development Plan and Process

- The fundraising/development committee will meet at least 6 times a year to review progress of the plan and identify problems and solutions.
- The Executive Director and the fundraising/development chair will discuss development on a regular basis.
- Fundraising/development committee chair will present progress at each board meeting.

VI. Fund Development Calendar – 2013

January

- Board members make annual contribution
- Solicitation for special event
- Ongoing personal solicitation
- Ongoing grant opportunities

February

- Board members make annual contribution
- Solicitation for special event
- Ongoing personal solicitation
- Ongoing grant opportunities

March

- Solicitation for special event
- Ongoing personal solicitation
- Ongoing grant opportunities

April

- Solicitation for special event
- Ongoing personal solicitation
- Ongoing grant opportunities

May

- Ongoing personal solicitation

- Ongoing grant opportunities

June

- Ongoing personal solicitation
- Ongoing grant opportunities

July

- Ongoing personal solicitation
- Ongoing grant opportunities

August

- Ongoing personal solicitation
- Ongoing grant opportunities

September

- Plan open house event
- Ongoing personal solicitation
- Ongoing grant opportunities

October

- Host Open House
- Ongoing personal solicitation
- Ongoing grant opportunity

November

- Draft holiday card
- Ongoing personal solicitation
- Ongoing grant opportunities

December

- Send holiday card
- Ongoing personal solicitation
- Ongoing grant opportunities

This is from the Parents Organization**Innovations Academy 2012-2013 Fundraisers**

Fundraiser	Date	To Benefit	Coordinator
Food Truck Thursdays	Weekly event	S.T.E.M. (Science, Technology, Engineering, Math) program	Kim Knox
Jamba Juice Weds.	Weekly event		n/a
Fresh & Easy shopping night	Monday, October 29		LuAnn Wherry
Box Tops	ongoing		LuAnn Wherry
E-Scrip	ongoing		n/a
Amazon Affiliate	ongoing		n/a
Family Dance & raffle	Friday, March 15		Debbie Kutyla
Jog-A-Thon	Thursday, May 9	Playground	TBD
Book Fair	April 29-May 2	Books for school and classrooms, doc cams	Pernille Frandsen
Pledge Drive	October 1-12	Technology and Art	Sinead King

Grants and Solicitations

This is from Danielle

[GRANTS](#)

[SOLICITATIONS](#)

Innovations Academy Solution Center
Proposal for Funding

Brief Description of the Program:

1. Solution Center – A place for teachers to send students when they are unable to successfully participate in the classroom or playground in the moment. The center is designed to provide a safe place for problem solving and solutions, that does not interfere with other children in the classroom's learning and without resorting to punitive consequences based on Positive Discipline. The Center provides an opportunity for the students to calm down physiologically and then discuss solutions to the issue, either in the moment or by setting up a time for a later meeting with the teacher or another student. Students learn skills in the center about how to communicate with their peers, share different perspectives, build empathy and reach mutually agreeable solutions through their own critical thinking.
2. Individual counseling and family counseling for students or families who need support with issues that are getting in the way of academic and social success at school, such as anxiety, depression or lack of focus or impulse control. Students learn skills that help them to decrease negative thought patterns and create positive goals and outcomes for themselves.
3. Group counseling and skills groups providing opportunities for peers to work out issues, create new social connections and learn communication skills and conflict resolution, using Positive Discipline.
4. Teacher support, training and intervention in the classroom with difficult situations by Certified Positive Discipline Classroom Educator.
5. Training for parents in Positive Discipline by a Certified Positive Discipline Parenting Educator.
6. Campus wide social emotional education in the form of anti-bullying curriculum, Positive Discipline, peer pressure education and strategies for dealing with it, suicide prevention education, social media safety and education and other current elementary and middle school topical issues.

Innovations Academy Solution Center Budget

Item	Cost
School Counselor (MFT intern, Life Coach, Certified PD and Parenting Classroom educator): Full time or Part Time (MWF)	Full time: \$60k plus 5% benefits/workman's comp. Part time: \$40k
One-time costs for furnishing counselor's offices with desks, chairs, laptops, locking file cabinets	\$2500
Instructional Materials for Second Step Curriculum for K-8 (or other similar curriculum)	\$2500
Therapeutic games and learning tools	\$350

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The **Sustainability Program** for Innovations Academy can be broken into several goals. It is important to note that a full implementation will take upwards of 2-5 years depending on which goals are implemented. This is a basic list of categories that create a sustainable school environment. It is our belief that successful implementation requires a managing person to oversee and support the program and provide the educational support to develop eco-literate students ready for the 21st Century.

Goals

1. WASTE Management
 - a. Recycling
 - b. Composting
 - c. Zero Waste
 - d. E Waste Recycling
2. Sustainable Purchasing

- a. Recycled school and office supplies
 - b. Green Purchasing Policy
 - c. Green Cleaning Products
 - d. Use of non disposal items on campus(plates, towels, drinking cups)
3. Energy Efficiency
 - a. Upgrade electronic equipment to energy efficient models
 - b. Explore solar energy sources
 - c. Upgrade lights to Energy efficient versions
 - d. Instill Energy Saving Practices throughout the Campus
 - i. Educate on energy saving practice
 - ii. Apply simple energy saving solutions
 4. Water Wise Program
 - a. Install low flow water upgrades to toilets and sinks
 - b. Check plumbing for leaks
 - c. Develop Rain Harvesting for gardens
 - d. Install drip lines for gardens
 5. Schoolyard Habitats
 - a. Develop a K-8 sized garden plot for learning (Several large beds)
 - b. Build a native plants plan for landscaping
 - c. Build a butterfly garden for crucial habitat provisions
 - d. Incorporate Health Eating /Living program utilizing garden
 - e. Design outdoor playground (includes natural elements for students to explore)
 6. Create an Sustainability Educator/Manager Position
 - a. Supports K-8 sustainability learning for 21st Century eco-literacy skill development
 - b. Manages sustainable programs
 - c. Develops relationships with sustainable programs that support the school
 - d. Acts as community liaison and promotes sustainability within the community
 7. LEED Building Principles employed
 - a. Upgrade buildings to meet LEED Standards
 - b. Create new outdoor areas that are natural settings (remove blacktop)
 - c. Consider new construction options that utilize green building standards
 8. Community Sustainability Center – shared with schools and community at large
 - a. Chicken Coop
 - b. Bee Keeping
 - c. Learning Garden
 - d. Host sustainable practices workshops for public

BUDGET

Sustainability Center would work in conjunction with school yard habitat.

Estimates of \$50,000-\$75,000 to begin a comprehensive garden build that would include structures and gardening needs. *This would be for the full learning garden and all other add on components including sustainability center. A smaller garden could be a first step and would get off the ground for the entire campus around \$10,000.

Estimate of \$10,000 - \$20,000 for energy efficiency and water upgrades

Estimate of \$10,000 for a Learning Kitchen

Estimate of 15%-20% increase for Green purchasing on supplies

Sustainable supplies Allowance for teachers to upgrade \$500/classroom

Green Building estimates will vary and are dependent upon long-term goals of Innovations Academy.

Estimate of \$50,000 for Sustainability Program Manager salary includes comprehensive benefits.

Please note these are averages and can vary with suppliers, donations and changes. We are a resourceful school and ideally a large grant/donation could help us get this off the ground. But, we have gone forth with very little and made tremendous improvements.