

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

Meeting location(s)

Innovations Academy 10380 Spring Canyon Road San Diego, 92131	5519 McMillan Street Oakland, CA, 94618	Public call in number 559-726-1300* Access code 151642
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*Members of the public need not state their names when entering the conference call

Board Attendance

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Others in Attendance

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Agenda

Topic	Minutes
➤ Call to order / roll call	
➤ Approval of current agenda	
➤ Approval of prior month meeting minutes	
➤ Public comments (3 mins per person)	
➤ Reports	
○ Teacher briefing (Tony)	
○ Financial update (Delano)	
○ Director update (Christine) <ul style="list-style-type: none"> ✓ Full time capacity/enrollment ✓ Part time capacity/enrollment ✓ Combined ADA (% and #) ✓ Student demographics ✓ Ocean Life school ✓ Director contract milestones ✓ Facilities / lease extension ✓ Summary of other charter schools in SDUSD ✓ Scripps Ranch community outreach efforts ✓ Solution Center ✓ Sustainability Program ✓ Parent Association 	
➤ Discussion items	
○ Consolidated application part 2	
○ Investigate placing ads for IA on Facebook to increase student enrollment (Danielle)	
○ Fundraising goals (Steve/Danielle)	
○ Status of policy binder (Christine)	
○ Process to respond to parent and community inquiries to Board (Patric)	

Topic	Minutes
○ Assign new action items	
➤ Closed session: Evaluation of CEO (Cal. Gov. Code § 54957)	
➤ Next board meeting	
○ Confirm date of next meeting	
○ Identify agenda items for next meeting	

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

Secretary

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.

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 10380 Spring Canyon Road San Diego, 92131	5519 McMillan Street Oakland, CA, 94618	Public call in number 559-726-1300* Access code 151642
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*Members of the public need not state their names when entering the conference call

Board Attendance

Patric Rawlins	Danielle Strachman	Nathan Cooper	Stephen Rosen	Tony Spitzberg	Cheryl Peach	
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Others in Attendance

Christine Kuglen	Delano Jones	Steve Smith	Donna Napier	Alexis Stoner (3 rd Grade teacher)		
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Agenda

Topic	Minutes
➤ Call to order / roll call	Call to order at 6:34 pm.
➤ Approval of current agenda	Discussion: Patric requests changing topic heading on agenda from “Action Items” to “Discussion Items.” Vote: Danielle moves to approve agenda as amended, Steve seconds. Unanimous approval.
➤ Approval of prior month meeting minutes	Vote: Patric moves to approve prior meeting minutes, Danielle seconds. Unanimous approval.
➤ Public comments (3 mins per person)	No public comment.
➤ Reports	
○ Teacher briefing (Tony/Alexis)	Discussion: Alexis shares video of 3 rd grade class Exhibition Night.
○ Financial update (Delano)	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. Patric 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.
○ Director update (Christine)	Discussion: Christine explains that enrollment is

Topic	Minutes
<ul style="list-style-type: none"> ✓ Full time capacity/enrollment ✓ Part time capacity/enrollment ✓ Combined ADA (% and #) 	<p>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.</p> <p>Danielle suggests investigating placing ads on Facebook to increase school enrollment. Danielle to investigate and present to Board at next meeting.</p>
<p>➤ Discussion items</p>	
<ul style="list-style-type: none"> ○ Revised Director self-evaluation (Danielle/Christine) ○ Board fundraising goals (Danielle/Steve) ○ List of policies and resolutions (Christine) ○ Review extension of term of private loan (Christine) ○ Discuss LCFF and LCAP Issues (Christine/Delano) 	<p><u>Revised Director Self-evaluation</u> Discussion: Danielle explains director evaluation form that she and Christine drafted. Danielle requested clarification regarding removing Board related items from director evaluation. Patric agreed that that Board related items can be removed. Patric asked that Christine provide the Board with feedback as she goes through the evaluation process. Christine indicates she will do this during the director update each month.</p> <p><u>Board Fundraising Goals</u> No update. Item tabled until February Board meeting.</p> <p><u>List of policies and resolutions</u> Discussion: Christine explained that she has an updated list of resolutions passed and now just needs to assemble the supporting documents. Christine also indicated that she has a policy binder that she will bring to the next board meeting.</p> <p><u>Review extension of term of private loan</u> Discussion: Christine presents loan document that extended term of loan to June 2014. Delano and Christine will discuss whether to pay it all off now, or pay half now all of it later.</p> <p><u>LCFF and LCAP</u> Discussion: Delano and Christine provide overview of</p>

Topic	Minutes
	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.
<ul style="list-style-type: none"> ○ Assign new action items 	None.
<ul style="list-style-type: none"> ➤ 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) 	Board enters closed session at 7:56 p.m. Board returns to open session at 8:06 p.m. Patric reports that no action was taken during the closed session.
<ul style="list-style-type: none"> ➤ Next board meeting 	
<ul style="list-style-type: none"> ○ Confirm date of next meeting 	February 18 at 6:30 p.m.
<ul style="list-style-type: none"> ○ Identify agenda items for next meeting 	<ul style="list-style-type: none"> ○ Investigate placing ads for IA on Facebook to increase student enrollment (Danielle) ○ Fundraising goals (Steve/Danielle) ○ Policy binder (Christine) ○ Teacher briefing.
	Meeting adjourned at 8:10 p.m.

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

Secretary

Date															
Name															
Begins with a Presentation of Learning															
Directions: Please rate yourself from 0 - 10 (10 is best) on how well you are performing in the following categories, as compared to your best self. Also, if you have finished a certain stage mark it as a 10.															
Evaluation Criteria	January 2014	Notes	February 2014	Notes	March 2014	Notes	April 2014	Notes	May 2014	Notes	June 2014	Notes	Description	Notes	
Director															
Primary staff liaison with board	5	wondering if I should be directing the board more?											attends board meetings, respond to board questions, educate board about school philosophy and operations		
Reports to Board of Directors and is responsible for all negotiations for contracts, deeds and facilities negotiations	5												self explanatory		
Engage and oversee public, media, political relations	5												engage with SDUSD board members and staff. Future: Develop social media strategy and media outreach		
Policy development	5	not much policy getting developed right now											self explanatory		
Administrative implementation and oversight	7												self explanatory		
Oversee legal compliance and documentation for the school	7												self explanatory		
Oversee legal compliance and documentation for the Board (Brown Act, etc)	2												self explanatory		
Submits district, state, and federal compliance documents	7												self explanatory		
Prepare and deliver reports on areas of responsibility	5												same as row 9		
Drafts one- and five- year strategic plans	2	this is something I feel is a big next step											Ocean High School charter, long term facility needs, consulting with other principals about long term strategy, curriculum evolution, yearly milestones.		
Leads strategic plan implementation	N/A												self explanatory (see previous entry)		
Completes Board assigned tasks	6												self explanatory		
Organization															
Establish and follow effective collaborative meeting and decision-making processes	6												developing committees, working with PA,		
Establish effective administrative organization with clear lines of authority and delegation	8												self explanatory		
Promote a school culture of learning, respect and interpersonal effectiveness	8												self explanatory		
Develop master program of the school, including room and teacher assignments	8												self explanatory		
Develop school calendar	8												self explanatory		
Business-Operations															
Oversee budget development and implementation	8												self explanatory		
Submits financial statements to Board	6												self explanatory		
Drafts and implements fiscal policies	8												self explanatory		
Site maintenance and operations oversight	9												self explanatory		
Oversee safety compliance	10												self explanatory		
Liaison with Business Manager or business service provider	8												self explanatory		
School safety oversight and management	9												self explanatory		
Oversee materials supply	8												self explanatory		
Human Resources															
Human resources oversight	8												recruitment, hiring, dismissal, management, feedback, create & revise job descriptions, payroll decisions,		
Labor relations	8												self explanatory		

Implement personnel policies (including Conflict Resolution procedures)	8																				
Provide staff with professional support	9																			workshops, staff training decisions, observations, staff 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 accountability measures	5																			self explanatory	
Oversee state testing	5																			self explanatory	
Student Services																					
Special Education Program Oversight	7																			manage the special education staff (OT, SLT, Ed Specialists), curriculum and intervention	
Manage El Dorado SELPA	7																			attend SELPA 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																					
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	
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 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	
Encourage and inspire others to higher levels of performance, commitment, and motivation	7	would like to consult teachers on this																		self explanatory	
Protect the rights and confidentiality of students and staff	8																			self explanatory	
Total for all milestones																					
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 approved by the Board – options for growth at existing location, options for relocation, options for property purchase by June 30, 2014	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