

Innovations Academy Board Meeting: July 15, 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. Call-in number is provided as a convenience to the public.

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)	
➤ Vote on potential new board member – Eric Ludwig (Nathan)	
➤ Reports	
○ Teacher briefing (Tony)	
○ Financial update (Delano)	
○ Director update (Christine)	
✓ Full time capacity/enrollment	
✓ Part time capacity/enrollment	
✓ Combined ADA (% and #)	
➤ Discussion items	
○ Director evaluation (Danielle)	
○ Approve 2013-14 Revised P-2 ADA report (Christine)	
○ Update on 2013-14 P-3 ADA report (Christine)	
○ Approval of various contracts over \$5,000 for 2014-15 school year, including: ST Math, math curriculum for Middle School, Charter School Management Corp., and Barbara Turbin (cleaning services)	
○ Review IA Fiscal Year Board Calendar and revise if necessary (Nathan)	
○ Common core update (Christine)	
○ SDUSD update (Steve)	
○ Video regarding non-profit boards	

Topic	Minutes
(Christine)	
○ Assign new action items	
➤ 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: June 17, 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	Cheryl Peach	Nathan Cooper	Stephen Rosen	Tony Spitzberg	Danielle Strachman	
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Others in Attendance

Christine Kuglen	Delano Jones	Angela Franklin (teacher)				
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Agenda

Topic	Minutes
➤ Call to order / roll call	Call to order at 6:45 p.m.
➤ Approval of current agenda	Discussion: Patric requests agenda item regarding new Board Members moved to front. Vote: Stephen moves to approve agenda as amended, Cheryl seconds. Unanimous approval.
➤ Approval of prior month meeting minutes	Vote: Cheryl moves to approve prior months meeting minutes, Tony seconds. Unanimous approval with Danielle abstaining.
➤ New Board members (Patric/Christine)	Discussion: Patric introduces Eric Ludwig as candidate for Board member position. Eric is an attorney in San Diego who serves on several other Boards and previously worked with Patric. Eric describes his background and his interest in Innovation Academy.
➤ Review and approval of LCAP plan (Christine/Delano)	Discussion: Christine provides over of LCAP and explains that it is tied to new way schools are going to be funded through LCFF. This new process attempts to give schools more control over funding so student needs can be better met. The LCAP report describes what school is spending money on. Stephen asks questions regarding amount of money designated to be spent on laptop computers and where common core metrics are addressed. Christine clarifies these two issues. Patric requests info about how stakeholder input was solicited and how this is tied into this plan. Christine explains that an online survey was conducted, along with two meetings for parents on campus. Most feedback requested parent education and involvement. This

Topic	Minutes
	<p>feedback was tied into to the LCAP report by setting a goal of the need for parent education. Patric suggests having a section on the web site showing LCAP/LCFF information.</p> <p>Vote: Steve moves to approve LCAP plan, Cheryl seconds. Unanimous approval (Tony absent).</p>
➤ Public comments (3 mins per person)	None.
➤ Reports	
<ul style="list-style-type: none"> ○ Teacher briefing (Tony) 	<p>Discussion : Tony reports that each class just finished “Presentations of Learning” where students presented projects that were significant to their class. 8th graders went on a trip to Northern California, 7th graders went to Big Bear, and 6th graders went to Catalina. Professional development with teachers ongoing to plan goals for next school year.</p> <p>Angela Franklin, a first grade teacher, presents on Place Value Project that she used to teach first grade students place value lessons.</p>
<ul style="list-style-type: none"> ○ Financial update (Delano) <ul style="list-style-type: none"> ✓ Review and approve 2014-2015 budget. ✓ Review and approve 2013-2014 EPA Revenues and expenditure report. ✓ Review and approve 2014-15 Consolidated Application for Funding (CONAPP) 	<p>Discussion:</p> <p>2014-15 Budget</p> <ul style="list-style-type: none"> • Delano provides summary of 2014-15 Budget. Explains that Governor increased contribution rate for employers for teacher retirement system. • Budget based on enrollment for 340 students with 97% attendance rate. Salaries and benefits are roughly 71% of budget. • Vote: Steve moves to approve 2014-15 Budget as presented, Cheryl seconds. Unanimous approval. <p>EPA Report</p> <ul style="list-style-type: none"> • Delano provides summary of EPA Revenues and Expenditure Report. Patric requests that EPA report be placed on IA web site. • Vote: Tony moves to approve EPA report as presented, Nathan seconds. Unanimous approval. <p>CONAPP</p> <ul style="list-style-type: none"> • IA to receive \$48,799 in Title I funding. Christine recommends that IA participates in

Topic	Minutes
	<p>CONAPP for the next year and then evaluate whether to take future funding.</p> <ul style="list-style-type: none"> • Vote: Patric moves to approve 2014-15 Consolidated Application for Funding as presented, Cheryl seconds. Unanimous approval.
<ul style="list-style-type: none"> ○ Director update (Christine) <ul style="list-style-type: none"> ✓ Full time capacity/enrollment ✓ Part time capacity/enrollment ✓ Combined ADA (% and #) 	<p>Discussion: Christine reports that 353 students are enrolled for next year. P1 was 96.62 and Christine expects P2 to be the same.</p>
<p>➤ Discussion items</p>	
<ul style="list-style-type: none"> ○ Ratify approval of second interim financials (Patric) ○ SELPA risk pool (Christine) ○ LCAP report (Christine) ○ Common core update (Christine) ○ SDUSD site visit (Christine) ○ SDUSD update (Stephen) ○ New Board members (Patric) ○ Video regarding non-profit boards (Christine) 	<p>Second Interim Financials</p> <ul style="list-style-type: none"> • No action taken as no need to ratify previous vote. <p>SELPA Risk Pool</p> <ul style="list-style-type: none"> • Christine provides summary of guidelines if Innovations should need to access El Dorado risk pool. <p>Common Core Update</p> <ul style="list-style-type: none"> • Christine provides summary of teacher professional development activities to prepare for common core requirements. <p>SDUSD Site Visit</p> <ul style="list-style-type: none"> • Patric reports that district representatives asked many questions about operation of school and provided feedback on compliance issues. Required that internal policies be updated to address petty cash and employee payroll advances. Regular agenda should be updated to indicate that call-in is provided as a convenience to the public. <p>SDUSD Update</p> <ul style="list-style-type: none"> • Steve provides summary of upcoming school board elections. Steve believes we will have a pro-labor School Board. • Judges ruling in Vergara case – unconstitutional to have seniority and LIFO status because it provides an inequality for educational opportunities for low income students. California Teacher’s Association will appeal this ruling. SDUSD is currently in the

Topic	Minutes
	<p>middle of collective bargaining negotiations.</p> <ul style="list-style-type: none"> • SDUSD is going to run at a deficit next year. Still engaged in selling property so current site may still come up for sale. <p>New Board Members</p> <ul style="list-style-type: none"> • Pattric will be coming off Board in October. The Board currently has at least 1 opening so we need to think of potential candidates.
<ul style="list-style-type: none"> ○ Assign new action items 	
<ul style="list-style-type: none"> ➤ Next board meeting 	
<ul style="list-style-type: none"> ○ Confirm date of next meeting 	July 15, 2014 at 6:30 pm
<ul style="list-style-type: none"> ○ Identify agenda items for next meeting 	<ul style="list-style-type: none"> ○ Vote on new board member – Eric (Patric) ○ Common core update (Christine) ○ SDUSD update (Steve) ○ Video regarding non-profit boards (Christine) ○ Changing normal day of Board meetings (Patric) ○ Director evaluation (Patric) ○ Approve P3 attendance reports
	Adjourned at 8:25 pm.

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?			5	would still love feedback from the board on how much they want me to be directing something	n/a	no board meeting			5	improving. I made a focus of responding promptly to emails from board members and providing a coherent presentation regarding LCAP/LCFF	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				5	not much to do in this category	n/a	no board meeting			8	Completed negotiations. Entered in new negotiations for Media Arts and renewing contracts for next school year	self explanatory				
Engage and oversee public, media, political relations	5				n/a	placed ad in new publication reaching 15,000 folks in our area		attend rally downtown regarding AB1531, inform parents, deliver IA letter to assembly			6	engaged new outreach mini magazine, networking with other charter schools	engage with SDUSD board members and staff. Future: Develop social media strategy and media outreach				
Policy development	5	not much policy getting developed			5	no new policy development					5	no new policy	self explanatory				
Administrative implementation and oversight	7													self explanatory			
Oversee legal compliance and documentation for the school	7					completed first step in legal process with Wendy Tucker of Procopio					9	legally compliant	self explanatory				
Oversee legal compliance and documentation for the Board (Brown Act, etc)	2				n/a	nothing applicable this month						I am wondering if this is partially board responsibility	self explanatory				
Submits district, state, and federal compliance documents	7										10	compliant all year, most recently submitted LCAP	self explanatory				
Prepare and deliver reports on areas of responsibility	5										5	this seems the same as abovef	same as row 9				
Drafts one- and five- year strategic plans	2	this is something I feel is a big next step			5	met with Ray Rodriguez to discuss future					0	facility looking forward to summer to begin	still don't have a plan. I would like to begin work on this during the summer break	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										0	we need to write a strategic plan in order to implement it	self explanatory (see previous entry)				
Completes Board assigned tasks	6										7	I completed any tasks asked of me	self explanatory				
Organization																	
Establish and follow effective collaborative meeting and decision-making processes	6					I feel that I have improved in leading staff					10	teachers are invited to collaborate regularly on a variety of areas of school improvement and objectives	developing committees, working with PA,				
Establish effective administrative organization with clear lines of authority and delegation	8					our team is functioning well					10	complete	self explanatory				

												always a work in progress, I collaborate with school counselor, admin and teachers to continually improve school culture. Due to these collaborations it has been decided to support our 7/8 grade populations to solidify their community by not taking in new students in those grades. That is just one impact of my collaborations		
	8											10	self explanatory	
Develop master program of the school, including room and teacher assignments	8											10	self explanatory	
Develop school calendar	8				n/a							10	self explanatory	
Business-Operations														
Oversee budget development and implementation	8											7	self explanatory	
Submits financial statements to Board	6				n/a							7	self explanatory	
Drafts and implements fiscal policies	8											8	self explanatory	
Site maintenance and operations oversight	9											8	self explanatory	
Oversee safety compliance	10				n/a							10	self explanatory	
Liaison with Business Manager or business service provider	8											10	self explanatory	
School safety oversight and management	9											10	self explanatory	
Oversee materials supply	8				ongoing							10	self explanatory	
Human Resources														
Human resources oversight	8											10	recruitment, hiring, dismissal, management, feedback, create & revise job descriptions, payroll decisions,	
Labor relations	8											10	self explanatory	
Implement personnel policies (including Conflict Resolution procedures)	8											10	self explanatory	
Provide staff with professional support	9											6	workshops, staff training decisions, observations, staff meetings and professional development	
Personnel supervisor-instructional leader	8				observed every teacher							6	observations, feedback, research about best practices	
Conducts staff evaluations	7				met with merit pay candidates							6	self explanatory	
Performance improvement/or letter of reprimand oversight	5				n/a							5	self explanatory	
Achievement-Testing														
Oversee progress on state and federal accountability measures	6											5	self explanatory	
Creates Board report on state and local accountability measures	5				n/a							0	self explanatory	
Oversee state testing	5											10	self explanatory	
Student Services														

Special Education Program Oversight	7									10	success completed successful first year, attended many training sessions, learning many new things	manage the special education staff (OT, SLT, Ed Specialists), curriculum and intervention	
Manage El Dorado SELPA	7									10		attend SELPA meetings, submit paperwork, budget	
Curriculum													
Oversee selection of school curriculum	8									10	purchasing new curriculum	self explanatory	
Oversee the implementation of curriculum and programming	8									10		self explanatory	
Parent-Community Involvement													
Draft and oversee parent policies	8									8	complete	handbooks	
Implement student suspension policies	7									8	complete	discipline	
Implements student expulsion policies	7									8	complete	discipline	
Oversee parent and community relations	5									8	completed	Parent Association, community groups, networking	
Oversee parent liaison	5									8	our PA is not vibrant. I am at a loss in this area	self explanatory	
Student-parent-teacher complaints	8										none that have been made	self explanatory	
Overarching Roles													
Implements provisions of Charter	8									10	our first year with our new charter	self explanatory	
Leads Charter review and renewal process	n/a									N/A	this year no renewal	self explanatory	
Leads school to achieve its mission vision and goals	8									10	our mission is forefront in all we do this is a strength for me. I am well aware of our weaknesses, I reach out for assistance and we make changes based on collaboration, creative ideas and informed pedagogy.	self explanatory	
Assess school needs and create effective plans to meet those needs	8									10		self explanatory	
Leadership and Ethical Conduct													
Demonstrate skills in decision-making, problem-solving, managing change, planning, managing conflict, and evaluating	8									10	I believe I am a skilled leader	self explanatory	
Model personal and professional ethics, integrity, justice, and fairness and expect the same behaviors from others	8				8	ongoing using several pbl resources to support quality				9	I believe I act professionally	self explanatory	
Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity	7				7	projects invitation from Charter Leader team to analyze structure of the newly forming CDC (charter collaborati				5	there is so much conflicting data. I lead based on intelligence, collaboration and expertise in child development and informed decisions based on constructivist pedagogy	self explanatory	
Encourage and inspire others to higher levels of performance, commitment, and motivation	7	would like to consult teachers on this			8	forming CDC (charter collaborati					would like to think I am doing this	self explanatory	
Protect the rights and confidentiality of students and staff	8				7	ongoing				8	self explanatory	self explanatory	
Total for all milestones													
Bonus Milestones													
Implement peer and DIRECTOR reviews based on Q4 model for all teachers	7					spent 2 hours with K. Gallagher at Baker Elem				5	all teachers trained and observed using the Q4 tool. It was not on a schedule regular enough to warrant using it for final evaluations. Teacher expectations and scheduling has been changed for next year so that full implementation of this plan will take place	self explanatory	
All teachers reviewed pursuant to new evaluation procedures (item 1 above) prior to June 2014	6	on track								5	teachers were reviewed informally and upcoming contracts discussed. New eval procedures unknown to me	self explanatory	

Implement merit pay system to be completed by June 1, 2014	6	on track	met with merit pay teachers	7	ongoing evals with teachers	7	ongoing teacher evals and feedback			10	completed merit pay system with teachers. Added to expectations for all teachers for 14-15 yr.	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			1						0	have not completed this task	self explanatory
DRAFT Plan development for Prop Z spending, approved by the Board, submitted to Prop Z approval committee by June 30, 2014	1			5	still researching tech costs for effective internet equipment					0	was not submitted to board by June 30th. Might be ready by July board meeting	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		visited EKAcademy in Las Vegas	5	ongoing meetings	8	visit Northpoir HS in Prescott, AZ			5	working on it	self explanatory

INNOVATIONS ACADEMY FISCAL YEAR BOARD CALENDAR

JULY

- Annual director evaluation (confirm milestones met; POL format?)
- Current year Working Budget due to San Diego Unified
- P-3 Attendance reports due to district (for prior fiscal year)

AUGUST

- Approve Unaudited Actuals
- Annual director evaluation (set upcoming school year milestones)
- Approve upcoming school year employee and parent handbooks

SEPTEMBER

- unaudited actuals: signed certification due September 15
- Review biennial Conflict of Interest Code (even years)
- Submit Biennial Review Reply Form (due Oct 1 of even years)

OCTOBER

- Discuss Prop 39 request (due 11/1)
- Approve revised Working Budget (revised based on actual enrollment)
- Approve amended Conflict of Interest Code (if necessary based on prior review of code)
- Submit amended Conflict of Interest Code (due Nov 15 of even years)
- 20 day attendance report due

OCTOBER ANNUAL RETREAT

- Potential new board members
- Roles of the board
- Board positions and terms
- Annual board calendar
- Strategic planning / goals
- Approve Exhibit B to Director contract

NOVEMBER

- prop 39 request deadline (due 11/1)

DECEMBER

- Approve 1st interim financials – Due to SDUSD December 15,2013
- Approve annual financial audit – Due to State December 15,2013

JANUARY

- P-1 Attendance reports due to SDUSD

FEBRUARY

- Approve ConApp part 2
- Consolidated application part 2 due to CDE by end of February
- Distribute Form 700 to all board members
- Approve 2nd interim financials

MARCH

- 2nd interim financials due to SDUSD March 15, 2014
- Collect Form 700 from all board members

APRIL

- Prepare for SDUSD site visit

MAY

- Review draft working budget for next fiscal year
- P-2 Attendance reports due to district
- SDUSD site visit expected

JUNE

- Approve Working Budget for next fiscal year
- Approve ConApp Part I-Due end of June
- Approve current fiscal year Education Protection Account revenues and expenditure report
- Approve LCAP

INNOVATIONS ACADEMY FISCAL YEAR BOARD CALENDAR

CALENDAR ITEM	DESCRIPTION
20 day attendance report	Charter School 20 Day Attendance Report (Charter 20 Day) includes actual average daily attendance (ADA) and other pupil counts for charter schools that are newly operational or expanding to add one or more grade levels in fiscal year.
Average Daily Attendance (ADA)	The total number of days of student attendance divided by the total number of days in the regular school year. A student attending every day would equal one ADA. ADA is not the same as enrollment, which is the number of students enrolled in each school and district. ADA usually is lower than enrollment due to factors such as students moving, dropping out, or staying home due to illness. The state uses a school district's ADA to determine its general purpose (revenue limit) and some other funding.
Authorizing School District (chartering authority)	The school district that approves the charter under which the charter school operates
Annual director evaluation	Pursuant to section B.5 of the Director Contract, the Director Evaluation takes place as soon as practicable after the close of the fiscal year on June 30. The Director Evaluation follows the self led evaluation criteria using a presentation of learning format.
Annual financial audit	A financial audit prepared by an independent third party auditor engaged by the charter school. By December 15 of each year, charter schools must file copies of their annual independent financial audit reports with their chartering authority, the county superintendent of schools of the county in which the charter school is sited, the State Controller, and the CDE, unless the charter school is encompassed in the financial audit of its chartering agency. [EC §§ 41020, 47605(m), 5 CCR § 19850 et. seq.]
Biennial Conflict of Interest Code (even years)	The Political Reform Act requires every government agency to review its conflict-of-interest code biennially to determine if it is accurate or, alternatively, that the code must be amended. This is done through the Calif. Fair Political Practices Commission.
Consolidated application part 1	The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in Autumn, each local educational agency (LEA) submits Part 1 of the ConApp to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

INNOVATIONS ACADEMY FISCAL YEAR BOARD CALENDAR

CALENDAR ITEM	DESCRIPTION
Consolidated application part 2	Part II of the ConApp is submitted in the Spring of each year and contains the district entitlements for each funded program. Out of each state and federal program entitlement, districts allocate funds for indirect costs of administration, for programs operated by the district office, and for programs operated at schools.
CDE	California Department of Education
Director Contract	The Director Contract is an employment contract that runs from July 1 to June 30 (the fiscal year). The contract includes (1) employment terms; (2) description of the Director position (Exhibit A); and (3) Director milestones (Exhibit B). Achievement of the milestones can result in an increase to overall compensation paid to the Director.
Funding Determination	Charter schools have the choice of receiving funds either directly or through the Authorizing School District (chartering authority). [EC § 47651(a)] Charter schools make this election annually at the end of May with the electronic submission of a CDE Charter Schools Information Sheet and Funding Survey.
IA Handbook (Employee)	
IA Handbook (Family)	
Interim financials (First)	On or before December 15, a first interim financial report that reflects actuals to budget from July 1 through October 31
Interim financials (Second)	On or before March 15, a second interim financial report that reflects actuals to budget from July 1 through January 31
Working Budget	The annual budget for the charter school. Must be submitted to the Authorizing School District (chartering authority) on or before July 1 st
P1	Period 1 Report of average daily attendance and other related data used to calculate principal apportionments.
P2	Period 2 Report of average daily attendance and other related data used to calculate principal apportionments.
P3	Period 3 Report of average daily attendance and other related data used for reporting purposes only not used to calculate principal apportionments.
Prop 39 Request	If requested, requires school districts to provide facilities to charter schools with 80 or more in-district classroom ADA

INNOVATIONS ACADEMY FISCAL YEAR BOARD CALENDAR

CALENDAR ITEM	DESCRIPTION
Retreat (Annual board calendar)	In October of each year, the Board typically has a Board Retreat, which is an all day or half day planning meeting that also typically incorporates the Board's Annual Meeting. During the Board Retreat, the Board selects Board Members to various positions (e.g., Chairman, Vice-chairman, Secretary, Treasurer) and balances the terms of the various Board Members as necessary. During the Retreat, the Board also discusses the roles of the Board and undertakes strategic planning for the upcoming year(s) and establishes / updates short term and long term goals for the Board.
SDUSD	San Diego Unified School District – this is the Authorizing School District (chartering authority) for Innovations Academy
site visit	Annual site visit as part of Authorizing School District (chartering authority) oversight provisions
Unaudited Actuals	On or before September 15, a final unaudited report for the full prior fiscal year in a format prescribed by the Superintendent of Public Instruction.
LCFF	Local Control Funding Formula – [description]
LCAP	Local Control Accountability Plan – [description]
SELPA	Special Education Local Plan Area – [description]