

Innovations Academy Board Meeting: November 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. 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)	
➤ Reports	
○ Teacher briefing (Tony)	
○ Financial update (Delano)	
○ Director update (Christine)	
✓ Full time capacity/enrollment	
✓ Part time capacity/enrollment	
✓ Combined ADA (% and #)	
✓ LCAP implementation	
➤ Action items	
○ Revise Internal Controls Policy (Christine)	
○ Revise policy regarding Director entering contracts without Board approval (Christine)	
○ Vote on Director evaluation annual milestones (Danielle)	
○ Board positions – extend Danielle’s Board term (Nathan)	
○ Discuss moving Board meeting date to Wednesday (Nathan)	
○ Discuss Mission Partners Facilities Payments (Christine)	
○ Approve the 2013-14 Common Core Expenditure Plan (Christine)	
➤ Discussion items	
○ Select policy to review (add policy to each Board meeting agenda - Christine)	

Topic	Minutes
<ul style="list-style-type: none"> ○ Review Board goals (each month - Danielle) ○ Review LCAP goal (Christine) ○ Review conflict of interest code process (Christine) ○ Review Director Evaluation Policy (Danielle) 	
<ul style="list-style-type: none"> ○ Assign new action/discussion items 	
➤ Next board meeting	
<ul style="list-style-type: none"> ○ Confirm date of next meeting 	
<ul style="list-style-type: none"> ○ Identify agenda items for next meeting 	
	Meeting adjourned at

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;
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and
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Innovations Academy Board Meeting: October 18, 2014 @ 9:30 AM

Meeting location(s)

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Board Attendance

Danielle Strachman	Stephen Rosen	Nathan Cooper	Eric Ludwig	Tony Spitzberg		
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Others in Attendance

Christine Kulgen	Delano Jones					
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Agenda

Topic	Minutes
➤ Call to order / roll call	Meeting called to order at 9:42 a.m.
➤ Approval of current agenda	Vote: Nathan moves to approve agenda, Eric seconds. Unanimous approval.
➤ Approval of prior month meeting minutes	Vote: Danielle moves to approve meeting minutes, Eric seconds. Unanimous approval.
➤ Public comments (3 mins per person)	None.
➤ Reports	
○ Teacher briefing (Tony)	Discussion: Tony reports that student led conferences were just completed and hoping to achieve 100% parent participation. Fresh Grade computer platform is currently being rolled out to show student portfolio's and progress to parents.
○ Financial update (Delano)	Discussion: Delano reports that there are no financial red flags to report. IA has 5.1 months of operating cash on hand. Revenue to budget is 91%, which lines up nicely to what was anticipated.
○ Director update (Christine) <ul style="list-style-type: none"> ✓ Full time capacity/enrollment ✓ Part time capacity/enrollment ✓ Combined ADA (% and #) ✓ LCAP implementation ✓ SDUSD site visit draft report 	Discussion: Christine reports that enrollment is currently at 346 students. Planning to do some type of survey of parents in next month to seek feedback regarding LCAP. School district has reported that they will not be providing an on-site visit report for the previous year, and will be combining it with report from previous year.
➤ Action items	
○ Appoint new Board President and Board Secretary	<u>Appoint Board President and Secretary</u>
○ Revise Internal Controls Policy (Christine)	Discussion: Nathan indicates he is available to fill Board President position. Eric indicates he is available to fill Board Secretary position.
○ Revise policy regarding Director entering contracts without Board approval	

Topic	Minutes
<p>(Christine)</p> <ul style="list-style-type: none"> ○ Line of Credit Approval for JP Morgan Chase Bank (Christine) ○ Approve upcoming school year employee and parent handbooks (Christine) 	<p>Vote: Stephen moves to appoint Nathan as Board President, Danielle seconds. Unanimous approval.</p> <p>Board Secretary: Danielle moves to appoint Eric as Board Secretary, Tony seconds. Unanimous approval.</p> <p><u>Revise Internal Controls Policy</u> Tabled until next Board meeting.</p> <p><u>Revise Policy regarding Director Entering Contracts Without Board Approval</u> Tabled until next Board meeting.</p> <p><u>Line of Credit</u> Discussion: Christine requests moving line of credit to Chase and presents Board resolutions necessary to accomplish this.</p> <p>Vote: Eric moves to approve Resolution #1, stating “It is resolved that at the Board of Directors meeting held on 10/14/14, Innovations Academy has agreed to enter into a borrowing agreement with JPMorgan Chase Bank, N.A. for a line of credit in the amount of \$250,000. The specific collateral that is securing the loan transaction: Blanket lien on all business assets of Innovation Academy”, Danielle seconds. Unanimous approval.</p> <p>Eric moves to approve Resolution #2, stating “It is resolved that at the Board of Directors meeting held on 10/14/2014, Innovations Academy approved the following individuals to enter into a borrowing agreement with JPMorgan Chase Bank, N.A. and the individuals listed below are authorized signors of the loan documents,” with Christine Kulgen, Donna Napier, and Stephen Rosen being the designated individuals, Danielle seconds. Unanimous approval.</p> <p>Danielle moves to approve Resolution #3, stating “It is resolved that at the Board of Directors meeting held on 10/14/2014, Innovations Academy approved the following individuals listed below to make loan advances on behalf of Innovations Academy on the line of credit from JPMorgan Chase Bank, N.A.,” with Christine Kulgen, Donna Napier, and Stephen Rosen</p>

Topic	Minutes
	<p>being the designated individuals, Eric seconds. Unanimous approval.</p> <p>Eric moves to approve Resolution #4, stating “It is resolved that at the Board of Directors meeting held on 10/14/2014, Innovations Academy has agreed to enter into an agreement to open and establish a deposit and operating account with JPMorgan Chase Bank, N.A., and close the existing operating account with Pacific Western Bank. Additionally the individuals listed below are authorized signors on the new operating account established with JPMorgan Chase Bank, N.A.,” with Christine Kulgen, Donna Napier, and Stephen Rosen being the designated individuals, Danielle seconds. Unanimous approval.</p> <p><u>Employee and Parent Handbook</u> Discussion: Christine reports that no changes were made to Employee and Parent Handbook for upcoming year other than updating dates. Vote: Danielle moves to approve Employee and Parent Handbook, Stephen seconds. Unanimous approval.</p>
➤ Discussion items	
<ul style="list-style-type: none"> ○ Review conflict of interest code process (Christine) ○ Review Director Evaluation Policy (Danielle) 	<p><u>Conflict of Interest Code</u> Discussion: Christine provides summary of conflict of interest code. Christine explains that Form 700s will be collected in March for submission in April.</p> <p><u>Director Evaluation Policy</u> Discussion: Danielle provides summary of previous discussions regarding revisions to Director Evaluation Policy. Vote: Stephen moves to approve Director Evaluation Policy as presented, Eric seconds. Unanimous approval.</p>
<ul style="list-style-type: none"> ○ Assign new action/discussion items 	<ul style="list-style-type: none"> ○ Revise Internal Controls Policy (Christine) ○ Revise policy regarding Director entering contracts without Board approval (Christine) ○ Select policy to review (add policy to each Board meeting agenda - Christine) ○ Review Board goals (each month - Danielle) ○ Vote on Director evaluation annual milestones (Danielle) ○ Review LCAP goal (Christine)

Topic	Minutes
	<ul style="list-style-type: none"> ○ Board positions – extend Danielle’s Board term (Nathan) ○ Discuss moving Board meeting date to Wednesday (Nathan) ○ Discuss Mission Partners Facilities Payments (Christine)
➤ Board Retreat – see attached agenda	
➤ Next board meeting	
○ Confirm date of next meeting	November 18, 2014 at 6:30 pm.
○ Identify agenda items for next meeting	Meeting adjourned at 1:22 p.m.

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

Secretary

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Innovations Academy

Innovations Academy Monthly Financial Summary

- (1) Any cash flow red flags as far as meeting payroll, etc.
—None to report
- (2) Any delayed income or other events or anticipated events that might cause significant deviation from the budget that we need to address-
As of 10/31/2014 none to report
- (3) Our progress toward the goal of having 6 months operational cash in the bank-
As of 10/31/2014 Innovations Academy has 4.98 months of operating cash in bank
(Cash + Securities + AR) / (Average Expenses past 12 months)
- (4) Our progress toward the goal of having a “self-insured” fund set aside for potential SELPA mitigation—

Innovations Academy

July of 2014 and ending October of 2014.

Upcoming Items

12/1/2014 District objections to Prop 39

In case you missed it

10/31/2014 20 Day Attendance Report

10/31/2014 CBEDS data

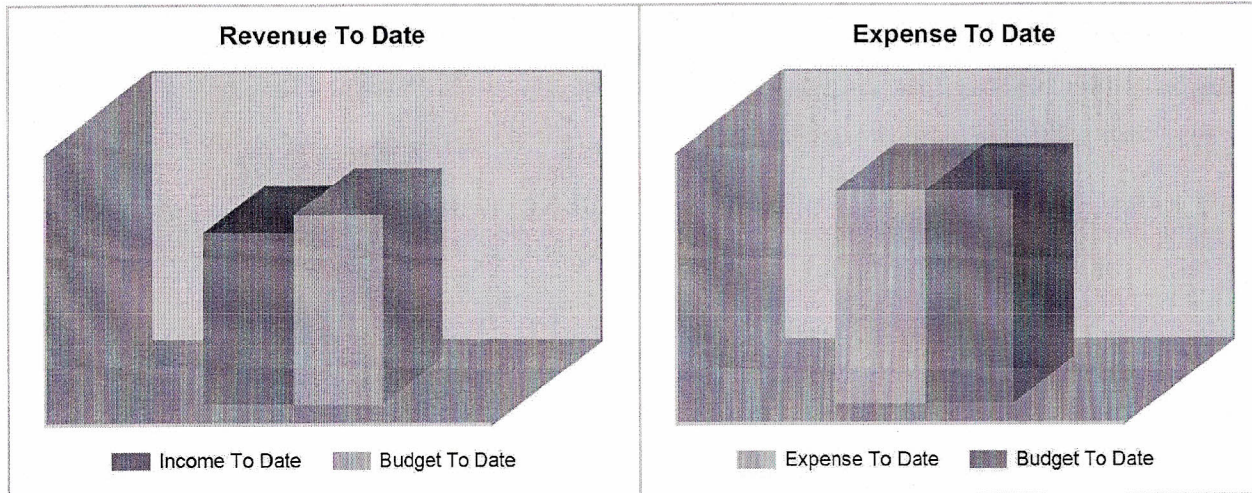
10/31/2014 CELDT testing must be complete

11/1/2014 Petitions due to enable Prop 39 request

11/1/2014 Prop 39 requests due

Total Cash on Hand

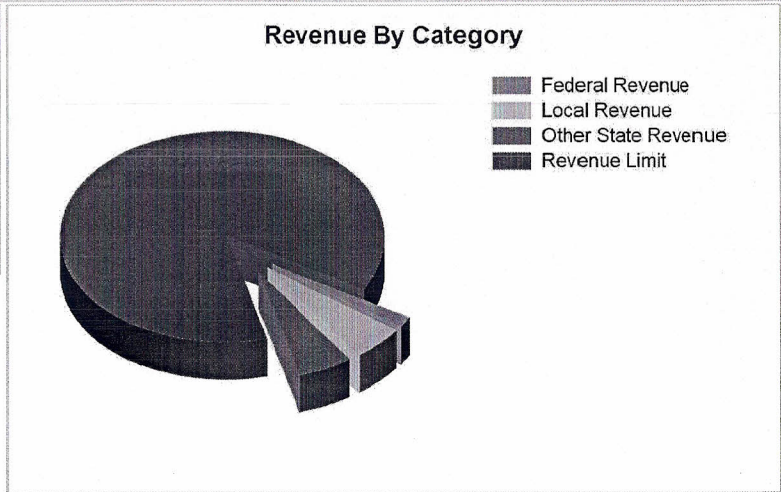
Cash Available: \$926,729



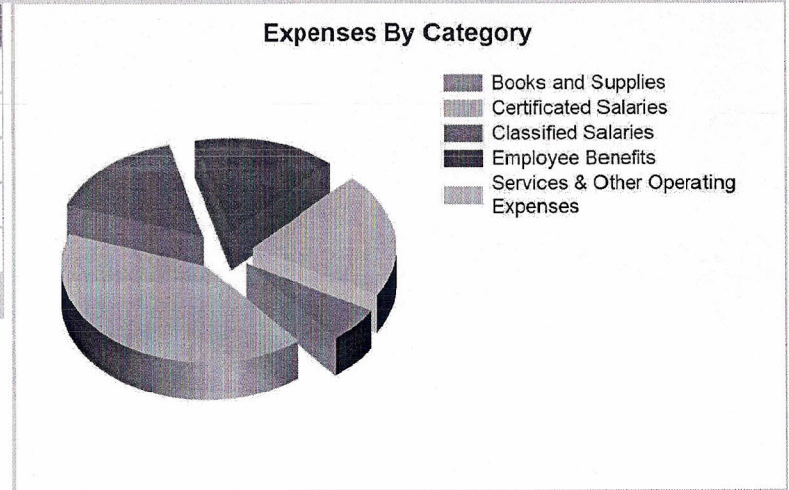
Revenue \$643,143
Budget \$708,142
Revenue To Budget 91%

Expense \$795,119
Budget \$795,531
Expense To Budget 100%

Account Group	Description	Total	Percent
800	Revenue Limit	\$562,689.00	87.49%
820	Federal Revenue	\$10,521.00	1.64%
840	Other State Revenue	\$35,891.12	5.58%
870	Local Revenue	\$34,041.78	5.29%
Total:		\$643,142.90	



Account Category	Description	Total	Percent
100	Certificated Salaries	\$326,801.81	41.10%
200	Classified Salaries	\$125,185.46	15.74%
300	Employee Benefits	\$126,498.32	15.91%
400	Books and Supplies	\$47,586.55	5.98%
500	Services & Other Operating Expenses	\$169,046.92	21.26%
Total:		\$795,119.06	

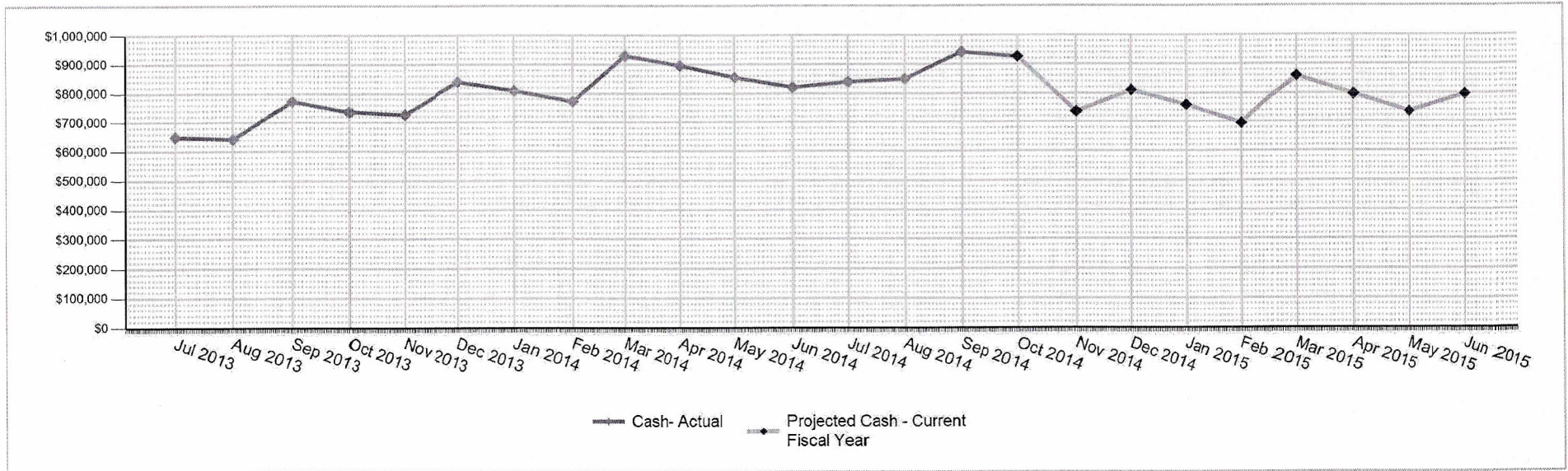


Segment Name	Filter Applied
Object	All
Restriction	All

Account Description	Actual YTD	Budget YTD	Variance \$	Variance %	Total Budget	Budget Remaining
Revenue Limit	\$562,689	\$571,528	(\$8,839)	-1.5%	\$2,081,083	\$1,518,394
Federal Revenue	\$10,521	\$26,104	(\$15,583)	-59.7%	\$99,651	\$89,130
Other State Revenue	\$35,891	\$61,780	(\$25,889)	-41.9%	\$226,119	\$190,228
Local Revenue	\$34,042	\$48,731	(\$14,689)	-30.1%	\$174,146	\$140,104
Total Revenues	\$643,143	\$708,142	(\$64,999)	-9.2%	\$2,580,999	\$1,937,856
Certificated Salaries	\$326,802	\$359,053	\$32,251	9.0%	\$1,077,159	\$750,357
Classified Salaries	\$125,185	\$123,317	(\$1,868)	-1.5%	\$369,952	\$244,767
Employee Benefits	\$126,498	\$122,283	(\$4,215)	-3.4%	\$366,850	\$240,351
Total Personnel Expenses	\$578,486	\$604,653	\$26,168	4.3%	\$1,813,960	\$1,235,475
Books and Supplies	\$47,587	\$28,458	(\$19,129)	-67.2%	\$85,374	\$37,788
Services & Other Operating Expenses	\$169,047	\$153,153	(\$15,894)	-10.4%	\$459,459	\$290,412
Capital Outlay	-	\$1,705	\$1,705	100.0%	\$5,115	\$5,115
Other Outgo	-	\$7,561	\$7,561	100.0%	\$22,683	\$22,683
Total Operational Expenses	\$216,633	\$190,877	(\$25,756)	-13.5%	\$572,631	\$355,998
Total Expenses	\$795,119	\$795,531	\$412	0.1%	\$2,386,592	\$1,591,473
Net Income	(\$151,976)	(\$87,388)	(\$64,588)	-73.9%	\$194,408	\$346,384

Segment Name	Filter Applied
Object	All
Restriction	All

Liquidity Ratio	11.9
Assets	
Current Assets	
Cash	\$926,729
Accounts Receivables	\$68,423
<i>Total Current Assets</i>	<i>\$995,152</i>
Fixed Assets	
<i>Total Fixed Assets</i>	
Other Assets	
<i>Total Other Assets</i>	
Total Assets	\$995,152
Liabilities And Net Assets	
Current Liabilities	
Accounts Payable	\$83,761
<i>Total Current Liabilities</i>	<i>\$83,761</i>
Long Term Liabilities	
<i>Total Long Term Liabilities</i>	
Total Liabilities	\$83,761
Net Assets	
Restricted Net Assets	\$158,106
Unrestricted Net Assets	\$905,261
Profit/Loss YTD	(\$151,976)
<i>Total Net Assets</i>	<i>\$911,391</i>
Total Liabilities And Net Assets	\$995,152



	Cash Amount	Actual or Projected
July 2013	\$649,507.82	Actual
August 2013	\$642,235.88	Actual
September 2013	\$772,763.69	Actual
October 2013	\$736,021.11	Actual
November 2013	\$726,498.54	Actual
December 2013	\$840,280.78	Actual
January 2014	\$809,336.02	Actual
February 2014	\$771,839.37	Actual
March 2014	\$929,896.14	Actual
April 2014	\$895,665.04	Actual
May 2014	\$854,759.93	Actual
June 2014	\$819,893.80	Actual

	Cash Amount	Actual or Projected
July 2014	\$838,927.49	Actual
August 2014	\$848,682.94	Actual
September 2014	\$941,962.44	Actual
October 2014	\$926,729.17	Actual
November 2014	\$736,895.00	Projected
December 2014	\$810,132.00	Projected
January 2015	\$759,269.00	Projected
February 2015	\$695,627.00	Projected
March 2015	\$859,866.00	Projected
April 2015	\$796,335.00	Projected
May 2015	\$735,013.00	Projected
June 2015	\$795,581.00	Projected

Name and Date of Eval 2014
 including strengths, weaknesses, and how [uxiy2y1wwox2rgd/Reporton](#)

Metric Tracking	2013/2014 Year Baseline	Goals
Student achievement:		
Project Based Learning: Number of projects learning experiences	3 per teacher minimum 61	per year 80
Math (pre and post measures)	MAP test report ordered	Oct 1
Language Arts (pre and post measures)	MAP test ordered	added by Oct 1
Financials:		
Cash net balance (nest egg)	\$700K at May close	
Ability to make all payments on time	100.00%	
Staff:		
Development workshops (for future years, have the teachers rate the workshops on effectiveness and applicability)	4 (Judo Math, PD, Questioning Techniques, Reflection Pages)	Workshops to start the year: Math Solutions, Discipline Documentation, Beginning the year with 16 teachers. 2 are new to IA
Staff retention (of those not let go)	93.75%	
Number of complaints about the Director from teachers to the Board	0	0
Student Community:		
Student Numbers from beginning to end of year	P1- 324.48; P2-320.51 P3- 319.50 P1- 96.62%; P2-95.68% P3- 95.59%	358 (anticipated in fall)
Attendance Rate	95.59%	
Parent Community:		
Number of complaints about the Director from parents	1 (Field trip concern)	0
Number of repeat complaints (from the same parents)	0	0
Number of repeat complaints (the same type of complaint)	0	0
District Needs:		
Percent of district paperwork sent in on time	100.00%	100
Number of complaints about IA received by the district and reported to the Director	0	0

Directions: Please rate yourself from 0 - 10 on how

Evaluation Criteria and Descriptions	July 2014 (End of last year's eval)	Notes

Primary staff liaison with board (attends board meetings, respond to board questions, educate board about school philosophy and operations)

improving. I made a focus of responding promptly to emails from board members and providing a coherent presentation
6 regarding LCAP/LCFF

Reports to Board of Directors and is responsible for all negotiations for contracts, deeds and facilities negotiations

Completed negotiations. Entered in new negotiations for Media Arts and renewing contracts for
8 next school year

Engage and oversee public, media, political relations (engage with SDUSD board members and staff. Future: Develop social media strategy and media outreach)

engaged new outreach mini magazine, networking with other charter
5 schools

Policy development

new teacher
9 expectations created

Administrative implementation and oversight
Oversee legal compliance and documentation for the school

8
10 legally compliant

Oversee legal compliance and documentation for the Board (Brown Act, etc)

I am wondering if this is partially board
6 responsibility compliant all year, most recently
10 submitted LCAP this seems the same
5 as above

Submits district, state, and federal compliance documents
Prepare and deliver reports on areas of responsibility (same as row 9)
Drafts one- and five- year strategic plans (Ocean High School charter, long term facility needs, consulting with other principals about long term strategy, curriculum evolution, yearly milestones.)

still don't have a plan.
I would like to begin work on this during
4 the summer break

Leads strategic plan implementation	we need to write a strategic plan in order to implement it
Completes Board assigned tasks	I completed any tasks asked of me
Organization	
Establish and follow effective collaborative meeting and decision-making processes (developing committees, working with PA)	teachers are invited to collaborate regularly on a variety of areas of school improvement and objectives
Establish effective administrative organization with clear lines of authority and delegation	10 complete
	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
Creates a collaborative school culture. Develop master program of the school, including room and teacher assignments	10 this is a strength
	this is a strength. Donna supports me on this. We have submitted our calendar for next year.
Develop school calendar	10 calendar for next year.
Business-Operations	
Oversee budget development and implementation	I realized this year that starting IA during very trying financial times has created a very frugal administrative approach to finance

Submits financial statements to Board	this should really say oversees financial statements being presented to board
Drafts and implements fiscal policies	8 see number 26 above I feel I have some responsibility in the fact that the district has assigned a full time custodian to IA. continuing with no safety issues
Site maintenance and operations oversight	8
Oversee safety compliance	10 no comment
Liaison with Business Manager or business service provider	10 see #30
School safety oversight and management	thank goodness for Donna!
Oversee materials supply	10 Donna!

Human Resources

Human resources oversight (recruitment, hiring, dismissal, management, feedback, create & revise job descriptions, payroll decisions)	these months are heavy for HR. I hired an art teacher, a 3rd and 6th grade teacher handled difficult end of the year changes
Labor relations	10 well
Implement personnel policies (including Conflict Resolution procedures)	10 successful
Provide staff with professional support (workshops, staff training decisions, observations, staff meetings and professional development)	would like to observe more often next year
Personnel supervisor-instructional leader (observations, feedback, research about best practices)	6 see #38
Conducts staff evaluations	the merit pay goals and review worked great. Will be implementing the goal structure for all staff this coming year
Performance improvement/or letter of reprimand oversight	would like to work on developing formal letters for end of the 6 year feedback to staff

Achievement-Testing

Oversee progress on state and federal accountability measures	4 work in progress
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Creates Board report on state and local accountability measures	I have given reports but not created written 5 reports
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Oversee state testing	attended preparation, oversight of assessment 10 coordinator
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Student Services

Special Education Program Oversight (manage the special education staff (OT, SLT, Ed Specialists), curriculum and intervention)	10 success
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Manage El Dorado SELPA (attend SELPA meetings, submit paperwork, budget)	completed successful first year, attended many training sessions, learning many new things 10
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Curriculum

Oversee selection of school curriculum	purchasing new 10 curriculum
Oversee the implementation of curriculum and programming	10

Parent-Community Involvement

Draft and oversee parent policies (handbooks)	9 complete
Implement student suspension policies	8 complete
Implements student expulsion policies	8 complete

Oversee parent and community relations (Parent Association, community groups, networking)	8 completed our PA is not vibrant. I am at a loss in this
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Oversee parent liaison	6 area none that have been
Student-parent-teacher complaints	6 made

Overarching Roles

Implements provisions of Charter	our first year with our 10 new charter
Leads Charter review and renewal process	9 this year no renewal our mission is
Leads school to achieve its mission vision and goals	10 forefront in all we do

Assess school needs and create effective plans to meet those needs	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 10 informed pedagogy.
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Leadership and Ethical Conduct

Demonstrate skills in decision-making, problem-solving, managing change, planning, managing conflict, and evaluating Model personal and professional ethics, integrity, justice, and fairness and expect the same behaviors from others

I believe I am a skilled
10 leader

I believe I act
9 professionally

there is so much conflicting data. I lead based on intelligence, collaboration and expertise in child development and informed decisions based on constructivist
6 pedagogy

Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity

would like to think I
8 am doing this

Encourage and inspire others to higher levels of performance, commitment, and motivation
Protect the rights and confidentiality of students and staff

8 self explanatory

Total for all milestones

Bonus Milestones

DRAFT Plan development for Prop Z spending, approved by the Board, submitted to Prop Z approval committee by June 30, 2015: \$1,000

was not submitted to board by June 30th.
Might be ready by July
4 board meeting

Complete primary DRAFT of new High School Charter or current IA Charter revision, by June 30, 2015 inclusive of Board review and approval: \$1,000

4 working on it

Create a DRAFT outline five year strategic plan by June 30, 2015 inclusive of Board review and approval which includes: \$3,000

- Facility
- Academics
- Growth
- Instructional Philosophy
- Student Assessment
- Financial

have not completed
4 this task

Actuals

(Please put your name

well you are performing in the following categories. Ratings = 0 No progress or N/A; 1-2 Initial Legwork;

Board

**Commentary from
July 2014 (Please
put your name and
then your
comment)**

November

Notes

January 2015

Notes

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Danielle - I think this number is too low. Christine attends all meetings and is the primary liaison with the staff. We should talk about if there is enough direction from her though.

Danielle - I would assume we're only writing policy when it's needed...not just to write policy. Maybe we need to talk about what policies are needed to figure out if the goal is stated properly.

Danielle - Agree with Christine's statement. Maybe this isn't a goal for her.

Danielle - board can help with this to develop a plan.

Danielle - board can help with this to develop a plan.

Danielle - I'd rate this higher. So many schools have tanked that started our year. Christine has excelled here.

Danielle - agree
with Christine's
thoughts.

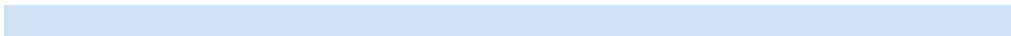
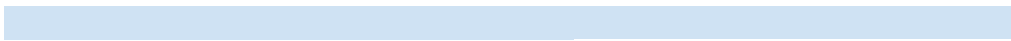
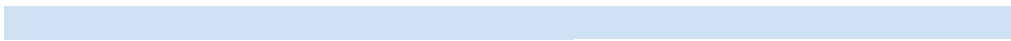
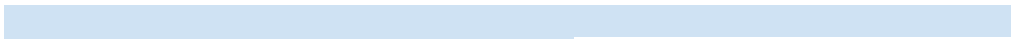
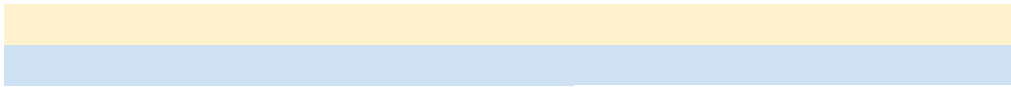




Danielle - maybe
board can help with
this.







3-4 Moving Towards Completion; 5-6 Meets Expectations; 7-8 Exceeds

April 2015

Notes

July 2015









**Board
Commentary
(Please put your
name and then
your comment)**

Notes







Name and Date of Eval 2014
 including strengths, weaknesses, and how [uxiy2y1wwox2rgd/Reporton](#)

Metric Tracking	2013/2014 Year Baseline	(Please put your
Student achievement:		
Project Based Learning: Number of projects learning experiences	3 per teacher minimum 61	
Math (pre and post measures)	MAP test report ordered	
Language Arts (pre and post measures)	MAP test ordered	
Financials:		
Cash net balance (nest egg)	\$700K at May close	
Ability to make all payments on time	100.00%	
Staff:		
Development workshops (for future years, have the teachers rate the workshops on effectiveness and applicability)	4 (Judo Math, PD, Questioning Techniques, Reflection Pages)	
Staff retention (of those not let go)	93.75%	
Number of complaints about the Director from teachers to the Board	0	
Student Community:		
Student Numbers from beginning to end of year	P1- 324.48; P2-320.51 P3- 319.50	
Attendance Rate	P1- 96.62%; P2-95.68% P3- 95.59%	
Parent Community:		
Number of complaints about the Director from parents	1 (Field trip concern)	
Number of repeat complaints (from the same parents)	0	
Number of repeat complaints (the same type of complaint)	0	
District Needs:		
Percent of district paperwork sent in on time	100.00%	
Number of complaints about IA received by the district and reported to the Director	0	
Directions: Please rate yourself from 0 - 10 on how		

Evaluation Criteria and Descriptions	October 2013 (Eval not started until Jan)	Notes
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Primary staff liaison with board (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
Engage and oversee public, media, political relations (engage with SDUSD board members and staff. Future: Develop social media strategy and media outreach)

Policy development

Administrative implementation and oversight

Oversee legal compliance and documentation for the school

Oversee legal compliance and documentation for the Board (Brown Act, etc)
Submits district, state, and federal compliance documents
Prepare and deliver reports on areas of responsibility (same as row 9)
Drafts one- and five- year strategic plans (Ocean High School charter, long term facility needs, consulting with other principals about long term strategy, curriculum evolution, yearly milestones.)

Leads strategic plan implementation
Completes Board assigned tasks

Organization

Establish and follow effective collaborative meeting and decision-making processes (developing committees, working with PA)

Establish effective administrative organization with clear lines of authority and delegation

Creates a collaborative school culture.
Develop master program of the school, including room and teacher assignments

Develop school calendar

Business-Operations

Oversee budget development and implementation

Submits financial statements to Board

Drafts and implements fiscal policies

Site maintenance and operations oversight

Oversee safety compliance

Liaison with Business Manager or business service provider

School safety oversight and management

Oversee materials supply

Human Resources

Human resources oversight (recruitment, hiring, dismissal, management, feedback, create & revise job descriptions, payroll decisions)

Labor relations

Implement personnel policies (including Conflict Resolution procedures)

Provide staff with professional support (workshops, staff training decisions, observations, staff meetings and professional development)

Personnel supervisor-instructional leader (observations, feedback, research about best practices)

Conducts staff evaluations

Performance improvement/or letter of reprimand oversight

Achievement-Testing

Oversee progress on state and federal accountability measures

Creates Board report on state and local accountability measures

Oversee state testing

Student Services

Special Education Program Oversight (manage the special education staff (OT, SLT, Ed Specialists), curriculum and intervention)

Manage El Dorado SELPA (attend SELPA meetings, submit paperwork, budget)

Curriculum

Oversee selection of school curriculum
Oversee the implementation of curriculum
and programming

Parent-Community Involvement

Draft and oversee parent policies
(handbooks)
Implement student suspension policies
Implements student expulsion policies
Oversee parent and community relations
(Parent Association, community groups,
networking)

Oversee parent liaison
Student-parent-teacher complaints

Overarching Roles

Implements provisions of Charter
Leads Charter review and renewal process
Leads school to achieve its mission vision
and goals

Assess school needs and create effective
plans to meet those needs

Leadership and Ethical Conduct

Demonstrate skills in decision-making,
problem-solving, managing change, planning,
managing conflict, and evaluating
Model personal and professional ethics,
integrity, justice, and fairness and expect the
same behaviors from others
Make and communicate decisions based
upon relevant data and research about
effective teaching and learning, leadership,
management practices, and equity

Encourage and inspire others to higher levels
of performance, commitment, and motivation
Protect the rights and confidentiality of
students and staff

Total for all milestones

Bonus Milestones

Implement peer and Director reviews based
on Q4 model for all teachers
All teachers reviewed pursuant to new
evaluation procedures (item 1 above) prior to
June 2014

Implement merit pay system to be completed by June 1, 2014

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

DRAFT Plan development for Prop Z spending, approved by the Board, submitted to Prop Z approval committee by June 30, 2014

Complete primary DRAFT of new High School Charter or current IA Charter revision, by June 30, 2014 inclusive of Board review and approval

Goals

teacher per year

80

by Oct 1

added by Oct 1

Workshops to start
the year: Math
Solutions, Discipline
Documentation,
beginning the year
with 16 teachers. 2
are new to IA

358 (anticipated in
fall)

well you are performing in the following categories. Ratings = 0 No progress or N/A; 1-2 Initial Legwork;

January 2014	Notes	April 2014	Notes	July 2014
	wondering if I should be 5 directing the board more?		would still love feedback from the board on how much they want me to be directing 5 something	6

5		5 not much to do in this category	8
5	placed ad in new publication reaching 15,000 folks in our area	n/a	5
5	not much policy getting developed right now	5 no new policy development	9
7			8
7	completed first step in legal process with Wendy Tucker of Procopio	5 no new legal or documenting	10
2		n/a	6
7		nothing applicable this month	10
5			5
N/A	2 this is something I feel is a big next step	5 met with Ray Rodriquez to discuss future facility looking forward to summer to begin	4
6			4
6		7 I feel that I have improved in leading staff meetings	10
8		8 our team is functioning well	10
8		8 team collaboration has improved this year	10
8		10	10
8		n/a	10
8		no work this month	10

8		8 attend LCFF training	8
6	n/a	no new policy	8
8		8 start creating LCAP framework	8
9		dealing with custodial 8 inconsistencies	8
10	n/a	no safety issues: donna assigned to safety plan development	10
8		ongoing communication with 8 Delano	10
9		8 running smoothly	10
8	ongoing	donna assigned to orders, approved by me	10

8		8	10
8		8	10
8		8 no needed interventions	10

9		7 weekly meetings	6
8	observed every teacher	observations using Q4, attend 7 USD leadership info with Tony	6
7	met with merit pay 7 candidates	6 love Q4, struggling with time	6
5	n/a	none needed	6

6			4
5	n/a		5
5		6 preparation	10

7			10
7			10

8 10

8 10



8 9

7 8

7 8

5 8

5 6

8 6



8 10

n/a 9

8 10

8 10



8 10

8 9

7 6

would like to consult
7 teachers on this 8

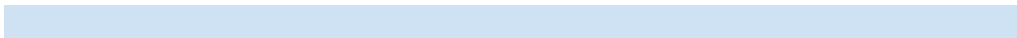
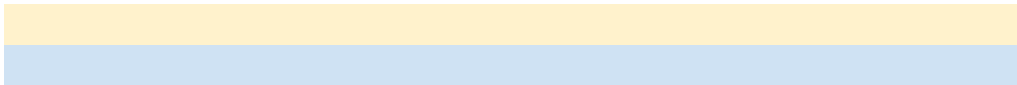
8 8



spent 2 hours with K.
7 Gallagher at Baker Elem 5

6 on track 5

met with merit pay 6 teachers	7 ongoing evals with teachers	10
1	1	4
1	still researching tech costs for 5 effective internet equipment	4
visited EKAcademy in Las 4 Vegas	5 ongoing meetings	4



3-4 Moving Towards Completion; 5-6 Meets Expectations; 7-8 Exceeds

Board Commentary (Please put your name and then your comment)

Notes

improving. I made a focus of responding promptly to emails from board members and providing a coherent presentation regarding LCAP/LCFF

Danielle - I think this number is too low. Christine attends all meetings and is the primary liaison with the staff. We should talk about if there is enough direction from her though.

Completed negotiations. Entered in new negotiations for Media Arts and renewing contracts for next school year

engaged new outreach mini magazine, networking with other charter schools

new teacher expectations created

legally compliant

I am wondering if this is partially board responsibility compliant all year, most recently submitted LCAP

this seems the same as above

still don't have a plan. I would like to begin work on this during the summer break we need to write a strategic plan in order to implement it I completed any tasks asked of me

teachers are invited to collaborate regularly on a variety of areas of school improvement and objectives

complete 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

this is a strength

this is a strength. Donna supports me on this. We have submitted our calendar for next year.

Danielle - I would assume we're only writing policy when it's needed...not just to write policy. Maybe we need to talk about what policies are needed to figure out if the goal is stated properly.

Danielle - Agree with Christine's statement. Maybe this isn't a goal for her.

Danielle - board can help with this to develop a plan.
Danielle - board can help with this to develop a plan.

I realized this year that starting IA during very trying financial times has created a very frugal administrative approach to finance this should really say oversees financial statements being presented to board

see number 26 above

I feel I have some responsibility in the fact that the district has assigned a full time custodian to IA.

continuing with no safety issues

no comment
see #30

thank goodness for Donna!

these months are heavy for HR. I hired an art teacher, a 3rd and 6th grade teacher handled difficult end of the year changes well

successful

would like to observe more often next year

see #38

the merit pay goals and review worked great. Will be implementing the goal structure for all staff this coming year would like to work on developing formal letters for end of the year feedback to staff

work in progress

I have given reports but not created written reports
attended preparation, oversight of assessment coordinator

success

completed successful first year, attended many training sessions, learning many new things

Danielle - I'd rate this higher. So many schools have tanked that started our year. Christine has excelled here.
Danielle - agree with Christine's thoughts.

purchasing new curriculum

complete
complete
complete

completed

our PA is not vibrant. I am at a loss in this area
none that have been made

Danielle - maybe board can help
with this.

our first year with our new charter
this year no renewal

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.

I believe I am a skilled leader

I believe I act professionally
there is so much conflicting data. I lead based
on intelligence, collaboration and expertise in
child development and informed decisions
based on constructivist pedagogy

would like to think I am doing this

self explanatory

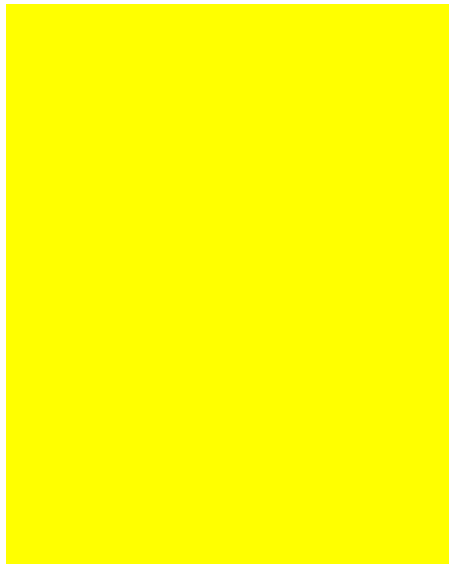
all teachers trained and observed using the Q4
tool. It was not on a schedule regular enough to
warrant using it for final evaluations. Teacher
expectations and scheduling has been changed
for next year so that full implementation of this
plan will take place
teachers were reviewed informally and
upcoming contracts discussed. New eval
procedures unknown to me

completed merit pay system with teachers.
Added to expectations for all teachers for 14-15
yr.

have not completed this task

was not submitted to board by June 30th. Might
be ready by July board meeting

working on it



IA Board Goals and Timeline for Completion for the 2014/15 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 (Ongoing)
 - a. Identify required policies and confirm that we have them in place on our policy index.
 - b. Review one policy monthly, revise if needed, and write issue/revision date on policy index.
3. Community Outreach (Ongoing)
 - a. Media coverage; Exhibition Night op ed piece, general education articles and blog posts.
 - b. Fill board seats.
 - c. Have prominent community figures attend events at IA.
4. Develop Fundraising strategy for implementing our fundraising goals (Ongoing)
 - a. Develop fundraising strategy and needs for Innovations Academy (Currently in process with Steve and Eric as of October 18th, 2014)
5. 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.
6. Prepare the board for going through the process of hiring a new director. (Due by December 2015)
7. Create a board governance packet for existing and new members (include nomination strategy - Nate will gather information) (Due by December 2015)
8. Support director in creating strategy documents such as a site plan, five year plan, high school charter, etc. (Ongoing)

Short Term Goals

1. Make corrections from the previous SDUSD audit. (On hold until audit is received from SDUSD)
 - 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.
2. Understand and mitigate our self ensured position within the new SELPA by having 6 months of financial runway at all times. (Due by January 2015 - Delano will report on this each month)
3. Identify new board members.
4. Each board member taking responsibility for getting their questions about board agendas and documents before the meeting in line with the Brown Act.