

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

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	
✓ SDUSD site visit draft report	
➤ Action items	
○ Appoint new Board Chair and Board Secretary	
○ Revise Internal Controls Policy (Christine)	
○ Revise policy regarding Director entering contracts without Board approval (Christine)	
○ Line of Credit Approval for JP Morgan Chase Bank (Christine)	
○ Approve upcoming school year employee and parent handbooks (Christine)	
➤ Discussion items	
○ Review conflict of interest code process (Christine)	
○ Review Director Evaluation Policy (Danielle)	
○ Assign new action/discussion items	

Topic	Minutes
➤ Board Retreat – see attached agenda	
➤ 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: September 16, 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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Board Attendance

Patric Rawlins	Tony Spitzberg	Stephen Rosen	Nathan Cooper	Eric Ludwig	Danielle Strachman	
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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 6:37 p.m.
➤ Approval of current agenda	Vote: Eric moves to approve agenda, Stephen seconds. Unanimous approval.
➤ Approval of prior month meeting minutes	Eric moves to approve meeting minutes from August 7, 2014 and September 9, 2014 meeting minutes, Danielle seconds. Unanimous approval with Stephen abstaining.
➤ Public comments (3 mins per person)	None.
➤ Reports	
○ Teacher briefing (Tony)	Discussion: Tony delivers presentation on 6-8 th graders attending YMCA Camp Surf. Goal of trip was to achieve a team building experience for students. Students were put into groups and given objectives that they could not achieve without everyone in the group helping each other. This program assisted students in quickly building bonds with each other, and they discussed how they could bring these team building principles into the classroom as they work on group projects throughout the year. Christine reported positive feedback she received from other teachers who attended Camp Surf.
○ Financial update (Delano)	Discussion: Delano provides overview of financial report and explains that there are currently no financial concerns to report. There is only one month of data in current fiscal year, but based on current financial projections budget looks in good shape for coming year. Last year's net income was \$383,481. Delano also discusses having the Board designate a certain amount of money, possibly between \$250,000 and \$300,000, as

Topic	Minutes
	<p>a reserve fund in case any unexpected expenses arise. Patric requests explanation of how new funding model will affect budget in the coming year. Delano explains that IA is expected to receive year over year funding increase.</p>
<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 #) ✓ LCAP implementation ✓ SDUSD site visit draft report 	<p>Discussion: Christine explains that enrollment is currently at 266 full-time and 49 part-time students, which is an increase over last year. IA is trying new math curriculum for middle school students. District has been contacted but they do not have the site visit report completed yet. IA currently has 2 more years on current lease. Christine was able to obtain 2 more rooms that IA should have access to beginning on October 1, 2014. A meeting has been scheduled with Lee Delgruff, head of real estate for the District, to discuss longer term facility needs. Christine reports that she is currently focused on identifying a facility for 2 years from now. Danielle asks how over-enrollment worked. Christine reports that it worked well as most classes are now at 25 even though some enrolled for 28. Patric asks if any preparation has been made for meetings with parents regarding LCAP. Christine explains that she will plan on adding information regarding LCAP to weekly message sent to parents. Patric requests giving parents opportunity to provide feedback into LCAP process. Stephen requests update on media arts. Christine reports that IA is using Prop Z money to buy new computer for media arts, and has hired new media arts teacher.</p>
<p>➤ Discussion items</p>	
<ul style="list-style-type: none"> ○ Review IA Fiscal Year Board Calendar (Patric) ○ Review draft director evaluation policy (Danielle) ○ Approve contracts over \$5,000 (Christine) <ul style="list-style-type: none"> ✓ Pearson, Connected Mathematics 3, Middle School Curriculum 6th-8th ✓ Beast Academy Math Curriculum for grades 3-5 ✓ FOSS Kits aligned with Next Generation Science Standards; K-8 ✓ Middle School YMCA Teambuilding/Leadership Field Trip 	<p><u>Approval of Contracts</u></p> <p>Discussion: Christine reports that IA is no longer going to use a PE consultant as there is a teacher's aid who is also a coach and can fill this role. Christine also reports that Math licenses are for six years, and these are programs that District ended up choosing as well. FOSS kits are very helpful as they have all materials required for science lessons. FOSS kits are currently being purchased to cover Earth Science lessons, and more kits may be purchased later covering other areas. These kits are also aligned with Next Generation Science standards.</p> <p>Vote:</p> <p>Eric moves to approve Director entering contract for Pearson, Connected Mathematics 3, Middle School Curriculum for grades 6-8, Stephen seconds.</p>

Topic	Minutes
<ul style="list-style-type: none"> ✓ Spatial-Temporal Math Online Program for 1st-8th (ST MATH) ✓ Physical Education Coach/Consultant ✓ Cleaning Services as needed ✓ Sharp Copier Contract ○ Increase Director’s ability to enter into contracts without Board approval from \$5,000 to \$15,000 (Christine) ○ Nominations for Board positions (Patric) ○ Review agenda for October retreat (Nathan) ○ Review biannual conflict of interest code (Patric) ○ Review internal controls policy, including petty cash and employee payroll advances (Nathan/Patric) ○ Adopt resolution regarding education protection account (Patric) ○ Request of Stephen Rosen to write article on teacher evaluations (Stephen) ○ Accept a line of credit with Chase Bank for \$250,000 (Christine) ○ Close account and line of credit with Pacific Western (Christine) 	<p>Unanimous approval.</p> <p>Eric moves to approve Director entering contract for Beast Academy Math Curriculum for grades 3-5, Stephen seconds. Unanimous approval.</p> <p>Eric moves to approve Director entering contract for FOSS Kits aligned with Next Generation Science Standards for grades K-8, Stephen seconds. Unanimous approval.</p> <p>Eric moves to approve Director entering contract for Middle School YMCA Teambuilding/Leadership Field Trip, Stephen seconds. Unanimous approval.</p> <p>Eric moves to approve Director entering contract for Spatial-Temporal Math Online Program for grades 1 - 8, Stephen seconds. Unanimous approval.</p> <p>Eric moves to approve Director entering contract for cleaning services as needed, Stephen seconds. Unanimous approval.</p> <p>Eric moves to approve Director entering contract for Sharp Copier Contract, Stephen seconds. Unanimous approval.</p>
	<p><u>Biannual Conflict of Interest Code</u></p>
	<p>Discussion: Patric explains that IA has a conflict of interest code that applies to Board members and certain employees. Every 2 years Board has to review conflict of interest code and make any changes if necessary. Patric proposes revising titles of existing position to Director.</p> <p>Vote: Patric moves to change title in IA Conflict of Interest Code from Principal to Director and submit Local Agency Biannual Notice Form, Eric seconds. Unanimous approval.</p>
	<p><u>Internal Controls Policy</u></p>
	<p>Discussion: Patric explains that Internal Controls Policy needs to be reviewed with attention paid to petty cash and payroll advances. Christine reports that she will revise current policy and present it at next Board meeting.</p>

Topic	Minutes
	<p data-bbox="824 268 1365 331"><u>Adopt Resolution Regarding Education Protection Account</u></p> <p data-bbox="824 342 1386 405">Discussion: Pattric explains need to adopt resolution regarding education protection account.</p> <p data-bbox="824 415 1411 594">Vote: Pattric moves to adopt resolution Resolution No. 2014-001, Resolution Of The Board Of Directors Of Innovations Academy Charter School Regarding The Education Protection Account, Stephen seconds. Unanimous approval.</p> <p data-bbox="824 636 1159 667"><u>Article on Teacher Evaluations</u></p> <p data-bbox="824 678 1427 888">Discussion: Stephen explains that he has been an advocate for teacher evaluations that are not only test centric. Stephen reports that he was asked to write an article about how teacher evaluations were done at IA. Christine indicates she can meet with Stephen to discuss items to include in this article.</p> <p data-bbox="824 930 1419 993"><u>Increase Director's Ability to Enter Into Contracts from \$5,000 to \$15,000</u></p> <p data-bbox="824 1003 1422 1297">Discussion: Christine explains need to increase dollar amount limit on Director's ability to enter into contracts without Board approval in order to prevent slow downs in acquisition process. Delano explains that other schools have limits as high as \$50,000. Pattric requests that Board still be notified of expenditures between \$5,000 and \$15,000. Christine will prepare draft of revised policy and present at next Board meeting.</p> <p data-bbox="824 1339 980 1371"><u>Line of Credit</u></p> <p data-bbox="824 1381 1435 1738">Discussion: Christine explains need to switch line of credit to Chase, as its branch is much closer to IA and makes it much easier to do business with them. Also, IA has previously encountered problems with Pacific Western when someone had IA's debit card number and charged roughly \$3,000 to IA's account. It was difficult to get Pacific Wester to cover this fraudulent charge. Christine indicates she will prepare resolution for next meeting regarding opening new line of credit with Chase and closing previous line of credit.</p> <p data-bbox="824 1780 1200 1812"><u>Review Director Evaluation Policy</u></p> <p data-bbox="824 1822 1354 1885">Discussion: Danielle requests moving this to next meeting.</p>

Topic	Minutes
	<p><u>Review Fiscal Year Board Calendar</u> Discussion: Pattric reviews current draft of fiscal year board calendar and revises deadlines based on input from Delano and Christine.</p> <p><u>Nominations for Board Positions</u> Discussion: Pattric indicates he will be stepping down from the IA Board once his current term ends. Pattric recommends that Nathan serve as next Board chair and that Eric serve as Board Secretary. Board agrees to discuss this issue during next Board meeting.</p> <p><u>Agenda for Board Retreat</u> Discussion: Nathan presents draft of agenda for upcoming Board retreat. Christine indicates that discussion items regarding IA's future site facilities and a Strategic 3-5 year plan should be added. Board retreat scheduled for October 18, 2014, beginning at 9:30 a.m. at the IA campus.</p> <p><u>Pattric's Last Meeting</u> Discussion: Pattric notes that this will be his last meeting on IA Board. Christine thanks Pattric for all of his contributions to the success of IA over the past several years.</p>
<ul style="list-style-type: none"> ○ Assign new action items 	None.
➤ Next board meeting	
<ul style="list-style-type: none"> ○ Confirm date of next meeting 	October 18, 2014 at 9:30 a.m. at IA
<ul style="list-style-type: none"> ○ Identify agenda items for next meeting 	<ul style="list-style-type: none"> ○ Appoint new Board Chair and Board Secretary ○ Revise Internal Controls Policy (Christine) ○ Revise policy regarding Director entering contracts without Board approval (Christine) ○ Opening new line of credit (Christine) ○ Review Director Evaluation Policy (Danielle) ○ Approve upcoming school year employee and parent handbooks (Christine) ○ Review conflict of interest code process (Christine)
	Meeting adjourned at 8:38 p.m.

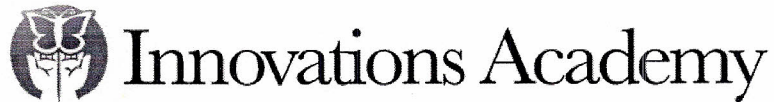
The foregoing minutes were approved by the Board
of Directors of Innovations Academy on _____.

Secretary

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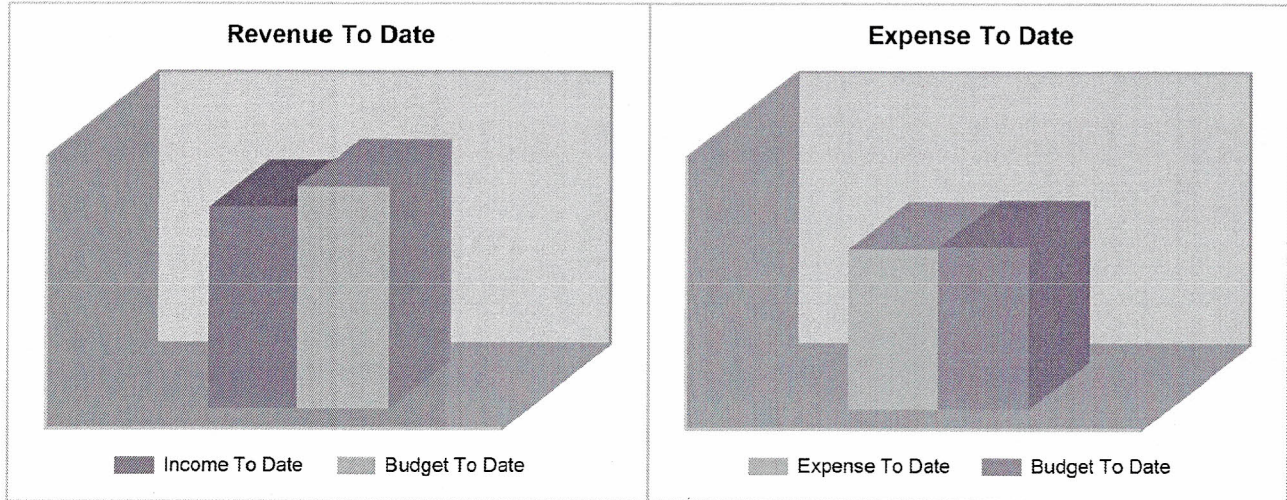


Innovations Academy Monthly Financial Summary

- (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 9/30/2014 none to report
- (3) Our progress toward the goal of having 6 months operational cash in the bank-
As of 9/30/2014 Innovations Academy has 5.1 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—

Total Cash on Hand

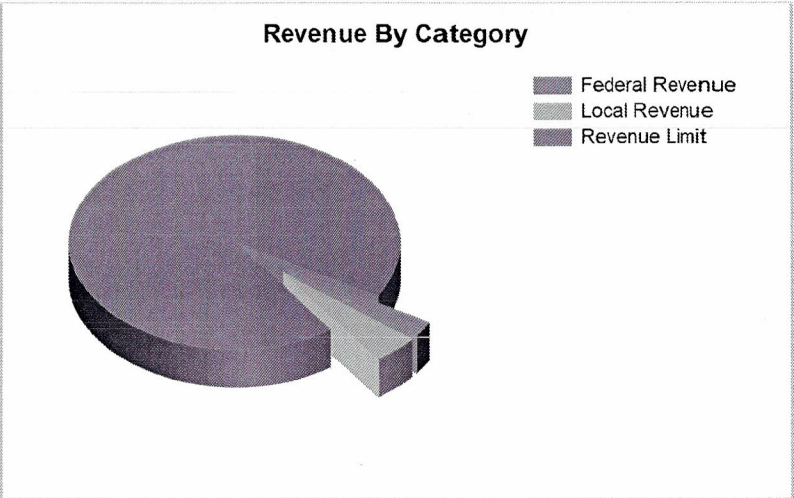
Cash Available: \$941,962



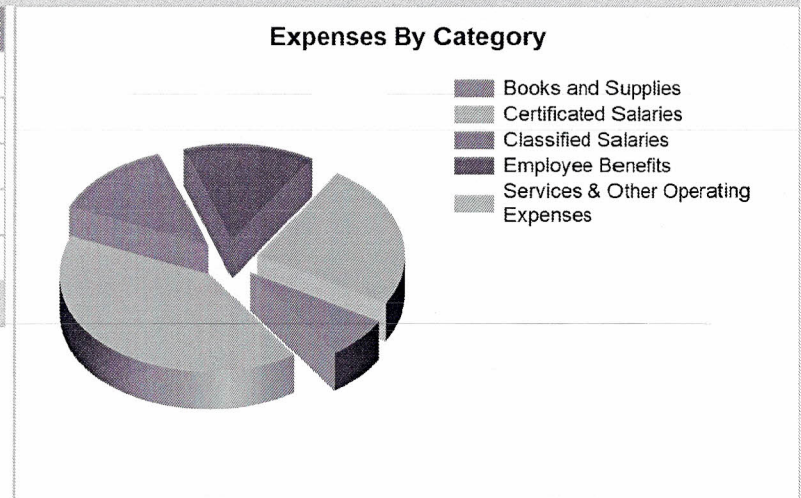
Revenue \$445,666
Budget \$491,446
Revenue To Budget 91%

Expense \$590,346
Budget \$596,648
Expense To Budget 99%

Account Group	Description	Total	Percent
800	Revenue Limit	\$415,608.00	93.26%
820	Federal Revenue	\$10,367.00	2.33%
870	Local Revenue	\$19,691.00	4.42%
Total:		\$445,666.00	



Account Category	Description	Total	Percent
100	Certificated Salaries	\$242,503.47	41.08%
200	Classified Salaries	\$78,296.48	13.26%
300	Employee Benefits	\$83,760.77	14.19%
400	Books and Supplies	\$41,768.57	7.08%
500	Services & Other Operating Expenses	\$144,016.92	24.40%
Total:		\$590,346.21	

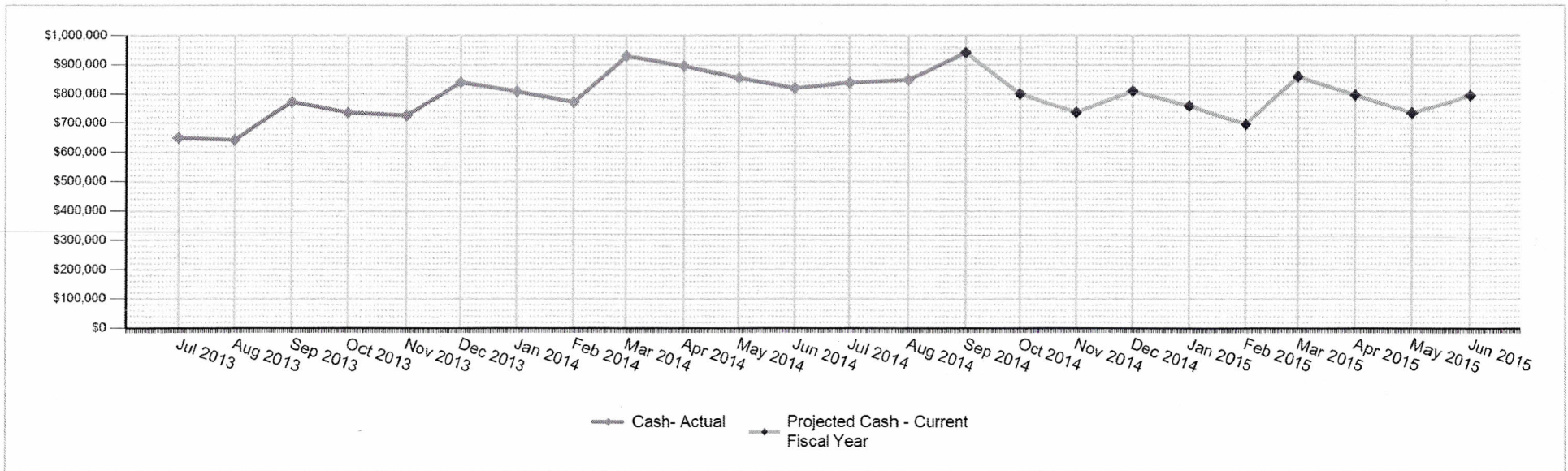


Segment Name	Filter Applied
Object	All
Restriction	All

Account Description	Actual YTD	Budget YTD	Variance \$	Variance %	Total Budget	Budget Remaining
Revenue Limit	\$415,608	\$417,757	(\$2,149)	-0.5%	\$2,081,083	\$1,665,475
Federal Revenue	\$10,367	\$7,542	\$2,825	37.5%	\$99,651	\$89,284
Other State Revenue	-	\$33,250	(\$33,250)	-100.0%	\$226,119	\$226,119
Local Revenue	\$19,691	\$32,898	(\$13,207)	-40.1%	\$174,146	\$154,455
Total Revenues	\$445,666	\$491,446	(\$45,780)	-9.3%	\$2,580,999	\$2,135,333
Certificated Salaries	\$242,503	\$269,290	\$26,786	9.9%	\$1,077,159	\$834,655
Classified Salaries	\$78,296	\$92,488	\$14,192	15.3%	\$369,952	\$291,655
Employee Benefits	\$83,761	\$91,712	\$7,952	8.7%	\$366,850	\$283,089
Total Personnel Expenses	\$404,561	\$453,490	\$48,929	10.8%	\$1,813,960	\$1,409,400
Books and Supplies	\$41,769	\$21,344	(\$20,425)	-95.7%	\$85,374	\$43,606
Services & Other Operating Expenses	\$144,017	\$114,865	(\$29,152)	-25.4%	\$459,459	\$315,442
Capital Outlay	-	\$1,279	\$1,279	100.0%	\$5,115	\$5,115
Other Outgo	-	\$5,671	\$5,671	100.0%	\$22,683	\$22,683
Total Operational Expenses	\$185,785	\$143,158	(\$42,628)	-29.8%	\$572,631	\$386,846
Total Expenses	\$590,346	\$596,648	\$6,302	1.1%	\$2,386,592	\$1,796,245
Net Income	(\$144,680)	(\$105,201)	(\$39,479)	-37.5%	\$194,408	\$339,088

Segment Name	Filter Applied
Object	All
Restriction	All

Liquidity Ratio	9.9
Assets	
Current Assets	
Cash	\$941,962
Accounts Receivables	\$79,516
<i>Total Current Assets</i>	<i>\$1,021,478</i>
Fixed Assets	
<i>Total Fixed Assets</i>	
Other Assets	
<i>Total Other Assets</i>	
Total Assets	\$1,021,478
Liabilities And Net Assets	
Current Liabilities	
Accounts Payable	\$102,791
<i>Total Current Liabilities</i>	<i>\$102,791</i>
Long Term Liabilities	
<i>Total Long Term Liabilities</i>	
Total Liabilities	\$102,791
Net Assets	
Restricted Net Assets	\$158,106
Unrestricted Net Assets	\$905,261
Profit/Loss YTD	(\$144,680)
<i>Total Net Assets</i>	<i>\$918,687</i>
Total Liabilities And Net Assets	\$1,021,478



	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	\$800,537.00	Projected
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



Innovations Academy

10380 Spring Canyon Road
San Diego, CA 92131

Phone 858.271.1414 Fax 858.271.1418

Board Resolution #1

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.**

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date



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Print Name

Signature

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Print Name

Signature

Title & Date

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Board Resolution #2

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.

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date



Innovations Academy

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San Diego, CA 92131

Phone 858.271.1414 Fax 858.271.1418

Board Resolution #3

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..

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date



Innovations Academy

10380 Spring Canyon Road
San Diego, CA 92131

Phone 858.271.1414 Fax 858.271.1418

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date



Innovations Academy

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Board Resolution #4

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.

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date



Innovations Academy

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San Diego, CA 92131

Phone 858.271.1414 Fax 858.271.1418

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date

Print Name

Signature

Title & Date

CDL#/ Expiration date/Issuance date

Innovations Academy Annual Director Evaluation Policy

The Director Evaluation is a key role of the Board of Directors of Innovations Academy. The Director Evaluation ensures that the board is aware of milestones reached by the director and where support is needed for further development. The goal of the Board Evaluation procedure is to provide the Director with a structure to maintain continuous feedback and support with the Board of Directors for Innovations Academy.

The Director will be evaluated during each contract year in accordance with the following:

1. **Goal Setting (October)** - During the annual board retreat, the director and board craft goals for the current school year in addition to the regular role and responsibilities of the director. Most goals will naturally follow from the Director Evaluation Report from the previous year.
2. **Metric Tracking (quarterly)** - Metrics are how we track measurable goals of the director as well as overall school progress. The board and director track student achievement, financials, and the needs of the community (staff, student, parent, and the district). These metrics are a numerical and tangible measure that board members, school staff, and other community members can track and verify. At the end of the school year, these metrics are tracked against the previous year.
3. **Self Evaluation (quarterly)** - Innovations Academy students use self evaluations as one form of monitoring their progress which enables them to learn how to critique their own work. The Self Evaluation is made up of all the responsibilities of a director and additional bonus milestones. The director rates her/his performance on a defined rating scale during the year and delivers to the board with current metrics.
4. **Presentation of Learning (twice/year)** - Innovations Academy students use a Presentation of Learning format to showcase their work and skills learned during the year. The director presents similarly to the Board in both January and July going over her/his learnings over the year, areas of strength, and focus areas of development. The Director's presentation includes data from Metric Tracking and the Self Evaluation.
5. **Feedback and Recommendations (twice/year)** - After each presentation of learning, board members review Metric Tracking, the Self Evaluation, and Presentation of Learning. If needed, a board meeting is held to discuss the Director role and responsibilities.
6. **Evaluation Report** - A full report is written by a committee of the board and presented to the board for approval including the achievements and areas for improvement for the director and the school as a whole. This report is very useful in goal setting in October, keeps the board accountable, and can be used as a record of evaluation. This report should be drafted and presented to the board in August and then voted on for approval in September.

August 5, 2014

Annual Director Evaluation for the 2013/2014 School Year

The goal of the Board Evaluation procedure is to provide the Director with a structure to maintain continuous feedback and support with the Board of Directors for Innovations Academy. Below are observations and reporting from the board on the achievements and potential areas of development for Christine Kuglen.

Evaluation Recommendation: Overall, Christine's performance this year has been exemplary. She has successfully managed the new Special Education program, has solid financials, and has an excellent standing with the Innovations Academy community. The board encourages and would like to support Christine in focusing on strategic planning and assessment to take Innovations Academy to the next level.

Below is information on each evaluation area:

- I. Goal Setting - During the annual board meeting, in October 2013, the following bonus milestones were added as a supplement to the director's regular responsibilities. Their current standing is underlined:
 - I.1. Implemented and Meets Expectations - Implement peer and Director reviews based on Q4 model for all teachers.
 - I.2. Implemented and Meets Expectations - All teachers reviewed pursuant to new evaluation procedures (item I above) prior to June 2014
 - I.3. Implemented and Exceeds Expectations - Implement merit pay system to be completed by June 1, 2014.
 - I.4. Still a work in progress - 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.
 - I.5. Still a work in progress - DRAFT Plan development for Prop Z spending, approved by the Board, submitted to Prop Z approval committee by June 30, 2014.
 - I.6. Still a work in progress - Complete primary DRAFT of new High School Charter or current IA Charter revision, by June 30, 2014 inclusive of Board review and approval
2. Metric Tracking - Since this is the first year that the board is using a defined set of criteria for metric tracking, this year's metrics will serve as a baseline for following years.
 - 2.1. For student achievement the teachers facilitated a minimum of 3 interdisciplinary projects during the school year, there were 61 field experiences, and assessment test report findings have been ordered for Math and Language Arts.
 - 2.2. Financials are very positive with a cash net balance of \$700,000 at the end of May 2014. Additionally all payments were made on time.
 - 2.3. Staff benefited from 4 paid professional development workshops. Staff retention is high at 94% and there were not any complaints to the board about the director.

- 2.4. Student numbers stayed approximately the same with 324.48 students during P1 and ending with 319.5 in P3. Additionally the attendance rate stayed similarly high with a 96.62% P1 attendance rate and ending with a 95.59% P3 attendance rate.
 - 2.5. Parent complaints were minimal with only one during the school year.
 - 2.6. All district paperwork was sent in on time and complete.
3. Self Evaluation - Please see the attached document with all of the self evaluation criteria. To note some observations:
- 3.1. Areas of Strength (rated a 9 or higher)
 - 3.1.I. (Line 34) Creating Policy Development - Teacher merit pay was created and successfully implemented this year.
 - 3.1.II. (Line 36, 38, 54, 56) Legal Compliance, Documents, and Safety Protocol
 - 3.1.III. (Line 43) Organizational Responsibilities
 - 3.1.IV. (Line 55 and 57) Business Operations - Working with business service providers and overseeing materials supply.
 - 3.1.V. (Line 59 - 61) Human Resources - Oversight, Labor Relations, Personnel Policies.
 - 3.1.VI. (Line 69) Overseeing state testing
 - 3.1.VII. (Line 71 and 72) Student Services - Managed the El Dorado SELPA for a successful first year of administering our own Special Education Services.
 - 3.1.VIII. (Line 74 and 75) Curriculum - Purchased new curriculum.
 - 3.1.IX. (Line 77) Parent Policy/Handbook.
 - 3.1.X. (Line 84 - 87) Overarching Roles - Successful implementation of Innovations Academy's updated and approved charter.
 - 3.1.XI. (Line 89 and 90) Decision making ability and modeling personal and professional ethics.
 - 3.1.XII. (Line 99) Bonus Milestone - Implement Merit Pay system.
 - 3.2. Areas of Development (rated a 4 or lower)
 - 3.2.I. (Line 40 and 41) Drafts and leadership of one and five year strategic plans.
 - 3.2.II. (Line 67) Oversee progress on state and federal accountability measures. Assessment and data tracking is a work in progress.
 - 3.2.III. (Line 100) Bonus Milestone - Draft three year facility plan to be approved by the board.
 - 3.2.IV. (Line 101) Bonus Milestone - Draft plan development for Prop Z spending.
 - 3.2.V. (Line 102) Bonus Milestone - Complete primary draft of new high school charter.
4. Presentation of Learning - The director's end of year Presentation of Learning is attached.
5. Feedback and Recommendation from the Board:
- 5.1. Board commentary focused on opinions of the director's self evaluation ratings and how the board can further support the director in her work. Please see the Self Evaluation document for Board comments.
 - 5.2. When considering the director's areas of development the two main areas to focus on are higher level strategic plan development and assessment.

- 5.2.1. One recommendation for strategic planning would be for the director to have quarterly offsites so that she can focus her full attention on strategy, development, and reflection. It's understandably very difficult to work on written strategy documents with the hustle and bustle of everyday school life. The board can support the director in this by helping her to schedule these offsites. Additionally, at the discretion of the director, she could enroll board members, teachers, other staff, and community members to brainstorm with her and potentially attend these offsites.
- 5.2.2. A recommendation for assessment would be to work an assessment piece into the teacher's goals for the year and to potentially make whole school wide assessment days on the calendar so that all staff are proactive in supporting each other in finishing assessment at the same time.

Overall, Christine's performance this year as been exemplary and the board encourages and would like to support Christine in focusing on strategic planning and assessment to take Innovations Academy to the next level. Please see that attached appendix documents for further information.

INNOVATIONS ACADEMY ANNUAL BOARD RETREAT TOPICS

1. Roles of the Board – brief discussion of the roles as a reminder

a. Promote the Mission

Innovations Academy is a place where students and their families powerfully create their lives through self-expression, compassionate connection, and purposeful learning.

b. Support the Director

c. Establish Policies

d. Financial Oversight

e. Fundraise

f. Other?

2. Board positions and terms

a. Confirm positions and terms and types (at large, parent, teacher)

POSITION	NAME	TERM ENDS	TYPE
Chair			At Large
Vice Chair			
Secretary			
Treasurer	Stephen Rosen		Parent
Member	Tony Spitzberg		Teacher
Member	Danielle Strachman		At Large
Member	Nathan Cooper		At Large
Member	Cheryl Peach		At Large
Member	Eric Ludwig		At Large

3. Strategic planning

a. Governance

i. Review and update the Board Goals (long term and short term)

INNOVATIONS ACADEMY ANNUAL BOARD RETREAT TOPICS

- ii. Review and update the fiscal year board calendar and glossary
 - iii. Confirm recurring meeting day of each month
 - iv. Handbooks and Policies review to determine if any revisions needed or if any policies need to be established this year
 - v. Bylaws review to determine if any revisions needed this year
 - vi. Charter review to determine if any revisions needed this year
 - vii. How do we plan to promote the mission this year?
 - viii. How do we plan to support the Director this year?
 - ix. Facilities Plan review to determine if any revisions needed this year
 - x. Review of SDUSD site visit report to determine what areas need improvement
- b. Academics
- i. How do we implement board oversight of academics this year?
 - ii. Review of SDUSD site visit report to determine what areas need improvement
- c. Financial
- i. How do we implement board oversight of the LCAP this year?
 - ii. How do we implement board oversight of the budget this year?
 - iii. How do we raise funds for IA (and possibly OL) this year?
 - iv. Review of SDUSD site visit report to determine what areas need improvement
4. Goals for the School
- a. What does a successful, well run, well known and highly desired charter school look like?
 - b. What do we need to accomplish in order to become that successful, well run, well known and highly desired charter school?
 - c. What is our timeline for getting there?
 - d. What is the School's Strategic 3 to 5 Year Plan

INNOVATIONS ACADEMY ANNUAL BOARD RETREAT TOPICS

5. Director Goals

- a. Establish the Director goals for Exhibit A of the Director Contract