

Innovations Academy Board Meeting: May 12, 2015 @ 6:00 PM

Meeting location(s)

Innovations Academy 10380 Spring Canyon Road San Diego, 92131	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)	
✓ Discuss 2015-2016 Preliminary Budget	
✓ Discuss YTD Financial Reports	
○ Director update (Christine)	
✓ Full time capacity/enrollment	
✓ Part time capacity/enrollment	
✓ Combined ADA (% and #)	
✓ LCAP implementation	
➤ Action items	
○ Development of Board Recruitment Plan (All)	<u>Item</u>
○ Discuss Feedback from SDUSD Site Visit (Nate)	Discussion:
	Vote:
➤ Discussion items	
○ Review current Independent Contractor Agreement and D&O Insurance Policy (Christine & Stephen)	
○ Review Board goals (Danielle)	
○ Assign new action/discussion items	
➤ Next board meeting	
○ Confirm date of next meeting	

Topic	Minutes
○ Identify agenda items for next meeting	Meeting adjourned at p.m.

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: March 10, 2015 @ 6:00 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

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

Christine Kulgen						
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Agenda

Topic	Minutes
➤ Call to order / roll call	Call to order at 6:10 p.m.
➤ Approval of current agenda	Vote: Motion to approve agenda presented by Eric, Stephen seconds. Motion passes unanimously
➤ Approval of prior month meeting minutes	Vote: Motion for approval of February 24, 2015 meeting minutes presented by Tony, Nathan seconds. Motion passes unanimously.
➤ Public comments (3 mins per person)	None – No public members present
➤ Reports	
○ Teacher briefing (Tony)	Discussion: Tony reports on the biggest upcoming event and project for students, which will be Exhibition Night on Thursday, March 26, 2015 from 5:00 – 7:00 p.m. Visitors, parents, friends, students will have the opportunity to tour the school and observe various presentations, performances, and exhibits prepared by students and teachers. Tony explains professors from nearby college will also attend, which is exciting for the students. Christine reports how the Exhibition Night will challenge students and motivate them to achieve higher results.
○ Financial update (Delano) ✓	Discussion: N/A – No financial update from Delano Jones.
○ Director update (Christine) ✓ Full time capacity/enrollment ✓ Part time capacity/enrollment ✓ Combined ADA (% and #)	<u>Discussion:</u> Christine reports on status of IA, including discussions of attendance, enrollment, and capacity. With regard to enrollment, Christine relays the fact that an enrollment

Topic	Minutes
<ul style="list-style-type: none"> ✓ LCAP Implementation ✓ Review LCAP Goal ✓ Review Director Eval. (Quarterly) ✓ IA Site/Facilities Search/Plan 	<p>lottery occurred last Friday, March 6. As a result of the lottery, IA begins the process of classroom configuration planning. In doing so, IA staff contacts prospective families to assess intent on enrollment</p> <p><u>Discussion:</u> Christine also reports on the status of attaining LCAP Goals 9&10, which include English Language Development Program and Growing Social Emotional Learning Opportunities. Christine indicates only 7 English language students, so there is minimal need for the program, but IA does maintain a strong program to support them. Christine further discusses IA’s implementation of a behavioral documentation program to record and catalog behavioral issues observed by any IA staff member for any IA student.</p> <p><u>Discussion:</u> Christine reports on her quarterly self-evaluation, stating she believes IA is doing well and she provides specific examples of success in dealing with administrative and academic improvements. Christine comments on proactive measures undertaken regarding IA facilities lease and location. She informs the Board her primary goal relates to developing and implementing a facilities plan, including the possible relocation of the IA campus. Finally, Christine relates IA’s involvement in UCSD study.</p>
➤ Action items	
<ul style="list-style-type: none"> ○ Vote on Approval of proposed changes to Internal Control Policy; Policy changes include guidance as to processing expenditures and petty cash requests by/from teachers, as well as credit card usage and employee advances. (Christine) 	<p><u>Item: Proposed Changes to Internal Control Policy</u> <u>Discussion:</u> Board discusses proposed changes, including guidance as to processing expenditures and petty cash requests, as well as credit card usage and employee advances; Board reviews copy of proposed policy. Board proposes to modify draft language in Section 310 Budgets, subparagraph A to read: “These budgets and projections shall be reviewed and approved by the Board annually, unless modified as necessary.” Stephen comments on Section 902, regarding Independent Contractors, suggesting IA should require contractors to have proof of insurance and provide all their own equipment and tools; Board proposes modified language, accordingly.</p>

Topic	Minutes
	<p>Vote: Motion to approve changes to Internal Control Policy, as amended by Board presented by Stephen moves, Tony seconds. Motion passes unanimously.</p>
➤ Discussion items	
<ul style="list-style-type: none"> ○ Review [Admissions] Board policy (Christine) ○ Review Board goals (Danielle) ○ Open/vacant Board seats; Departure of Cheryl Peach 	<p>Item: Review of Board Policy/Admissions Policy Discussion: Christine presents on the operative IA Student Admissions Policy, updated November 2013.</p> <p>Item: Review of Board Goals Discussion: Danielle presents on reviewing Board Goals and highlights recent media coverage concerning IA, which supports community outreach goal.</p> <p>Item: Board Vacancy Discussion: Board discusses recent resignation of Cheryl Peach; Recruiting efforts should identify candidates with genuine interest in participating and serving on Board; Plan to develop defined recruiting plan at next Board meeting.</p>
<ul style="list-style-type: none"> ○ Assign new action/discussion items 	<p>Review current, operative copy of Independent Contractor Agreement used by IA, as well as and D&O Insurance policy.</p>
➤ Next board meeting	
<ul style="list-style-type: none"> ○ Confirm date of next meeting 	<p>May 12, 2015 at 6:00 p.m. at IA</p>
<ul style="list-style-type: none"> ○ Identify agenda items for next meeting 	
	<p>Meeting adjourned at 7:11 p.m.</p>

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

Secretary

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