

Innovations Academy Board Minutes: 9/13/22 @ 6:00 pm

Meeting location(s)

Innovations Academy 5454 Ruffin Rd San Diego, CA 92123	5519 McMillan Street Oakland, CA 94618	Public call in number 605-313-4802* Access code 151642
--	---	--

*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

Stephen Rosen	Nate Cooper	Danielle Strachman	Faraz Sharafi	Cassidy Platt (arrived 6:30)	
---------------	-------------	--------------------	---------------	---------------------------------	--

Others in Attendance

Christine Kuglen	Joshua Eng	Devon Woodruff	Rose Pappas (joined 6:30)	Natasha Starbuck-Smith (joined 6:30)	
------------------	------------	----------------	------------------------------	---	--

approved
12/7/22

Agenda

Topic	Minutes
➤ Call to order / roll call	Date/Time 9/13/22 at 6:04 p.m. Cassidy is absent Roll Call Board in Attendance: 1. Nate Cooper 2. Stephen Rosen 3. Danielle Strachman 4. Faraz Sharafi Other Present: 1. Devon Woodruff (IA admin) 2. Heidi Davis (parent) 3. Christine Kuglen (IA admin) 4. Joshua Eng (CSMC)
➤ Approval of current agenda	Vote to approve current agenda - 1st motion - Stephen Rosen 2nd motion- Danielle Strachman Roll Call Vote: Yes: Nate, Stephen, Faraz, Danielle No: 0 Abstain: 0
➤ Approval of prior month meeting minutes Meeting Minutes 6/28/22	Vote to approve past minutes - 1st motion- Faraz Sharafi

	<p>2nd motion- Stephen Rosen</p> <p>Roll Call Vote:</p> <p>Yes: Stephen, Faraz, Danielle, Nate</p> <p>No: 0</p> <p>Abstain: 0</p>
<p>Closed Session</p> <p>Convene in closed session in order to discuss staff compensation</p>	<p>The board exited the phone meeting to go into a closed session meeting via GoogleMeet at 6:10 p.m.</p>
<p>Report back from closed session</p>	<p>Board returns 6:35 p.m.</p>
<p>➤ Public comments (3 mins per person)</p>	
<p>Teacher briefing (Natasha, Performing Arts) She will be sharing about our first performance of the year and the audition process.</p>	<p>Natasha introduced herself as a teacher in Performing Arts (PA) at IA since 2014-15. She teaches performing arts and helps teachers blend PA into curriculum. She announced we just had auditions for the first whole school production of this school year and is a 2nd-5th grade junior production with some older students assisting as support team. She shared the audition process and described the rehearsals and goals she has for PA. She announced the performance opening in December called Aristocats and later in the year the senior cast will perform about an intelligence operation in WWII called "Keep Calm and Carry On"</p>
<p>o Financial Report (CSMC)</p> <ul style="list-style-type: none"> ✓ Updates ✓ Action Item- Approve Unaudited Actuals 	<p>Joshua Eng from CSMC gave the financial report for</p> <p>July 1, 2021- June 30, 2022, This report will be sent to the district, who will send it to the county who will send it to the state. It is considered unaudited because the next step will be that the auditors will audit the school. JE called attention to page 3 of 6 of the unaudited actuals. IA ended the year with a positive balance of \$467,37.00 which is better than the prelim budget proposed.</p> <p>PT F2 ending fund balance is rollover plus what was just mentioned and the new running fund balance is \$3,348,321.41.</p> <p>Stephen asked about Pt E where there is a pos balance, how much of it is one time only</p>

	<p>special COVID funds?.</p> <p>JE said the majority was ADA, which are ongoing funds. Response at a high level look would be that 20-25% not one time funds.</p> <p>JE asked for Motion to approve the 21-22 unaudited</p> <p>Motion: Stephen Rosen Second: Faraz Sharafi Roll Call Vote: Yes: Nate, Stephen, Faraz, Danielle, Cassidy No: 0 Abstain: 0</p>
<p>➤ District Site Visit Report</p> <p>Review feedback from district site visit 21-22</p> <p>Note from SDUSD Charter Office: board members will receive a “test message” around October.</p>	<p>For retreat the board asked Christine to find an option for a Brown Act training and to add the director’s assessment/eval to the agenda.</p> <p>Christine will look into an online training or in person training of Brown Act for report.</p> <p>Danielle exited at 7 pm.</p>
<p>o Director update (Christine)</p> <p>✓ No Universal Pre-K After all</p>	<p><u>Item – Director Update</u></p> <p>Discussion: Christine announced that UPK will not happen because the legislation changed the requirements.</p>
<p>➤ Action Items</p> <ul style="list-style-type: none"> o Comprehensive School Safety Plan Approval o Employee Handbook Approval o Family Handbook Approval o Independent Study Policy Approval 	<p>Christine reviewed the Comprehensive School Safety Plan highlighting any changes, which were minimal and included only updates to the staff.</p> <p>Christine reviewed the Employee and Family Handbooks. A question was asked about the dress code. Christine explained that the lawyers had reviewed the updates and had included new wording for the dress code which was altered by Christine to adjust it to our reality.</p> <p>Independent Study policy changes based on new legislation were reviewed. Christine told the board to anticipate more changes as the year is still settling in with regards to I.S.</p> <p>Motion to approve the CSS Plan, Employee and Family Handbooks and Independent Study Policy for the 22-23 school year</p> <p>Motion: Stephen Rosen</p>

	Second: Faraz Sharafi Roll Call Vote: Yes: Nate, Stephen, Faraz, Cassidy No:0 Abstain: 0
➤ Next board meeting	October retreat 10/27 Temp 12/6, 3/7, 5/23 and 6/27
o Confirm date of next meeting	Retreat date proposed Oct 27th 5-9 pm
o Identify agenda items for next meeting	➤
Meeting adjourned	adjourned 7:15 p.m.

The foregoing minutes were approved by the Board of Directors of Innovations Academy on 12-7-22.

Secretary



**Innovations Academy Board Agenda: 12/7/22 @ 6:00 pm
Meeting and Board Retreat 2022**

Meeting location(s)

Innovations Academy 5454 Ruffin Rd San Diego, CA 92123	Public call in number 605-313-4802* Access code 151642
--	--

*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

Danielle Strachman	Nathan Cooper	Stephen Rosen	Faraz Joined at 6:08		
--------------------	---------------	---------------	----------------------	--	--

*will be approved
2/28/23*

Others in Attendance who self identified

Christine Kuglen (Director)	Josh Eng (Business Manager)	Genia Duffell (parent)	Heidi Davis (parent)		
-----------------------------	-----------------------------	------------------------	----------------------	--	--

Agenda

Topic	Minutes
➤ Call to order / roll call (telephonic meeting)	Time / Date Board in Attendance: 1. Nate, Stephen, Danielle Other Present: 1. Christine, Josh, parents
➤ Approval of current agenda ➤ Agenda is being altered to include the items that have an approval timeline. Which include ➤ Prior minutes in order	Due to the illness of 2 board members, the board decided to vote only on the items with a timeline and save the retreat items for the board retreat which will be rescheduled. The removed items have been lined through on the topic side of these minutes. Motion to alter the current agenda due to board member illness to include only items with a timeline 1st motion - Nate 2nd motion- Danielle Roll Call Vote: Aye: Nate, Danielle, Stephen No: 0 Abstain: 0
➤ Approval of prior month meeting minutes	Motion to approve past minutes – 1st motion- Stephen 2nd motion- Danielle

**Innovations Academy Board Agenda: 12/7/22 @ 6:00 pm
Meeting and Board Retreat 2022**

	<p>Roll Call Vote: Aye: Nate, Danielle, Stephen No: 0 Abstain: 0</p>
<p>➤ Public comments (3 mins per person)</p>	<p>Dietrick Zook (parent) Disciplinary measures and policies- Complaint about threat outside of school hours to daughter and concern that discipline policies are not being followed. Complaint that it is not being taken seriously enough. Feels that policies are not being enacted. Wants all policies to be followed and applied equally.</p> <p>Faraz announced he has arrived to the meeting during the previous parent comments.</p> <p>MaryAnne Hawke (parent) Wants to comment about revision of the bylaws to include keeping a parent and teacher rep on the board. Was looking forward to hearing Christine talk about the director goals. Wants to see relationship of director goals to LCAP goals.</p>
<p>Financial Items Approval of 2022-23 Revised Budget</p>	<p>Vote on Revised Budget: In June, the preliminary budget was developed. So now we have reforecasted income and expenses after 6 months Pg 7 of 104, summary as it relates to first interim and the inclusion of the revised budget in the first interim. The narrative is in the board packet.</p> <p>Highlights: we are currently running at deficit but if you look at the revised budget we are projecting positive \$45K. Note the 22-23 revised budget includes a projected ADA that we have to hit to get these funds.</p> <p>Faraz asked how this data stands compared to previous years. Josh responded that these years have been unusually unstable and hard to compare to the past.</p> <p>Nate asked if the difference for the change in revised budget is because of attendance. Josh said that a new COLA was approved which altered the revenue, however a few of the expenses increased and have offset that revenue.</p>

**Innovations Academy Board Agenda: 12/7/22 @ 6:00 pm
Meeting and Board Retreat 2022**

<p>Approval of 2022-23 1st Interim Report</p>	<p>Motion to approve the 22-23 revised budget for Innovations Academy 1st motion- Faraz 2nd motion- Steve Roll Call Vote: Aye: Nate, Danielle, Stephen, Faraz No: 0 Abstain: 0</p> <p>Motion to approve the 22-23 first interim financials 1st motion- Nate 2nd motion- Danielle Roll call vote: Ayes: Nate, Danielle, Steve, Faraz Nays: 0 Abstain: 0</p>
<p>Director goals for the 22-23 year and beyond Social Emotional Needs of Students Academic improvement for charter approval in 2025, Projects and Inquiry Administration possibilities</p>	<p>Items that are crossed out are rescheduled for board retreat.</p>
<p>Bylaws Review The board will review the bylaws, specifically to discuss the number of board positions, discuss date set for board retreat each year and review the bylaws for decision making about opening board position and any other changes the board would like to submit to the legal team</p>	
<p>Board Positions: The board will discuss and vote on board positions/roles for the coming year.</p>	
<p>Board Terms The board will review the lengths of their terms and discuss any expansion of the board, recruitment of board members etc.</p>	
<p>Board Training:</p>	

**Innovations Academy Board Agenda: 12/7/22 @ 6:00 pm
Meeting and Board Retreat 2022**

<p>Online Brown Act Training Info Decision on due date of training completion</p>	
<p>Board Goals for the 22-23 school year and beyond</p>	
<p>Director Evaluation The board will discuss the director evaluation</p>	
<p>District Site Visit Report Review The board will review last year's site visit report and draft any follow up notes as needed.</p>	
<p>Fiscal Policy Review and Update Per the district site visit inquiry, IA needs to review the threshold for capitalized assets.</p>	<p>Josh exited at 6:30 p.m.</p>
<p>Other Policy Discussion and Actions</p> <ul style="list-style-type: none"> Title 1 Policy Arts, Music and Instructional Material Block Grant Expenditure Plan 	<p>Christine reported about the two parent meetings regarding Title 1 policy and the Innovations plan of support for Title 1 students. Stephen asked how many parents attended. 2 families attended the Title 1 meetings. 10 responded to the title 1 survey.</p> <p>Motion to approve the Innovations Academy Title 1 Policy</p> <ul style="list-style-type: none"> ➤ 1st motion - Nate Cooper ➤ 2nd motion - Stephen Rosen ➤ Roll Call Vote: Ayes; Nate, Danielle, Stephen, Faraz No: 0 Abstain: 0 <p>Christine explained that this block grant is being used to support the already robust arts, language and extra class program that we have at IA.</p> <p>Motion to approve the Arts, Music and Instructional Material Block Grant Expenditure Plan</p> <ul style="list-style-type: none"> ➤ 1st motion - Faraz ➤ 2nd motion - Danielle ➤ Roll Call Vote: Ayes: Nate, Danielle, Faraz, Stephen No: 0 Abstain: 0

**Innovations Academy Board Agenda: 12/7/22 @ 6:00 pm
Meeting and Board Retreat 2022**

<p>Board Meetings for the 22-23 school year Board will set the meetings for the current school year: Up for discussion: 3/7, 5/23 and 6/27</p>	
<p>Design teacher exit interview for data collection during the teacher shortage and emerging changes in education.</p>	
<p>➤ Next board meeting</p>	
<p>○ Confirm date of next meeting</p>	<p>Nate asked Christine to check with Josh to find out when his next reporting deadline will be and we can circulate possible dates to reschedule the board retreat..</p>
<p>○ Identify agenda items for next meeting</p>	<p>➤</p>
<p>Meeting adjourned</p>	<p>Adjourned at 6:42 p.m</p>

The foregoing minutes were approved by the Board of Directors of Innovations Academy on 2-28-23

Secretary



