

Innovations Academy Board Agenda: August 16, 2023 @ 6:00 pm

Meeting location(s)

Innovations Academy 5454 Ruffin Road San Diego, CA 92123	636 Hillsborough St, Oakland, CA 94606	Public call in number 641- 715-0861* 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	Faraz Sharafi	Danielle Strachman				
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Others in Attendance

Julia Stoer, teacher	Christine Kuglen, Director					
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Agenda

Topic	Minutes
<ul style="list-style-type: none"> Call to order / roll call 	Time / Date 6:09 p.m. Board in Attendance: Roll Call Stephen Faraz Danielle
<ul style="list-style-type: none"> Approval of current agenda 	Changes to the agenda: -remove budget segment as it will be covered in September -Motion to approve current agenda -with change to budget update 1st motion - Faraz 2nd motion- Stephen Toll Call Vote: In Favor: Stephen, Faraz, Danielle No: 0 Abstain: 0
<ul style="list-style-type: none"> Approval of prior month meeting minutes See Board Minutes for 6/27/23 	Motion to approve meeting minutes from June 27, 2023 - 1st motion- Danielle 2nd motion- Faraz

	<p>Roll Call Vote: S, D, F Approved In favor: Stephen, Danielle, Faraz No 0 Abstain 0</p>
<ul style="list-style-type: none"> Public comments (3 mins per person) 	<p>moved to the end of the agenda due to call in number issues Stephen notes that we set up a ZOOM access immediately before the meeting due to the issue with the public call in number</p> <p>➤</p>
<p>Financial Items (Josh)</p> <ul style="list-style-type: none"> Budget Update ERC Update (Stephen) Update on The Employee Retention Credit which was submitted by Stephen Rosen (Board Treasurer) on behalf of Innovations Academy. He will share the process and amount expected 	<p>Discussion: Budget- removed above ERC stands for Employee Retention Credit. You have to qualify and you get a tax credit which comes in the form of checks from govt. Started by Wendy and Christine and Stephen picked it up and finished it. We went with ERC Pros. Based on docs we should get</p> <p>2020 Q2 \$115,090 2020 Q3 \$76711 2020 q4 \$113,794 2021 Q1 \$314,044</p> <p>credit which come as a check in the next 6-7 mos \$619,639</p> <p>We will pay 15% fee since they did the work to compile and submit the forms for the refund. which comes to \$92,940</p> <p>Faraz asked, Why does this end? Stephen responded that for 2020 one set of rules and 2021 other set. Public school districts qualified for 2021 The funds were only for 2020 and 2021.</p>
<p>➤ Director Action items:</p> <ul style="list-style-type: none"> Employee Handbook for approval Family Handbook for approval 	<p>Employee handbook Stephen motions to approve employee handbook for 23-24 school year In Favor: Stephen, Faraz, Danielle No: 0 Abstain 0 Motion to approve Family Hnndbook: made by Faraz 2nd Danielle</p>

Public Comments	Naomi, a parent, introduced herself. She liked the ideas of the security cameras. She thinks it could be a good idea for parent road rage and other possible incidents She also wanted to make sure that PC meetings don't conflict with board meetings. Julia will check out how to use ZOOM in the future for board meetings.
➤ Next board meeting	
<ul style="list-style-type: none"> o Confirm date of 9/23/23 	
<ul style="list-style-type: none"> o Identify agenda items for next meeting 	Director Review, Nominees from parents and possible selection Brown Act Training CASE Board Officer Selection Auditor Selection
Meeting adjourned	7:04 p.m.

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



Secretary

Innovations Academy Board Minutes: 9/8/23 @ 12:00 pm

Meeting location(s)

Innovations Academy 5454 Ruffin Rd San Diego, CA 92123	636 Hillsborough St, Oakland, CA 94606	Public call in number 425- 436-6381* Access code 1637013
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Board Attendance

Stephen Rosen	Danielle Strachman	Julia Stoer				
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Others in Attendance

Christine Kuglen (director)	Josh Eng (business manager)					
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Agenda

Topic	Minutes
➤ Call to order / roll call	Time / Date 12:15 9/8/23 Board in Attendance:(roll call) 1. Stephen Rosen 2. Danielle Strachman 3. Julia Stoer Absent: 1. Faraz Sharafi
➤ Approval of current agenda	Vote to approve current agenda - Stephen mentioned that the wrong month is on the agenda as a date. Change 6/8/23 to 9/8/23. 1st motion to approve the current agenda with the correct date edit - Stephen Rosen 2nd motion- Danielle Strachman Roll Call Vote: Aye: Stephen, Danielle, Julia No: 0 Abstain: 0
➤ Public comments (3 mins per person)	No public comments
➤ Finance Action item: ○ Unaudited Actuals Approval	<u>Action Item -</u> Discussion: Josh Eng explains the process in which these unaudited actuals go to district and then county. Highlights P4- Top, Net Increase/Decrease is high level of where school finished

	<p>743559.25 what we ended the year with. We ended as positive balance. This is due to covid funds, one time funds that were unexpected and so we ended with more than budgeted 3348321.41 is the fund balance we came in with. This number is added to fund balance which increases our numbers to \$4,091,880.66</p> <p>In the Assets section reflection of fund balance in cash and then the other at the bottom, Liabilities and Total Liabilities, as of 6/30 there are liabilities a little over 1 million</p> <ul style="list-style-type: none"> > Roll Call Vote: > 1st motion - to approve the 22-23 Innovations Academy unaudited actuals made by Stephen > 2nd motion - Danielle <p>Roll Call Vote Aye: Stephen, Danielle, Julia No: 0 Abstain: 0</p>
<ul style="list-style-type: none"> > Next board meeting 	
<ul style="list-style-type: none"> o Confirm date of next meeting 	9/23/23 Board Retreat
<ul style="list-style-type: none"> o Identify agenda items for next meeting 	Retreat items previously discussed at meetings
Meeting adjourned	Stephen adjourned the meeting at 12:23



Innovations Academy Board Minutes: 9/23/23 Retreat @ 10:00 am

Meeting location(s)

Innovations Academy 5454 Ruffin Rd San Diego, CA 92123	Public call in number 425-436-6381* Access code 1637013
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Board Attendance

Faraz Sharafi	Stephen Rosen	Julia Stoer	Danielle Strachman			
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Others in Attendance

Christine Kuglen						
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Agenda

Topic	Minutes
➤ Call to order / roll call	Time / Date 9/23/23@10:10 am Board in Attendance: 1. Julia Stoer, Danielle Strachman, Stephen Rosen and Faraz Sharafi. Other Present: 1. Christine Kuglen
➤ Approval of current agenda	Vote to approve current agenda - no comments or changes were made Danielle makes the motion to approve the current agenda Motion made by - Danielle Strachman 2nd motion- Julia Stoer Vote: Aye: 4 No: 0 Abstain: 0 Role call approval: Aye: Stephen, Danielle, Julia, Faraz No: 0 Abstain: 0
➤ Approval of prior month meeting minutes <ul style="list-style-type: none"> ○ Board Minutes 8/16/23 ○ Board Minutes 9/8/23 	Vote to approve past minutes - Motion to approve the minutes from the 9/8 board meeting made by Stephen Rosen Motion made by Stephen Rosen 2nd motion- Danielle Strachman Vote: Aye: 3 No: 0 Abstain 1 Roll call vote: Aye: Stephen, Danielle, Julia No: 0 Abstain: Faraz (he was in attendance at that meeting)

	<p>Stephen makes a motion to approve the minutes for 8/16 Second: Danielle Vote: Aye: 4 No: 0 Abstain: 0 Roll call vote: Aye: Stephen, Danielle, Julia, Faraz</p>
<p>➤ Public comments (3 mins per person)</p>	<p>No public comments were made</p>
<p>Establish Board Calendar Previously, the board had set the following dates: Saturday, September 23, 2023 (retreat) 10 am Tuesday, December 12, 2023 6 p.m. March 12, 2023 6 p.m. May 28, 2023 6 p.m. June 18, 2023 6 p.m. There are conflicts with submission to the district that were not previously known. New suggested dates are: see the district's "Important Deadlines" chart in board packet</p>	<p>Discussion about district due dates and comparison of calendar and due date.</p> <p>The board discussed the previously scheduled dates and changed the Dec and March board meeting dates. They also noted that on the agenda the year was 2023 so that was changed to 2024</p> <p>Dec 11th @ 6pm March 11th@ 6pm May 28th@ 6 pm June 18th @ 6 pm</p>
<p>Action Item: Bylaws Review The board will review the bylaws, specifically to discuss the number of board positions, the term length, discuss date set for board retreat each year and review the bylaws for today's discussion and decision making. The board will vote on any changes made. see current bylaws in board packet</p>	<p>Vote to approve changes to bylaws</p> <p>The board discussed the range for number of board members and felt that there should be a more narrow span.</p> <p>Stephen made a motion for a Board resolution to change the bylaws to say that no less than 3 members and no more than 11 members would be on the board. The motion was made by Stephen Rosen Second motion made By Danielle Strachman Aye 4 No 0 Abstain 0 Roll call vote: Aye; Stephen, Danielle, Julia, Faraz No: 0 Abstain: 0</p> <p>The board decided not to change the term length of board members.</p> <p>The board discussed providing some flexibility for the month the board retreat would take place.</p> <p>Faraz made the motion to change the bylaws</p>

	<p>for the board annual meeting to now say, “the annual meeting will take place once per school year at a time designated by the board each year.”</p> <p>Stephen seconded the motion Vote: Aye: 4 No: 0 Abstain: 0 Roll Call Aye: Stephen, Danielle, Julia, Faraz No: 0 Abstain 0</p>
<p>Action Item Board Positions: The board will discuss and vote on board positions for the coming year. see bylaws in board packet</p>	<p>Vote on board positions Discussion about previous positions held and what is expected of each position. During the discussion, Faraz volunteered as Board Secretary Stephen volunteered as Board Treasurer and Board Chair</p> <p>Danielle made a motion that Stephen Rosen be board president(chair) and board treasurer and Faraz be the board secretary Vote: Aye: 4 No: 0 Abstain: 0 Roll Call Vote: Aye: Danielle, Stephen, Julia, Faraz No:0 Abstain: 0</p>
<p>Action Item Board Terms and Recruitment The board will review the lengths of the terms of each member to see if the dates are accurate, discuss any expansion of the board, recruitment of board members etc. (see two board terms sheets in board packet)</p>	<p>Vote on board terms The board analyzed the historical terms and noted that Faraz is actually the secretary and that document should be updated. The board discussed wanting to set a goal for bringing new board members on.</p> <p>Discussion about teacher board position length. It was recognized that we can change the member voluntarily even if the term is not up. No changes made. No vote needed.</p> <p>The board accepted the terms outlined in the historical document.</p> <p>Regarding the recruitment of board members, We had 10 candidates for the parent position. Two dropped their names from the list and Stephen shared that he interviewed 8 of them and ranked them based on his interviews. Christine will now meet with those eight. One parent will be selected to bring to the board at</p>

	the next meeting.
<p>Discussion Item Board Training: Online Brown Act Training Info Decision on due date for training completion See CSDC training OR email from Procopio Law Firm Complimentary Brown Act Training</p>	<p>Discussion on due date for Brown Act Training and collection of certificates</p> <p>The board decided to do the Procopio online live training. Then a discussion can follow from the same training of all board members.</p>
<p>Discussion Item Board Goals The board will set goals for itself for this school year.</p>	<p><u>Board Goals Discussion</u> The board set the following goals- 1: To recruit 1-3 new additional board members which would include filling the parent position on the board. Action: The board members discussed areas of need for the board and contacts they have that they could reach out to. In the outreach, new possible candidates should be invited to a meet and greet in December at the regularly scheduled board meeting.</p> <p>2: To increase organizational and operational structure by working with specialists</p> <p>Danielle presented a proposal from Case. develop structured school org chart to fill and possibly create future positions Optimize org efficiency and effectiveness Optimize sustainability and succession planning Manage additional ADA Action: 3: Strategic Planning for future/charter renewal (2026) involving analyzing the changing educational landscape Action: create notes on the charter limitations for grade levels, numbers and IS vs full time Historical data regarding special education and who we are assessing vs who enters with an IEP, district special ed numbers vs IA special ed numbers vs other charter special ed numbers and how many assessments lead to an IEP</p>
Action Item,	<u>Auditor Selection</u>

<p>Review and select auditor proposals for 23-24 and additional years.</p>	<p>The board directed the director to get two more proposals, one from current auditors and one from an auditor recommended by CSMC for the December meeting and update the two audit proposals received. No vote needed.</p>
<p>Discussion Item Director Evaluation The board will discuss the director evaluation</p>	<p>Discussion about director evaluation In order to develop an evaluation The board gather teacher input regarding the admin/teacher relationships and structural organization of the school prior to developing the evaluation criteria</p>
<p>Director Contract The board will review the sample director's contract and edit or sign</p>	<p>Review director contract Stephen moves to approve the contract for the 23-24 school year. Julia seconds Roll Call Vote: Aye: 4 No: 4 Abstain: 0 Aye: Stephen, Danielle, Julia, Faraz</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>Discussion: No questions. We recognized there were no requests to change anything.</p>
<p>Discussion Item (Danielle) Organizational effectiveness with Case</p>	<p>Discussion Notes Per the discussion that took place regarding goals, Danielle presented information about a contact that she and Stephen chose after reviewing several options. Danielle will introduce Case to Christine to discuss the needed organizational review.</p>
<p>Security Overview Presentation (Stephen)</p>	<p>Discussion Notes Stephen presented information about security specialists review of the IA facility. They are putting together quotes and options for security cameras. We are looking at having an intercom system. Faraz suggested using Google Minis as they will work for our situation. Faraz asked about incorporating predictive AI into the possible camera placement etc. Stephen</p>

	<p>will connect with the security group to ask.</p> <p>Julia asked what the laws are regarding parents asking for footage when other students may be on the camera.</p> <p>There was a discussion about scaffolding placement of cameras.</p> <p>Stephen is going to continue to gather information about this item</p>
Facilities, parking exploration discussion	<p>Discussion Notes</p> <p>Christine shared about a building that is for sale locally with 10K square feet and 35 parking spots and wondered if the board had any ideas about that.</p>
➤ Next board meeting	December 11, 2023
○ Confirm date of next meeting	
○ Identify agenda items for next meeting	
Meeting adjourned	1:58 p.m.

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



Secretary

Innovations Academy Board Minutes: December 11, 2023 @ 6:00 pm

Meeting location(s)

Innovations Academy 5454 Ruffin Rd San Diego, CA 92123	Public call in number 425-436-6381* Access code 1637013
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Board Attendance

Stephen Rosen	Faraz Sharafi	Danielle Strachman	Julia Stoer			
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Others in Attendance

Christine Kuglen Director	Jennifer Williams parent and prospective board member	Ray Downs	Bob Anderson	Kerry LaFave	Joshua Eng, business manager	
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Agenda 5:15 Meet and Greet of Potential Future Board Candidates

Topic	Minutes
➤ Call to order / roll call	Time / Date 6:05 pm Roll call attendance taken
➤ Approval of current agenda	Vote to approve current agenda - Motion made to approve the current agenda made by Faraz Sharafi 2nd motion- Danielle Strachman Roll Call Vote: Stephen, Faraz, Danielle, Julia Aye: 4 No: 0 Abstain: 0
➤ Approval of prior month meeting minutes <ul style="list-style-type: none"> ○ 9/23/23 	Faraz noted that the minutes are inaccurate from 9/8/23. Currently they state that . Faraz abstained because he was in attendance but it should say that he was NOT in attendance. Vote to approve past minutes - 1st motion- To approve modified minutes Danielle 2nd motion- Julia Roll Call Vote: Stephen, Faraz, Danielle, Julia Ayes: 4 No: 0 Abstain: 0
➤ Public comments (3 mins per person)	no public comments

<p>➤ Discussion/Presentation Item: Stephen has been working on a security analysis. There will be a security presentation (see board packet)</p>	<p>Security Presentation and Discussion Stephen took it upon himself to look at security options. He presented Ray Downs and Bob Anderson. They presented their proposal based on their review of the building. PDI and PACE have jointly written this proposal. They broke it down into several component parts. This proposal contains cameras and possible intercoms. There are 4 phases: 1-in building 2- outside of building 3-far outside the building 4- intercom system Bob listed projects in schools and churches and with city councils that their company has completed. It was stated that Ray’s company would install the equipment and Bob’s company would do the wiring. The installation would be done in four phases. Ray shared about the history of their company. Some characteristics they felt important: quality image, access to footage quickly. The board asked questions about storage, cost of storage, camera capabilities and cost of equipment (see the proposal).</p>
<p>➤ Action item: Financial Report and Vote Josh Eng, Business Manager, CSMC 1.Approval of 2023-24 1st Interim Budget Revision 2.Approval of 2023-24 1st Interim Report</p>	<p>Report by Josh Eng, CSMC Business Manager <u>Interim Budget Revision-</u> Discussion: Joshua reviewed the narrative in the packet with the board. He noted the main issue is with the variance is that our ADA has shifted. We have a large loss. Josh reviewed the main categories: staffing increases due to higher special education needs, lower ADA, The board and director discussed considering a marketing and retention plan.</p> <ul style="list-style-type: none"> ➤ Motion to Approve the 23-24 Interim Budget Revision ➤ 1st motion - Danielle ➤ 2nd motion - Faraz ➤ Roll call vote: Stephen, Danielle, Faraz, Julia <p>Aye; 4 No: 0 Abstain: 0 <u>Interim Report-</u> Discussion: This report goes to the district, gives them an FYI and lets them know that the board is reviewing the budget and updating it.</p>

	<p>This vote approves the revision and acknowledging that this is how the school is doing.</p> <ul style="list-style-type: none"> ➤ Motion to approve the interim report ➤ 1st motion - Stephen ➤ 2nd motion - Faraz ➤ Roll Call Vote: Stephen, Danielle, Julia, Faraz <p>Aye: 4 No: 0 Abstain: 0</p>
<p>➤ Action item: New parent board member introduction and approval. Jennifer Williams, parent of 2 IA students (1st&5th grades) will be presented to the board as the committee selected parent candidate.</p>	<p><u>Parent Board Member Selection-</u> Discussion and Vote: Stephen presented the process that was explored to select Jennifer who had a bad experience in PUSD where there weren't enrichment classes at all. In 2020 they switched to IA. She has been happy with her children at IA. She has a 1st grade and 5th grader. Faraz asked Jennifer what she sees that she brings to the school. Jennifer responded that she has a legal background. Her legal work is to support financial institutions. She has supported credit unions, setting up foundations so they can give back to the community. She sat on a board for a nonprofit. Faraz shared his experience as parent board member.. Vote: Motion to approve Jennifer Williams to join the IA board.</p> <ul style="list-style-type: none"> ➤ 1st motion - Danielle ➤ 2nd motion - Faraz <p>Roll call vote; Stephen, Danielle, Faraz, Julia Aye: 4 No: 0 Abstain: 0</p>
<p>➤ Action Item: Auditor Selection 2023-2026 The board will review proposals from Christy White, Wilkenson Hadley and King, Baker Tilly</p>	<p><u>Auditor Selection-</u> Discussion: Board discussed the high price from BT, the benefits of the cost and staying with our current auditors. Vote: Moves to renew Wilkenson Hadley King</p> <ul style="list-style-type: none"> ➤ 1st motion - Stephen ➤ 2nd motion - Danielle <p>Roll call vote: Stephen, Danielle, Faraz, Julia, Jennifer Aye: 5 No: 0 Abstain: 0</p>
<p>➤ Action Item: Approve 22-23 Audit</p>	<p><u>Prior Year Audit Approval-</u> Discussion: Motion to approve the audit draft contingent on no changes to the audit. Made by</p>

<p>The board is tasked with approving the final audit and it is submitted by December 15th. (see packet)</p>	<p>Faraz Vote: > 1st motion - Faraz > 2nd motion Stephen > Roll call vote in favor: Stephen, Julia, Jennifer, Faraz, Danielle Aye: 5 No: 0 Abstain: 0</p>
<p>> Action Item: Employee Handbook Update and Revision Due to updated legislation SB616, these changes to our sick, vacation and personal days are proposed and need approval</p>	<p><u>Change to Sick Leave Policy per SB616-</u> Discussion: Director explained the changes in the law. Motion to table PTO pending legal review and approval of 5 sick days. > 1st motion - Jennifer > 2nd motion - Stephen > Roll call vote: Stephen, Ju;ia, Jennifer, Faraz, Danielle Aye: 5 No: 0 Abstain: 0</p>
<p>> Director Report Follow up on the exploration of a local facility purchase.</p>	<p>Director Report Christine shared that she had looked at a property up the block. She had had several conversations with the broker and twice had taken a contractor to inspect the property. The idea was to move the HLC classes or enrichment classes to the new building to open up room in the main building. The contractor advised that there was a lot of work and signs that poor construction would take more money than the building was worth the investment. Christine has decided not to pursue the building based on the inspections..</p>
<p>Employee Retention Credit (ERC) Update Stephen will provide an update to the Innovations Academy ERC submission</p>	<p>Update Stephen described the ERC. Stephen reached out to the company that filed our ERC. There has since been a freeze put on the ERC because there had been abuse by some businesses. IA will continue to wait and inform the board if the situation changes.</p>
<p>> Director Report > Follow up on the exploration of a local facility purchase.Meeting Addition Schedule > Midyear LCAP update The CDE now requires a mid year LCAP update to be approved by February 28th.</p>	<p>Discussion This was a redundant agenda item. It was previously discussed. The board was informed that we need to set a new meeting to present the midyear LCAP report. The board discussed and selected February 27, 2024 at 6 pm.</p>

Christine is requesting a short meeting be added mid February	
➤ Next board meeting	
○ Confirm date of next meeting	6 pm, Tues Feb 27th
○ Identify agenda items for next meeting	<p>Possible Items</p> <ul style="list-style-type: none"> -Review the complaint procedures -ask legal team is there any leeway to board members attending via telephonically -Feb- discuss cameras and security -final audit not in draft form? <p>Mention was made to consider that google hub might be a more affordable intercom replacement</p>
Meeting adjourned	meeting adjourned at 8:09 pm

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



 Secretary

Innovations Academy Board Minutes: 2/27/2024 @ 6:00 pm

Meeting location(s)

Innovations Academy 5454 Ruffin Rd San Diego, CA 92123	636 Hillsborough St, Oakland, CA 94606	Public call in number 425- 436-6381* Access code 1637013
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Board Attendance

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Others in Attendance

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Agenda

Topic	Minutes
➤ Call to order / roll call	Time / Date 6:05 p.m. 2/27/24 Stephen called meeting to order Roll Call Board in Attendance: 1. Stephen, Jen, Julia, Danielle 1. Absent: Faraz
➤ Approval of current agenda	Approval of current agenda - 1st motion - Motion made to approve the current agenda: Jen 2nd - Danielle Vote: Aye: Stephen, Julia, Jen, Danielle No: 0 Abstain: 0
➤ Approval of prior month meeting minutes ○ Dec. 11, 2023 Minutes	Approval of past minutes - Motion made to approve the prior meeting minutes: Julia Stoer 2nd- Stephen Rosen Vote: Aye: Stephen, Julia, Jen, Danielle No: 0 Abstain: 0
➤ Public comments (3 mins per person)	Naomi Dail: is on the phone line and announced herself. She is a parent of 3 IA students.
Financial Items Action Item: Second Interim Budget	Approval of 2nd Interim Budget Josh presented information about the 2nd interim. It is for the time period of July - Jan,

<p>Discussion Item:</p>	<p>SD Unified wants an update and this is the update we submit on a template that they require. It helps them know if we are approving a new budget or staying with the current budget and shares the numbers we are seeing at this time of year.</p> <p>The board will hear the information, the budget is an action item and then sent off to the district.</p> <p>Josh asked the members to take a look at page 14, column E and F Josh reviewed budget net, the next column are the actuals. In F, you can see that IA is running at a deficit. The final numbers are not known until the year progresses further. Josh noted that the budget was not changed. He drew attention to pages 16 and 17, attached to the same document. These are also the same numbers that they have already seen earlier in the year. Josh noted that we don't feel we need to change the budget at this time. We realize that we are running at a deficit, we understand that it is due to losing students early on in the year and facility/utility increases but we aren't going to change the budget at this time.</p> <p>Stephen asked if the budget had changed for facilities. Josh responded that the budget changed from preliminary to first interim. But the budget did not change from the first interim to the second interim.</p> <p>Motion to approve the second interim budget made by Stephen Roseen 2nd: Jen Vote: Roll Call Aye: Stephen, Jen, Julia, Danielle No:0 Abstain: 0</p>
<p>Director Items</p> <p>Action:Marketing and Outreach (see board docs) (Christine and Stephen)</p>	<p><u>Action Item: Marketing and Outreach</u></p> <p>Discussion:</p> <p>Christine reviewed the actions taken so far and noted that she has begun to look into several options for marketing. She has placed a ½ page ad in SD Family Magazine, she has acquired a spot in the Clairmont SD DMV for a 30 second promotional video and she has been</p>

<p>Reminder: Conflict of Interest All board members must submit their Form 700 COI by March 31, 2024. This is a check in to make sure we are on track.</p> <p>Procopio Certificate of Brown Act Training. All board members completed this training. Please send your certificate to Christine.</p> <p>LCAP mid year report(board packet)</p> <p>SARC presentation(board packet)</p> <p>District Site Visit Update The site visit was held on Feb 13th. Stephen and Julia represented the board. They will share information.</p>	<p>interviewing marketing companies.</p> <p>Stephen feels we need a strong campaign to market since we want to improve retention and attract new students. He presented a plan from AIM that he felt was comprehensive.</p> <p>Christine and Stephen differed in opinions about which company to utilize and about the campaign design and type of work needed. The board decided not to take action at this time but to instead hold this discussion for further elaboration at the March board meeting.</p> <p>Discussion: Christine reminded all board members to complete the Form 700 which is due end of March.</p> <p>Discussion: Christine asked the board members to send her their certificates from this training. Jen asked about how to take the training and Julia shared a link for an upcoming training.</p> <p>Discussion: Mid Year LCAP Report Christine explained the new midyear LCAP report. She shared the document itself with an explanation about the goal monitoring and financial progress made on goals.</p> <p>Discussion: SARC The SARC is the School Accountability Report Card. It is submitted each year. It is public facing and has information about our school. All schools submit a SARC.</p> <p>Discussion: Site Visit Julia and Stephen read their notes from the meeting with the district and Christine shared that they were working on updating items with the district and making corrections as needed.</p>
<p>Other (Stephen Rosen) Security Proposal Revision, follow up</p>	<p>Stephen went back to the security company presented at a former meeting and had them</p>

<p>(see board packet)</p>	<p>revise their proposal to decrease their number of cameras. . In this proposal there is no ongoing subscription requirement. 90 days of storage is included.</p> <p>Danielle asked for competitive quotes as the board has not received any other quotes yet for security cameras. Stephen mentioned that the difficulty with that would be the amount of time that was invested by this company was substantial. Danielle wondered if the insurance company has any recommendations. Stephen said that the insurance company no longer offers discounts for having cameras. He had reached out to them. Cameras are preventative safety, protection and liability.</p> <p>Christine expressed that her opinion is that cameras are not necessary, though it might be nice to have one cover the parking lots and the front door.. Julia felt that one camera on the front door would be sufficient. Jen expressed that a camera network would be important, that 91K is high in a tight budget year, that we should get more quotes, that Jen would rather spend money on something that would protect students.</p> <p>The board members agreed to look at possible cameras that could be eliminated from the plan. Stephen recommended that all board members review the proposal and send Stephen their must-haves so he can have speak with the company and possibly have the proposal redone and get other quotes as necessary.</p> <p>No action was taken at this time</p>
<p>➤ Next board meeting</p>	<p>Danielle has a potential board member who is a child psychologist and could come for a meet and greet at the next meeting. She has a constraint about time with board meetings. She could not get to our meeting until 6:30. Would the board be okay with changing the time? It was asked if the potential member could come on another day of the week earlier.</p> <p>Danielle will check to see if that is for all</p>

	weekdays or just Tuesday.
o Confirm date of next meeting	March 11th which is a Monday. We will present more information on marketing proposals.
o Identify possible agenda items for next meeting	-Review the complaint procedures -ask legal team is there any leeway to board members attending via telephonically -Feb- discuss cameras and security -final audit not in draft form? Also get Stephen feedback about cameras.
Meeting adjourned	8:00 p.m.

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



Secretary

Innovations Academy Board Minutes: March 11, 2024 @ 6:00 pm

Meeting location(s)

Innovations Academy 5454 Ruffin Rd San Diego, CA 92123	636 Hillsborough St, Oakland, CA 94606	Public call in number 425- 436-6381* Access code 1637013
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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

Stephen Rosen	Faraz Sharafi	Danielle Strachman phone				
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Others in Attendance

Christine Kuglen						
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Agenda

Topic	Minutes
Call to order / roll call	Time / Date 6:09 pm Board in Attendance: 1. Stephen Rosen 2. Faraz Sharafi 3. Danielle Strachman Other Present: Absent: Julia Stoer, Jennifer Williams
Approval of current agenda	Vote to approve current agenda - Motion to approve agenda: Faraz- 2nd motion- Danielle Vote: Aye: Stephen, Faraz, Danielle Noe: 0 Abstain: 0
Approval of prior month meeting minutes See meeting minutes 2/27/24	Vote to approve past minutes - No quorum. This will move to the next meeting
Discussion item: Security cameras. The board will discuss specific needs, if any, for security cameras and a time frame, as needed.	Discussion: Stephen spoke about the discussion from the last meeting. Stephen has made adjustments himself. He also needs feedback from other board members. He will take that information

	<p>and take it to get more proposals. Stephen is requesting feedback from board members.</p> <p>Christine brought up that we need a discussion about board responsibilities and director responsibilities.</p> <p>Stephen stated that he feels there is a security issue that needs to be addressed. Danielle asked what the security issues were. Stephen shared that he feels there could be exposure and liability since we don't have cameras. Faraz asked that there be an agenda item placed to see if there is a security issue that needs to be addressed. It would be an approved agenda item. If the board decides to move forward then the director would explore the options for cameras.</p> <p>Stephen felt there was an underlying agreement that there is a need for security. Faraz requested a definition of the problem so that the problem is addressed appropriately. Danielle agreed that doing more work to investigate the issue. She suggested that the director inquire with other charters about their present practices with an emphasis on prevention.</p> <p>Faraz suggested that we possibly start with a lower cost option.</p> <p>Danielle suggested the board come up with actions that would gather information to facilitate a productive discussion. Danielle feels like perhaps the board went out of order with this particular item. She suggested getting more data.</p> <p>Stephen suggests that Christine do the outreach to other charters.</p>
<p>Discussion item: Marketing plan for Innovations Academy. This is an opportunity for the director to share a plan for marketing and the work currently being done and for the board to offer guidance.</p>	<p>Discussion: Christine has done outreach with several marketing agencies both charter school focused and otherwise. She feels she needs more time to evaluate the best plan for the school. She will continue to evaluate and make a decision moving forward.</p>
<p>o Confirm date of next meeting</p>	<p>May 28, 2024 @6pm</p>

o Identify agenda items for next meeting	➤ Draft LCAP review
Meeting adjourned	7:19 pm

The foregoing minutes were approved by the Board of Directors of Innovations Academy on 6/25/24


Secretary

Innovations Academy Board Agenda: May 28, 2024 @ 6:00 pm

Meeting location(s)

Innovations Academy 5454 Ruffin Rd San Diego, CA 92123	636 Hillsborough St, Oakland, CA 94606	Public call in number 425-436-6381* Access code 1637013
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Board Attendance

Jennifer Williams	Danielle Strachman	Julia Stoer	Stephen Rosen			
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Others in Attendance

Christine Kuglen	Devon Woodruff					
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Agenda

Topic	Minutes
➤ Call to order / roll call	Time / Date 6:04 pm Board in Attendance: Roll Call 1. Stephen, Jennifer, Julia, Danielle Other Present: 1. Devon Woodruff (Asst. Director) 2. Christine Kuglen (Director)
➤ Approval of current agenda	Vote to approve current agenda - 1st motion - Danielle moves to remove approval of prior minutes from the agenda because they were excluded accidentally from the packet. 2nd motion- Stephen Vote: Aye: Stephen, Jennifer, Julia, Danielle No 0 Abstain 0
➤ Approval of prior month meeting minutes 2/27/24 Meeting Minutes Approval 3/11/24 Meeting Minutes Approval	moved to next month (see prior item)
➤ Public comments (3 mins per person)	No public comments were made
Discussion Items: Public Hearing for the draft 24-25 LCAP The board will hear a presentation of the	Devon- spoke about the creation of the 24-25 LCAP. She shared the following: staff and parent meetings that were held

<p>LCAP and receive public input for final LCAP approval in June 2024</p>	<p>Slight changes that were made in the wording of our goals. The goals are essentially the same. What has changed are the actions and metrics were added/updated. Devon went over each goal and the metrics and new actions.</p> <p>Christine expressed her excitement about aligning portfolios, report cards and parent communication</p> <p>Jen Williams mentioned that Goal 2.3 with middle school redesign has the students excited and helped her decide to keep her child at IA for middle school</p> <p>Goal 3 Christine spoke about Beast Academy implementation and our trajectory to implement K-5 Changes that were noticed in the discussion 3.2 (add this) Field trips. We might want to add that we want all field trips to be meaningfully connected to learning</p> <p>4.1 (add this) ParentSquare notifications can be used in the metrics to measure parent engagement with absence notifications</p> <p>5.2 (edit this) We don't have 2 Exhibitions at the end of each semester. We have one at the end of first semester and one before testing season (pre-spring break)</p>
<p>➤ Next board meeting</p>	<p>June 18, 2024</p>
<p>o Confirm date of next meeting</p>	<p>June 18, 2024</p>
<p>o Identify agenda items for next meeting</p>	<p>New Teacher Introduction Update on Enrollment Declaration of Need 24-25 Security Proposal, info on charters use of cameras on campus LCAP approval Local Indicators see 24-25 Handbooks</p>

	24-25 Possible New Policies 24-25 School Calendar Marketing Analytics IEE Policy for Sped Jennifer is not able to make that meeting. Julia can't either. She can do June 10th. Danielle will see if she can fly down to make quorum.
Meeting adjourned	6:54 pm

The foregoing minutes were approved by the Board of Directors of Innovations Academy on 6/25/202.



Secretary

Innovations Academy Board Minutes: 6/25/24 @ 6:00 pm

Meeting location(s)

Innovations Academy 5454 Ruffin Rd San Diego, CA 92123	636 Hillsborough St, Oakland, CA 94606	Public call in number 425-436-6381* Access code 1637013
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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

Stephen Rosen	Faraz Sharafi	Danielle Strachman (remote)				
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Others in Attendance

Christine Kuglen (Director)	Devon Woodruff (Asst Director)	Joshua Eng (business manager)				
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Agenda

Topic	Minutes
➤ Call to order / roll call	Time / Date 6/25/24 at 6:08 pm Board in Attendance Roll Call: <ol style="list-style-type: none"> 1. Stephen, Faraz 2. Danielle (remote) Other Present: <ol style="list-style-type: none"> 1. Christine Kuglen (director) 2. Devon Woodruff (asst director) Jennifer Williams is on her way and running late. The board took public comments while waiting for Jennifer to arrive to make a quorum. Meeting reconvenes at 6:31 pm when Jennifer Williams arrived
➤ Approval of current agenda	Vote to approve current agenda - 1st motion - Stephen moves to make consent agenda of policy items and approve all prior meeting minutes. 2nd motion- Vote: Approved by: Yes: 4 roll call No: 0 Abstain: 0 Stephen moves to place all agenda items that

	<p>are in the policy section of the agenda to a consent agenda item. The changes will be highlighted prior to the consent agenda item vote.</p> <p>Action Seconded</p>
<p>➤ Approval of prior month meeting minutes 2/27/24 Meeting Minutes Approval 3/11/24 Meeting Minutes Approval 5/28/24 Meeting Minutes Approval</p>	<p>Approval of Past Minutes: Faraz noted that the 5/28 minutes need to be pulled due to the fact that Faraz was not present at the 5/28 meeting. Motion to approve minutes from 2/27 and 3/11 made by Danielle 2nd motion- Stephen Roll Call Vote: Stephen, Faraz, Jen, Danielle Aye:4 No:0 Abstain:0 (note: Due to the fact that Faraz was not in attendance at the 5/28 meeting, those minutes will be pulled from this agenda and placed on the next meeting agenda.)</p>
<p>Public comments (3 mins per person)</p>	<p>Stephen reported that there were no public comments when they were asked for at the start of the meeting.</p>
<p>Financial Items (CSMC Joshua Eng, Christine)</p> <p>1. Board Approval of 23-24 Estimated Actuals and 24-25 Preliminary Budget</p>	<p>1. Approval of 23-24 Estimated Actuals and 24-25 Preliminary Budget (see narrative in board packet)</p> <p>Josh (business manager) referred to the board packet (page 21. Estimated actuals) and explained that this is a prediction of how we will end this year. Projecting deficit \$481K as seen in the estimated actuals. Josh reviewed the preliminary budget. We have a budgeted enrollment of 455 which this budget is based on. This budget can be revised and we realize that this is preliminary. Stephen asked about current enrollment and difference in classified personnel. Christine responded that IA has current enrolled numbers at 470.</p> <p>Jennifer asked if the ADA numbers this year were aligned with this preliminary budget. Josh explained how ADA% works and the difference between enrollment and attendance.</p> <p>Faraz asked about a drop in enrollment and its relationship to danger the school would be in. Josh</p>

	<p>accountability system is based on a multiple measures system that assesses schools and communicates via a Calif School Dashboard. The Dashboard includes a concise set of state indicators and local indicators</p> <p>Faraz made the motion to approve the submission of Local Indicators</p> <p>2nd motion- Jen</p> <p>Vote: roll call</p> <p>Aye: Stephen, Faraz, Jen, Danielle</p> <p>No: 0</p> <p>Abstain: 0</p>
<p>Policy Items</p> <ol style="list-style-type: none"> 1. Approval of 24-25 school calendar 2. Approval of 24-25 instructional minutes 3. Approval of 24-25 Workplace Violence Prevention Policy 4. Approval of Independent Educational Evaluation (IEE) Policy 5. Approval of 24-25 Family Handbook 6. Approval of 24-25 Employee Handbook 7. Approval of 24-25 Declaration of Need 8. Approval of 24-25 Comprehensive School Safety Plan 	<p>1. Approval of School Calendar</p> <p>The proposed student calendar contains all student attendance days, defines minimum and full days and includes event days for the 24-25 school year. There are 176 school days this coming school year.</p> <p>The instructional minutes meet the minimum requirements for attendance minutes for all grade levels</p> <p>There was a review of each consent agenda item with updates.</p> <p>Danielle exited the meeting at 7:30 pm</p> <p>Stephen made a motion to approve the consent agenda items.</p> <p>2nd Motion: Faraz</p> <p>Roll Call Vote:</p> <p>Aye: Stephen, Faraz, Jen</p> <p>No: 0</p> <p>Abstain: 0</p>
<p>Board Discussion Items</p> <ol style="list-style-type: none"> 1. Set board calendar for 24-25 2. Set date for annual board retreat 	<p>Discussion:</p> <p>Tentative next meeting August 13, 2024</p> <p>The board is considering October as the retreat month.</p>
<p>Report Items</p> <ol style="list-style-type: none"> 1. Enrollment Update (see packet) 2. Security Proposal, info on charters use of cameras on campus 3. Director Report of 2023-24 Suspensions, Expulsion and UCP report <p>Suspensions: 3 Expulsions: 0 UCP: 0</p> <p>(This is a report for the annual count of</p>	<p>Christine gave enrollment numbers and that those numbers reflect the paperwork that has been submitted.</p> <p>Stephen noted that he spoke with Lee Dulgeroff who shared that all district schools have camera systems and Lee shared that it helps with issues in hallways and playground and parking lots and children who have escaped from school.</p> <p>Faraz suggested that parking lot problems are</p>

<p>suspensions, expulsions and Uniform Complaints resolved)</p>	<p>going to be resolved Jen mentioned that she would prefer to look at our safety needs before spending funds on something that may not be deemed a need in our situation. Stephen mentioned his concerns and the time he has spent researching this issue. He is willing to let go of the issue at this time. Jennifer asked for the other quotes if we are going to move forward with cameras as an option. Faraz suggests that this item be tabled on the side and revisited in the next school year. Faraz recognizes that Stephen put in a lot of work that is appreciated. He suggests that we act conservatively since our budget is challenged. Stephen left the meeting saying he would give up persisting on cameras. The discussion ended. Faraz recommended that in order to improve safety a larger safety approach in which safety overall is addressed and the security cameras may or may not be a part of the solution.</p>
<p>➤ Next board meeting</p>	
<p>o Confirm date of next meeting</p>	<p>tentatively August 13, 2024</p>
<p>o Identify agenda items for next meeting</p>	<p>possible policy updates board retreat discussion as needed update on marketing, analytics etc.</p>
<p>Meeting adjourned</p>	<p>at 8:30 p.m.</p>

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


Secretary