

Innovations Academy Board Minutes: 9/10/24 @ 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

Jennifer Williams	Stephen Rosen	Julia Stoer	Danielle Strachman (telephone)			
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Others in Attendance

Christine Kuglen (Director)	Joshua Eng (Business Manager)					
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Agenda

Topic	Minutes
➤ Call to order / roll call	Time / Date call to order 6 pm Roll Call Attendance: Stephen, Julia, Jennifer, Danielle
➤ Approval of current agenda	Vote to approve current agenda - 1st motion made to approve the current agenda - Jennifer 2nd motion- Stephen Roll Call Vote: Aye: Stephen, Jennifer, Julia, Danielle No: 0 Abstain: 0
➤ Approval of prior month meeting minutes Approval of minutes 5/28/24 Approval of minutes 6/25/24	Vote to approve past minutes - Julia noted that the minutes for 5/28 have the wrong date in the signature spot and will need to be changed Jennifer had a question about attendance. Should she be listed in the attendance when she arrived late. The board decided to add Jennifer since she was present. Motion was made to approve the previous minutes predicated on the two changes above made by Danielle 2nd motion- Julia Roll Call Vote: Aye: Stephen, Jennifer, Danielle, Julia No: 0 Abstain: 0
➤ Public comments (3 mins per person)	The floor was opened for public comments but none were made
Financial Action Items	Vote to approve Unaudited Actuals -

<ul style="list-style-type: none"> ● 23-24 Unaudited Actuals Approval <p>Unaudited actuals are annual financial reports that show a school's financial activities and position for a fiscal year. The data in these reports is not yet formally audited. Charters, districts and county offices of education submit their financial data to the California Department of Education (CDE) in a uniform format.</p>	<p>Josh asked board to turn to page 16/53 to give a financial summary of the 23-24 school year. The process for unaudited actuals was explained (we send to district, district to county, county to state and then auditors audit). Josh reviewed page 19/53-the school finished with a loss for the year was \$89875.00, which was significantly less than expected. In comparison with where we thought it would be at a loss of \$400K. Lottery and special ed rates were increased which accounted for some of that, savings for some of that.</p> <p>Ending fund balance which is like our reserves \$3,923,233.91.</p> <p>Jen asks about noncapitalized equipment. Josh shared that this includes small items that are more pricey but not so high to be capitalized.</p> <p>Jen asked if insurance should be approved by the board. Christine said it has never been approved. Stephen mentioned that coverage has been looked at and Josh said that he has seen it done but does not know if it is common practice.</p> <p>Jen asked if it is a legal requirement for a charter to keep the majority of funds in the county treasury? Josh- No legal requirement. The reason we do this is that the interest rate is higher.</p> <p>Danielle asked if there is a way we can better determine ahead of time the amount of loss since it was a bit of a scare. Josh- reiterated that most of the recovery was unpredictable as we didn't know that the savings Lottery and special ed funds would increase.</p> <p>A discussion ensued regarding the use of IA funds and how to balance savings.</p> <p>Motion made to approve the unaudited actuals by Stephen 2nd motion- Jennifer</p> <p>Roll Call Vote: Aye: Stephen, Jennifer, Julia, Danielle No: 0 Abstain 0</p>
<p>Policy Action Items</p> <ul style="list-style-type: none"> ● Transportation Policy <p>This policy is regarding the transportation of any special</p>	<p>Christine explained that we have a student who is placed in a NPS who requested transportation. We realized it would be a good idea to have a policy so the SELPA was engaged to provide information, guidance and a template. Our legal</p>

<p>education students attending a nonpublic school placement</p>	<p>team reviewed the policy presented. Vote Motion to approve this transportation policy made by Jennifer 2nd motion- Stephen Roll Call Vote: Aye: Stephen, Jennifer, Julia Danielle No: 0 Abstain: 0</p>
<p>Biennial Review, Conflict of Interest Code The biennial review of a conflict of interest code is a review that state and local government agencies in California must perform at least every other year to ensure their codes are accurate and current. The review helps ensure that the code reflects the agency's current structure and that officials who make or participate in government decisions are required to disclose their financial interests. Due Oct 1 (see board packet)</p>	<p>Christine explained that the biennial review is conducted on even years for Innovations Academy. Nothing has changed with our status as a nonprofit or with the categories that our reporting members report under.</p>
<p>Action and Discussion Item</p> <ul style="list-style-type: none"> ● Progress on marketing Christine will share progress on marketing plan with possible guests for presentation. This is an action item in case the board decides to make it an action item. 	<p><u>Item – Director Update</u> The expected presentation did not take place. The decision was made to bring it to the board retreat</p> <p>The board asked for some input on how parents heard about our school. Christine agreed to put out a survey. The board asked about how we can get analytics of DMV ads and SDFamily magazine, two venues we are currently using to market. NO vote was taken on this item.</p>
<p>➤ Next board meeting</p>	
<ul style="list-style-type: none"> ○ Confirm date of next meeting (board retreat) 	<p>Oct 17 @11am- approx 2 pm</p>
<ul style="list-style-type: none"> ○ Identify agenda items for next meeting 	<p>Enrollment (possibly calling weeks ahead to get a touchpoint with new families)</p> <p>Board Retreat Scheduling and Items: Review board responsibilities Brown Act brief review Update on board meeting laws Set board calendar Discuss acquisition of new board members</p>

	Director succession Review/Update Fiscal Policy and other policies Marketing Insurance Director Contract
Meeting adjourned	Stephen adjourns at 6:58 pm

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 Retreat Minutes: 10/17/24 @ 11:00 am

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	Stephen Rosen	Danielle Strachman	Julia Stoer			
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Others in Attendance

Christine Kuglen						
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Agenda

Topic	Minutes
➤ Call to order / roll call	Time / Date 10/17/24 11:03 Roll Call Board Attendance: 1. Stephen Rosen 2. Danielle Strachman 3. Julia Stoer 4. Jennifer Williams Absent: Faraz Sharafi Other Present: 1. Christine Kuglen, director nobody is on the call line
➤ Approval of current agenda	Motion to approve current agenda - 1st motion - Danielle 2nd motion- Julia Stoer Roll Call Vote: S Yes: Stephen, Danielle, Julia, Jennifer No: 0 Abstain: 0
➤ Approval of prior month meeting minutes Sept 2024	Motion to approve past minutes - 1st motion- Danielle 2nd motion- Stephen Vote: Yes: Stephen, Danielle, Julia, Jennifer No: 0 Abstain: 0
➤ Public comments (3 mins per person)	no public comments
➤ Action Item	Since the presentations weren't starting until

Innovations is in need of outreach, promotion and marketing. There will be a review of 4 marketing proposals as well as review of a marketing survey done with current parents.

Marketing Proposal Review and Action

12:00 Joey Dusina with SABA

12:20 Ryan Eldridge with GrowSchools

11:40 Chuck/Larry with KreativeWebworks

1:05 Susan Speiser with Niche

11:40, the board began with the director updates, then paused the updates for the presentations

Discussion

Presentations were given to the board by four different marketing agencies. The presentations were over ZOOM except for the last presentation, given by Joey Dusina or SABA which was in person and got moved to the end due to the fact that the first presentation by KreativeWorks went over schedule.

The first presentation began at 11:40. Chuck, from KreativeWorks reviewed the proposal submitted that is found in the board packet.

Ryan spoke from 12:20-1:00 about the proposal from GrowSchools. He explained their option for a unique billing based on increased enrollment and described the origin of their involvement in marketing.

Susan presented about the Niche platform and different types of “profiles” offered and the services in their package..

Joe- SABA Asked questions about IA. He shared that without an upgraded website, marketing would not be productive. He shared an analysis of the IA website and said it needed to be made more googlicious, a term he uses when a website is google friendly.

Action Taken

Discussion: The board discussed the presentations. Each board member shared their thoughts and preferences and they came to a consensus. Based on the pricing structure and their history with a variety of charter schools, board members chose to move forward with Grow Schools.

Stephen makes a motion to move forward with the proposal from GrowSchools at any price up to the proposed amount set in the proposal.

	<p>1st motion - Stephen 2nd motion - Danielle Roll Call Vote: Yes: Stephen, Danielle, Julia, Jennifer No: 0 Abstain: 0</p>
<p>Updates (Christine) (see board packet)</p> <ul style="list-style-type: none"> ● Middle School Redesign ● Enrollment ● Attendance ● Audit Finding: Report of our 23-24 audit and the finding due to missing children’s signatures on IS master agreements. ● Charter Renewal 25-26 ● LCAP Goals Review ● New application/lottery/enrollment system information ● 23-24 District Site Visit Report, review ● 24-25 District Site Visit, November 19th at 1 pm,. We need two board members for this year’s site visit Faraz, Julia, Stephen 	<p>Christine and Julia shared different aspects of the Middle School Redesign: Cafe is a time when students are working on independent work. The students have embraced the time and seem to enjoy their independent spaces for working. Advisory and Morning Meetings alternate, happening the first 30 minutes of the day. There are about 13 students in each advisory. Some of the Explorations teachers are participating by leading an advisory. Seminars include helping out in lower grade classrooms, cooking and woodworking. Students can participate if they have completed all of their independent Cafe time work. High School Night helps make middle school connections with high schools they can choose to attend.</p> <p>Audit Finding: Christine shared that IA will probably get an audit finding because last year the HLC independent study contracts were missing student signatures. Christine has been in touch for support with CCSA and CSDC. Jennifer thanked Christine for sharing ahead of the situation.</p> <p>Charter Renewal: Christine shared that IA charter renewal is scheduled for the 25-26 school year and she is getting a jump start on rewriting the charter. The legal team is reviewing our 2018 charter for legal updates.</p> <p>LCAP goals review. The board reviewed the goals and discussed how certain groups of parents connect</p> <p>Christine shared that IA will be switching to Powerschool for application-lottery-enrollment to align for next year with our student info system. IA is struggling with enrollment</p>

	<p>numbers for K and 7. The board discussed ways to outreach. Possible outreach through current parents who came in with students from preschool.</p> <p>At this point, This part of the meeting was paused so that the marketing presentations could be heard (see above)</p> <p>23-24 District Site Visit Report, review. The team shared about last year's review.</p> <p>24-25 District Site Visit, November 19th at 1 pm,. We need two board members for this year's site visit Julia, Stephen may be the only two that can attend.</p>
<p>Discussion Items for Board Retreat</p> <ul style="list-style-type: none"> ● Brown Act/training scheduling 24-25 year and submittal of any certificates ● Update on board meeting laws ● Discuss acquisition of new board members. Create actions that the board can take to acquire 2 or more board members. ● Discussion board terms (reminder) ● Board Roles, the board will discuss any possible changes to board roles ● Strategize possible restructure prior to director succession or charter renewal <p>Action Items</p> <ul style="list-style-type: none"> ● Create board calendar ● Director Contract review ● CSMC contract for charter renewal 	<p>Danielle completed the Brown Act training this year.</p> <p>Jen, Julia, Stephen and Faraz have not yet attended. Christine offered access to attend the CSDC Brown Act training. Christine will send the link to the board members.</p> <p>Each board member agreed to reach out to two people to recruit for our board.</p> <p>Stephen's term is up Jan 2025. We will add that to the agenda</p> <p>Board Roles: The board decided that they will continue in the same positions until new board members are acquired. Board roles were discussed and the board members unanimously agreed to stay in the same roles.</p> <p>This discussion will be continued at the next meeting.</p> <p>The board and director discussed the complications when considering director retirement. The current structure, that has evolved over 16 years requires a director who has come to perform an excess of bureaucratic documents that over-consume time. When combined with the actual school day work of attending to teachers, students and parents, the job is practically unmanageable. Additionally, as top leader of the school it could easily create</p>

	<p>a disconnect with a new person. If the assistant director, who has now historically been a teacher grown up by the school, becomes the director, they may not be able to complete the amount of bureaucratic work nor would most of them want to work under a bureaucrat who would be hired to do that work, so the school may not flourish. The board suggested we look for ways to outsource the bureaucratic tasks to the degree that would free the director to be more present.</p> <p>Jen left at 3:07</p> <p>The CSMC Charter Renewal Contract will allow charter renewal to be partially outsourced.</p> <p>A motion to move the CSMC contract forward was made by Stephen. Second motion made by Danielle.</p> <p>VOTE: Yes: Stephen, Danielle, Julia No: 0 Abstain:0</p> <p>Calendar Creating a board calendar will happen at the next meeting which the board scheduled for Dec 10th @5:30 pm</p> <p>Director Contract The director's contract needs to be approved for the current year. Motion: Stephen moves to approve the contract as currently written, renewing the contract for 24-25 year It was seconded by Julia Vote: Yes: Stephen, Danielle, Julia No: 0 Abstain: 0</p>
<p>➤ Action Update of Comp School Safety Plan New requirements established last year set forth that the board approve a safety plan for the subsequent academic year by March and review the plan in October of the following</p>	<p>The CSSP was reviewed by the board. No changes need to be made at this time. Stephen moves to approve the updated with no changes CSSP Seconded by Danielle Vote:</p>

school year. This is the “review and update as needed”	Yes: Stephen, Danielle, Julia No: 0 Abstain: 0 Stephen adjourned the meeting at 3:26 pm
● Next board meeting	
○ Confirm date of next meeting	Dec 10 @ 5:30
○ Identify agenda items for next meeting	Stephen’s board term Director Succession
Meeting adjourned	

The foregoing minutes were approved by the Board of Directors of Innovations Academy on 12-10-24.


Secretary

Innovations Academy Board Minutes: 11/1/24 @ 12:00 pm

Meeting location(s)

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Board Attendance

Jennifer Williams	Julia Stoer	Stephen Rosen				
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Others in Attendance

Christine Kuglen, Director						
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Agenda

Topic	Minutes
➤ Call to order / roll call	Time / Date 11/1/24 12:04 pm Board in Attendance: Roll Call Attendance 1. Stephen Rosen 2. Jennifer Williams 3. Julia Stoer Absent: Faraz Sharafi, Danielle Strachman Quorum is recognized
➤ Approval of current agenda	Vote to approve current agenda - Motion made to approve the current agenda as it stands made by Jennifer Williams 2nd to motion- Stephen Rosen Roll Call Vote: Yes: Stephen, Jennifer, Julia No: 0 Abstain: 0 Approved by: 3-0-0 vote
➤ Public comments (3 mins per person)	no public comments were made
Action Item: Approve contract with SDSU for student teacher program (see packet)	Christine asked for questions Christine explained that supporting student teachers at our school benefits the school by helping train future staff and creating connections for our school with new teachers. It also supports our profession by helping new

	teachers learn new skills. A motion was made to approve the contract with the Trustees of the California State University, whereby the University may assign students to Innovations Academy for practice teaching (student teaching) by Stephen Rosen 2nd motion- Jennifer Williams Roll Call Vote: Yes: Stephen, Jennifer, Julia No: 0 Abstain: 0 Approved by: 3-0-0 vote
Meeting adjourned	11/1/24 at 12:09 pm

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


Secretary

Minutes
Innovations Academy Board Agenda: 12/10/24 @ 6:00 pm

Meeting location(s)

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Board Attendance

Stephen Rosen	Faraz Sharafi	Jennifer Williams	Julia Stoer	Danielle Strachman		
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Others in Attendance

Zoe Glover, teacher	Richard Farace, SDUSD	Christine Kuglen, Director				
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Agenda

Topic	Minutes
➤ Call to order / roll call	Time / Date 6:02 pm Board in Attendance Roll Call 1. Stephen, Faraz, Jennifer, Julia, Danielle Other Present: 1. RFarace, Zoe, Christine
➤ Approval of current agenda	Vote to approve current agenda - Motion made by: Jennifer Williams 2nd motion- Faraz Sharafi Roll Call Vote: Yes: Stephen, Julia, Faraz, Julia, Danielle No: 0 Abstain: 0
➤ Approval of prior month meeting minutes <ul style="list-style-type: none"> ○ October 17th meeting ○ November 1st meeting 	Vote to approve past minutes - Motion to approve minutes from both meetings made by Julia 2nd the motion- Jennifer Vote October Minutes: Yes: Stephen, Danielle, Jennifer, Julia No: 0 Abstain: Faraz due to his absence from the meeting Vote November Minutes Motion made by Stephen, 2nd by Jennifer Yes: Stephen, Jennifer, Julia No: 0

	Abstain: Danielle and Faraz due to absence from meeting
➤ Public comments (3 mins per person)	Steve asked for public comments. No public comments.
<p>Action Items</p> <ul style="list-style-type: none"> ➤ Financial Report (CSMC- Josh Eng) <ul style="list-style-type: none"> ○ Approval of Revised Budget ○ Approval of 1st Interim 	<p>Josh walked the board through the budget starting with the preliminary budget. This budget is a revision. The differences are that the ADA dropped. We lost revenue due to loss of students. Due to that loss we altered the budget. Due to an increase in special education student numbers there was an increase in personnel. Ballpark loss of \$98,000. ERC funds were factored in. We have received the first of 2 or 3 disbursements.</p> <p>Faraz asked about the percentage of the reserves that are being consumed by this budget loss. Josh responded that our reserves are at 3,900,00 which is 2.6%</p> <p>Vote on Revised Budget Motion to approve the revised budget: Faraz 2nd the motion- Stephen Vote: Yes: Stephen, Julia, Jennifer, Faraz, Danielle No: 0 Abstain 0</p> <p>Vote First Interim This interim budget is one that the authorizer (SDUSD) requests we submit on their template and then it gets sent to the County. Josh refers to page 20 and addresses the main points of page 22 (revenue sources and expenditures), refers the board to the summary of the budget. Stephen notes that the page 24 changes for increased access to certain revenues. Josh explains the reasoning for accessing the funds now to balance the budget. Jen asked about why there were payroll numbers that were moved. Josh explained about the reclassification of personnel costs. Operations costs also changed which include utilities- Faraz question Motion to approve the first interim made by Faraz, Second made by Danielle Vote: Yes: Stephen, Julia, Jennifer, Faraz, Danielle No: 0 Abstain: 0</p>
<ul style="list-style-type: none"> ➤ Teacher Presentation (Zoe) <ul style="list-style-type: none"> ○ New report card format 	<p><u>Item – Teacher Presentation</u> Discussion: Zoe introduces herself. 6th grade teacher this year and 3rd year at IA. She summarizes that she is talking about grading and report cards. IA went to a 1 point rubric point system for report cards. One way to remove subjectivity is with points on a rubric. This is also a way to get everyone on the same page throughout the grade levels and remove subjectivity. . All work is included in the portfolio which allows parents to see the work that their child is doing and how it is tied to the report card.</p>

	<p>There was a discussion about the difference between grading on a curve and using portfolios and one point rubrics.</p> <p>Faraz asked about the rubrics. Zoe explained that the rubrics are across the entire school and all subjects but each grade level is making their own rubric. Faraz points out that rubrics made in isolation can often be choppy. Can rubrics be designed holistically? Zoe mentioned that our math curriculum and the RACE structure in writing are consistent across grade levels. But not all learning will be consistent across grade levels because standards are different.</p> <p>Faraz recommends looking at all subjects holistically. He also realizes that we should find a way to give a short summary of the child to make sure that parents are not given too much information. Faraz gave a soccer analogy in that different kids can be good soccer players even if they only have the skills of one position or area of the field. How can we make sure that this is reflected in report cards.</p> <p>Zoe recognized that this is new for us. She also recognized that report cards are not going to reflect everything. Seeing grades, seeing portfolios, attending Student Teacher conferences, attending Exhibition will give the parent different information.</p> <p>Zoe was thanked for her time in presenting.</p>
<p>➤ Parent Advisory/Parent Connection Presentation (Jackie Silacci)</p>	<p><u>Item – Parent Presentation</u></p> <p>Discussion:</p> <p>Jackie Silacci is the lead of Parent Connection and her child is in Zoe’s 6th grade.</p> <p>PC sees itself as a bridge and support for communication, raises funds and involves families in social interaction. One of the main tasks is room parent support and helping teachers find one. Then training the room parents as needed. They also get volunteers in different areas. PC involvement is waning. Tried in person and on phone but both groups are small.</p> <p>Stephen recommends involving ZOOM so that more people can participate. Jackie mentions that PC meetings involve both phone and in person. A discussion ensued about challenges with participation and communication</p> <p>Christine will reach out to ParentSquare to find out if we can see when parents read or view on app of PS.</p>
<p>➤ Director Presentation</p> <ul style="list-style-type: none"> ○ Current Enrollment Update <ul style="list-style-type: none"> ■ Enrollment is slowly climbing(see report) ○ Special Education <p>Christine is pursuing support from the SELPA for growing numbers of special ed students</p> ○ ERC Report <p>The first portion was approved for \$145,562.88</p> 	<p>Christine spoke about each item.</p> <p>Enrollment is creeping up. We are enrolling new students that will start in January. At least four students will enroll.</p> <p>Special education numbers are rising. This is consistent for schools but charters are unique in that they don’t have access to special programs, especially for moderate to severe students. This leaves us at a disadvantage for providing classrooms that are not dominated by special</p>

<ul style="list-style-type: none"> ○ Marketing Update GrowSchools has begun their work ○ Brown Act Training Christine will share the link for board members who need to complete. 	<p>education needs and financially impacts us. Stephen gave the ERC report. He had completed the forms and has overseen the process. IA received the first check. Stephen was thanked for his contribution to making this happen.</p> <p>GrowSchools was the company chosen by the board. They have begun. They are creating blogs and social media posts. They have sent a photographer to capture effective outreach images. They are tracking responses and working closely with our staff in weekly meetings. Board members need to take Brown Act training.</p>
Board Discussion/Action items	
<ul style="list-style-type: none"> ➤ Board Members POSSIBLE ACTION ITEM ○ Audit Review and Approval Board will review the most recent audit and discuss next steps DISCUSSION ITEMS. ○ Potential new board member(Stephen) Stephen will share about a possible new member. ○ District Site Visit Report (Stephen and Julia) Board will discuss the site visit that took place on 11/19 and feedback will be reported to the board. ○ Review Board Terms Board will review member terms and discuss terms for current members. ○ Director Succession Last meeting the board began discussing procedures and administrative structure with regards to eventual director succession. Board will continue the discussion as needed. ○ Board Calendar Creation The board will set meeting dates for the rest of the current school year and the start of the 2025-26 school year. 	<p>The board accepts the audit A finding regarding signatures of students on independent study forms was made. Christine is waiting for next steps to remedy that finding.</p> <p>Stephen worked on the Crystal Trull District A election campaign. She lost by only 1000 votes. At the thank you party, Stephen approached her about being on our board. This would give her a chance to be involved on a school board. She has a PhD in education and works with governance.</p> <p>Danielle has a list of potential candidates that she will reach out to this month. Julia is working on the teacher candidate.</p> <p>District Site Visit: What are our focus areas: Director succession, marketing for enrollment, board expansion, charter renewal We are in the high tier so we are in the range of a 5, 6, 7 year renewal. District brought up cleaning up our inventory so that Prop Funded items are separate from school funded items. Expulsion notice template needs to be put in Epicenter. Background checks for independent contractors- we must have access (we do) Prop 28 Music funding- we can pursue a waiver for this and can be put toward STEM as well. Reimbursement- YMC contract All of the finance items will be in an email from the district. Independent Study policy needs to be changed so that it doesn't say go to the district. Our team asked about the process for charter renewal. Submit, 30 day public hearing, 15 days staff report recommendation.</p> <p>Board Terms Stephen is the President Julia is the secretary Jen is the Treasurer At the next meeting, the board will have to vote on</p>

	<p>Stephen's term.</p> <p>Director Succession Christine will stay on until we are comfortable Director position vs Operational position. The Director would be the captain of the ship and support teachers and students and instruction. The operational person would not Julia mentions that Clara's job as Title 1 and EL could be partially moved to the Operational Person and free up that person to deal with student behavior. Maybe Clara's position</p> <p>Board Calendar Creation February 11th 6 pm March 11th at 6 pm May 13th 6m June 17th 6 pm</p>
➤ Next board meeting	
○ Confirm date of next meeting	Feb 11th
○ Identify agenda items for next meeting	<p>Tracking the corrections from the District Site Visit Stephen will need his term and review the conflicts of the Also, take a look at our personal home addresses on the State form 700 Midyear LCAP</p>
Meeting adjourned	adjourned at 8:37 pm

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Secretary

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Innovations Academy Board Minutes: 3/11/25 @ 6:00 pm

Meeting location(s)

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Board Attendance

Stephen Rosen	Faraz Sharafi	Julia Stoer	Danielle Strachman (phone)			
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Others in Attendance

Joshua Eng	Christine Kuglen	Jennifer Franklin				
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Agenda

Topic	Minutes
Call to order / roll call	Time / Date Board in Attendance: 1. Stephen Rosen, Faraz Sharafi, Julia Stoer, Danielle Strachman Other Present: 1. Jennifer Franklin (IA Reading Specialist) Christine Kuglen (IA Director), Josh Eng (Business Manager)
Approval of current agenda	Vote to approve current agenda - Motion made to approve the current agenda: Faraz Seconded: Danielle Vote: Yes: Faraz, Stephen, Danielle, Julia No: 0 Abstain: 0
Approval of prior month meeting minutes o December 10, 2024	Vote to approve past minutes - Motion made by Danielle to approve minutes from December 2024 Seconded by Faraz Vote: Yes: Stephen, Faraz, Danielle, Julia No: 0 Abstain: 0

<p>Public comments (3 mins per person)</p>	<p>Stephen opened it up for public comments</p> <p>no public comments were made</p>
<p>Financial Items- Action</p> <ul style="list-style-type: none"> ● 2nd Interim Report Approval 	<p>Josh gave the presentation.</p> <p>Approval of 2nd interim is on the agenda. This is a compliance requirement. The template that we use is one that the district requires for compliance. Highlights:</p> <ol style="list-style-type: none"> 1) Running budget vs Actuals. The running budget is the budget we are working on and the actuals are for this period. 2) The projected ending fund balance which would be the loss for the year from our current fund balance. <p>Faraz asked a question about the timing of the budget and ADA. Josh responded that as long as we stay in the same ADA range, there won't be a big change.</p> <p>No other questions.</p> <p>Danielle made a motion to approve the 2nd interim budget</p> <p>Seconded by Faraz</p> <p>Vote:</p> <p>Yes: Danielle, Stephen, Faraz, Julia</p> <p>No: 0</p> <p>Abstain: 0</p> <p>Josh excused himself to leave town to attend a charter school conference. He asked for any questions about the CSMC 5 year contract coming up. No questions were asked.</p>
<p>Teacher presentation- Jen Franklin on Literacy Campaign</p>	<p>Jennifer, the reading specialist, gave the presentation.</p> <p>She shared that Christine initiated a literacy campaign in January. We decided to build a strong culture of literacy. We realized parents were a key piece. We knew we have to read and we have to read aloud and that students need to be engaged with the text that they are reading. A 1% change in engagement can provide a 6% improvement in their reading skills.</p> <p>Our steps:</p> <ol style="list-style-type: none"> 1) Accelerated Reader: students read independently in their own selection

	<p>and then take a quiz online. This helps us by providing some accountability and gives them points which support their reading goals, which the students set themselves.</p> <p>2) Parents understood that students should be reading the same text everyday so they also read the same text at home. This happens for 15 minutes minimum.</p> <p>3) This reading happens on paper, not online or with audio. It is a “books in hand” program.</p> <p>Stephen asked about getting an ample supply of books. Jen responded that we have ample classroom libraries and this has not yet been an issue.</p> <p>4) We have now commenced the One Book, One School program. We have everyone reading the same book(The World According to Humphrey). We had a launch event in which a teacher acted out the hamster and a scene from the book. All the students were in the gym. Jen showed three videos of the assembly. Then she showed data from a survey.</p> <p>Faraz commented on the confusing color scheme of the chart. Jen shared that google forms created the color scheme.</p> <p>Jennifer also shared that it was hard to come up with a book that everyone K-8 could enjoy. This book has been used with a wide span of ages, but our middle schoolers have struggled with their perception of the book being a “baby book.” We have engaged them to read by asking them to help younger students.</p> <p>Jen asked for questions. No questions were asked. Jennifer was thanked.</p>
<p>Board Governance Items:</p> <ul style="list-style-type: none"> ● Renew Stephen’s term as discussed at last meeting ● Set terms for all members ● Set roles for each board member: our board requires a Treasurer, Secretary and Board Chair. Per our bylaws, the Chair can not be secretary or treasurer 	<p>Board reviews terms together</p> <p>Action: Faraz made a motion to extend Stephen Rosen’s term from Jan 2025-Jan2028. Julia seconded the motion</p> <p>Vote: Yes: Faraz, Danielle, Julia No: 0</p>

<ul style="list-style-type: none"> ● Board Recruitment- Check in on board member community outreach for two people each 	<p>Abstain: Stephen</p> <p>Stephen shared that Jennifer Williams emailed Stephen about her resignation. Christine and Stephen spoke and Christine will reach out to another parent who had requested to participate, previously went through the process before Jennifer was chosen.</p> <p>Review of the roles: Stephen: Chair Secretary: Julia Treasurer: Faraz</p> <p>Faraz would like to leave so he can support his family. Jennifer just resigned and Julia is moving at the end of the school year. Stephen has two contacts who are interested who will be following the steps to explore the possibilities of becoming board members. Danielle has a list of people that she will contact.</p> <p>Danielle brought up the possible shorter term for the teacher board member. Julia agreed to continue to look for a teacher board member.</p>
<ul style="list-style-type: none"> ● Conflict of Interest Filing: Please submit the form 700- Please submit the form 700- it is a new system. It is due April 1st but don't wait. ● District Site Visit Follow Up <ul style="list-style-type: none"> ○ Inventory Cleanup ○ Expulsion Notice Template ○ Prop 28 Waiver ○ Reimbursement YMC Contract and other finance items ○ Independent Study Policy ● Review of LCAP (Local Control Accountability Plan) Midyear Report (see packet) 	<p><u>Item – Director Report</u></p> <p>Discussion:</p> <p>Conflict of Interest Form: The board was reminded that the due date is April 1st.</p> <p>District Site Visit Update: Inventory- complete Expulsion Notice- completed. It is an action item later in the meeting Reimbursement of YMC Contract: Christine asked for a reminder about what this is. Julia said that it was about a renewed contract being needed between YMC and Innovations Academy. Independent Study Policy- Christine believes ours is updated. Julia reminded all that we need to change the wording to take off “district” on the policy.</p> <p>LCAP review: The board was presented the LCAP midyear update. The board had no concerns with the LCAP update.</p>

<ul style="list-style-type: none"> ● Marketing Update: An update on the activities and results of our marketing plan with Grow Schools. 	<p>The board reviewed the packet information from the marketing team. They would like to invite the marketing team to answer questions. Stephen also said he would reach out to the marketing team. Faraz would like to know what terms are being used for the SEO. Stephen would like to add to monthly newsletters (Tierrasanta and Scripps Ranch and Poway) Stephen has details for the marketing team that he can share and Christine will connect them.</p>
<p>Action items:</p> <ul style="list-style-type: none"> ● Title IX Reversion to 2020 policy (see packet) ● IEE Policy Update Approval: Independent Education Evaluation Policy ● Expulsion Notice Approval 	<p>Title IX is a federal policy. With political change, changes to the gender identity part of Title IX were made. Legal advise was to revert back to our Title IX policy from 2020. Action: approving new Title IX Policy which is our 2020 Title IX policy. Danielle made a motion to reapprove our 2020 Title IX policy as current policy. Seconded by Stephen seconded the motion. Yes: 4 Stephen, Faraz, Danielle, Julia No: 0 Abstain: 0</p> <p>An IEE policy is for parents who do not approve of the school's assessment. Prices change with price changes in the market. Faraz made a motion to approve the IEE Policy. Stephen seconded the motion Yes: 4 Danielle, Faraz, Stephen, Julia No: 0 Abstain: 0</p> <p>Faraz recommended adding links to the notice Motion to approve the Expulsion Notice with the suggestion of adding links to a digital copy. Motion made by Faraz to approve the Expulsion Notice with a suggestion to add links to help parents get forms. Seconded by Danielle Yes: 4 Danielle, Julia, Faraz, Stephen No: 0 Abstain: 0</p> <p>CSMC Contract Renewal</p>

<ul style="list-style-type: none"> ● CSMC Contract Renewal: A proposed 5 year contract. CSMC manages our back office including accounting, budget submission to district, county and state, CALPADS reporting, Powerschool management (see contract) ● School Accountability Report Card (SARC) is a yearly report that provides information about a school's performance. SARCs are required for all public schools in California, as well as some nonpublic schools. 	<p>Christine shared that this price is aligned with expectations based on history and her awareness of what other schools pay. Motion to approve the 5 year contract made by Stephen Seconded by Danielle Yes: 4 Julia, Danielle, Stephen, Faraz No: 0 Abstain: 0</p> <p>Stephen asks about ranking for SARC. Christine shared that there is no ranking for SARC comparing us to other schools. The board discussed using the SARC to get the word out about our school and educate parents.</p>
<ul style="list-style-type: none"> ● Next board meeting 	
<ul style="list-style-type: none"> ○ Confirm date of next meeting 	May 13th 6pm
<ul style="list-style-type: none"> ○ Identify agenda items for next meeting 	<p>A report from the CCSA conference from Josh. Marketing update prospective board members LCAP review: summary of LCAP changes by ChatGPT end of Julia's term</p>
Meeting adjourned	Stephen adjourned the meeting at 7:32 pm

The foregoing minutes were approved by the Board of Directors of Innovations Academy on 3/11/2025.



 Secretary

Innovations Academy Board Minutes: May 13, 2025 @ 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

Julia Stoer	Faraz Sharafi	Stephen Rosen	Danielle Strachman			
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Others in Attendance

Christine Kuglen, Director	Tom Marchand	Karin Simma	Tom Keliinoi	public members via phone and in person		
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Agenda

Topic	Minutes
➤ Call to order / roll call	Time/Date 5/13/25 @ Board in Attendance: Julia Stoer, Faraz Sharafi, Stephen Rosen, Danielle Strachman (phone)
CLOSED SESSION <ul style="list-style-type: none"> ● The closed session will address: employment changes for the 25-26 school year ● Director succession discussion The Brown Act allows for closed sessions to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee.	commenced at 6:05 pm Stephen (board president) announced the closed session and gave an informational explanation about a closed board portion of a meeting. The board went into closed session.
Report on Closed Session	6:29 the closed session was completed and moved to a different room for air and larger size.
➤ Approval of current agenda	Vote to approve current agenda - Motion to approve the current agenda was made by Faraz The motion was seconded by Julia Vote: Yes: Stephen, Danielle, Faraz, Julia No: 0 Abstain: 0
➤ Approval of prior month meeting minutes	Vote to approve past minutes - Motion made by Danielle to approve the prior meeting minutes from March 11, 2025 Stephen seconds Vote: unanimous

Innovations Academy Board Minutes: May 13, 2025 @ 6:00 pm

	<p>Yes: Stephen, Danielle, Faraz, Julia No:0 Abstain: 0</p>
<p>➤ Public comments (3 mins per person)</p>	<p>Stephen shared with public the protocol for board responses to public comments and asks for anyone on public line- nobody responded.</p> <p>Stephen asks for public comments in the room Lena Lamache daughter since 1st grade. Lena complains about Christine as director. Complaints of homophobia, racism and meanness to teachers. She said she is pulling her daughter from Innovations</p> <p>Selena, Aurea in 6th grade. Would like board meetings to be accessible and has had a few issues when calling in. She expressed wonder about a student rep on the board.</p>
<p>Presentation and Action Item: Cariina Presentation (Michael Bolles) and vote on a proposed contract with Cariina, an organizational management software specifically designed for charter schools.</p>	<p>Vote: Michael was introduced He is a rep from Cariina and shared about Cariina as a software platform that helps with organizational efficiency. Stephen asked about the speed of implementation as it was stated that it takes three days. Faraz asked about the purpose and use. Ultimately the board decided to explore this item more in the future.</p>
<p>Action Item: Policies Fiscal Policy review and change: Our auditors brought to our attention that there are expenses that are over the \$15,000 limit. Christine is suggesting that in our fiscal policy we distinguish between capital expenses and operating expenses and increase the current limits. This item is to discuss and vote on changes.</p>	<p>Christine shared that the auditors had an issue with an operational expense that did not get board approval. A discussion was had about several options for setting up new policy amounts. Stephen made a motion to amend the fiscal policy section 203 to have an operational expense cap of \$50K and Capital expense cap of \$30K. Faraz seconds Yes: Danielle, Faraz, Stephen, Julia No: 0 Abstain: 0</p>
<p>Action Item: Reading Screener On January 1, 2025, Section 53008 was added to California Education Code requiring schools to implement the use of a reading screener. Section 53008 requires LEAs to screen students in kindergarten through 2nd grade for reading delays, including dyslexia. It also requires that on or before June 30, 2025,</p>	<p>Vote: Christine shared that new education code requires that Innovations Academy board approve a dyslexia reading screener for use in K-2. She described the process and product chosen by staff from a list approved by the</p>

Innovations Academy Board Minutes: May 13, 2025 @ 6:00 pm

<p>LEAs must adopt, at a public meeting, one or more screening instruments from the list approved by the State Board appointed panel to assess students for risk of reading difficulties. This item is to approve the selected screener.</p>	<p>board. She shared that this screener, Multitudes, was chosen due to ease of implementation, cost and access to training. A motion to adopt the Multitudes Screener was made by Julia Second by Stephen Vote: Yes: Stephen, Julia, Faraz, Danielle No: 0 Abstain: 0</p>
<p>Action Item: Declaration of Need As of 1/1/2020, when credentialing laws for charters changed, Education Code §47605(l) was amended to provide charter schools the ability to request emergency permits or waivers from the Commission on Teacher Credentialing for individuals in the same manner as school districts. These documents include Provisional Internship Permits, Short-Term Staff Permits, Emergency Cross-cultural, Language and Academic Development (CLAD) permits, and Variable Term Waivers. These documents allow qualified individuals to be legally authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the appropriate teaching credential for the educator’s assignment. IA must approve the DON prior to 6/20/25</p>	<p>Christine reminded the board about the Declaration of Need submitted each year to the Commission on Teacher Credentialing. She presented the DON for the 25-26 school year. Danielle made a motion to approve the DON for 25-26 school year. Faraz seconds Vote: Yes: Faraz, Danielle, Julia, Stephen No: 0 Abstain: 0</p>
<p>Proposed New Board Member Introduction <u>Tom Marchand</u> as parent on the board Kiran Simma as board member <u>Tom Keliinoi</u> as board member Members Leaving the Board Julia Stoer, Teacher Board Member</p>	<p>Introductions, interview and discussion of new board candidates. Stephen shared about the need for board members and shared his community outreach in this regard. Tom Marchand: Parent of 3 children who attended for about 14 years here. He has a daughter in 4th grade. He expressed his willingness to participate, be fair and support the school’s mission. Kiran is a community member who lives in Scripps Ranch and has actively supported SDUSD committee work. She has children that are older now and she enjoys dedicating time to support education. She is interested in supporting Innovations Academy as a board member. Tom Keliinoi goes by TK, worked with Elevate Charter, worked on SDUnified changes in board terms and formerly worked at Qualcomm. He is interested</p>

Innovations Academy Board Minutes: May 13, 2025 @ 6:00 pm

	<p>in public education and charter schools. Faraz asked the candidates what they are looking to get from this responsibility and one thing you can give to the school.</p> <p>Tom M. responded: Wishing to contribute as he has seen the impact the school has had on his kids and how his children have flourished. He expressed that he brings experience from an HOA board and understands how to make fiscally sound decisions and advocate for the school.</p> <p>TK expressed never having thought about what he was going to get but is interested on a granular level of his grandson's education. He brings public policy from forming a charter to overseeing it. Stephen mentions that TK ran for the board of trustees in 2018.</p> <p>Kiran is not sure what she will get but what she can give is that she has been on a board and she knows how much it takes to run an institution. She thinks like an engineer and is thinking about how she can bring her technical mind to help this organization.</p>
<p>Action Item: Vote on proposed new board members</p>	<p>Vote on Tom Marchand as a parent board member Stephen makes a motion to approve the election of Tom Marchand to the board of Innovations Academy. Faraz seconds. Yes: Stephen, Faraz, Julia, Danielle No: 0 Abstain: 0</p> <p>Faraz made a motion to elect TK (Tom Keliinoi) to the Innovations Academy board. Stephen seconds Yes: Faraz, Danielle, Julia Stephen No: 0 Abstain: 0</p> <p>Julia made the motion to elect Kiran Simma to the Innovations Academy board. Faraz seconded the motion. Yes: Julia, Stephen, Danielle, Faraz No: 0</p>

Innovations Academy Board Minutes: May 13, 2025 @ 6:00 pm

	Abstain: 0
<p>Discussion Item: LCAP Proposed Draft LCAP for public input and review. The draft LCAP with a summary will be reported.</p>	Christine presented the 25-26 draft LCAP. She shared about parent participation, the goals of the LCAP and focus areas.
<p>Discussion Item: Charter Renewal This summer we will be submitting our new charter. This item is to share out the process, invite preliminary discussion and discuss a meeting date for review.</p>	Christine informed the board that there will probably be a meeting this summer to present the charter to the board. Innovations Academy expects to submit its charter for renewal this summer.
<p>Informational Item: Marketing Report GrowSchools was selected by the board earlier this year to run a marketing campaign. Stephen has met with them and will present about the progress of this campaign.</p>	Marketing was outsourced to a company "GrowSchools" and we are measuring data. Stephen asked for this agenda item. He is working on a way to follow the people who are calling the school. Stephen has met with GrowSchools team and will be sharing out data as we progress. Christine will send the most recent report to all board members when she receives it.
<p>Informational Item: Charter News Based on the board request made at the last meeting, Josh has provided information in the board packet from the annual CSDC conference.</p>	As a follow up, Josh shared the information that can be found in the packet about the CSDC conference.
➤ Next board meeting	
○ Confirm date of next meeting	June 17th, next board meeting at 6 pm
○ Identify agenda items for next meeting	Vote to change treasurer from Faraz and vote to change secretary from Julia Kiran asked if she could attend from a conference. She will be out of town.
Meeting adjourned	7:56 pm

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

Date: Secretary 

Innovations Academy Board Minutes: June 17, 2025 @ 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	Tom Marchand	Faraz Sharafi	Tom Keliinoi	Danielle Strachman		
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Others in Attendance

Christine Kuglen, director	Joshua Eng (CSMC), Business Manager					
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Agenda

Topic	Minutes
➤ Call to order / roll call	Time / Date 6:04 pm 6/17/25 Board in Attendance: 1. Stephen Rosen 2. Tom Marchand 3. Faraz Sharafi 4. Tom Keliinoi 5. Danielle Strachman (on phone) Other Present: Christine Kuglen, Joshua Eng (business manager) Absent: Kiran Simma (board member)
Action Item Approval of current agenda	Vote Danielle made a motion to approve the current agenda Second was made by Faraz Vote: Yes: 5, roll call Danielle, Stephen Faraz, Tom M, TK No: 0 Abstain: 0
Action Item Approval of prior month meeting minutes	Vote Motion was made by TK to approve the prior

<ul style="list-style-type: none"> ● Approval of FY 25-26 ConApp The Consolidated Application, often called the "ConApp", is a process used by the California Department of Education (CDE) to distribute federal and state categorical funds to county offices, school districts, and direct-funded charter schools in California. It's a way for these entities to apply for and receive funding for various programs, such as Title I, Title II, and Title III, through a single, streamlined application. ● ERC Received Funds Update The latest reconciliation from our ERC requests 	<p>Yes:Unanimous- 5 roll call: Faraz, TK, Danielle, Tom M, Stephen No: 0 Abstain: 0</p> <p>ConApp Josh explained that the ConApp is also a compliance item. In order to get Title 1, Title 2 and Title 4 funds we must file a ConApp. Motion to approve made by TK Second made by Tom M Vote: Yes:Unanimous- 5 roll call: Danielle, Tom M, Faraz, TK, Stephen No: 0 Abstain: 0</p>
<p>Informational Item: Local Indicator Self Reflection This is a required non-consent agenda item to be reviewed along with the LCAP</p>	<p>Christine presented the Local Indicators. She shared their relationship to the LCAP and how the evaluations were made.</p>
<p>Action Item: Final LCAP approval inclusive of the following components:</p> <ul style="list-style-type: none"> ● LCFF Budget Overview for Parents ● Plan Summary ● Engaging Educational Partners ● Goals and Actions ● Increased or Improved Services for Foster Youth, English Learners, and Low-income students ● Action Tables ● Instructions ● The LCAP Federal Addendum 	<p>Vote Christine reminded the board about the review of the LCAP in May. She reviewed the five goals and actions. A motion was made to approve the LCAP and all of its components by Faraz A second was made by TK unanimous Vote: Yes:Unanimous- 5 roll call: Tom M., Danielle, Faraz, TK, Stephen No: 0 Abstain: 0</p>
<p>Action Item: Innovations Academy 25-26 Calendar and Instructional Minutes</p>	<p>Christine presented the calendar and instructional minutes. She reminded the board that the calendar has a week off in Feb and two days before winter break in order to help facilitate improved attendance per the LCAP goal. Vote: A motion was made by Stephen to approve the 25-26 school calendar and instructional minutes. A second was made by Faraz Vote: Yes:Unanimous- 5 roll call: Stephen, Tom M. TK, Danielle, Faraz</p>

o Confirm date of next meeting	
o Identify possible agenda items for next meeting	<p>Salary consideration for future years, donation of stock, Vote next meeting on succession plan with timelines and action items. It will be a living document that can change. July 29th Charter Approval Meeting</p> <p>TK gone week of the 14th in Arizona and driving to Missouri</p> <p>Employee and Family Handbooks</p>
Meeting adjourned	7:16 pm

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

