



# AGENDA

## Innovation Academy School Governance Council

3/8/2022 | 7:45am | Room 122 -Mission Control

Public may attend the meeting

### SGC Members

Tim Duncan, Principal | Kathleen Maloney, Teacher | Briana Curry, Teacher | Sharon Foran, School Employee | Ian Custar, School Employee | Robert Alford, Parent | Andy Piper, Parent | Jabril Mujahid-Alexander, Parent | Barbara Halbert, Community Member | Becky Waple, Community Member | Alina Vennel, Student | Griffith Allen, Student

Time	Item	Owner
7:45am	Action Item: Call to Order	Chair
7:47am	Action Item: Approve Agenda	Chair
7:50am	Action Item: Approve 2/3/22 Meeting <a href="#">Minutes</a> -	Chair
7:55am	Discussion Item: Review Meeting Norms (shown below)	Chair
7:57am	Discussion Item – Strategic Budgeting 2022-23 (see information on page 2)	Budget & Finance Committee Chair
	Agenda Items:	
8:20am	<ul style="list-style-type: none"> <li>• Discuss Current Budget - Finance Preparation for Budget Approval</li> <li>• Discussion/Action Item – Charter Dollars Expenditures</li> <li>• <b>Term End Dates</b> <ul style="list-style-type: none"> <li>• <a href="#">Parent (June 30, 2023):</a></li> <li>• <a href="#">Parent 1(June 30, 2024):</a></li> <li>• <a href="#">Parent 2 (June 30, 2024):</a></li> <li>• <a href="#">Teacher 1 (June 30, 2023):</a></li> <li>• <a href="#">Teacher 2 (June 30, 2024):</a></li> <li>• <a href="#">School Employee 1 (June 30, 2023):</a></li> <li>• <a href="#">School Employee 2(June 30, 2024):</a></li> <li>• <a href="#">Community Member 1 (June 30, 2023):</a></li> <li>• <a href="#">Community Member 2(June 30, 2024):</a></li> </ul> </li> </ul>	Committee Chairs
8:30am	Action Item: Agenda for next meeting 3/8/2022 <ul style="list-style-type: none"> <li>• A. Review Bids and Budget proposals</li> <li>• B. Discuss final quotes</li> <li>• C. Budget approval</li> <li>• D. Determine SGC member terms</li> </ul>	Committee
8:35am	Informational Item: Principal Update	Chair
8:45am	Action Item: Meeting Adjournment	Chair

### Meeting Norms

Work for the good of all students | Be patient and open-minded | Create an atmosphere of fairness and respect | Turn on Cameras

## Notes from the Governance and Flexibility Team

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\* As the window for expenditure requisitions reopens this month, councils should continue discussing and finalizing their plans spending their allotted Charter Dollars. All schools received \$44,500 at the beginning of the school year to support strategic goals & initiatives. These funds must be voted-on and approved by a majority of council members before they can be used for any purchases. All council-approved expenditures should be reported to district leadership through the [Charter Dollar Expenditure Form](#).

\*\* Annual SGC Budget Approvals & Spring Parent/Teacher Elections are rapidly approaching. Council Committees play big roles in successfully navigating these processes. Below are timelines and suggested meeting times for each process/committee. The Governance Team will be sending out additional information and supporting resources related to these tasks in the coming weeks.

### Annual SGC Budget Approvals

**Budget & Finance Committee Meeting (1 – 2 weeks prior to Council Meeting)** - Purpose: Detailed discussion between members and principal regarding cost center allocation decisions; Plan for presenting budget decisions to council for approval and sharing decisions with stakeholders

**Council Meeting (1 – 2 weeks prior to Budget Closure)** - Purpose: Annual Budget Proposal by principal and committee members culminating in a vote by the council to finalize and approve allocation decisions for the coming school year

**Important Dates:** Budgets for all schools will open on February 7<sup>th</sup> and will close on February 25<sup>th</sup> (ES), March 4<sup>th</sup> (MS), March 11<sup>th</sup> (HS)

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## January 2022 SGC Meeting Exercise: Strategic Budgeting



<b>Focus:</b>	Strategic Budgeting
<b>Purpose:</b>	Preparation for the upcoming Annual Budget Approval process through review of the current state of the school's budget and a discussion of how any predicted or unforeseen events impacts to the year's budgeting decisions. Ensuring that future funding allocations and expenditures are aligned to school initiatives and district priorities.
<b>Time:</b>	20 – 30 Minutes
<b>Facilitator:</b>	Budget & Finance Chair (or Designee)
<b>Exercise:</b>	<ol style="list-style-type: none"> <li>1. Prior to meeting with the council, work with the principal to prepare a short discussion (5 minutes) of the school's current financial state. Keep the discussion points simple and focused on the areas of funding pertinent to governance council members (ex. Cost Center Status, Charter Dollar Balance, Title 1 – if applicable)</li> <li>2. At the meeting, briefly review the strategic initiatives that are being prioritized by the school. Limit this discussion to two to three programs/processes/etc. Allow members to ask clarifying questions about the initiatives to ensure the team is clear about the strategic focus of the school. <i>(5 – 7 minutes for discussion and questions)</i></li> <li>3. Partner with the principal to lead a conversation about the school's current financial state (See Step 1). Again, allow members to ask clarifying questions, but try to keep the focus of the conversation on big picture budget-related information. Council members will have the opportunity to dive into the specifics of the budget at upcoming committee meetings. <i>(5 – 7 minutes for discussion and questions)</i></li> <li>4. Discuss as a group any major expected or unforeseen events that impacted the current year's budget. Then, ask members to give thought to potential impacts that might affect the school's budget moving forward. <i>(5 – 10 minutes for review of current budget and member discussion of potential future impacts)</i></li> </ol>

**Next Steps:**

Ask the council to consider the predicted or potential impacts discussed at the meeting and consider ways in which the school might work to either mitigate any negative effects or capitalize on potential opportunities. Encourage members to share their thoughts at the next council meeting or to attend future Budget & Finance committee meetings to support the strategic budgeting process.