Keiller Leadership Academy
Board of Directors
MINUTES

Date: September 23, 2014
Place: Room 37, 7270 Lisbon Street, San Diego, CA 92114

Members Present:
Anne Saenz
Robert Ryles
Charles Conradi

Visitors Present:
Joel Christman
Tertia Sartain
Brian Badillo
Christy Reese
Nicole Dougherty

Members Absent:
Angela Bass
Danielle O'Connor
Marvin Maldonado
Mitzi Martinez

1. Call to Order: Mrs. Saenz called the meeting to order at 4:05

2. General Public Comment Period:
No general public comments

3.Approval Of Previous Minutes:

- Mr. Ryles motioned to approve the minutes from June 17, 2014 and Mrs. Saenz seconded the motion. The minutes were unanimously approved.

4. Welcome, Roll Call, Agenda Review:

- The present Board members introduced themselves.

5. Restorative Justice Program at KLA: Torres

Mrs. Torres, Dean of students, reported to the board the purpose of the Justice Room and how it functions. She described the restorative justice program and how the school is supporting students who are displaying behaviors that disrupt the education of themselves and others.

6. Financial Report

Mr. Badillo shared out the school financial report:

June Financials

- As of June 30, 2014, the **cash balance** was $673k.
    - The line of credit has been repaid.
    - *No change:* The increase in end of year cash is primarily due to favorable changes in state cash flow for the school per the P1 funding profile released by CDE, receipt of a Title I payment, and additional mental health and Prop 39 (energy) funding.
- As of June 30, 2014, the **reserve** was $1,108k which is up from $921k as of April 30 (last time we met).
- As of June 30, 2014, there was no outstanding debt owed by KLA.
- *Side note: the below information says "projected" – these are the current year-end balances, however, the 2013-2014 audit has not been finalized so there could potentially be adjustments to these balances.*
- As of June 30, 2014, the school is projected to have **net income** of $318k, which is $89k higher than the approved revised budget of $229k.
- Total **revenue** for 2013-2014 is projected to be $4,260k, which is $160k higher than the revised approved budget.
    - The EPA is approximately $116k over budget per the recent P1 funding profile provided by CDE. The other Revenue Limit funding sources change to balance the increase in the EPA. This results in increased cash flow but a negligible impact on net income. *No change from last meeting.*
    - All Other State Revenues will be $53k over budget due to the receipt of $57k in Prop 39 (energy) funding. At this time there are no offsetting expenses, and these must be factored into either the 13-14 or 14-15 budget. *No change from last meeting.*
- Total **expenses** for 2013-2014 are projected to be $3,942k, which is $71k higher than the revised approved budget.
    - Instructional Aides is $41k under budget based on final numbers. *No change from last meeting.*
    - Non-Capitalized Equipment is $87k over budget due to the purchase of computers associated with Common Core. *No change from last meeting.*
    - Stipend/Extra Duty is approximately $13k under budget based on final numbers. *No change from last meeting.*
    - Student Materials is $18k under budget due to fewer purchases based on final numbers. *No change from last meeting.*
    - Health and Welfare expense came in $51k under budget based on final numbers.
    - Other Fees is $22k over budget due to the student settlement.

7. Unaudited Actuals (Action Item): Badillo

Mrs. Saenz motioned to approve the Unaudited Actuals and Mr. Ryles seconded the motion.

8. Enrollment and Staff Raises (Action Item): Badillo

There was not a quorum for the vote on this action item so this will be discussed and voted in the next board meeting.

9. Approval of Proposed Board & Finance Meeting Calendar (Action Item) Christman

Mr. Ryles voted to approve the proposed schedule and Mrs. Saenz seconded the motion. The Board unanimously approved the meeting calendar.

10. School Report: Christman

- Mr. Christman shared KLA's current enrollment which is at 509.
  Primary: 202 students Secondary: 307 Students
  Mr. Christman also shared out the behavior report (see below)

KLA's Enrollment as of September 23, 2014

1	20	23	43
2	22	14	36
3	16	13	29
4	27	18	45
5	19	11	30
Primary Totals	126	114	240
6	34	42	76
7	42	58	100
8	63	37	100
Secondary Totals	139	137	276
Grand Total	265	251	516

In School Suspension Classroom Statistics (Year Totals)

Secondary	2012-2013	2013-2014	% Change
	480 Students	**509 Students**	**+ 5.7**
Students Sent to Room 20 (classroom with credentialed teacher supporting students that are sent out of class for discipline concerns)	**1146**	**1587**	**+ 27.8**
Students in ISS	**139**	**73**	**-90.4**
Suspensions	**57**	**46**	**-23.9**
Expulsions	**1**	**1**	**0.0**
Detentions	**939**	**993**	**+ 5.4**
Lunch Detentions	**1500**	**2018**	**+ 25.7**
Un-served After-School Detentions as of the last day in the month	**50**	**135**	**+ 63**
Primary			
Responsibility Room Visits	N/A	31; 20 hw, 11 beh.	
Students in ISS	N/A	9	
Suspensions	N/A	15	

Academic Director Report (Primary)

Academic:

- Increased enrollment by opening up an additional kindergarten classroom
- Expanded the Montessori curriculum to 3rd Grade

Events:

- September 18: Back to School Night
- September 16: Breakfast in the Classroom began.

Upcoming Events:
October 27-31 Red Ribbon Week

Academic Director Report (Secondary)
Upcoming Events:

- Welcome Back Dance September 26, 2014 from 2:50-4:30
- Open House- October 9, 2014 at 5:30

School Site Visit by SDUSD:

On September 17th 2014 the charter office visited KLA from 10:00-3:00PM. The Visitors interviewed students, parents, staff and a board member. At the conclusion of the day Admin met and discussed charter renewal.

Mrs. Sartain shared out the Keiller Leadership Academy: Action Plan 2014-2020

The content of this school plan is aligned with Charter Goals and the Strategic Plan in order to improve student achievement. These goals are based upon an analysis of verifiable state data, including the Academic Performance Index and the English Language Development test, and include local measures of student performance. The strategic planning team and full staff analyzed available data on the academic performance of all students, including English Learners, educationally disadvantaged students, and students with exceptional needs. Through the strategic planning process, this plan reflects input from the school community. Based on this analysis, Keiller Leadership Academy has established the following performance improvement goals, actions, and expenditures. The following strategies have been implemented to ensure sound follow up, monitoring, and adjustment of this action plan.

1. Benchmark Assessments and analysis with full staff

2. Weekly classroom walkthroughs

3. Annual update of the Strategic Plan and Priority Actions

4. Monthly leadership meetings guided by Annual Priority Action Summary (pink sheet)

5. Monthly report to the Executive Board of Directors

Mrs. Sartain shared out the professional development plan for the 2014-2015 school year:

KLA Primary Professional Development Plan

	Whole Staff
Professional Development Goals:	Language & Communication: Academic Talk & Academic Writing
	Effective Reading Comprehension Strategies
August	Establishing Norms: KLA Way Culture of Learning

September	Increasing and facilitating accountable student talk
	Text Type: Narrative
October	Using data to drive instruction
	Text Type: Narrative
November	Developing Professional Growth Goals
December	
	Text Type: Expository
January	Schoolwide grading of writing
January	Text Type: Expository
February	Text Type: Persuasive
March	
April	
	Effective guided reading strategies
May	Schoolwide grading of writing
	Text Type: Persuasive
June	Assessing Professional Growth Goals

	K	1st/2nd	2nd/3rd
Professional Development Goals:	Developing and implementing CCSS aligned Montessori lessons	Developing and implementing CCSS aligned Montessori lessons	Tranisitioning to Next Generation Science; Common Core PD training; Developing and implementing CCSS aligned Montessori curriculum
August	Establishing a Montessori Scope and Sequence aligned with CCSS	Establishing a Montessori Scope and Sequence aligned with CCSS	Establishing a Montessori Scope and Sequence aligned with CCSS
September			
	Using Montessori Records Express for data	Using Montessori Records Express for data	Using Montessori Records Express for data
October	Analyze Fall Benchmark data (I-ready)	Analyze Fall Benchmark data (I-ready)	Analyze Fall Benchmark data
	Developing CCSS aligned report cards	Developing CCSS aligned report cards	Developing CCSS aligned report cards
November	*TBD based on benchmark data*	*TBD based on benchmark data*	*TBD based on benchmark data*
December			
	Introduction to expository writing and text	Introduction to expository writing and text	Expanding on expository writing; Step Up to Writing
January	Analyze Winter Benchmark data	Analyze Winter Benchmark data	Analyze Winter Benchmark data
January	Introduction to expository writing and text	Introduction to expository writing and text	Expanding on expository writing; Step Up to Writing
February	*TBD based on benchmark data*	*TBD based on benchmark data*	*TBD based on benchmark data*
March			
April			
	Developing and implementing strategic questions to promote deep understanding of text	Developing and implementing strategic questions to promote deep understanding of text	Developing and implementing strategic questions to promote deep understanding of text
May	Analyze Spring Benchmark data	Analyze Spring Benchmark data	Analyze Spring Benchmark data
	Introduction to persuasive text and writng	Introduction to persuasive text and writng	Expanding on persuasive text and writing

June	Identifying next steps for ELA/Math	Identifying next steps for ELA/Math	Identifying next steps for ELA/Math

	4th	5th	SPED
Professional Development Goals:	Tranisitioning to Next Generation Science; Common Core PD training; Developing and implementing CCSS aligned curriculum	Tranisitioning to Next Generation Science; Common Core PD training; Developing and implementing CCSS aligned curriculum	Addressing specific needs of academic, social/emotional, behavioral goals equitably
August	Notice and Note PD	Notice and Note PD	Notice and Note PD
September	Developing science scope and sequence based upon NGSS	Developing science scope and sequence based upon NGSS	Developing science scope and sequence based upon NGSS
	Re-aligning scope and sequence for ELA and Mathematics	Re-aligning scope and sequence for ELA and Mathematics	Re-aligning scope and sequence for ELA and Mathematics
October	Analyze Fall Benchmark data	Analyze Fall Benchmark data	Analyze Fall Benchmark data (I-ready)
	Developing CCSS aligned report cards	Developing CCSS aligned report cards	
November	*TBD based on benchmark data*	*TBD based on benchmark data*	*TBD based on benchmark data*
December			
	Expanding on expository writing; Step Up to Writing	Expanding on expository writing; Step Up to Writing	Expanding on expository writing; Step Up to Writing
January	Analyze Winter Benchmark data	Analyze Winter Benchmark data	Analyze Winter Benchmark data
January	Expanding on expository writing; Step Up to Writing	Expanding on expository writing; Step Up to Writing	Expanding on expository writing; Step Up to Writing
February	*TBD based on benchmark data*	*TBD based on benchmark data*	*TBD based on benchmark data*
March			
April			
	Developing and implementing strategic questions to promote deep understanding of text	Developing and implementing strategic questions to promote deep understanding of text	Developing and implementing strategic questions to promote deep understanding of text
May	Analyze Spring Benchmark data	Analyze Spring Benchmark data	Analyze Spring Benchmark data
	Expanding on persuasive text and writing	Expanding on persuasive text and writing	Expanding on persuasive text and writing

June	Identifying next steps for ELA/Math	Identifying next steps for ELA/Math	Identifying next steps for ELA/Math

	Humanities	Math	Science

KLA Secondary Professional Development Plan

	Whole Staff
Professional Development Goals:	Language & Communication: Academic Talk & Academic Writing
	Calibrating School wide Writing Rubric
August	Establishing Norms: KLA Way Culture of Learning
September	Creating a Student Centered Culture of Learning
October	Using data to drive instruction
November	Developing Professional Growth Goals
December	
January	Schoolwide grading of writing
February	Fosterning Accountable Talk
March	
April	
May	Schoolwide grading of writing
June	Assessing Professional Growth Goals

Professional Development Goals:	Common Core Curriculum Design and implementation; Becoming Diagnosticians of Reading and Writing	Common Core Curriculum Design and implementation; Performance Tasks into curriculum	Tranisitioning to Next Generation Science
	Digital Literacy & Literacy Centers	Math Practice Standards Integration	Developing Science Centers
August	Notice and Note PD Balanced Literacy Approach Practices	Re-aligning scope and sequence with CC Math Practices	Re-aligning scope and sequence with NGSS
September			
October	Analyze Fall Benchmark data (I-ready)	Analyze Fall Benchmark data (I-ready)	Analyze Fall Benchmark data
November	*TBD based on benchmark data*	*TBD based on benchmark data*	*TBD based on benchmark data*
December			
January	Analyze Winter Benchmark data	Analyze Winter Benchmark data	Analyze Winter Benchmark data
February	*TBD based on benchmark data*	*TBD based on benchmark data*	*TBD based on benchmark data*
March			
April			
May	Analyze Spring Benchmark data	Analyze Spring Benchmark data	Analyze Spring Benchmark data
June	Literacy Centers with guided reading and system in place for monitoring students	Math Stations with implementation of performance tasks at end of each unit	Differentiation of instruction demonstrated in utilization of science centers

	PE	Electives
Professional Development Goals:	Common Core PD training	Common Core PD training
	Fitness Progress Monitoring	Projects based learning
August		
September		
October	Analyze Fall Fitness Data	Open House Showcase Reflection
November	*TBD based on benchmark data*	
December		
January	Analyze Winter Fitness Data	Winter Showcase Reflection
February	*TBD based on benchmark data*	
March		
April		
May	Analyze Spring Fitness Data	Spring Showcase Reflection
June	Online Fitness Portfolios	Planning for next year's Electives Program

Ed Committee

Ms. Reese shared updates from the educational committee meeting September 9, 2014.

Meeting Adjourned at 5:02