Keiller Leadership Academy
Board of Directors
MINUTES

Date: May 20, 2014
Place: Library, 7270 Lisbon Street, San Diego, CA 92114

Members Present:	**Visitors Present:**
Anne Saenz	Joel Christman
Robert Ryles	Tertia Sartain
Charles Conradi	Chris Wright
Danielle O'Connor	Brian Badillo
Marvin Maldonado	Christy Reese

Members Absent:
Angela Bass
Mitzi Martinez

1. Call to Order: Mrs. Saenz called the meeting to order at 4:20

2. General Public Comment Period:
No general public comments

3.Approval Of Previous Minutes:

- Mr. Ryles motioned to approve the minutes from April 22,2014 and Mrs. O'Connor seconded the motion. The minutes were unanimously approved.

4. Welcome, Roll Call, Agenda Review:

- The present Board members introduced themselves.

5. Financial Report

Mrs. O'Connor shared out the school financial report:

March Financials

- The approved budget is set at an **enrollment** of 517. The forecast assumes an ADA of 496.84 based on an enrollment of 514 and a 95.5% attendance rate. In Month 6, ADA was 490.8. Preliminary P2 data from SDUSD shows P2 ADA at 497.7.
- As of March 31, 2014, the **cash balance** was $959k. The school is projected to have cash balance of $367k at the end of the year.
    - The line of credit has been repaid.
    - 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 March 31, 2014, the **reserve** was $1,042k which is up from $677k as of February 28.
- As of March 31, 2014, there was no outstanding debt owed by KLA.
- As of March 31, 2014, the school is projected to have **net income** of $180k, which is $49k lower than the approved revised budget of $229k.
- Total **revenue** for 2013-2014 is projected to be $4,170k, which is $70k higher than the revised approved budget.
    - The EPA is expected to be approximately $68k 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 month.*
    - 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.
- Total **expenses** for 2013-2014 are projected to be $3,990k, which is $119k higher than the revised approved budget.
    - Instructional Aides are anticipated to be $32k under budget based on trend data. *No change from last month.*
    - Non-Capitalized Equipment is projected to be $94k over budget due to the purchase of computers associated with Common Core. *No change from last month.*
    - Stipend/Extra Duty will be approximately $10k under budget based on current trends.
    - Student Materials should be $13k under budget due to fewer purchases.

6. Common Core Expenditure Plan (Action Item)

Mr. Christman presented his plan for expenditures relating to the new Common Core State Standards.

BACKGROUND

Assembly Bill (AB) 86 (Chapter 48, Statutes of 2013), Section 85, appropriates $1.25 billion (approximately $200 per prior year enrollment) in the 2013-2014 school year to support the integration of academic content standards in instruction adopted pursuant to various *Education Code* sections.

CCSS implementation funds can be expended for any of the following purposes:

- Professional development for teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards adopted
- Instructional materials aligned to the academic content standards including, but not limited to, supplemental instructional materials
- Integration of these academic content standards through technology-based instruction for purposes of improving the academic performance of pupils, including, but not necessarily limited to, expenditures necessary to support the administration of computer-based assessments and provide high-speed, high-bandwidth Internet connectivity for the purpose of administration of computer-based assessments

As a condition of receiving CCSS implementation funds, the District, is required to:

- Develop and adopt a plan delineating how the CCSS implementation funds will be spent. The plan must be explained in a public meeting of the governing board of the school district and then be adopted in a subsequent public meeting
- Report detailed expenditure information to the California Department of Education (CDE) on or before July 1, 2015, including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development

The funds may be spent in 2013-14 and 2014-15.

CURRENT CONSIDERATIONS:

Keiller Leadership Academy's goal is to administer the common core state assessments through computers and is in need of building the necessary infrastructure and devices, as well as providing professional development for the use of these devices.

CHARTER (FUND 09):

Proposed Expenditures	Description	Estimated Cost
Site Specific Technology	student computers	$98,070
Staff Development	CC teacher training	$5,000
Instructional Materials	electronic textbooks	$15,000
	Step Up to Writing (curriculum)	$6,000
	I-ready (comp. software)	$6,000
Total Expenditures		**$130,070**

Keiller Leadership Academy requests the approval of the following estimated expenditures for the Common Core State Standards Implementation Funding.

FINANCIAL IMPLICATIONS:

- Charter prior year enrollment for 2012-2013 school year was 480 students
- CCSS funds were spent in the 2013-14 school year according to the expenditure chart above.

Mr. Conradi motioned to approve the expenditures and Mrs. Saenz seconded the motion. The board approved the expenditures for the CCSS funds.

7. 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)

In School Suspension Classroom Statistics (April)

Secondary	2012-2013	2013-2014
Students Sent to Room 20	148	134
Students in ISS	15	2
Suspensions	7	5
Expulsions	1,1 pending	0
Detentions	144	82
Lunch Detentions	172	173
Unserved After-School Detentions as of the last day in the month	2	12
Primary		
Responsibility Room Visits	N/A	31
Students in ISS	N/A	1
Suspensions	N/A	1

KLA site visit by SDUSD

On April 28th, the charter office conducted its annual site visit of KLA. A formal report will be sent to KLA this summer. Some feedback was given in certain areas stated below:

- Charter Renewal: A meeting between designated staff and the charter office will take place in June. The charter office will contact us to schedule the date.
- Special board meetings and conference call meetings must precisely follow the Brown Act.
- Form 700 is like a tax document. It is completed after the year is completed.

- LCAP must be submitted to the district by July 1.

PI Report

The following steps have been taken to address the Year 5 Program Improvement planning for "Restructuring Phase."

1. We will continue to monitor our recently revised School wide Goals, Department Goals and Action Plan
2. We have calendared professional development for the math and humanities departments.
3. Parents have been notified of PI status including school choice, transportation, and supplemental educational services.
4. We will continue to offer monthly "Parent Series" nights that serve as a parent outreach program that helps further educate parents on ways to support their child's learning.
5. As a result of one of our PI Year 3 corrective action steps, we have restructured our organizational structure of KLA by taking the following measures:
    a) Through a charter materials revision, we opened 2012-2013 school year as a K-8 school and will continue to monitor progress of all programs.
    b) We opened the 2012-2013 school year with a reorganized governance structure consisting of 1: 1 Executive Director; 1 Academic Director of KLA primary (grades K-5); Academic Director of KLA Secondary (grades 6-8)

Academic Director Report (Primary)

Mrs. Dougherty shared out the primary report.

Academics:

- School-wide writing focus--informative/explanatory writing. Third grade will be working from the engage NY Common Core expository module.
- Grades 3-5 will be participating in the SBAC/CASSPP Field Testing.
- Spring Benchmark Data: There is a general overall increase in proficiency from winter and among cohorts.

Events:

- Dia de las Madres celebration: May 13
  K-3 students performed a song in Spanish in celebration of Mother's Day and presented mothers in the audience with a flower. This event was sponsored by the PVT.
- Ballet Performance: Sunday, May 18
  As a culminating activity, Gr. 1-3 students performed in two dance numbers at the Casa del Prado Theater in Balboa Park. Rebecca Seiley was the instructor. This is made possible by the partnership with the San Diego Civic Youth Ballet Outreach Program and the KLA VAPA Program.

- First Science Fair re-scheduled for May 22.
- Open House: re-scheduled for May 22 due to school closure on May 15. Students will be showcasing their work and classrooms by serving as "tour guides" for their parents and families.
- Hitchcock Puppet Theater: Friday, May 23
  As part of their VAPA work on puppetry, Kindergarten students will be watching a puppet show and participate in a puppet making workshop.

Staff Professional Development:

- Data Analysis/Focus on target students
- Action Planning
- Constructing a Primary vision
- Using rubrics to assess student writing
- Expository text structures
- DRA2+

Academic Director Report (Secondary)

Mrs. Sartain shared out the following updates:

Events:

5/20-5/29 Smarter Balanced Field Test (CAASPP)

Upcoming Events:

5/22 Spring Assembly
5/20-5/29 Smarter Balanced Field Test (CAASPP)
5/26 Memorial Day no school
6/4 7th Grade Medieval Times trip
6/5 Spring Concert
6/9-13 Multicultural Week
6/20 8th grade Dance
6/23 8th grade Universal Studios trip
6/25-26 Awards Ceremony
6/27 8th grade promotions

Professional Development:

Each department is working at different stages of the implementation phase of Common Core Standards.

1) Humanities is continuing to collaborate as they implement Common Core English Language Arts curriculum based on *Louisiana Believes*- a public curriculum domain based on Louisiana's development of Common Core implementation.
2) Math is wrapping up their Common Core Math Academies. They are now currently reflecting on the implementation of Common Core standards through the collaboration of defining and constructing Math Performance Tasks.

3) Science is working on integrating Common Core Reading, Writing, and Speaking & Listening standards into their instruction. They are currently participating in lesson studies around planning shared textbook readings.
4) All content area teachers have been registered for various Common Core trainings provided by SDCOE this summer.

SBAC Training: All teachers just received a third training on the Smarter Balanced Field Test on May 12th. All staff Teachers were given an opportunity to practice some of the newly implemented technical procedures of the SBAC field test. Teachers will be meeting throughout the week to debrief and share their experiences with administering the SBAC.

Strategic Action Planning: KLA Primary and KLA Secondary teachers and non-teaching staff will continue to review and update KLA's Action Plan. As part of this work, all staff members have established Action Plan committees and they will review, assess, and develop action steps that align with KLA's mission, vision, and core beliefs so that both KLA Primary and KLA Secondary goals are equally addressed.

KLA Secondary Academics Update:
The following is an update of the GPA and CPA progress in comparison to prior years.

	Grade 6			**Grade 7**			**Grade 8**		
Semester 2 P4	*2012*	*2013*	*2014*	*2012*	*2013*	*2014*	*2012*	*2013*	*2014*
Executive Director's List (4.0)	3%	14%	12%	4%	2%	8%	10%	9%	7%
Academic Director's Awards (3.5-3.9)	13%	26%	17%	7%	18%	15%	19%	18%	16%
Honor Roll (3.0-3.49)	24%	18%	27%	15%	15%	22%	18%	20%	35%
Promotion Bound (2.5-2.9)	23%	10%	14%	15%	26%	21%	19%	17%	18%
Cusp of Promoting (2.0-2.49)	18%	26%	23%	23%	18%	16%	15%	28%	11%
At risk of promoting (below 2.0)	19%	6%	7%	36%	11%	18%	19%	8%	5%
Total % students earning 2.5 or above	*63%*	*68%*	***69%***	*41%*	*61%*	***66%***	*66%*	*64%*	***76%***

2014-2015 Instructional Minutes Master Schedule:

1st Lunch Schedule:

7:30-8:30	Period 1
8:43-9:53	Period 2
9:56-11:06	Period 3
11:06-11:36	Lunch
11:39-12:49	Period 4
12:52-2:02	Period 5
2:05-2:50	REACH

1st Lunch = All 6th grade and ½ 7th grade
2nd Lunch= All 8th grade and ½ 7th grade

6th grade REACH= Blanchard Situational Leadership
7th & 8th grade REACH= Interest based; RTI

2nd Lunch Schedule:

7:30-8:30	Period 1
8:43-9:53	Period 2
9:56-11:06	Period 3
11:09-12:19	Period 4
12:19-12:49	Lunch
12:52-2:02	Period 5
2:05-2:50	REACH

Education Committee

The May 15th Ed Committee meeting was rescheduled to May 22nd due to school being canceled.

8. LCAP Update and Survey: Christman

Board members took the LCAP survey which is posted on the KLA website. Mr. Christman shared an update on the progress of the plan and the board discussed the best format for the survey to be presented to parents and the community.

Meeting Adjourned at 5:56