REGULAR MEETING

BOARD OF DIRECTOR'S
KEILLER LEADERSHIP ACADEMY
CHARTER SCHOOL

7270 Lisbon Street, San Diego, California 92114

October 20, 2015
4:00 P.M.

I. PRELIMINARY

A. **CALL TO ORDER**
Meeting was called to order by the Board Chair at 4:16pm.

B. **ROLL CALL**

	Present	Absent
Charles Conradi	x	
Danielle O'Connor	x	
Mitzi Martinez	x	
Angela Bass		x
Doris Gauff	x	
Dwayne Wright		
Buddy Young		x
	x	

Visitor Present:
Tertia Sartain
Nicole Dougherty
Christy Reese
Adria Jefferson
Kambia Torres

C. **APPROVAL OF MINUTES OF BOARD MEETINGS OF:**
June 23, 2015 – **MSUC***
September 22, 2015 - **MSUC**
September 28, 2015 - **MSUC**

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS/PUBLIC COMMENTS:

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**

B. Mr. Christman commented that there was some discussion about the attendance of Ms. Bass for tonight's meeting. Also Mr. Christman made comment about his attempt to reach Mr. Wright in regards to meeting attendance.

III. ITEMS SCHEDULED FOR INFORMATION

A. August Financials

a. Ms. O'Conner shared the August financials:

August Financials

- The approved budget is set at an **enrollment** of 544. Budgeted average ADA for FY15-16 is 510 based on an enrollment of 544 and a 94.0% attendance rate. Month 1 ADA not available.
- As of August 31, 2015, the **cash balance** was $1,137,965. The school is projected to have cash balance of $996,007 at the end of the year (June 30, 2016).
- As of August 31, 2015, the **reserve** was $1,324,187 which is down from $1,352,048 as of the end of last year (June 30).
- As of August 31, 2015, there was no outstanding **debt** owed by KLA.
- As of August 31, 2015, the school is projected to have **net income** of $100,190, which is lower than the approved budget of $147,018.
    - Reserve goal of 5% = $255,000
    - Reserve goal of 3% = $153,000
- Total **revenue** for 2015-2016 is projected to be $5,200,757, which is $54,254 or 1% lower than budgeted revenue of $5,255,011.
    - There were no large variances to note.
- Total **expenses** for 2015-2016 are projected to be $5,100,568, which is $7,426 or 0% lower than budgeted expenditures of $5,107,993.
    - There were no large variances to note.

Upcoming

- The June 30, 2015 audit has been completed and a draft is currently being reviewed. The audit results will be presented at the November meeting.
- Budget revise next month for approval at December board meeting.

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**

B. Director's Report

a. Mr. Christman, Mrs. Dougherty and Mrs. Sartain shared out the Director's Reports:

7270 Lisbon Street, San Diego, CA

92114

619-263-9266

619-262-2217 fax

Keiller Leadership Academy

Director's Report

October 20, 2015

KLA's Enrollment as of October 20, 2015

Grade	Male	Female	
K	31	28	59
1	19	28	47
2	19	28	47
3	20	14	34
4	25	15	40
5	25	22	47
Primary Totals	139	135	274
6	59	39	98
7	49	44	93
8	37	55	92
Secondary Totals	145	138	283
Grand Total	284	273	557

In School Suspension Classroom Statistics (September)

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**

Secondary	Sept. 2014-2015	Sept. 2015-2016
	276 Students	**283 Students**
Students Sent to Room 20	130	**88/ 7 (EDP)**
Students in ISS	6	**1/ 0 (EDP)**
Suspensions	2	**1/ 0 (EDP)**
Expulsions	0	**0/ 0 (EDP)**
Detentions	48	**42/ 0 (EDP)**
Lunch Detentions	157	**196 (EDP)**
Unserved After-School Detentions as of the last day of the month	7	**12/ 0 (EDP)**
Primary	**239 Students**	**274 Students**
Responsibility Room Visits	71	**92/ 30 (EDP)**
Students in ISS	4	**1/ 0 (EDP)**
Suspensions	0	**1/ 5 (EDP)**
Expulsions	0	**0/ 1 (EDP)**
Detentions	3	**3/ 0 (EDP)**
Infractions, Behavior	N/A	**31**
Detention as of the last day	N/A	**1/ 0 (EDP)**
Lunch Detention for not Completing HW	0	**140**

Primary Director's Report

October 20, 2015

Past Events:

- Perfect Attendance Recognition

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**



Upcoming Events:

- 10/26-10/30 Red Ribbon Week: Respect Yourself
- 11/2-11/6 Parent-Teacher Conferences

Closer Look at Professional Learning Communities (PLC)

Based on Richard & Rebecca DuFour's work on professional learning communities. "To create a professional learning community, focus on the learning rather than teaching, work collaboratively, and hold yourself accountable for results." ---Richard DuFour

Teachers have extended collaboration time to review data, identify needs and create an action plan to address the needs.

After the first cycle the goals established are as follows:

- Gr. K: reading comprehension
- Gr. ½ phonics
- Gr. ⅔ reading comprehension
- Gr. ⅘ writing

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**

KLA Secondary

Academic Director's Report

October 2015

Fall Open House Attendance:

This year's Fall Open House focus was about giving parents the opportunity to observe what a typical day of learning looked like, sounded like, and felt like at KLA according to their child. Students were asked to guide their parents and explain to them what learning looks, sounds, and feels like. We opened the session with performances from our music and dance program and then followed a modified bell schedule.

	2015	2014	2013	2012
# of Secondary families in attendance	**156**	127	99	90

October's Professional Learning:

	Math PLC 10/20/2015
Objective:	Exploring new math methodologies for struggling mathematicians; analyzing student data; exploring cross-curricular strategies that support math practice standards; planning data-driven instruction that reflects new learning from today.

	Humanities PLC 10/21/2015
Objective:	Conducting peer observations to calibrate a department understanding of balanced literacy and accountable talk; Determining next steps in lesson study planning around reading, writing, speaking, and listening; Begin planning Narrative Unit of Study; Plan next day's lesson incorporating new learning from today.

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**

	Science PLC 10/27/2015
Objective:	Observing Science Project Based Learning; Determining next steps in lesson study planning around Next Generation Science Standards; Creating benchmark assessments; Planning data-driven instruction

C. Education Committee Report

a. Ms. Reese shared out the structure and purpose of the Education Committee:

Keiller Leadership Academy

Education Committee

Date: October, 1st 2015

Place: Library 3:15

7270 Lisbon Street, San Diego, CA 92114

Members Present

Christy Reese (chair/EL)	Neil Konitshek (science)	Mara Smith (K) (2-3)
Tertia Sartain (admin)	Fatima Perez (1-2)	Kristi Smith
Joel Christman (admin)	Jeremy Eikam (electives)	Bonito (4-5 rep)
Jaime Chavez (counseling)	Josh Hamler (humanities)	Paul Amorillo (PE)
Kambia Torres (dean)	Devina Williams (math)	Charles Conradi (SpEd)
		Lyle Kabalican (ASB)

1. **Roll Call: 3:26**
2. **General Public Comment Period**

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**

3. **Approval of Previous Minutes**
    - **Conradi (Motion)**
    - **Bonito (Second)**
    - **Approved**

4. **ED Committee Approvals and Discussions**
    - **Meeting dates**
    - **Kinder Field Trip**
        - **Sartian (motion) Smith (secondary) Approved**

5. **Restorative Justice Updates**
    - **Frequent flyers**
    - **Reminder! Students need to use the sign in and out sheet and wear a vest**
    - **If an issue arises, may need to turn in sheets**
    - **CA Shakeout on Oct. 15th**
    - **Red folders will be issued prior to the 15th**

6. **Technology Committee Updates**

7. **Professional Development Plan Ideas/Needs**
    - **CPI training will be here on campus for select staff members**
    - **Executive Function Training- Sped.**
    - **CPR**
        - **ABC CPR- Admin. will decide a time**
        - **Chavez will connect with Jefferson**

8. **School Wide Data/Planning**
    - **iReady Cut Points- Dougherty**

9. **Ed Committee Officer Discussion**
    - **iReady Data**
    - **Department Goals**

Ed Committee Officer Check sheet for Next Meeting

Action	Evidence
Revise goals based on data discussions and iReady cut point info	Goals submitted to committee
Create focus groups	On iReady document

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**

Share out minutes with department	

Next Meetings- 10/29, 12/3, 1/14, 2/18, 3/10, 4/14, 5/19 (minimum day), 6/16, 6/27 (8:00)

Meeting Adjourned - 4:37

D. KLA Expansion and Prop Z Construction

a. Mr. Christman shared out a meeting he had with Paul Schroeder of Delawie Planning and SD Unified:

E. KLA Expansion and Prop Z construction

The following communication was received by Paul Schroeder of Delawie Planning:

Hi Joel - We wanted to give you an update on the status of the master plan for your school. Clayton, Alan and I met with the District on 08/25/15 to review the master plan design concept C.1 that we developed working with you and your staff. Key items that were discussed at the meeting include the following:

1. We need to confirm which existing buildings on the campus are certified with DSA. We are in the process of checking on this item. At first pass, it appears that all 15 portables are not certified with DSA. We believe all permanent buildings are DSA certified and will confirm this in discussions with the District and DSA if required. What this means about the portables if they are not certified, is that any modernization project done on the campus would require that all the portables go through certification with DSA. In this case, the foundations would likely have to be updated to achieve this. We are hoping that the expansion and new building work as part of the master plan expansion efforts will make this requirement null and void, since we are looking at removing all of the portable buildings at master plan/expansion build-out.

2. We are just starting discussions with our cost estimator to get construction cost estimates for both the new construction and modernization/deficiency renovations. We will need to have this completed ASAP if we want to put in a budget/project request with the District/Board in approximately 1 month. Clayton is working on getting the exact date that we would need to have the budget request submitted.

3. The District was concerned that our master plan concept did not yet include any square footage standards for students based on total numbers of students per grades including how this relates to the size of the campus/site. With the site being 7.56 acres, the District believes the total

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**

campus student population should be in the 700 student range. Per the information you have provided, your campus has 519 students currently enrolled (could be slightly different in 2015?) with the desire to have 200, 9-12 grade students, which would put you in that +/-700 student range. The District is concerned that if we were to add the 20% growth factor for all classes that we have been discussing, you would be overloaded for the campus site size (719 students x 20% = 863 students). Therefore, we need to look at "right-sizing" the master plan to accommodate the smaller student population of +/-700 students total. This may mean we will not have the funds or capacity to build as many new classrooms as are currently shown in design concept C.1.

4. The District informed us that although it is okay to master plan the site out for "future expansion", the project request that is ultimately taken to the board for funding approval needs to stand on its own, as it may be the only funding the school receives as part of the Charter monies. ***We have redesigned the master plan to address this issue and would like to meet with you ASAP to review the updated design and see if it meets your direct and immediate needs.*** *If it does meet your needs, we can have our estimator price the expansion options.*

5. Lack of parking was discussed assuming we add the 9-12 grade component. We have addressed this in the updated master plan. However, the site area being used for the new parking was where we had the new activity building located. We really need to sit down with you and find out the minimum program spaces you would need to support the 9-12 grade expansion (i.e. - Do we really need a new activity building? Do we need a track/play field? How much outdoor play area is really required since you have shared use of the adjacent City Park? Do you need more indoor or outdoor dining locations? Do you need a lager serving kitchen if you add the 9-12 grades? What is the minimum play area required for the preschool/kindergarten classes? How many new restrooms are needed? Etc.).

6. Clayton just made us aware that we cannot create a project that the school does not have in their current charter (high school). We can show as a future plan for when you do obtain a charter, but for purposes of our submittal to the committee we need to keep with showing K-8 improvements. Clayton copied you on this issue in an email earlier today. This was not discussed in the meeting. With this in mind, what is the status of your charter being updated to include the 9-12 grade component?

In a nutshell, this is where we are with the project. Please take a look at your calendar for next week and let us know what afternoon(s) work best for you. Let's plan on a 3:30 pm meeting. I believe Alan and myself are available Tuesday, October 6th, Thursday, October 8th or Friday, October 9th.

The October 9th meeting was postponed by the district.

The charter office anticipated a December school board meeting to consider KLA's charter revision.

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**

IV. CONSENT AGENDA ITEMS

A. Approval of summary of EPA Spending **MSUC**

2014-15 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Expenditures through: June 30, 2015
For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	484,926.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		484,926.00
EXPENDITURES AND OTHER FINANCING USES	**Function Codes**	
(Objects 1000-7999)		
Instruction	1000-1999	484,926.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		484,926.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**

V. ITEMS SCHEDULED FOR ACTION

A. NO ITEMS SCHEDULED FOR ACTION

VI. CLOSED SESSION

A. **NO AGENDA ITEMS**

VII. ITEMS FOR NEXT MEETING AGENDA:

A. Approve audit for June 30 2015

VIII. ADJOURNMENT

The meeting was adjourned at 5:01pm

***MSUC= Motioned, Seconded, Unanimous, Carried (Approved)**