O'Farrell Community School
Board of Directors Meeting
Monday, October 10, 2011 - Library
Closed Session: **5:00 p.m. – 5:10 p.m.**
Public Session: **5:15 p.m. – 5:30 p.m.**

**(REVISED)**
**AGENDA**

**I. Call to Order**

**II. Adjourn to Closed Session:**
1. **In accordance with Government Code section 54957, the Board will meet in closed session to consider a personnel matter.**
2. **In accordance with Education Code section 48900 (j) and 48900 (k), the Board will meet in closed session to consider the expulsion of one student #370322.**

**Reconvene to Open Session**

**III. Action Items Considered In Closed Session**
1. **Personnel**
2. **Expulsion of student #370322**

**IV. Pledge of Allegiance**

**V. Approval of Agenda**

**VI. Public Comment**
Anyone may address the Board for up to three minutes on any item. The Public Commentary period preceding the formal agenda shall be limited to a total of 15 minutes. Please submit a "Request to Address the Board" slip to the Board chairperson. The Board Chair will call you forward at the appropriate time.

**VII. Discussion Items**
1. **Executive Director Announcements ..... Page 2**
2. **Board Report ..... Page 4**
3. **Five-Year Strategic Plan --The ABCs of Strategic Management. ..... Page 12**

**VIII. Consent Calendar/Routine Items of Business**
All items listed under the Consent Calendar are considered by the Board in **one action**. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

1. **Approval of Minutes from the September 12, 2011 Board of Directors Meeting ..... Page 16**
2. **Approve recommended actions on the personnel activity list ..... Page 18**
3. **Approve check registers. ..... Page 19**

**IX. Action Items**
1. **Amend the changes/updates made in the 2011-2012 O'Farrell Community School Staff Handbook ..... Page 30**
2. **Ratify sale of equipment to San Diego Global Vision Academy. ..... Page 32**
3. **Accept the Board of Director non-renewal letter from Susan Bond ..... Page 33**
4. **Approve renewal of term for Board of Director member Salvador Rivera ..... Page 35**

**X. Roundtable**

**XII. Adjournment**

**O'Farrell Community School**
**Board of Directors**
**October 10, 2011: Discussion Item 1**
**Executive Director Announcements**

**Student Demographics**
Student Enrollment in Zangle on October 3, 2011:

| Grade | Female | Male | Total | | New Students | Out of District |
|---|---|---|---|---|---|---|
| 6 | 131 | 119 | 250 | | 250 | 12 |
| 7 | 146 | 134 | 280 | | 80 | 13 |
| 8 | 139 | 139 | 278 | | 38 | 12 |
| 9 | 56 | 53 | 109 | | 9 | 2 |
| **Total** | **472** | **445** | **917** | | **377** | **39** |

| Ethnicity | Grade 6 | Grade 7 | Grade 8 | Grade 9 | Total |
|---|---|---|---|---|---|
| American Indian/Alaska | | 1 | | | 1 |
| Black or African American | 59 | 87 | 71 | 26 | 243 |
| Cambodian | | 2 | | | 2 |
| Filipino | 43 | 51 | 56 | 14 | 164 |
| Guamanian | | 2 | 1 | | 3 |
| Hispanic or Latino | 131 | 116 | 117 | 61 | 425 |
| Hmong | | 1 | 1 | 2 | 4 |
| Intentionally Left Blank | 1 | | 1 | | 2 |
| Japanese | 1 | | | | 1 |
| Laotian | 5 | 9 | 12 | 2 | 28 |
| Other Asian | 1 | 3 | 2 | | 6 |
| Other Pacific Islander | 1 | 3 | 3 | | 7 |
| Samoan | | 1 | 4 | 2 | 7 |
| Vietnamese | 2 | 2 | 5 | | 9 |
| White | 5 | 2 | 5 | 2 | 14 |
| Grand Total | **250** | **280** | **278** | **109** | **917** |

**Free and Reduced Lunch Program:**
For the second year in a row, our school has been designated a Provision 2 school. This means that all students are receiving breakfast and lunch for free. The Cafeteria feeds approximately 675 students per day.

San Diego Unified School District (SDUSD) participates in the National School Lunch/Breakfast Programs Provision 2 program which is a program that reduces application burdens, simplifies meal counting and claiming procedures, and provides meals at no charge to all students attending schools operating under Provision 2. In the 2011-2012 school year the following schools/programs will begin the base year of Provision 2; Harriet Tubman Village, Sports Science Academy, Metro Schools, CTEC, Choice, First Avenue Literacy, Thurgood Marshall Community, Youth Day Center, BCA Youth Build, University Community, Metro Tech, Mira

Mesa Community, Monarch will begin on the first day of school, and Garfield HS, Hawthorne ES, Nubia Leadership Academy, Nye ES, Rolando Park ES, and Washington ES will begin a delayed implementation on October 3. The district has 79 other schools participating in Provision 2 where all students are receiving meals at no charge, for a listing of schools please go to www.sandi.net/food.

**Board Action Report for the meeting of Oct. 4, 2011**

The Board approved the following major agenda items:

D.2. Material Revision to O'Farrell Community School Charter to Expand School from Grades 6-9 to Grades K-12.

# O'Farrell Community Center for Advanced Academy

**For the period beginning in July of 2011 and ending August of 2011.**

# Charter Vision
## Looking Ahead

***Upcoming Events***

| | |
|---|---|
| 10/21/2011 | Class-size Penalty Waiver |
| 10/28/2011 | CBEDS Data Due |
| 10/31/2011 | 20 Day Attendance Report due |
| 11/1/2011 | Facilities Request |
| 11/1/2011 | Proposition 39 |

***In case you missed it***

| | |
|---|---|
| 8/25/2011 | Facility Grant application due |
| 8/19/2011 | Class Size Reduction Applications due 9/28 |
| 3/22/2011 | Whooping cough booster shot required |

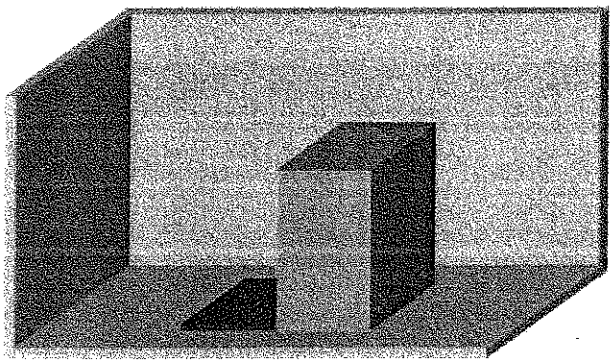
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# Charter Vision® Financial Snapshot

## *Total Cash on Hand*

***Cash Available:*** $2,303,033

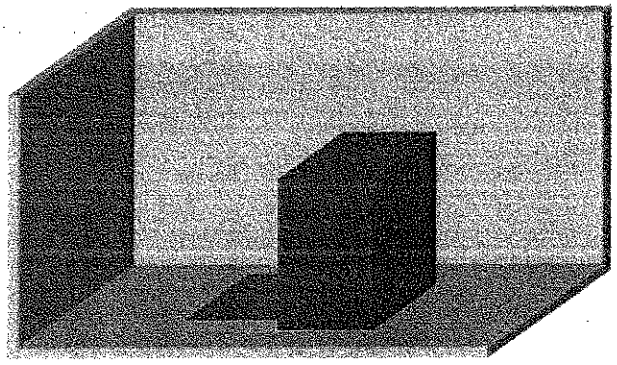
**Revenue To Date**



Revenue To Date  Budget To Date

Revenue $207,760
Budget $6,370,169
Revenue To Budget 3%

**Expense To Date**



Expense To Date  Budget To Date

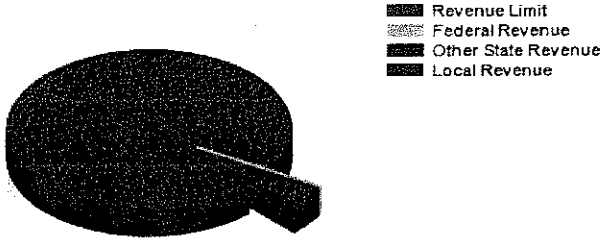
Expense $390,312
Budget $5,973,613
Expense To Budget 7%

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# Charter Vision®
## Revenue By Category

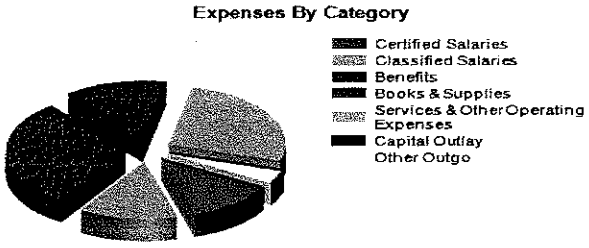
| Account Group | Description | Total | Percent |
|---|---|---|---|
| [illegible] | Revenue Limit | $0.00 | 0.00% |
| 820 | Federal Revenue | $0.00 | 0.00% |
| 840 | Other State Revenue | $9,118.00 | 4.39% |
| 870 | Local Revenue | $198,642.24 | 95.61% |
| | **Total:** | **$207,760.24** | **100.00%** |

**Revenue By Category**



# Expenses By Category

| Account | Description | Total | Percent |
|---|---|---|---|
| 100-199 | Certified Salaries | $47,464.02 | 12.16% |
| 200-299 | Classified Salaries | $52,790.88 | 13.53% |
| 300-399 | Benefits | $118,193.47 | 30.28% |
| 400-499 | Books & Supplies | $53,760.23 | 13.77% |
| 500-599 | Services & Other Operating | $104,321.60 | 26.73% |
| 600-699 | Capital Outlay | $0.00 | 0.00% |
| 700-799 | Other Outgo | $13,782.13 | 3.53% |
| | **Total:** | **$390,312.33** | **100.00%** |



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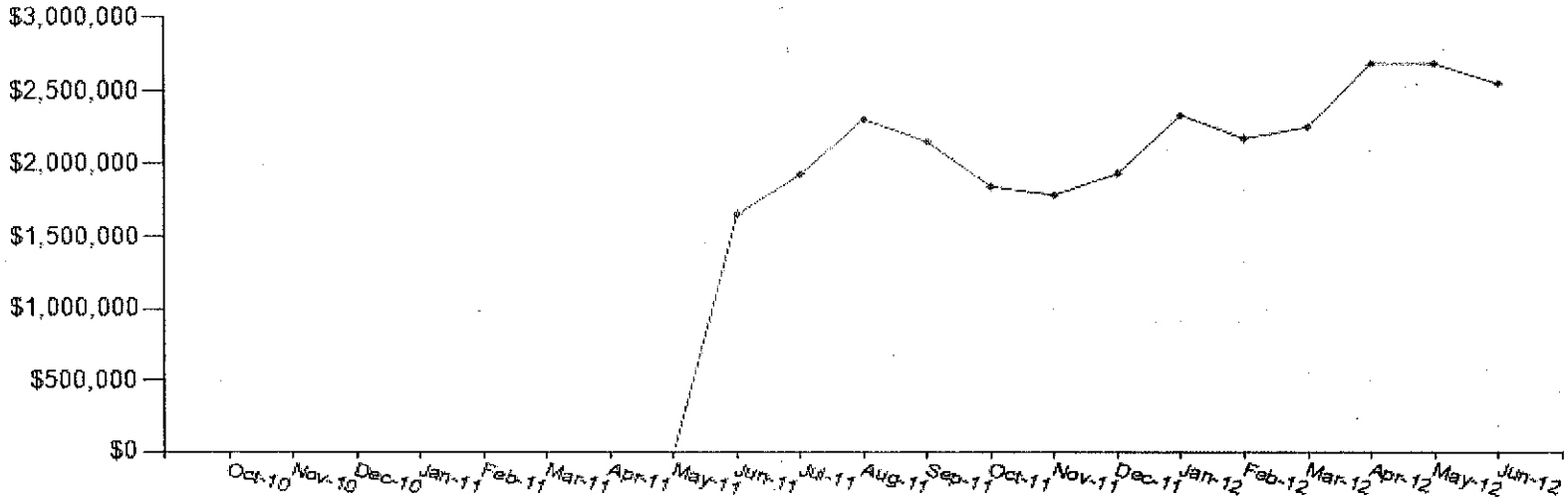
# Charter Vision®
## Year To Date Actual To Budget Summary

| count Description | Actual YTD | Budget YTD | Variance $ | Variance % | Total Budget | Budget Remaining |
|---|---|---|---|---|---|---|
| Total Revenue Limit | - | $1,612,722 | ($1,612,722) | -100.0% | $1,612,722 | $1,612,722 |
| Total Federal Revenues | - | $442,927 | ($442,927) | -100.0% | $442,927 | $442,927 |
| Total Other State Revenue | $9,118 | $847,097 | ($837,979) | -98.9% | $847,097 | $837,979 |
| Total Local Revenue | $198,642 | $3,467,423 | ($3,268,781) | -94.3% | $3,467,423 | $3,268,781 |
| Total Revenues | $207,760 | $6,370,169 | ($6,162,409) | -96.7% | $6,370,169 | $6,162,409 |
| Total Certificated Salaries | $47,464 | $2,844,642 | $2,797,178 | 98.3% | $2,844,642 | $2,797,178 |
| Total Classified Salaries | $52,791 | $684,905 | $632,114 | 92.3% | $684,905 | $632,114 |
| Total Employee Benefits | $118,193 | $1,009,183 | $890,990 | 88.3% | $1,009,183 | $890,990 |
| Total Personnel Expenses | $218,448 | $4,538,730 | $4,320,282 | 95.2% | $4,538,730 | $4,320,282 |
| Total Books and Supplies | $53,760 | $172,100 | $118,340 | 68.8% | $172,100 | $118,340 |
| Total Services and Other Operating Expenses | $104,322 | $1,092,238 | $987,916 | 90.4% | $1,092,238 | $987,916 |
| Total Capital Outlay | - | - | - | 0.0% | - | - |
| Total Other Outgo | $13,782 | $170,545 | $156,763 | 91.9% | $170,545 | $156,763 |
| Total Operational Expenses | $171,864 | $1,434,883 | $1,263,019 | 88.0% | $1,434,883 | $1,263,019 |
| Total Expenses | $390,312 | $5,973,613 | $5,583,301 | 93.5% | $5,973,613 | $5,583,301 |
| Net Income | ($182,552) | $396,556 | ($579,108) | -146.0% | $396,556 | $579,108 |

CSMC

# Charter Vision®
## Balance Sheet Summary

| | |
|---|---|
| **Liquidity Ratio** | 419.1 |
| | |
| **Assets** | |
| | |
| **Current Assets** | |
| Cash | $2,303,033 |
| Accounts Receivables | $350,726 |
| Prepaid Expenses | $98,518 |
| Other Current Assets | $220 |
| *Total Current Assets* | *$2,752,496* |
| | |
| **Fixed Assets** | |
| Computer Equipment | $8,296 |
| Accumulated Depreciation | ($1,383) |
| *Total Fixed Assets* | *$6,914* |
| | |
| **Other Assets** | |
| *Total Other Assets* | |
| | |
| ***Total Assets*** | *$2,759,410* |
| | |
| **Liabilities And Net Assets** | |
| | |
| **Current Liabilities** | |
| Accounts Payable | $7,756 |
| Accrued Salaries, Payroll Taxes, Postemployment Benefits | ($2,227) |
| Deposits held on behalf of other employees | $1,038 |
| *Total Current Liabilities* | *$6,567* |
| | |
| **Long Term Liabilities** | |
| *Total Long Term Liabilities* | |
| | |
| ***Total Liabilities*** | *$6,567* |
| | |
| **Net Assets** | |
| Unrestricted Net Assets | $2,935,395 |
| Profit/Loss YTD | ($182,552) |
| *Total Net Assets* | *$2,752,843* |
| | |
| ***Total Liabilities And Net Assets*** | *$2,759,410* |
| | |




| | Jul 10 | Aug 10 | Sep 10 | Oct 10 | Nov 10 | Dec 10 | Jan 11 | Feb 11 | Mar 11 | Apr 11 | May 11 | Jun 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Actual Ending Monthly Book Balance | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | [illegible] |
| Projected Ending Monthly Book Balance | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |

| | Jul 11 | Aug 11 | Sep 11 | Oct 11 | Nov 11 | Dec 11 | Jan 12 | Feb 12 | Mar 12 | Apr 12 | May 12 | Jun 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Actual Ending Monthly Book Balance | [illegible] | [illegible] | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Projected Ending Monthly Book Balance | $0 | $0 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |

# The ABCs of Strategic Management™

## *The Systems Thinking Approach® to Creating a Customer-Focused, High Performance, Learning Organization*

**By Stephen Haines, Founder and CEO of the Haines Centre *for* Strategic Management®**

### THINKING BACKWARDS TO THE FUTURE

In the Industrial Age, public and private enterprises built their future by incremental expansion of present technology, assumptions, and day-to-day operations. In today's global information age, this strategy of merely building on the present is defunct. Worldwide markets and instant global communications are now multiplying all our opportunities.

Today, organizations must keep pace with changes in their environment and reduce current expenses, waste, and bureaucratic operations. They must completely reinvent their future vision, and then begin thinking backwards to this future with the strategies needed to remain successful. They must commit passionately to the disciplined management of the changes that occur along the way toward becoming a customer-focused, high performance, learning organization.

### THE ABCS OF STRATEGIC MANAGEMENT™

Our work at the Centre leads us to look for simple, yet systematic, ways to focus on Strategic Management (Planning, People, Leadership and Change) with our clients. As a result, we've clarified and simplified these ideas into
a Strategic Management System with three goals:

- Goal #1: Develop a Strategic Plan and Document
- Goal #2: Ensure Successful Implementation
- Goal #3: Sustain High Performance, year after year

To achieve these goals, first it is important to get an understanding of the three premises that form the basis for our Reinventing Strategic Planning from its checkered planning past. As a result of past problems, the number of planner jobs in firms has decreased while the amount of Strategic Planning is increasing rapidly.

**Premise #1:**

*"Planning and Change are the Primary job of Leadership"*

Strategic Management must culminate in a significant change in the way leaders conduct their business day-to-day. This is a key difference between our model and others which tend to suffer the fatal "SPOTS" Syndrome (*Strategic Plans On Top Shelves—gathering dust*). Having Strategic Planning and Change led by top management to achieve our three goals is a critical requirement. Strategic Plans are the blueprints; executives must fill in and follow up on implementation details.

**Premise #2:**

*"People Support What They Help Create"*

A core planning team of eight to 15 people from your collective leadership should lead the Strategic Management (Planning, People, Leadership and Change) process, do the hard work, and make the

**The ABCs of Strategic Management™**

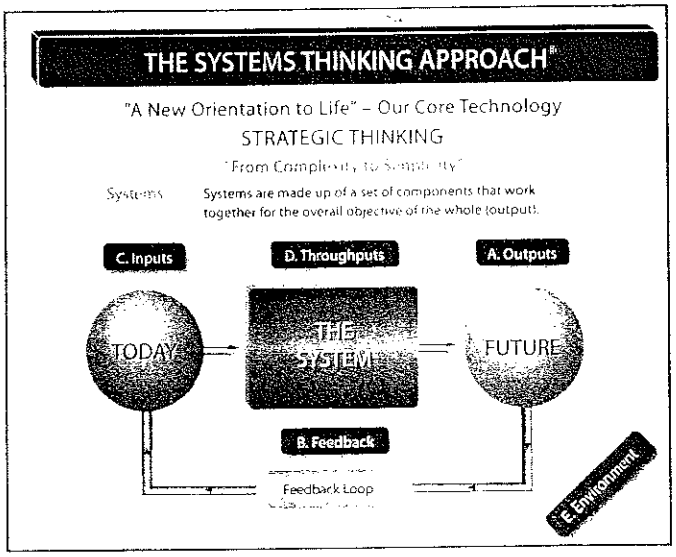
Every organization, both public and private, needs to become an outcome-oriented system, focused on the customer.

*—Stephen Haines*

A system is defined as a set of components that work together for the overall objectives of the whole. Our systems model is comprised of 10 concrete steps in five distinct Phases (A-B-C-D-E). We call these the ABC's of Systems Thinking. Any system can be described by the following Phases: A series of inputs (Phase C) to a throughput or actions (Phase D) to achieve your outputs (Phase A) along with a feedback loop (Phase B) in the environment (Phase E) to measure success.

Our ABC systems Phases start with Phase A (as we want to be proactive in creating our Ideal Future) and Phase E (environment) instead of Phase C, the traditional left to right flow. Once you create this future, you work backwards to today to make it happen.

We call this the "Systems Thinking Approach" and it is the best holistic & integrated organizing framework and language available.






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tough decisions. **A crucial Planning and Change Team task is the "Parallel Involvement Process"—involving the rest of management and key stakeholders in a meaningful way; gathering their input on all draft documents, and increasing their ownership of the plan.**

Visionary and participative leadership practices that produce dynamic leaders, as opposed to the feared bosses of the past, is a necessity in the 21st Century. Leaders must be trainers, coaches, and facilitators to carry out this Parallel Involvement Process as well as the entire Strategic Management System.

### Premise #3:

*"Use Systems Thinking": Focus on the Customer*

Systems Thinking provides some very clear elements and answers for becoming a successful organization over the long term. While there is no single answer or Holy Grail to be found, **it is a fact that every organization, both public and private, needs to become an outcome-oriented system, focused on the customer.**

*Our Systems Thinking Approach® provides the A-B-C-D-E integrated organizing framework for our "Reinventing Strategic Planning to Strategic Management (Planning, People, Leadership and Change)" model to become a reality.*

Our Strategic Management model has been reinvented based on research in General Systems Theory, our own Centre experiences as executives and consultants, and constant practical application and refinement from clients. Additionally, we did a literature search and comparative analysis of 27 other popular Strategic Management models. ***The element missing from these other models is our systems focus on outcomes and the customer as the primary purpose of all enterprises.***

## SO, WHERE TO BEGIN STRATEGIC MANAGEMENT?

*Step #1*: Begin with the **PLAN-TO-PLAN** step. We will not normally contract for overall Strategic Management before this innovative initial step is taken. It is composed of five elements:

1. A Future Environmental Scan (Phase E),
2. A Strategic IQ Audit Process
3. Visionary leadership practices, skills, and team-building training for the CEO, top executives, and middle management,
4. Establishing and training an internal support cadre, and
5. Our "Executive Briefing and Organizing" two-day session.

This skill building for the leadership of the organization is crucial, as noted above. **Leadership is the ONLY thing that really differentiates firms from each other OVER THE LONG TERM.**

## Phase E

Part of Step #1 is to conduct a Future Environmental Scan using our SKEPTIC framework (Socio-demographics, Competition, Economics/Environment, Political, Technical, Industry/substitutes, Customer)—you become a futurist to ensure your plan is not developed in a vacuum. Involvement of staff in doing this results in a richer scan to guide your planning.

The last item of the one-day "Executive Briefing" or "educating, assessing, tailoring and organizing" day ensures that everyone has the same foundation with regard to our Reinventing Strategic Planning to Strategic Management (Planning, People, Leadership and Change) model and terminology. The Strategic Organizational Assessment leads to a joint tailoring of a Strategic Planning Process that makes sense to the executives. Even if Strategic Planning is not pursued, this Plan-to-Plan step is valuable in its own right as a unique diagnostic and learning event.

Once the Plan-to-Plan is completed, then the ABCs of Strategic Planning and Change begin in earnest.

## Phase A

### Creating Your Ideal Future

*(Outputs of Any Organization as a System)*

*Step #2*: This **IDEAL FUTURE VISION** step begins with a scanning of the future environment. However, our main purpose is to formulate dreams that are worth believing in and fighting for. At this stage, the cry of "It can't be done!" is irrelevant; how to turn it into reality is pursued after the vision is created. The four challenges met during this step are:

- Challenge #1. Conduct a visioning process and develop a shared **Vision Statement** of your dreams, hopes, and desired future.
- Challenge #2. Develop a **Mission Statement** describing why your organization exists, what business it is in, and who it serves.
- Challenge #3. Articulate **Core Values** that guide day-to-day behavior and, collectively, create your desired culture.
- Challenge #4. Develop a **Rallying Cry and Position Statement** — a crisp and conc ise statement of the entire Strategic Plan and your competitive edge in the marketplace in the eyes of the customer.

*Note: Be clear on defining who your primary customer should be. Anticipate their wants and needs using our five-point World Class Star Results model.*

## Phase B

### Quantifiable Outcomes

*(Measurements of Success/Goals)*

*Step #3*: The **KEY SUCCESS MEASURES/GOALS** step develops the quantifiable outcome measurements of success for achieving an organization's vision, mission, and core values on a year-by-year basis. The maximum preferred number of Key Success Measures is 10, forcing a focus on what's really "key" to success. Key not comprehensive!

Key Success Measures should always measure what's really important (not just what's easy to measure) including, as a minimum, customer satisfaction, employee satisfaction, learning, and financial viability, much like the so-called Balanced Score Card but also including a fourth area community society.

## Phase C

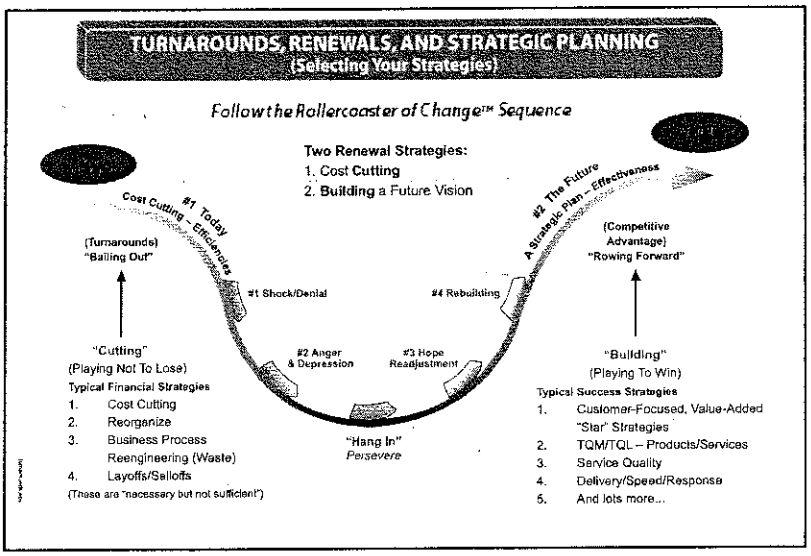
### Converting Strategy to Operations

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*(The Input to Act)*

***Step #4:*** This **CURRENT STATE ASSESSMENT** step is where internal and external analyses (Strengths, Weaknesses, Opportunities, and Threats—**SWOTs**) are conducted.

In traditional forms of Strategic Management, this step is the first step, leading only to long-range planning that projects the current state incrementally into the future. The good news about the history of planning is there are numerous tools to use in conducting these analyses. However, the key is to assess today in light of your desired Ideal Future, not just assessing today in light of today. We prefer more robust assessments using our Business Excellence Architechture for the Strengths and Weaknesses and the Implications of our Environmental Scan for the Opportunities and Threats.




***Step #5:*** This **STRATEGY DEVELOPMENT** step creates the core strategies to bridge the gap between the Ideal Future Vision and the Current State Assessment, resulting in three to seven core strategies to be implemented organization-wide (less is more).

The 21st Century has seen a proliferation of new strategies as businesses tried to cope with these revolutionary times. In looking at these strategies, beware of those that are of the cost cutting variety only. These might include reorganizations, layoffs, business re-engineering, budget cutbacks, etc. *"Cutting" is definitely necessary, yet not sufficient for success. "Building for the future" strategies, focused on quality products, services, and the Internet, that satisfy the customer is where the strategic answers are found.* Thus, **BOTH cutting and building strategies are absolutely needed (see The Rollercoaster of Change™ model this page)!**

Each core strategy needs a set of action items to achieve that strategy over the planning horizon. Further, you need to identify the top three to five action priorities for each strategy over the next 12 months. **These action priorities become the organizing framework used by everyone to set annual department plans and individual goals for performance appraisals.**

***Step #6:*** (Optional—For larger firms with multi-strategic business units only.) This **THREE-YEAR BUSINESS PLANNING** step answers the question of how core strategies are to be implemented by the different strategic business units. To do this, the business units that make up the organization's overall business portfolio must be clearly identified and prioritized based on their importance to the future organization's growth, profitability, and direction.

Each business unit (and Major Functional Area (MFA)) must then develop concrete three-year Business Plans to carry out the core strategies. They do this by following the same ABC's (and 10 steps) of Strategic Management in this article.

***Step #7:*** This **ANNUAL PLAN AND STRATEGIC BUDGETING** step is where "the rubber meets the road." It is where you develop unit plans with prioritized actions and the resources to actually implement your core strategies. It is not enough to have each unit develop their own isolated annual plans. **What is needed is a large group meeting of collective leadership (i.e., the top 30 to 70 leaders) where draft plans are critiqued and refined based on their fit with the strategies and top action priorities.**

Then it is time to change the way budgeting is traditionally done. It needs to be more strategic and follow (not lead) annual planning. This "Strategic Budgeting" will enable you to achieve a focused allocation of resources based on the Strategic Plan and the action priorities you set for the next fiscal year. *The tension created between current allocations vs. future priorities is normal and desired as we've now forced you to make the "tough choices" for success. Focus-Focus-Focus!!!*

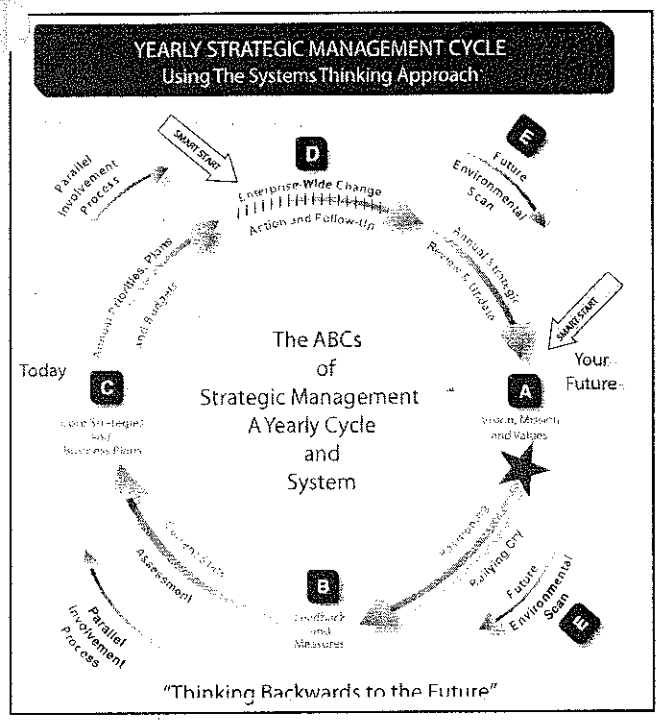
***Step #8:*** The **PLAN-TO-IMPLEMENT** step, the bridge from Goal #1 to Goal #2, is a two-day session. Key is the installation of the following crucial concepts:

1. Create a Strategic Change Leadership Team.
2. Develop a yearly Comprehensive Implementation Map.
3. Use cross-functional Strategy Sponsorship Project Teams.
4. Set up a Program Management Office to ensure the day-to-day change journey is successful (with an internal change management support cadre).
5. Finalize communications and rollout of the Strategic Plan.
6. Assign Key Success Measures tracking coordinator.
7. Allocate resources to support the change process/priorities.
8. Present senior executives' "Personal Leadership Plans."
9. Modify performance appraisal and rewards processes.
10. Develop a Game Plan to ensure a critical mass for change.
11. Attunement with people to create the People Edge.
12. Alignment of the delivery processes.
13. Provide education on Leading Strategic Change.

Step #8 is also when the same 30 to 50 collective leaders (as in Step #7) participate in a three-day skill-building workshop entitled "Leading Enterprise-Wide Change." This workshop provides the knowledge and skills necessary to execute complex and chaotic change successfully.

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## Phase D

**Implementation** *(The Processes or Throughput: Real Actions)*

*Step #9*: **This STRATEGY IMPLEMENTATION AND CHANGE** step is the beginning of ***Goal #2: "Ensure Successful Implementation."*** It transforms the Strategic Plan into thousands of individual plans and ties a rewards system to it. Your performance appraisal needs to evaluate everyone on their behaviors vs. the core values, and on their contribution to results vs. the core strategies.

Implicit in this step is the understanding that we have to manage change before it manages us (in ways we may not like). **Monthly meetings of the Strategic Change Leadership Team are absolutely essential.** No organization we have worked with has successfully implemented their Strategic Plan without this change team supported by a day-to-day Program Management Office jointly run by an executive and a consultant.

In addition, the CEO needs to conduct weekly meetings with his/her staff with an agenda focused on reviewing the status of the top annual priorities previously agreed to under each core strategy (with internal support cadre help).

**Implementation needs to focus on the vital few leverage points for Strategic Change from our research and that of others regarding best practices of successful organizations.**

These leverage points are (1) leadership and management practices, including those in human resource management, i.e., *attunement with peoples' hearts and minds*; (2) customer-focused, business process engineering to "eliminate waste" throughout the firm, i.e., *alignment he*

*delivery system*; and (3) becoming more customer-focused through high quality products and services (our five-point World Class Star Results model).

NOTE: If your Strategic Change is of an Enterprise-Wide radical, cultural or transformational nature, 75% of these major changes fail. Thus, please see our companion article on Enterprise-Wide Change and the need for a Program Management Office (PMO) to guide this unique change.

*Step #10*: This **ANNUAL STRATEGIC REVIEW (AND UPDATE)** step is similar to a yearly independent financial audit and is needed to keep pace with and be flexible to changing environments. This is the key to **Goal #3: Sustaining High Performance** over the long term. It includes:

1. Reacting to changes in the environment (Phase E).
2. Formally auditing and reviewing the Strategic Plan with a Strategic IQ Audit.
3. Updating annual action priorities for next year.
4. Updating the Strategic Management System itself as the new way to run the business day-to-day.

## HOW TO GET STARTED IN STRATEGIC MANAGEMENT

- **OPTION A**: A two-day Strategic IQ Audit, Executive Briefing and Plan-to-Plan event (Step #1). This is the educating, organizing, and tailoring mentioned earlier.
- **OPTION B**: A two-day Plan-to-Implement day (Step #8).Complete the 13 tasks listed earlier and later finish other aspects of the full Strategic Management Process.
- **OPTION C**: Conduct training on Strategic Planning or Strategic Change and/or have staff certified in this process.
- **OPTION D**: Since a system is circular, you may actually enter it and begin the process at any point during the year. Thus, you could enter into developing a system of managing strategically at whatever point you desire. This might include starting with the Strategic Review and Assessment, or a Strategic Change project you have in mind (such as Total Quality), or developing your measures, or the SWOT Analysis, etc.
- **OPTION E**: Conduct only the step you need now. Then set up the Program Management Office to guide it using the 5 Phased A-B-C-D-E model as the best and most holistic, integrated organizing framework and language available in the 21st Century.

*The key is to just start*

1/2010
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## BOARD OF DIRECTORS AGENDA ITEM
**Agenda Date: October 10, 2011**
**Consent Calendar Item 1**

**RECOMMENDATION:** Approve the Minutes from the September 12, 2011 Board of Directors meeting.

## MINUTES
**Monday, September 12, 2011**

| | |
|---|---|
| **Members Present:** | Christian Scott, Linda Logan, Tim Katzman, Susan Bond, Delano Jones |
| **Members Absent:** | Salvador Rivera was absent and Linda Logan left at 6:54 p.m. |
| **Staff Present:** | Jonathan Dean, Eileen Logue, Candace Austin, Katie Harris, Brian Rainey, Anne Mathews, Marlene Shannon |

**I. Closed Session:**
Closed Session was foregone.

**II. Call to Order**
The public meeting was called to order by Christian Scott at 5:23 p.m.

**III. Pledge of Allegiance**
The Pledge of Allegiance was led by Christian Scott.

**III. Presentation:**
1. **Introduction and welcome new employees**
   Cancelled.

**VII. Approval of Agenda**
Approved. Delano Jones moved and Linda Logan seconded. The motion carried 5-0-0.

**VIII. Public Comment**
Katie Harris shared that she thinks bringing in a K-5 elementary school is a great idea.
Anne Matthews reiterated that she also thinks that bringing in a K-5 elementary school is a great idea.

**IX. Discussion Items**
1. **Executive Director Announcements** – see page 3 of the agenda packet
2. **Financial Analysis & Balance Sheet** – see pages 4 and 5 of the agenda packet
3. **Financial Dashboard** – see page 6 of the agenda packet
4. **Future High School Development and Budget**
   Dr. Dean presented a Powerpoint presentation going over the timeline of the construction of the high school.
5. **Ninth grade proficiency levels.**
   Brian Rainey, the ninth grade family leader, presented a Powerpoint presentation going over the ninth grade CST testing.

**X. Consent Calendar/Routine Items of Business**
1. **Approval of Minutes from the June 13, 2011 Board of Directors meeting**
2. **Approval of Minutes from the June 27, 2011 Board of Directors meeting**
3. **Approval of Minutes from the August 22, 2011 Special Board of Directors**
4. **Approval of Minutes from the August 27, 2011 Board of Directors Workshop**

5. **Approve/Ratify recommended actions on the personnel activity list.**
6. **Approve monthly check registers.**
   Approved. Christian Scott moved and Susan Bond seconded. Motion carried 5-0-0.

**XI. Action Items**

1. **Approve Unaudited Actuals for June 30, 2011**
   Approved. Tim Katzman moved and Delano Jones seconded. Motion carried 4-0-0
2. **Approve designation of administrators-in-charge for the 2011-2012 school year**
   Approved. Delano Jones moved and Christian Scott seconded. Motion carried 4-0-0.
3. **Approve the Brown Act Training October 10, 2011**
   Approved with corrections. Christian Scott moved and Susan Bond seconded. Motion carried 3-0-1 with Delano Jones abstaining.

**XII. Roundtable**

None

**XIII. Adjournment - 6:37 p.m.**

Respectfully submitted by Candace Austin, Administrative Assistant II.

**BOARD OF DIRECTORS AGENDA ITEM**
**Agenda Date: October 10, 2011**
**Consent Calendar Item 2**

**RECOMMENDATION:** Approve/Ratify Personnel Activity List

## Resignation

| | | |
|---|---|---|
| McMillan, Ronnie | Campus Security | September 26, 2011 |

## New Hires

| | | |
|---|---|---|
| Tovar, Julianna | Girls' P.E. Assistant | September 27, 2011 |
| Miller, Joel | Substitute Teacher Pool | September 15, 2011 |
| DeGeer, Kirstin | Substitute Teacher Pool | September 12, 2011 |

## Changed Positions

| | | |
|---|---|---|
| Sanders, David | Moved from Special Education Assistant to Campus Security | September 27, 2011 |

## O'Farrell Community Center for Advanced Academy



Check Register 7/1/2011 through 9/30/2011

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| Payment Date | Payment Number | Payment Type | Payee Name | Rec Status | Check Amount | Invoiced GL Amount | Account | Account Description | Transaction Description |
|---|---|---|---|---|---|---|---|---|---|
| 7/8/2011 | 10000001 | Check | Alan's Music Center, Inc | Reconciled | $651.53 | $651.53 | 9500-020 | Accounts Payable-System | drums |
| 7/8/2011 | 10000002 | Check | EDCO Disposal Corp | Reconciled | $399.87 | $399.87 | 9505-020 | Accounts Payable-Accrual | trash |
| 7/8/2011 | 10000003 | Check | HB& A Architects, Inc | Reconciled | $1,800.00 | $1,800.00 | 5800-030-00 | Professional/Consulting Services and Operating Expenditures | HS rendering |
| 7/8/2011 | 10000004 | Check | Office Depot | Reconciled | $742.64 | $31.53 | 4300-020-00 | Materials and Supplies | board |
| | | | | | | $258.71 | 4300-020-00 | Materials and Supplies | office supplies |
| | | | | | | $452.40 | 4315-020-00 | Classroom Materials and Supplies | dividers |
| 7/8/2011 | 10000005 | Check | San Diego Unified School District | Reconciled | $1,200.04 | $916.00 | 9505-020 | Accounts Payable-Accrual | celdt testing |
| | | | | | | $284.04 | 9505-020 | Accounts Payable-Accrual | hearing screening |
| 7/8/2011 | 10000006 | Check | San Diego Facility Maintenance Cleaning Systems, Inc | Reconciled | $10,350.00 | $10,350.00 | 5500-020-00 | Operation and Housekeeping Services/Supplies | janitorial |
| 7/8/2011 | 10000007 | Check | Sharp Health Plan | Reconciled | $45,775.73 | $45,775.73 | 3403-020-00 | Health & Welfare Benefits | health ins |
| 7/8/2011 | 10000008 | Check | UC Regents | Reconciled | $1,000.00 | $1,000.00 | 9505-020 | Accounts Payable-Accrual | T-II Wasc Conference |
| 7/8/2011 | 10000009 | Check | Wells Fargo Business Card | Reconciled | $1,324.60 | $15.35 | 9505-020 | Accounts Payable-Accrual | finance charge |
| | | | | | | $1,296.00 | 9505-020 | Accounts Payable-Accrual | sandag |
| | | | | | | $13.25 | 9505-020 | Accounts Payable-Accrual | usps |
| 7/13/2011 | 10000010 | Check | City Treasurer | Reconciled | $2,737.60 | $2,737.60 | 5501-020-00 | Utilities | Water 5/4 - 6/2/11 |
| 7/13/2011 | 10000011 | Check | EBA&M Corporation | Reconciled | $1,707.15 | $1,207.15 | 3403-020-00 | Health & Welfare Benefits | Delta Dental & Vision July 2011 |
| | | | | | | $500.00 | 3403-020-00 | Health & Welfare Benefits | S125 / Dental & Vision |
| 7/13/2011 | 10000012 | Check | Guardian | Reconciled | $163.93 | $163.93 | 3403-020-00 | Health & Welfare Benefits | July 2011 Dental Ins. |
| 7/13/2011 | 10000013 | Check | The Hartford | Reconciled | $12,922.93 | $12,922.93 | 3603-020-00 | Worker Compensation Insurance | Workers Comp July 2011 |
| 7/13/2011 | 10000014 | Check | Law Office of Middleton, Young & Minney, LLP | Open | $166.72 | $166.72 | 5805-020-00 | Legal Services and Audit | June 2011 legal Services |
| 7/13/2011 | 10000015 | Check | Music Factory Direct | Reconciled | $1,222.28 | $1,222.28 | 4430-020-00 | Noncapitalized Student | Musical Equipment |

## O'Farrell Community Center for Advanced Academy

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| | | | | | | | | Equipment | |
| 7/13/2011 | 10000016 | Check | Neil A Kjos Music Company | Reconciled | $272.36 | $272.36 | 4315-020-00 | Classroom Materials and Supplies | Music Materials |
| 7/13/2011 | 10000017 | Check | Office Depot | Reconciled | $448.60 | $281.79 | 4300-020-00 | Materials and Supplies | Card Stock in colors |
| | | | | | | $92.97 | 4300-020-00 | Materials and Supplies | Cordless phone |
| | | | | | | $73.84 | 4300-020-00 | Materials and Supplies | sorter, tissue & cleaner |
| 7/13/2011 | 10000018 | Check | Paper Recycling & Shredding Specialists | Reconciled | $90.00 | $90.00 | 5800-020-00 | Professional/Consulting Services and Operating Expenditures | On-site shredding of documents |
| 7/13/2011 | 10000019 | Check | Patrick's Landscape Services | Reconciled | $850.00 | $850.00 | 5500-020-00 | Operation and Housekeeping Services/Supplies | July Grounds Maintenance - July 2011 |
| 7/13/2011 | 10000020 | Check | San Diego Unified School District | Reconciled | $150.00 | $150.00 | 5210-020-00 | Training and Development Expense | i21 Netbook Training for Joval Bessette |
| 7/13/2011 | 10000021 | Check | Sound Therapies, Inc. | Reconciled | $2,144.00 | $2,144.00 | 5810-020-65 | Educational Consultants | Speech Therapy: Rachel McKearin |
| 7/13/2011 | 10000022 | Check | U.S. Postal Service | Reconciled | $190.00 | $190.00 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | Renewal of Bulk Mail permit Aug 2011/12 |
| 7/13/2011 | 10000023 | Check | Verizon Wireless | Reconciled | $50.08 | $50.08 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | Jon's cell phone |
| 7/15/2011 | 10000024 | Check | Jeffrey L Pernas | Reconciled | $1,600.00 | $1,600.00 | 5601-020-00 | Building Maintenance | deposit painting rooms |
| 7/26/2011 | 10000046 | Check | AT&T Mobility | Reconciled | $396.37 | $396.37 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | cell phone |
| 7/26/2011 | 10000047 | Check | Accrediting Commission for Schools | Reconciled | $756.00 | $756.00 | 5300-020-01 | Dues and Memberships | 11-12 accrediting |
| 7/26/2011 | 10000048 | Check | AT&T | Reconciled | $171.95 | $49.29 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | calnet |
| | | | | | | $122.66 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | calnet |
| 7/26/2011 | 10000049 | Check | Home Depot Credit Services | Reconciled | $100.57 | $100.57 | 5500-020-00 | Operation and Housekeeping Services/Supplies | payment |
| 7/26/2011 | 10000050 | Check | Dee Hankins | Open | $615.26 | $615.26 | 5800-020-02 | Professional/Consulting | Win Your Challenges |

**O'Farrell Community Center for Advanced Academy**



Check Register 7/1/2011 through 9/30/2011

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|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Services and Operating Expenditures | |
| 7/26/2011 | 10000051 | Check | Mutual of Omaha | Reconciled | $629.65 | $629.65 | 3403-020-00 | Health & Welfare Benefits | insurance |
| 7/26/2011 | 10000052 | Check | Office Depot | Reconciled | $35.88 | $35.88 | 4315-020-00 | Classroom Materials and Supplies | receipt book |
| 7/26/2011 | 10000053 | Check | Jeffrey L Pernas | Reconciled | $2,200.00 | $2,200.00 | 5601-020-00 | Building Maintenance | paiting |
| 7/26/2011 | 10000054 | Check | SanDiego Gas & Electric | Reconciled | $6,163.88 | $6,163.88 | 5501-020-00 | Utilities | utilities |
| 8/2/2011 | 10000055 | Check | Charter School Management Corporation | Reconciled | $7,727.00 | $7,727.00 | 5800-020-00 | Professional/Consulting Services and Operating Expenditures | back office |
| 8/2/2011 | 10000056 | Check | Apple Inc. | Reconciled | $41,127.13 | $41,127.13 | 4400-020-00 | Noncapitalized Equipment | Purchase 35 iMacs / 21.5 inch per Apple |
| 8/2/2011 | 10000057 | Check | Guardian | Reconciled | $3,283.86 | $3,283.86 | 3403-020-00 | Health & Welfare Benefits | Aug 2011 Coverage Dental Ins. |
| 8/2/2011 | 10000058 | Check | Office Depot | Reconciled | $97.77 | $29.33 | 5500-020-00 | Operation and Housekeeping Services/Supplies | 3 Extension Reachers |
| | | | | | | $68.44 | 5500-020-00 | Operation and Housekeeping Services/Supplies | Extension Reachers (7) |
| 8/2/2011 | 10000059 | Check | San Diego Facility Maintenance Cleaning Systems, Inc | Reconciled | $10,350.00 | $10,350.00 | 5500-020-00 | Operation and Housekeeping Services/Supplies | Aug 2011 Cleaning Service |
| 8/2/2011 | 10000060 | Check | Wells Fargo Business Card | Reconciled | $243.20 | $99.20 | 4700-020-00 | Food and Food Supplies | Family Leadership Lunch Meeting - Chili's |
| | | | | | | $144.00 | 5505-020-00 | Student Transportation | 4 bus passes @ $36.00 - Sandag |
| 8/2/2011 | 10000061 | Check | Wells Fargo Business Card | Reconciled | $144.00 | $144.00 | 5505-020-00 | Student Transportation | 4 bus passes @ $36.00 - Sandag |
| 8/5/2011 | 10000062 | Check | Public Employee Retirement | Open | $3,063.25 | $3,063.25 | 9504-020 | Accrued PERS | |
| 8/11/2011 | 10000065 | Check | The Hartford | Reconciled | $3,600.23 | $3,600.23 | 3603-020-00 | Worker Compensation Insurance | Workers comp 7/1/11 - 7/1/12 |
| 8/11/2011 | 10000066 | Check | Ikon Office Solutions | Reconciled | $1,575.71 | $1,575.71 | 5605-020-00 | Equipment Rental/Lease Expense | copier lease: 8/2 - 9/1/11: IR7095, 688 47, IR3225 98.49 |
| 8/11/2011 | 10000067 | Check | KPM General Builders, Inc. | Reconciled | $3,682.00 | $3,682.00 | 5601-020-00 | Building Maintenance | Installation of 4 ceiling fans. |
| 8/11/2011 | 10000068 | Check | Philadelphia Insurance | Reconciled | $12,635.72 | $12,635.72 | 5400-020-00 | Insurance | Spec & Tr Sch, Flexi + Five, Umb |
| 8/11/2011 | 10000069 | Check | Patrick's Landscape Services | Reconciled | $850.00 | $850.00 | 5500-020-00 | Operation and Housekeeping | Aug 2011 Landscape service |

## O'Farrell Community Center for Advanced Academy

Check Register 7/1/2011 through 9/30/2011



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| | | | | | | | | Services/Supplies | |
| 8/11/2011 | 10000070 | Check | Sharp Health Plan | Reconciled | $35,607.61 | $35,607.61 | 3403-020-00 | Health & Welfare Benefits | Sept 2011 Health Ins. premium |
| 8/11/2011 | 10000071 | Check | TCR Services | Reconciled | $288.93 | $288.93 | 5610-020-00 | Equipment Repair | July 2011 services |
| 8/11/2011 | 10000072 | Check | Verizon Wireless | Reconciled | $50.08 | $50.08 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | Cell phone 6/27 - 7/26/11 |
| 8/11/2011 | 10000073 | Check | Wilkinson Hadley King & Co. LLP | Open | $1,000.00 | $1,000.00 | 5805-020-00 | Legal Services and Audit | Progress Billing for 2011 Audit |
| 8/16/2011 | 10000074 | Check | The Legend Group / ADSERV | Reconciled | $4,130.00 | $50.00 | 9660-020 | Voluntary Deductions | 403B |
| | | | | | | $50.00 | 9660-020 | Voluntary Deductions | 403B |
| | | | | | | $50.00 | 9660-020 | Voluntary Deductions | 403B |
| | | | | | | $50.00 | 9660-020 | Voluntary Deductions | 403B |
| | | | | | | $687.50 | 9660-020 | Voluntary Deductions | 403B |
| | | | | | | $687.50 | 9660-020 | Voluntary Deductions | 403B |
| | | | | | | $1,000.00 | 9660-020 | Voluntary Deductions | 403B |
| | | | | | | $40.00 | 9660-020 | Voluntary Deductions | 403B ROTH |
| | | | | | | $40.00 | 9660-020 | Voluntary Deductions | 403B ROTH |
| | | | | | | $100.00 | 9660-020 | Voluntary Deductions | 457 |
| | | | | | | $687.50 | 9660-020 | Voluntary Deductions | 457 |
| | | | | | | $687.50 | 9660-020 | Voluntary Deductions | 457 |
| 8/17/2011 | 10000075 | Check | American Express | Reconciled | $791.38 | $183.95 | 4300-020-00 | Materials and Supplies | Intuit |
| | | | | | | $26.26 | 4300-020-00 | Materials and Supplies | Target |
| | | | | | | $10.98 | 4700-020-00 | Food and Food Supplies | Food 4 Less |
| | | | | | | $71.44 | 4700-020-00 | Food and Food Supplies | Smart & Final |
| | | | | | | $92.41 | 4700-020-00 | Food and Food Supplies | Smart & Final |
| | | | | | | $95.00 | 5803-020-00 | Banking and Payroll Service Fees | Anual fee |
| | | | | | | $16.29 | 5815-020-00 | Advertising/Recruiting | Food 4 Less |

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| | | | | | | $295.05 | 5815-020-00 | Advertising/Recruiting | Online Signs |
| 8/17/2011 | 10000076 | Check | City Treasurer | Reconciled | $5,164.23 | $5,164.23 | 5501-020-65 | Utilities | Utilities |
| 8/17/2011 | 10000077 | Check | Dunbar Armored Inc | Reconciled | $97.35 | $97.35 | 5800-020-00 | Professional/Consulting Services and Operating Expenditures | July services |
| 8/17/2011 | 10000078 | Check | EBA&M Corporation | Open | $60.00 | $60.00 | 3403-020-00 | Health & Welfare Benefits | Cobra billing |
| 8/17/2011 | 10000079 | Check | Fletcher Hills Printing | Reconciled | $535.58 | $535.58 | 4300-020-00 | Materials and Supplies | FSS Rack cards |
| 8/17/2011 | 10000080 | Check | Ikon Office Solutions | Reconciled | $1,640.55 | $788.75 | 5600-020-00 | Space Rental/Leases Expense | Copier lease |
| | | | | | | $851.80 | 5600-020-00 | Space Rental/Leases Expense | Copier lease |
| 8/17/2011 | 10000081 | Check | LanSchool Technologies, LLC | Reconciled | $2,999.00 | $2,999.00 | 5800-020-00 | Professional/Consulting Services and Operating Expenditures | site license |
| 8/17/2011 | 10000082 | Check | Linda Logan | Open | $72.50 | $72.50 | 4315-020-00 | Classroom Materials and Supplies | dry cleaning uniforms |
| 8/17/2011 | 10000083 | Check | McGraw Hill | Reconciled | $8,794.02 | $572.52 | 4100-020-00 | Approved Textbooks and Core Curricula Materials | book shipping |
| | | | | | | $8,221.50 | 4100-020-00 | Approved Textbooks and Core Curricula Materials | Glencoe Science Books |
| 8/17/2011 | 10000084 | Check | San Diego Charter Schools Special Ed. Consortium | Reconciled | $1,695.00 | $127.50 | 5810-020-65 | Educational Consultants | Spec Ed services |
| | | | | | | $1,567.50 | 5810-020-65 | Educational Consultants | Special Ed services |
| 8/17/2011 | 10000085 | Check | TCR Services | Reconciled | $2,536.85 | $822.82 | 5610-020-00 | Equipment Repair | Cost per page maintance agreement |
| | | | | | | $1,714.03 | 5610-020-00 | Equipment Repair | Cost per page maintance agreement |
| 8/18/2011 | 10000086 | Check | EBA&M Corporation | Open | $969.00 | $969.00 | 3403-020-00 | Health & Welfare Benefits | S125 Check Register - |
| 8/18/2011 | 10000087 | Check | Ikon Office Solutions | Reconciled | $101.01 | $101.01 | 5605-020-00 | Equipment Rental/Lease Expense | July 2011 equipment rental - IR5570 |
| 8/18/2011 | 10000088 | Check | San Diego Facility Maintenance Cleaning Systems, Inc | Reconciled | $4,750.00 | $4,750.00 | 5500-020-00 | Operation and Housekeeping Services/Supplies | Tree Trimming Service |
| 8/18/2011 | 10000089 | Check | San Diego Facility Maintenance Cleaning Systems, Inc | Reconciled | $6,350.00 | $6,350.00 | 5500-020-00 | Operation and Housekeeping Services/Supplies | Tree Trimming Service |

## O'Farrell Community Center for Advanced Academy

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| 8/18/2011 | 10000090 | Check | Wells Fargo Business Card | Reconciled | $507.22 | $499.00 | 5505-020-00 | Student Transportation | Sandag - 13 bus passes @ $36 + $31 prev bill |
| | | | | | | $8.22 | 5890-020-00 | Interest Expense/Fees | Finance Chrgs |
| 8/24/2011 | 10000091 | Check | State Teachers Retirement | Reconciled | $4,329.27 | $4,329.27 | 9503-020 | Accrued STRS | |
| 9/2/2011 | 10000092 | Check | Alan's Music Center, Inc | Open | $76.57 | $76.57 | 5610-020-00 | Equipment Repair | Violin Repair |
| 9/2/2011 | 10000093 | Check | AT&T Mobility | Open | $33.23 | $33.23 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | mobile phone 7/13 - 8/12/11 |
| 9/2/2011 | 10000094 | Check | AT&T | Open | $821.38 | $150.43 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | Calnet 2 |
| | | | | | | $670.95 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | Calnet 2 |
| 9/2/2011 | 10000095 | Check | Charter School Management Corporation | Open | $7,727.00 | $7,727.00 | 5800-020-00 | Professional/Consulting Services and Operating Expenditures | BACK OFFICE |
| 9/2/2011 | 10000096 | Check | City Treasurer | Open | $1,287.98 | $1,287.98 | 5501-020-00 | Utilities | Water & Sewer 7/7 - 8/3/11 |
| 9/2/2011 | 10000097 | Check | EBA&M Corporation | Open | $1,528.85 | $616.85 | 3403-020-00 | Health & Welfare Benefits | Aug 2011 Ins. |
| | | | | | | $912.00 | 3403-020-00 | Health & Welfare Benefits | Sept 2011 Ins. |
| 9/2/2011 | 10000098 | Check | Guardian | Open | $3,396.19 | $3,396.19 | 3403-020-00 | Health & Welfare Benefits | Sept 2011 Dental Ins. |
| 9/2/2011 | 10000099 | Check | Home Depot Credit Services | Open | $271.47 | $271.47 | 5601-020-00 | Building Maintenance | Purchases from Lemon Grove store - Maintenance |
| 9/2/2011 | 10000100 | Check | Law Office of Middleton, Young & Minney, LLP | Open | $295.00 | $295.00 | 5200-020-02 | Travel and Conferences | regist/Personnel & Student Services workshop |
| 9/2/2011 | 10000101 | Check | Mutual of Omaha | Open | $629.65 | $629.65 | 3403-020-00 | Health & Welfare Benefits | Sept 2011 Ins.: Life, AD&D, LTD |
| 9/2/2011 | 10000102 | Check | North County Professional Development Federation | Open | $50.00 | $50.00 | 5200-020-02 | Travel and Conferences | Reg. Workshop: Transforming School Culture (for 5) |
| 9/2/2011 | 10000103 | Check | San Diego Facility Maintenance Cleaning Systems, Inc | Open | $10,350.00 | $10,350.00 | 5500-020-00 | Operation and Housekeeping Services/Supplies | Cleaning Service for Sept 2011 |
| 9/2/2011 | 10000104 | Check | SanDiego Gas & Electric | Open | $4,695.36 | $4,695.36 | 5501-020-00 | Utilities | Gas & Electric 7/15 - 8/14/11 |
| 9/6/2011 | 10000105 | Check | The Legend Group / ADSERV | Open | $1,465.00 | $50.00 | 9660-020 | Voluntary Deductions | 403B |
| | | | | | | $687.50 | 9660-020 | Voluntary Deductions | 403B |

**O'Farrell Community Center for Advanced Academy**

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| | | | | | | $687.50 | 9660-020 | Voluntary Deductions | 457B |
| | | | | | | $40.00 | 9660-020 | Voluntary Deductions | ROTH 403B |
| 9/6/2011 | 10000106 | Check | American Express | Open | $659.50 | $11.96 | 4300-020-00 | Materials and Supplies | Candice: Big Lots - Hangers for uniforms |
| | | | | | | $28.98 | 4700-020-00 | Food and Food Supplies | Candice: Smart & Final - Summer Schl student incentives |
| | | | | | | $74.69 | 4700-020-00 | Food and Food Supplies | Jon: Chevy's - Family Leadership meeting |
| | | | | | | $430.87 | 5601-020-00 | Building Maintenance | Jon: Home Depot - 4 ceiling fans |
| | | | | | | $25.00 | 5815-020-00 | Advertising/Recruiting | Jon: Craig's List - Employment Ad/Campus Security |
| | | | | | | $88.00 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | Candice: USPS - Postage |
| 9/6/2011 | 10000107 | Check | Datel Systems, Inc. | Open | $10,950.00 | $10,950.00 | 4400-020-00 | Noncapitalized Equipment | 1000 @ 10.95 for i21 Anti Virus Server |
| 9/6/2011 | 10000108 | Check | EDCO Disposal Corp | Open | $799.74 | $399.87 | 5500-020-00 | Operation and Housekeeping Services/Supplies | Aug 2011 disposal service |
| | | | | | | $399.87 | 5500-020-00 | Operation and Housekeeping Services/Supplies | July 2011 disposal service |
| 9/6/2011 | 10000109 | Check | KPM General Builders, Inc. | Open | $3,575.00 | $3,575.00 | 5601-020-00 | Building Maintenance | Bid to install 5 ceiling fans/electrical in 5 side offices |
| 9/6/2011 | 10000110 | Check | Sharp Health Plan | Open | $37,399.22 | $37,399.22 | 3403-020-00 | Health & Welfare Benefits | Oct 2011 Health Ins. |
| 9/6/2011 | 10000111 | Check | Wells Fargo Business Card | Open | $74.50 | $59.34 | 5500-020-00 | Operation and Housekeeping Services/Supplies | Alcatraz Locksmith - keys made |
| | | | | | | ($25.00) | 5505-020-00 | Student Transportation | Auto Pmt made 8/15/11 |
| | | | | | | $36.00 | 5505-020-00 | Student Transportation | Sandbag - Bus Pass |
| | | | | | | $4.16 | 5890-020-00 | Interest Expense/Fees | Finance Chrgs |
| 9/6/2011 | 10000112 | Check | Wells Fargo Business Card | Open | $2,505.27 | $258.43 | 4400-020-00 | Noncapitalized Equipment | Marlene: Apple Inc. - 2 apps for iMac & 2 VGA adapts |
| | | | | | | $2,145.44 | 4400-020-00 | Noncapitalized Equipment | Marlene: Apple Inc. - 2 iMacs |
| | | | | | | $101.40 | 4400-020-00 | Noncapitalized Equipment | Marlene: Apple Inc. - 2 MS Office |

**O'Farrell Community Center for Advanced Academy**

Check Register 7/1/2011 through 9/30/2011



| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | 2011 ACAD OP |
| 9/7/2011 | 10000113 | Check | Public Employee Retirement | Open | $3,867.09 | $3,867.09 | 9504-020 | Accrued PERS | |
| 9/7/2011 | 10000114 | Check | State Teachers Retirement | Open | $3,259.10 | $3,259.10 | 9503-020 | Accrued STRS | |
| 9/9/2011 | 10000117 | Check | The Legend Group / ADSERV | Open | $1,037.50 | $100.00 | 9660-020 | Voluntary Deductions | |
| | | | | | | $250.00 | 9660-020 | Voluntary Deductions | |
| | | | | | | $687.50 | 9660-020 | Voluntary Deductions | |
| 9/16/2011 | 10000118 | Check | Jill Andersen | Open | $64.44 | $46.84 | 4300-020-00 | Materials and Supplies | REIMB - window envelopes & moisten bottle |
| | | | | | | $17.60 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | REIMB - postage |
| 9/16/2011 | 10000119 | Check | CDW-G | Open | $258.69 | $77.01 | 4300-020-00 | Materials and Supplies | Server device CAL 2008-license & remote DCAL |
| | | | | | | $181.68 | 4315-020-00 | Classroom Materials and Supplies | ACAD MS SEL WIN SRV STD 2008 R2 (qty 2) |
| 9/16/2011 | 10000120 | Check | City Treasurer | Open | $4,638.04 | $4,638.04 | 5501-020-00 | Utilities | Water 8/4 - 9/2/11 |
| 9/16/2011 | 10000121 | Check | Cottonwood Electric Cart Service Inc. | Open | $14,995.02 | $14,995.02 | 9440-020 | Furniture & Fixtures | Purchased 2 electric golf cart vehicles |
| 9/16/2011 | 10000122 | Check | Jonathan C. Dean | Open | $20.00 | $20.00 | 5500-020-00 | Operation and Housekeeping Services/Supplies | REIMB - gas for carts & custodial equipment |
| 9/16/2011 | 10000123 | Check | Fletcher Hills Printing | Open | $952.65 | $952.65 | 4300-020-00 | Materials and Supplies | Printing of PAL forms |
| 9/16/2011 | 10000124 | Check | The Hartford | Open | $3,600.23 | $3,600.23 | 3603-020-00 | Worker Compensation Insurance | Workers Comp 7/1/11 - 12 (Pmt 2) |
| 9/16/2011 | 10000125 | Check | Office Depot | Open | $184.44 | $184.44 | 4300-020-00 | Materials and Supplies | 48 patch cables |
| 9/16/2011 | 10000126 | Check | Philadelphia Insurance | Open | $3,158.91 | $3,158.91 | 5400-020-00 | Insurance | Spec & Tr, Flexi plus 5, Umb. |
| 9/16/2011 | 10000127 | Check | Patrick's Landscape Services | Open | $850.00 | $850.00 | 5500-020-00 | Operation and Housekeeping Services/Supplies | Sept 2011 Landscape Maintenance |
| 9/16/2011 | 10000128 | Check | Sound Therapies, Inc. | Open | $536.00 | $536.00 | 5810-020-65 | Educational Consultants | Speech Therapy: Rachel McKearin (8 hrs) |
| 9/16/2011 | 10000129 | Check | Verizon Wireless | Open | $50.08 | $50.08 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | cell phone 7/27 - 8/26/11 |

**O'Farrell Community Center for Advanced Academy**

Check Register 7/1/2011 through 9/30/2011



| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 9/21/2011 | 10000131 | Check | EBA&M Corporation | Open | $275.00 | $25.00 | 9660-020 | Voluntary Deductions | FSA |
| | | | | | | $250.00 | 9660-020 | Voluntary Deductions | FSA |
| 9/22/2011 | 10000132 | Check | American Express | Open | $1,165.25 | $41.16 | 4300-020-00 | Materials and Supplies | Candice: Vons - supplies & rewards /uni donations |
| | | | | | | $63.96 | 4700-020-00 | Food and Food Supplies | Candice: Costco - Board of Directors Mtg |
| | | | | | | $258.70 | 4700-020-00 | Food and Food Supplies | Candice: Costco - Welcome back Breakfast |
| | | | | | | $56.53 | 4700-020-00 | Food and Food Supplies | Candice: Giant NY Pizza - students rewards/wht env turn in |
| | | | | | | $159.81 | 4700-020-00 | Food and Food Supplies | Candice: Giant NY Pizza - Welcome Back lunch |
| | | | | | | $41.22 | 4700-020-00 | Food and Food Supplies | Candice: Smart/Final - Welcome back Breakfast |
| | | | | | | $36.12 | 4700-020-00 | Food and Food Supplies | Candice: Taco Salsa - Welcome back Breakfast |
| | | | | | | $129.40 | 5200-020-02 | Travel and Conferences | Jonathan: Southwest Air - RT/SD-SF/Lead'g the leadrs wkshp |
| | | | | | | $74.35 | 5300-020-00 | Dues and Memberships | Candice: Skyguide Magazine - order not placed will refund |
| | | | | | | $304.00 | 5505-020-00 | Student Transportation | Candice: Vons - bus passes/compass cards |
| 9/22/2011 | 10000133 | Check | Demco | Open | $402.99 | $402.99 | 4200-020-00 | Books and Other Reference Materials | supplies for books |
| 9/22/2011 | 10000134 | Check | EBA&M Corporation | Open | $634.50 | $7.51 | 3403-020-00 | Health & Welfare Benefits | RX, S125 Ck Register |
| | | | | | | $626.99 | 3403-020-00 | Health & Welfare Benefits | S125 Check Register: 9/16/11 |
| 9/22/2011 | 10000135 | Check | Fletcher Hills Printing | Open | $280.50 | $280.50 | 4300-020-00 | Materials and Supplies | Welcome to O'Farrell envelopes |
| 9/22/2011 | 10000136 | Check | Graphiques | Open | $1,271.45 | $1,271.45 | 4300-020-00 | Materials and Supplies | Window & Non-Window Envelopes printed |
| 9/22/2011 | 10000137 | Check | Home Depot Credit Services | Open | $205.32 | $205.32 | 5500-020-00 | Operation and Housekeeping Services/Supplies | Chain for Chain saw, washers & paint |
| 9/22/2011 | 10000138 | Check | Ikon Office Solutions | Open | $651.69 | $651.69 | 5605-020-00 | Equipment Rental/Lease Expense | Rental Model # IR5570 8/1 - 8/31/11 |

**O'Farrell Community Center for Advanced Academy**

Check Register 7/1/2011 through 9/30/2011



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|---|---|---|---|---|---|---|---|---|---|
| 9/22/2011 | 10000139 | Check | Learning Upgrade LLC | Open | $7,500.00 | $7,500.00 | 4430-020-02 | Noncapitalized Student Equipment | Learning Upgrade School Wide Annual License |
| 9/22/2011 | 10000140 | Check | The McGraw-Hill Companies | Open | $600.76 | $99.39 | 4200-020-00 | Books and Other Reference Materials | P.O. L1025/portion |
| | | | | | | $330.05 | 4200-020-00 | Books and Other Reference Materials | P.O. L1025/portion |
| | | | | | | $171.32 | 4200-020-00 | Books and Other Reference Materials | P.O.L1025/portion |
| 9/22/2011 | 10000141 | Check | Xkylyr Rauh | Open | $139.64 | $139.64 | 5601-020-00 | Building Maintenance | REIMB - fabric & hardwr for curtains for music rm #503 |
| 9/22/2011 | 10000142 | Check | San Diego Gas & Electric | Open | $9,014.94 | $8,840.92 | 5501-020-00 | Utilities | Electric 8/15 - 9/14/11 |
| | | | | | | $174.02 | 5501-020-00 | Utilities | Gas 8/15 - 9/14/11 |
| 9/22/2011 | 10000143 | Check | San Diego County Superintendent of Schools | Open | $400.00 | $400.00 | 5200-020-00 | Travel and Conferences | Registration for AVID 2011-12 site fee |
| 9/22/2011 | 10000144 | Check | San Joaquin County Office of Education | Open | $600.00 | $600.00 | 5815-020-00 | Advertising/Recruiting | Use of EDJOIN 7/1/11 - 6/30/12 |
| 9/22/2011 | 10000145 | Check | TCR Services | Open | $312.64 | $204.94 | 5610-020-00 | Equipment Repair | Cost Per Page # 1363 - August 2011 |
| | | | | | | $107.70 | 5610-020-00 | Equipment Repair | HP repair |
| 9/26/2011 | 10000146 | Check | Wells Fargo Business Card | Open | $4,734.50 | $2,920.03 | 4300-020-00 | Materials and Supplies | AVID CENTER |
| | | | | | | $49.47 | 5500-020-00 | Operation and Housekeeping Services/Supplies | ALCATRAZ LOCKSMITH |
| | | | | | | $1,625.00 | 5505-020-00 | Student Transportation | SANDAG & VONS |
| | | | | | | $140.00 | 5600-020-00 | Space Rental/Leases Expense | MARINA VILLAGE |
| 9/28/2011 | 10000147 | Check | AT&T Mobility | Open | $125.79 | $125.79 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | Jon's Cell phone: 8/13 - 9/12/11 |
| 9/28/2011 | 10000148 | Check | AT&T | Open | $854.88 | $148.80 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | Calnet 2: 8/13 - 9/12/11, 619-263-3009 |
| | | | | | | $706.08 | 5900-020-00 | Communications (Tele., Internet, Copies,Postage,Messenger) | Calnet 2: 8/13 - 9/12/11, 619-266-8712 |
| 9/28/2011 | 10000149 | Check | Dunbar Armored Inc | Open | $51.57 | $51.57 | 5800-020-00 | Professional/Consulting Services and Operating | 6130 Skyline Rd. |

**O'Farrell Community Center for Advanced Academy**

Check Register 7/1/2011 through 9/30/2011



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| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Expenditures | |
| 9/28/2011 | 10000150 | Check | Mutual of Omaha | Open | $648.66 | $648.66 | 3403-020-00 | Health & Welfare Benefits | Oct 2011 Ins.: Life, AD&D, LTD |
| 9/28/2011 | 10000151 | Check | Office Depot | Open | $1,462.84 | $93.43 | 4300-020-00 | Materials and Supplies | folders, clips & cleaner |
| | | | | | | $14.51 | 4300-020-00 | Materials and Supplies | picture strips |
| | | | | | | $1,316.59 | 4315-020-00 | Classroom Materials and Supplies | room 402 & school-wide class supplies |
| | | | | | | $38.31 | 4315-020-65 | Classroom Materials and Supplies | Cork Board - Samantha |
| 9/28/2011 | 10000152 | Check | Scantron Corporation | Open | $304.86 | $304.86 | 4315-020-00 | Classroom Materials and Supplies | Blank Locator Cards |
| 9/28/2011 | 10000153 | Check | San Diego Charter Schools Special Ed. Consortium | Open | $18,940.00 | $18,940.00 | 5300-020-65 | Dues and Memberships | qty 947: 1st Install 11/12 Contracted Mgmt Services |
| 9/28/2011 | 10000154 | Check | Wells Fargo Business Card | Open | $576.72 | $394.85 | 4300-020-00 | Materials and Supplies | AVID Center: AVID banners, CD's |
| | | | | | | $100.00 | 4300-020-00 | Materials and Supplies | Multiple Measures LLC: API & AYP Estimates |
| | | | | | | $81.87 | 4700-020-00 | Food and Food Supplies | Red Robbin: Office Mtg/End of Yr Luncheon |
| 9/28/2011 | 10000155 | Check | Wells Fargo Business Card | Open | $43.69 | $4.69 | 5890-020-00 | Interest Expense/Fees | Wells Fargo - Finance Charges |
| | | | | | | $39.00 | 5890-020-00 | Interest Expense/Fees | Wells Fargo - Late Fee |
| 9/28/2011 | 10000156 | Check | Wells Fargo Business Card | Open | $1,806.74 | $1,347.82 | 4400-020-00 | Noncapitalized Equipment | Apple Online Store - Mac Mini Protection Plan |
| | | | | | | $139.86 | 4400-020-00 | Noncapitalized Equipment | School Outfitters - Exec. Chair/Jill |
| | | | | | | $139.90 | 4400-020-00 | Noncapitalized Equipment | School Outfitters - Exec. chair/Jon |
| | | | | | | $72.00 | 5505-020-00 | Student Transportation | Sandag - bus passes |
| | | | | | | $18.16 | 5890-020-00 | Interest Expense/Fees | Finance Charges |
| | | | | | | $39.00 | 5890-020-00 | Interest Expense/Fees | Late Fees |
| | | | | | | $50.00 | 5890-020-00 | Interest Expense/Fees | Rewards Annual Membrshp fee (3 cards) |

**Total Check Amount: $448,947.10**

**BOARD OF DIRECTORS AGENDA ITEM**
Agenda Date: October 10, 2011
Action Item 1

**RECOMMENDATION**: Amend the changes/updates made in the 2011-2012 O'Farrell Community School Staff Handbook

**BACKGROUND INFORMATION**:

Every year the employees of O'Farrell Community School receive a Staff Handbook. The Board of Directors has oversight of the contents in the O'Farrell Staff Handbook. The handbook has multiple purposes:

- Defines the policies and procedures of the school;
- Meets legal requirements for notification of staff (i.e. personnel, child abuse reporting or emergency procedures);
- Defines procedures that may be different from collective bargaining agreements or district procedures (i.e. length of work day, evaluation, and student promotion/retention policy).

**CURRENT INFORMATION**:

Current changes/updates include:

1. Changed Sick Leave to Sick/Personal Leave (page 36).
2. Changed the sentence under Assisted Learning Plan from "The Executive Director determines whether or not to terminate employment, with review by the Board of Directors." to "The Executive Director determines whether or not to terminate employment." (page 31)
3. Added Family Support Services to O'Farrell's Organizational Chart (page 120)
4. Added a Petty Cash section to the Fiscal Policies and Procedures (page 57)

   Petty Cash
   1. The Administrative Assistant will manage the petty cash fund.
   2. The petty cash fund will be capped at $600.00.
   3. All petty cash will be kept in a locked petty cash box in the safe.
   4. All disbursements will require a completed and signed petty cash slip. A register receipt for all purchases must be attached to the petty cash slip.
   5. At all times the petty cash box will contain receipts and cash totaling $600.00. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Administrative Assistant within 48 hours of withdrawing the petty cash.
   6. When expenditures total $450.00 (when cash balance is reduced to $250.00), the Administrative Assistant will total the disbursement, complete a petty

cash reimbursements form, and obtain the approval of the Executive Director. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to CSMC.

7. Petty cash fund reimbursement checks will be made payable to the Executive Director.
8. Any irregularities in the petty cash fund will be immediately reported in writing to the Executive Director.
9. Loans will not be made from the petty cash fund.
10. The handbook is now available on the O'Farrell website for all employees to access. All new employees receive a printed copy their first year of employment.

## BOARD OF DIRECTORS AGENDA ITEM

Agenda Date: October 10, 2011
Action Item 2

**RECOMMENDATION**: Ratify the sale of excess inventory to San Diego Global Vision Academy in the amount of $1.00

**BACKGROUND INFORMATION**:

On November 8, 2011, O'Farrell sold excess inventory to San Diego Global Vision Academy. We, again, are able to help them out with some more excess furniture that we would most likely throw out.

**CURRENT INFORMATION**:

O'Farrell Community School had the following items in excess:

Bookcases (4)
Blue chairs (20)
Student Desks (2)
Tall Bookcases (11)

*Tables:*
Small (5)
Medium 4x3 (6)
Large 5x3 (3)
Kidney Table (1)
Science Table-black (5)

## BOARD OF DIRECTORS AGENDA ITEM

Agenda Date: October 10, 2011
Action Item No. 3 - REVISED

**RECOMMENDATION**: Accept the Board of Director non-renewal letter from Susan Bond

**CURRENT INFORMATION**:

Susan Bond has served on the Board since 2009. She is electing not to run for a second term.

# O'FARRELL COMMUNITY
CHARTER SCHOOL

Jonathan Dean, Ed.D., Executive Director

October 5, 2011

Dear O'Farrell Board Members.

I am writing this letter to inform you that I will not be seeking another term as a member of the Board of Directors for O'Farrell Community School. For the past two years, it has been my distinct pleasure and honor to work and serve as a member of such a well-respected and distinguished board.

I want to thank each and every one of you for the excellent leadership you provide for both the students and staff of O'Farrell Community School. Your commitment and caring demeanors have demonstrated how a school board should operate and function. As board members, we are all faced with challenging situations and our decisions have helped preserve an educational institution and climate where both staff and students can excel. I would also like to thank Dr. Dean and the O'Farrell Community staff for their support and leadership throughout the past years.

Sincerely,

Susan Bond

Susan Bond

# BOARD OF DIRECTORS AGENDA ITEM

Agenda Date: October 10, 2011
Action Item No. 4

**RECOMMENDATION**: Approve the renewal term for Salvador Rivera to remain a member of the Board of Directors for another two years.

**BACKGROUND INFORMATION**:

The regular term of each Director shall be two years.

**CURRENT INFORMATION**:

Salvador Rivera has served on the Board since 2009. This shall be his second term.

## NOTICES

The next regular meeting of the O'Farrell Community School Board of Directors will be November 14, 2011 at 5:15 p.m. O'Farrell Community School does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Jonathan Dean, Executive Director, has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in O'Farrell Community School's open and public meetings. Please notify Jonathan Dean at (619) 263-3009, extension 2202 seventy-two (72) hours prior to disability accommodations being needed in order to participate in the meeting.

**Certification of Posting**

I, Jonathan Dean, Executive Director, hereby certify that I posted this agenda on Wednesday, October 5, 2011 at 3:00 p.m.

Revised 10-7-2011