



Kairos Academies

Facilities Committee Meeting

Published on September 24, 2024 at 8:03 PM CDT

Date and Time

Wednesday September 25, 2024 at 2:00 PM CDT

Location

Virtual: Google Meets

Agenda

	Purpose	Presenter	Time
I. Opening Items			2:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		1 m
II. Facilities Committee Goals SY 24-25			
III. Chief Operation Officer Updates			2:02 PM
A. Cycle 1 and 0 Overview and Reflections			5 m
IV. Chief Strategy Officer Updates			2:07 PM

	Purpose	Presenter	Time
A.	New Site Financing Update		5 m
B.	New Site Construction Funding Update		5 m
C.	25 - 26 Preliminary Space Planning		5 m
V.	Closing Items		2:22 PM
A.	Adjourn Meeting	Vote	

Coversheet

Cycle 1 and 0 Overview and Reflections

Section: III. Chief Operation Officer Updates
Item: A. Cycle 1 and 0 Overview and Reflections
Purpose:
Submitted by:
Related Material: 24-25 COO Cycle 2.pptx.pdf

24-25 Chief Operating Officer

Goal	Target	Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5	Cycle 6	Cycle 7
Enrollment	100% Enrolled by the FDOS, due by 10th day after FDOS	81% 540/663 budget goal; 76% 537/702 budget goal; 540/525 - 102%						
ADA	Increase overall ADA by 3% for both Middle & High School by EOY of 24-25 Academic SY (23-24 MS 83%, HS 77%)	Off Track- numbers are consistent with EOY 23-24 MS- 83.98% HS- 79.29%						
State Reporting	100% Compliance for State Reporting, DESE, MOSIS Submissions	On Track, Aug Core submitted on time						
GPTW	Increase Ops Staff GPTW Percentage by 8% by the EOY	N/A; Baseline not set.						
Safety	100% State and Network Safety Requirements met	On track, safety drills set, wandng procedures in place.						



BOY Task Completion OCS

Outcome: Kairos Academies OPS Team completed 66% of tasks completed FDOS- 76% EOC CI.

Cause: Insufficient task clarity, failure to incentive the newly measured BOY task list, lack of sufficient integration in Operating Mechanisms.

Solutions and Processes: Align the BOY Operations refresh plan timeline with more senior organizations and include the integration of new processes in FAST START Planning.

- **August:** Note Successes and Areas of Opportunity for BOY tasks and Progress to Goals
 - I.e. Building refresh tasks are clear and aligned and scheduled on a needs based timeline.
 - I.e. Aligning the master schedule build with the academic program and facilities demands
- **September- December:** Codify a BOY OPS refresh list on a Jan-June schedule
 - Outline tasks needed to be completed to ensure a smooth FWOS by month
 - Collaborate with OPS and Schools Staff on needs supply needs, curriculum changes and building allocation
 - Consideration of data reporting collection timelines to ensure success
 - Ensure all staff are aware of BOY expectations at Mid-year meeting*
 - Begin master schedules planning at CSO-COO check-ins for full rollout and collaboration at FAST Start Meetings
- **December:** Finalize BOY Expectations and share them with stakeholders for January rollout
 - Ensure all staff are aware of BOY expectations at Mid-year meeting*
 - Begin master schedules planning at CSO-COO check-ins for full rollout and collaboration at FAST Start Meetings
- **April:** BOY OPS ready plans ready for implementation
 - Enrollment and Recruitment
 - SIS and Data
 - School Operations (supplies, arrival/dismissal) powered by BoardOnTrack

Enrollment OCS

Outcome: 404 students showed up the FWOS to Kairos during the first 5 days of school; current enrollment 537

Causes:

1. Previous years never had a large % of families fully registered.
2. Not aligned with SLPS Academic Calendar FDOS- caused a delay in start of some students.

Next Steps: Recruitment Intensive Week 8/19-8/23.

Recruitment Strategy Playbook 25-26

Share out the first 10 days

- 8/19 Monday- Assign call lists, review scripts
- 8/20 Tuesday - Execution of calls (2 morning slots)
- 8/21 Wednesday Execution of calls not reached from 8/20 (evening)
- 8/22 Thursday - AM strategy with Manager of Recruitment (DU) and Senior Consultant (NJ) to Determine Home visit map.
- 8/23 Friday- Report Out Results

GRADE	TOTAL NEW	PRESENT	% TO SHOW	TOTAL RETURNERS	PRESENT	% TO SHOW	TOTAL PRESENT
5th	43	22	51.16%				22.00
6th	63	29	46.03%	25	13	52.00%	42.00
7th	43	21	48.84%	67	39	58.21%	60.00
8th	56	24	42.86%	71	41	57.75%	65.00
MIDDLE	205	96	46.83%	163	93	57.06%	189.00
9th	74	29	39.19%	78	37	47.44%	66.00
10th	28	9	32.14%	107	53	49.53%	62.00
11th	24	7	29.17%	107	80	74.77%	87.00
HIGH	126	45	35.71%	292	170	58.22%	215.00
TOTAL	331	141	42.60%	455	263	57.80%	404.00

Sr. Leader Cause Reflections

Quarterly Priorities On Track (At end of Cycle)	Cycle Priorities On Track (At end of Cycle)	Big Rocks on Track (On Track)	Driver Goals on Track (By end of Cycle)
	<p>Currently 3/5 of my priorities are on track.</p> <p>Enrollment- Off track ADA- Off track State Reporting- On Track GPTW- On Track Safety- On Track</p>	<p>Big Rock: COMPLIANCE & SAFETY</p> <p>Goal: We will ensure our organization is 100% compliant with MCPSA, MCPSC, federal and state safety, and general education standards as it relates to SIS, facilities, health, accurate attendance, and school operations. The goal of Operations team is ensure that our facilities are beautiful and safe.</p> <p>Measure: Powerschool, Facilities & Safety Audits, MCPSA & MCPSC standards</p>	<p>Currently 3/5 of my driver goals are on track.</p> <p>Enrollment- Off track ADA- Off track State Reporting- On Track GPTW- On Track Safety- On Track</p>
<h2>What I will key causes have I identified to my results</h2>			
<p>Gaps in my Knowledge set (what did I not know enough of?)</p> <ul style="list-style-type: none"> I did not know how many students would show up on the FDOS or weeks thereafter 	<p>Gaps in my Skill Set (what did I not have enough skill for?)</p> <ul style="list-style-type: none"> It took me awhile to know exalt what data practices to uphold and manage the first weeks of school 	<p>Gaps in my Mind Set (What did I not have the right mind about?)</p> <ul style="list-style-type: none"> Inconsistent communication with the team and over-reliance on their time in role to updated OPS expectations 	<p>Gaps in my Action Set (What did I just not do?)</p> <ul style="list-style-type: none"> I did not review the BOY priorities daily with the OPS team and figure out ways to invest them in the completion of the priorities.

Sr. Leader Next Step Accountability

Goal Category	What will I do next? When will I do it by (Date)?	How will I know its complete (Success Criteria)? When will I do it by?	What help do I need from my team?
Enrollment	Review and give feedback to Recruitment team on strategies and tactics for Recruitment plan 25-26	Email sent 9/26; CC KG	Share feedback with me to share with my team by 9/25 (Strategy)
ADA	<p>Ensure the re-allocation of ADA matrix is consistent with A/S coordinator role being eliminated.</p> <p>Ensure my team is sharing ADA with stakeholders (DOO with MSP/HSP, Registrar at OPS huddle).</p>	Increased knowledge of ADA across the org. Day over day increase by way of OTDR newsletter.	Encourage the use of the ADA matrix (Schools)
State Reporting	Work with SIS/Registrar to ensure our October core report is accurate and submitted on time. Internalize MOSIS corrections to prevent knowledge gaps in the future. (i.e. attendance codes)	10/1	Ensure Administration team works with SIS on Educator files (Administration)
GPTW	Conduct skip level meetings in C2 to gauge all OPS feedback and investment.	11/10	Culture questions; Strategic relationship building tactics (CEO)
Safety	Ensure the effective hiring and onboarding of two SROs to Kairos. Work with DOO to ensure daily SRO duties are aligned to org needs.	9/27	If you see something, say something. (Everyone)

What needs to develop to ensure I hit my results

Developing my Knowledge set

(what did I not know enough of?)

- **Knowledge of SIS** (Student Information Systems) and its integration with state reporting systems (e.g., PowerSchool, MOSIS).
- Understanding of ADA (Average Daily Attendance) calculations, its impact on funding, and strategies to maintain or improve attendance.
- Familiarity with **local, state, and federal regulations** related to education, including safety, health, and data reporting (e.g., MOSIS submissions, DESE requirements).
- Knowledge of **fire, security, and safety standards** for schools, ensuring compliance with health and safety protocols (e.g., OSHA, AHERA).
- Basic knowledge of **facilities management**, including school maintenance cycles, security systems, and disaster preparedness.
- Understanding the **logistics of facility upgrades**, safety audits, and ensuring that campuses meet physical safety and operational standards.
- Knowledge of **school health protocols**, including immunization compliance, student health records, and emergency preparedness (e.g., pandemic monitoring).
- Familiarity with **nutrition programs** such as Free and Reduced Lunch, ensuring compliance and maximizing student participation.

Developing my Skill Set

(what did I not have enough skill for?)

- **Time Management and Prioritization**- I need to refine my ability to assess, rank, and focus on high-impact tasks. Using tools like Eisenhower's Matrix will help me differentiate between urgent and important matters, ensuring I give attention to what's truly critical.
- **Conflict Resolution & Communication**- Improving my communication and conflict resolution skills is essential for addressing competing priorities and overcoming resistance. I'll focus on fostering open dialogue and creating a culture where challenges are addressed constructively.
- **Leadership & Collaboration**- I should work on building my team leadership skills by setting clear objectives, providing feedback, and recognizing achievements. By creating a collaborative environment, I can re-engage the team and help them feel more invested in our shared goals.

Developing my Mind Set

(What did I not have the right mind about?)

- **Growth Mindset**- 'I'll embrace a mindset of continuous learning, for both myself and the team. Challenges will be seen as opportunities for growth, and I'll promote professional development to improve overall performance.
- **Resilience & Adaptability**- It's important for me to remain calm and adaptable in the face of competing priorities. By demonstrating resilience, I can maintain focus and composure, even during setbacks, and ensure that we are flexible in our approach to challenges.
- **Empathy & Emotional Intelligence**- Cultivating empathy will allow me to better understand my team's challenges and needs. High emotional intelligence will help me connect more effectively with both staff and students, which will be key to rebuilding motivation and engagement.

Developing my Action Set

(What do I need to do next?)

- Prepare for a organized and efficient Stepback
- Announce and Schedule Fall skip-level meetings
- Prioritize supporting school OPS until SRO & Network IT are in a stringer place
- Internalize COO-level data pulls to check on strength of SIS
- Make time to spot check-team documents in advance
- Analyze the recruitment plan
- Analyze STL trends for growth in general
- Re-watch the common app meeting
- Connect with Local OPS leaders for support and comradeship
- Identify culture builders on the OPS team, encourage them to be more present and active during OPS mechanisms