



American Academy Board of Directors Meeting Minutes

November 28, 2006
American Academy

Directors present were Jackie Santos, Erin Kane, Chad King, and Denese Gardner.

1) Call to Order

Erin Kane called the meeting to order at 8:04pm.

2) Pledge of Allegiance

Erin Kane led the recitation of the pledge of allegiance.

3) Amendments to the Agenda

- Upon motion of Chad King, seconded by Denese Gardner, the board unanimously voted to amend the agenda to include consideration of the proposed car pool and field trip policies.

4) Approval of Prior Meeting Minutes

Upon motion of Chad King, seconded by Denese Gardner, the board unanimously voted to approve the meeting minutes of the October 17, 2006 meeting of the Board of Directors.

5) Audience Participation

There were no public comments.

6) Chief Administrative Officer's Report

The Chief Administrative Officer delivered the report attached hereto as Exhibit A.

7) School Advisory Council Report

The School Advisory Council delivered the report attached hereto as Exhibit B.

8) Discussion Items

- Permanent Facility Update

Erin Kane reported that plans for the permanent facility are proceeding as anticipated.

- Enrollment Plan

Erin Kane reported that the district has changed the enrollment date for the 2007-08 school year to January 15, 2007. but that American Academy would like to perform the lottery on February 1st as per their contract. Roberta Harrell will discuss this preference with the district.

- Previous Meeting Public Comments

None.

9) Action Items

- Upon motion of Chad King, seconded by Jackie Santos, the board unanimously voted to approve the school's Annual Report to the district, in the form discussed during the working session held prior to the Board's meeting.
- Upon motion of Erin Kane, seconded by Chad King, the board unanimously voted to approve the 2007-2008 School Calendar, in the form attached hereto as Exhibit C.
- Upon motion of Erin Kane, seconded by Chad King, the board unanimously voted to table consideration of the proposed Appointment/Election of Directors Policy.
- Upon motion of Erin Kane, seconded by Chad King, the board unanimously voted to approve the proposed Car Pool Policy, as amended during the working session held prior to the Board's meeting, subject to a final reading at a later meeting of the Board.
- Upon motion of Chad King, seconded by Denese Gardner, the board unanimously voted to approve the proposed Field Trip Policy, in the form discussed during the working session held prior to the Board's meeting, subject to a final reading at a later meeting of the Board.

10) Review of Agenda for Next Meeting

The agenda for the Board's next meeting will be distributed by electronic mail prior to the next meeting.

11) Dismissal

Erin Kane dismissed the meeting at 9:45pm.

Respectfully submitted,

Jackie Santos
Secretary
December 2, 2006

Exhibit A
Report of the Chief Administrative Officer (attached)



CAO Report

November 27, 2006

I. Public Relations/Communication

- Annual Report – This report to the community is part of the DCSD requirements. This is a mid-year update on highlights of the current year so far and CSAP scores from the prior year. The report is attached
- Wings Over the Rockies Gala/Silent Auction – Four American Academy students were chosen to represent our school at the Wings over the Rockies annual gala/silent auction. One student, Gary North, was chosen to speak to the over 800 audience about our school. Our students also escorted guest speakers to the stage, including Chuck Yaeger and Pete Coors. A video was shown at the event which included American Academy students sharing their thoughts on the future of aviation and also highlights from the Barnstorming Tour in which our school participated last fall.
- Board Retreat – The AA Board of Directors held their annual fall retreat to review policies, programs, and budget.
- Parent Informational Meeting – The next PIM meeting is scheduled for Thursday, November 30 at 9:00 a.m.
- School Lottery – Due to the change in the district deadline for Open Enrollment, we will be moving our lottery date to mid January. As soon as a date is confirmed, we will communicate this information to our community. A decision will be made for the new date prior to the PIM meeting on November 30.

II. Financial Stability

- The updated monthly financials are included in the board packet.
- Meeting with CFS – Denese Gardner, Erin Kane and I met with Diane Borre and Jonathan Berg from Charter Financial Services to discuss the procedures for financial management. It was decided that CFS will provide a budget to actual report each week for closer management of the budget. More timely voice mail and email response was also discussed

III. Educational Success

- MAPS – A comparison of our MAPS test scores regarding student progress from last year to this year is attached
- Sea Camp – The seventh grade trip to Sea Camp was a successful educational experience for all students. Students participated in a variety of marine biology experiments both in the lab and in the ocean.
- MST Weeks – Second quarter MST weeks are beginning this week and will continue up until and briefly after Winter Break

IV. Staff Management

- PE Teacher Opening – Susan Jones, our current PE teacher, has turned in her resignation effective December 15. We have posted an ad for this position on the DCSD website and are already receiving resumes. We plan to conduct interviews for this position during the week of December 4 and plan on having the position filled prior to the winter break.
- Middle School Science -- Our middle school science teacher, Jason Schnoll, has turned in his letter of resignation effective immediately. We have decided that it is in the best interest of the school for MST Director, Amanda Lane-Cline, to fill this position for the remainder of the school year. Mary Catton will take over Mr. Schnoll's Saxon 65 math class.

I would like to propose that we replace this opening with a part time administrative assistant for Amanda to assist with MST week duties.

- Evaluations – All staff will receive a formal end-of-first-semester evaluation with input from the CAO, MST Director, and the Academic Director. A summary of these evaluations will be given to the board.

V. Operational Success

- CREDO Reports –Cindy Rhatigan is completing the necessary reports to submit to CREDO to stay in compliance with our requirements for the Walton Grant.
- School Advisory Council (SAC) – The SAC committee conducted a final review of the carpool policy and field trip policy. Their recommendations are included in the board packet.

The current president of the SAC, Phil Rubino, has turned in his resignation due to a new position with another company that will require additional travel. Phil believes that this will not allow him the time to devote to the committee at this time. He looks forward to becoming more involved at a future date.

- Emergency Management Team – The Emergency Management team met to conduct a Table Top Exercise to practice handling a specific emergency situation. This particular incident involved an intruder to the school. As a result of this exercise, we have implemented a few changes to our procedures. This includes installing a switch in the front office and in the CAO office that immediately locks the front door in case of emergency.
- New office staff – Suzanne Hanks has joined the front office team as the school's registrar. Suzanne will be working part time, Monday, Wednesday, and Friday. She has already attended training for her role as school registrar.

I have requested a list of office duties from each office staff member to assess the efficiency in the office and make recommendations for any needed changes. I will review these lists with the office manager this week.

Upcoming Dates:

- Thursday, November 30, 9:00 a.m. PIM meeting
- Thursday, November 30, 4:30-8:00 p.m., Barnes and Noble library fundraiser
- Monday, December 4, American Academy Library opening
- Friday, December 18-Monday, January 1, Winter Break – NO SCHOOL
- Tuesday –Wednesday, January 2 & 3 – Staff Development – No school for students, McRel teacher workshop

Exhibit B
Report of the School Advisory Council

or Anne Ducey reported that the only role of the SAC in regards to school policy is the safety aspect. The SAC feels that there are no improvements to be made to the proposed Car Pool Policy at this time. Ms. Ducey strongly recommended, "Parents need to read and follow the Car Pool Policy." The SAC wanted it clarified in the Field Trip Policy, that no parent will be responsible for a child with a life threatening condition.

Exhibit C
2007-08 School Calendar (attached)



2007–2008 School Calendar

AUGUST 2007						
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OCTOBER 2007						
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DECEMBER 2007						
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FEBRUARY 2008						
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MARCH 2008						
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APRIL 2008						
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MAY 2008						
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25	26	27	28	29	30	31

- ✖ No school for students/Teachers only
- Regular school day
- ✖ No school / Holiday

Total Student Days = 173
Total Teacher Days = 186

See page 2 for more details.

August 8-9	No school for students / Teachers start
August 10, 13-14	Testing for new students and current students – schedule to be announced
August 15	First day of school for students
September 3	No school / Labor Day
October 17-18	Regular school days for students / After-school and evening parent teacher conferences
October 19	No school for students / All-day parent teacher conferences
October 22-26	No school / Fall Break
November 21	No school for students / Teachers only
November 22-23	No school / Thanksgiving Holiday
December 24-January 4	No school / Winter Break
January 7	No school for students / Teachers only
January 14	No school / Martin Luther King Day
February 15	No school / Comp day
February 18	No school / President's Day
March 12-13	Regular school days fro students/ After school and evening parent teacher conferences
March 14	No school for students / All-day parent teacher conferences
March 17-21	No school / Spring Break
April 25 & 28	Teachers Only/Testing schedule for students for specific times
May 23	Last day of school for students
May 24-26	No school for students / Last day of school for teachers

For questions about any of the above dates, please contact the school at 720-873-7395, or email info@americanacademyk8.org.