



American Academy Board of Directors Meeting Minutes

March 20, 2007
American Academy

Directors present were Erin Kane, Chad King, Adil Khan, Denese Gardner and Dave Romero.

Guests present: Roberta Harrell, Mary Catton, Kitty Migaki, Paula Zendle, Cynthia Munoz, Bill Paynter

1) Call to Order

Erin Kane called the meeting to order at 8:02pm.

2) Pledge of Allegiance

Erin Kane led the recitation of the pledge of allegiance.

3) Approval of Prior Meeting Minutes

Upon motion of Erin Kane, seconded by Chad King, the board unanimously voted to approve the meeting minutes of the February 20, 2007 meeting of the Board of Directors.

4) Audience Participation

The Board took public comments as indicated on Exhibit A, attached hereto.

5) Chief Administrative Officer's Report

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

6) Parent Advisory Board Report

The Parent Advisory Board delivered the report attached hereto as Exhibit C.

7) School Advisory Council Report

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

8) Discussion Items

- Permanent Facility Update

Erin Kane reported that things are still moving, but not without complexities. In-Line Management (the School's project manager) has promised a high level schedule by Thursday of this week. Currently, we are waiting for either Douglas County, or the (proposed) city of Castle Pines North to approve the zoning. The School is still hopeful that we can break ground by September.

- Previous Meeting Public Comments

The Board committed to come up with a list of guidelines so that a language proposal can be developed. The Board and Administration are not opposed to offering language; however, they don't think it is feasible to come up with a program for next year but possibly the 08-09 school year. So with that in mind, the Boards directives are:

- 1) Only a proposal for the 2008-2009 school year and beyond will be considered.
- 2) The proposed program should not increase the length of the mandatory school day.
- 3) The proposed program should not decrease the length of instruction time spent on the math, science, or core knowledge curricula.
- 4) The proposal should identify, in order of preference, which languages should be taught, supporting reasons.
- 5) The proposal should identify when (i.e., in which school year after 2007-2008) the program would first be implemented.
- 6) The proposal should identify what additional resources (including space, curriculum materials, staff and any other identified resources) would be needed to properly support the proposed program.
 - a) The proposal should include information about who (i.e., existing staff or new staff) would be expected to provide instruction in the foreign language.
 - b) The proposal should make specific recommendations on how to fund the program within the existing American Academy budget, or, alternatively, how additional funding would be obtained.

9) Action Items

- Upon motion of Chad King, seconded by Dave Romero, the Board unanimously voted to adopt a revised Uniform Policy, on a final reading, in the form attached hereto as Exhibit E.
- Upon motion of Erin Kane, seconded by Chad King, the board unanimously voted to table consideration of new job descriptions and salary bands.
- Upon motion of Chad King, seconded by Erin Kane, the Board unanimously voted to terminate the School's relationship with Charter Financial Services, and to authorize Erin Kane (or her delegate) to take necessary actions to effectuate this action.
- Upon motion of Erin Kane, seconded by Adil Khan, the Board unanimously voted to renew a professional services agreement with the Technology Guide, in the form reviewed by the Board, and to authorize Erin Kane (or her delegate) to take necessary actions to effectuate this action.

10) Review of Agenda for Next Meeting

Erin Kane led the Board In a review of the agenda for the Board's next meeting.

11) Dismissal

Erin Kane dismissed the meeting at 9:25pm.

Respectfully submitted,

Chad King
Director
April 3, 2007

Exhibit A
Public Comments

Paula Zendle and Cynthia Munoz indicate their intent to create a proposal for a foreign language program, in accordance with the guidelines set out by the Board.

Exhibit B
Report of the Chief Administrative Officer (attached)



CAO Report

March 20, 2007

I. Public Relations/Communication

- Charter School Administrators Meeting – American Academy hosted this month’s meeting at the WOL church.
 - Brian Hales presented SCORE, a new software program to manage student data, including test scores. Must use district payroll services to have access to it.
 - District/Charter Task Force has been rescheduled to April 17. Jim Christiansen requested a specific agenda for items to be addressed as opposed to just a meet and greet meeting.
- DCSD Administrator’s Meeting – Discussed a model for “Thinking Critically”. The district is focusing on implementing more critical thinking techniques in all areas of instruction throughout the district. The Mountain Vista Feeder schools presented a model that they are using. This was very beneficial information with strategies that would support our mission at American Academy.
- Apple Awards Dinner – Our first grade teacher, Chris Todd, was recognized at this Douglas County Foundation event. The entire first grade team attended, along with Erin and John Kane and Roberta and Steve Harrell. Our table corporate sponsor was GO Nation, a follow-up thank you note will be sent. This was a positive networking opportunity for American Academy with the District.
- Challenger Learning Center – Wrapping up weeks of our students attending the Challenger Learning center, I spoke with their director who praised our parents, teachers, and students for an excellent learning experience.
- CEO Meeting – We hosted a breakfast meeting for Adil Kahn’s CEO group to brainstorm strategies to raise money for the permanent facility. Notes from meeting:
 - Focus on creating a “Model” school as opposed to just American Academy
 - Amanda suggested a Michael Chowdery Living Memorial
 - Johnson Foundation – Paul Berry
 - Need a business plan
 - Need to tell our story on an emotional level to potential investors
 - Make a list of Friends and Families, Foundations, and Businesses to pursue
 - Get the students involved in writing the business plan and marketing the school

II. Financial Stability

- We have scheduled a meeting with the district on March 20 to discuss financing for our new facility.
- A revised budget for 2007-2008 school year is attached
- A revised staff Job Description document including salary ranges is proposed (attached).

III. Educational Success

- MAPS testing results is attached. Summary of results compared to Fall 2006 testing:
 - Math and Reading: Grades 3-7 – Significant gains in all RIT scores
 - Language Test: Grades 3-5 increased ; 6-7 remained about the same with a slight decrease.
- CSAP testing is wrapping up this week. All formal testing is complete, make-up tests will continue through this week. Two students (same family) were marked as “Parent Refusal”. Two student’s Reading/Writing Test must be invalidated due to improper Administration Procedures.

- Foreign Language – It is my recommendation not to add a foreign language to our curriculum in the 2007-2008 school year. At this time, I feel that we are still developing our math, science, and technology curriculum and to put time into offering a solid foreign language program would take the focus off our mission. Also, we will not have the space nor the budget to add an additional staff member next year.
- Kaleidoscope Summer Program – American Academy teachers will be offering a variety of summer school enrichment/tutoring courses during June 4-15. A tuition will be charged for these classes. This is an opportunity for our teachers to make a little extra money. We will also charge a small fee for each child, which will go back to the school for building usage.
- Student Kudos -- Matthew Haney participated in the state Spelling Bee on March 17 and Gary North participated in the state Math Counts competition on the same day. Matthew did not make it to the next level and we are still waiting for Gary's results.

IV. Staff Management

- Science Department Chair – We hired Warren Astler for our science department chair to begin in the 07-08 school year. He has already met with Amanda to plan for next year.
- Suzanne Hanks has moved into the full-time office assistant position, replacing Caryn Johnson, who resigned from this position.
- We are entitled to a 3-hour nurse position through a DCSD federal grant. We are in the process of investigating the necessary steps to take advantage of this program.

V. Operational Success

- School Advisory Council – The SAC completed the parent survey. We gave the rough draft to Robin Caputo to put into Survey Monkey. We have a target date of April 9 to open the survey to our parent community.
- SAC – I am pleased to announce that we have added a community member to our SAC.
- Recertification – The process for this will begin in October, with the other charter school administrators coming to our school for 2 days, reviewing our information. This includes a financial review by Phil Onofrio.
- Discipline – Up-to-date numbers for infractions and commendations are attached.

Upcoming Dates:

- **March 5-23** – CSAP Testing for 3-7th grades
- **March 26-30** – Spring Break – NO SCHOOL
- **April 3** – 5-6th grades to Young Ameri-Towne
- **April 9-10** – Space Symposium, Colorado Springs
- **April 17** – Board Meeting
- **April 17** – District/Charter Task Force Meeting
- **April 20** – Staff Development for teachers; NO SCHOOL for students

Exhibit C
Report of the Parent Advisory Board

Bill Paynter reported: Activity on the e-mail has been limited to foreign language. For the Board's information, another Douglas County elementary school has separated classes by gender, and the Board can anticipate questions from parents about the possibility of similar programs being implemented at the School. The PAB also would like direction on whether they need to hold an election to elect additional members.

Exhibit D
Report of the School Advisory Council

The SAC reported details about its proposed parent survey.

Exhibit E
Uniform Policy



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American Academy Student Uniform Policy

This policy was modified and approved by the American Academy Board of Directors on March 20, 2007.

Purpose

The learning environment is significantly influenced by students' attire. The purpose of the uniform policy is to promote learning, reduce the distraction and cost of fashion, reduce disruptions and disciplinary problems, and promote school pride. Enrollment at American Academy constitutes acceptance of this policy, agreement to adhere to it, and acknowledgment of discipline for noncompliance as set forth in the American Academy Student Discipline Policy.

American Academy Uniform

Uniforms for all American Academy students are mandatory. Uniforms must be from the **Dennis Uniform Company**. Uniforms must be worn during school hours, except under special circumstances such as Dress of Choice days and other occasions designated by the CAO.

Approved Dennis Uniform Items

■ GIRLS

- Marymount plaid jumper (shift style) worn no more than 1.5 inches above the knee
- Marymount plaid skort worn no more than 2 inches above the knee
- Twill pleated or flat front pants in navy
- Twill pleated or flat front walking shorts in navy
- Peter Pan collar short or long sleeve blouse or Jersey blouse in white
- Short or long sleeve Polo in navy, red, or white (American Academy logo required)
- Turtleneck in navy, red or white
- V-neck cardigan in navy or red
- V-neck sweater or sweater vest in navy or red

■ GIRLS: additional options for grades 6-8

- Marymount plaid skirt worn no more than 1.5 inches above the knee
- Navy hooded sweater (American Academy logo required)
- Twill pleated or flat front pants in khaki*
- Twill pleated or flat front walking shorts in khaki*

■ BOYS

- Twill pleated front or flat front pants in navy
- Twill pleated front or flat front walking shorts in navy
- Short or long sleeve Polo in navy, red, or white (American Academy logo required)
- Short or long sleeve Oxford in white
- Turtleneck in navy, red, or white
- V-neck neck cardigan in navy or red (American Academy logo optional)
- V-neck sweater or sweater vest in navy or red
- Socks (covering ankle) coordinating with uniform (available at any retailer)

- **BOYS: additional options for grades 6-8**
 - Navy fleece vest (American Academy logo required)
 - Twill pleated or flat front pants in khaki*
 - Twill pleated or flat front walking shorts in khaki*
- **SPIRIT WEAR: boys and girls**
 - Crew neck, hooded, or ¼ zip sweatshirt in red or navy (American Academy logo required)
 - Other spirit wear with the American Academy logo purchased before the 2006-2007 school year is allowed (except T-shirts)

* Please note: khaki is the preferred color over navy for middle school students, understanding that some 6th graders may still be growing out of their navy items.

Uniform Items Selected by the Student

- **Tights (Girls only) and Socks (Boys and Girls)**

Tights and socks must coordinate with the Uniform and be in a solid, opaque color. Socks must cover the ankle. Socks or tights must be worn at all times.
- **Belts (Boys and Girls)**

A belt must be worn at all times for second grade and up with pants and shorts that have belt loops. Belts must be solid black, brown, or blue and have modestly sized buckles.
- **Hair Accessories (Girls only)**

Girls may wear hair accessories that coordinate with their student uniform including headbands, scrunchies, rubber bands, ribbons, bows and small barrettes.
- **Shoes (Boys and Girls)**

Shoes must be worn at all times. Casual/dress shoes or athletic shoes are permitted at any time, at the discretion of the student or parent; however, the styles and colors must be adhered to as defined below. At no time shall any open-toed or open-heeled shoes be worn. Sandals of any type are not allowed. Shoes offered by Dennis are suggested as a guideline.

 - **Casual and Dress Shoes**

Casual and dress shoes must be free of any decoration, solid black, brown or navy in color, made of leather or suede, and no more than one inch in height at the heel. Laces, bands or buckles must be of the same color as the shoe, and free of any decoration. Styles recommended, but not required, include Oxfords and Mary Janes. Casual and dress shoes must not extend higher than the ankle.
 - **Athletic Shoes**

Athletic shoes must have a base color of black, brown, navy, or white. The shoes must be in good repair and free of any design or decoration (such as spiderman, glitter shoelaces, etc. -manufacturer's name and/or logo acceptable). Laces, bands or buckles must be of the same color as the shoe, and free of any decoration. Shoes with wheels in the bottoms are not allowed. Approved athletic shoes must be worn on PE days. Students who are unable to tie their shoes are required to wear velcro athletic shoes.
 - **Boots**

Boots may be worn to school or during recess in inclement weather. Boots must be removed in designated areas within the school building and replaced with shoes.
- **Outerwear (Boys and Girls)**

Coats, hats, gloves, sweaters, sweatshirts, etc. are allowed outside the school building. All outerwear needs to be removed once inside the building. Colorado weather can change suddenly. Parents are responsible to ensure students are prepared for changing temperatures.

General Uniform Guidelines

Uniforms shall be clean, fit properly and in good condition. No tight fitting uniforms may be worn. Items worn inside the classroom must be an approved uniform item. Plain white undershirts may be worn under uniform shirts for warmth. Turtlenecks may also be worn underneath long sleeve polo shirts. No long sleeve shirts are allowed to be worn underneath short sleeve shirts. Shirts must be tucked in at all times.

Student Grooming

■ Hair

American Academy respects the individuality of students. Hair must be appropriate for a school environment. Boy's hair may extend below the ear lobe, but not below the collar. All styles for boys and girls should be neat and have combed appearance. Facial hair and sideburns are not allowed. Hair coloring is not allowed.

■ Hats

At no time will hats, bandanas, handkerchiefs or do-rags be permitted for either boys or girls.

■ Jewelry

Girls may wear small post or small hoop earrings. Boys shall not wear earrings. Jewelry items should be modest in size and appearance and must be appropriate for an educational environment.

■ Makeup and Nail Polish

Girls may wear nail polish in a single color for all fingers of both hands, in clear or pale pink. Sixth, seventh and eighth grade girls ONLY may wear lightly-applied mascara (brown or black), blush (pale neutral or pale pink), and lip gloss (clear or pale pink). Boys shall not wear makeup or nail polish.

■ Body Art

At no time shall tattoos of any kind be allowed on the face, hands, arms legs, or any other exposed skin. Exposed body parts shall not be pierced, except as allowed for girls' earrings (see the *Jewelry* bullet above).

Dress-of-Choice Day

At the discretion of the CAO and/or Academic Director, a Dress-of-Choice day may be occasionally allowed. Clothes worn by all students during Dress-of-Choice days shall be modest, in good condition, and neat in appearance. Students are not allowed to wear clothing that contains wording or images that could be interpreted as racial, vulgar or offensive in any way. Revealing clothes are not acceptable (i.e. tank tops, midriffs, sleeveless, etc.).

Students not adhering to Dress of Choice guidelines will be sent to the office and parents will need to bring approved uniform items to school for their child to change into. Students will not be allowed to attend class until clothing has been changed.

Exceptions

Temporary exceptions to the clothing requirements of this policy may be granted by the CAO and/or Academic Director for hardship, as an individual reward, or as part of a school spirit day. Upon request, reasonable accommodations in the uniform dress standard shall be made by the CAO and/or Academic Director for students with disabilities or religious beliefs which conflict with the policy.

Organizational uniforms such as Cub Scout, Brownie, Boy Scout, and Girl Scout uniforms may be worn on meeting days so long as any article of clothing not a part of the organization uniform is a part of the American Academy Uniform (e.g. Cub Scout shirts may be worn with Uniform pants).

Violations

Students determined to be in violation of this *Uniform Policy* will need to make immediate arrangements in order to remain in school that day. If necessary, parents will be called to bring the appropriate *Uniform* item/s to school. The student may not be allowed to return to class until appropriately attired. There may be other consequences as laid out in the American Academy Discipline Policy or at the discretion of the CAO and/or Academic Director.

POLICY HISTORY

Original: approved by the BOD on February 25, 2005

Revision 1: approved by the BOD on April 18, 2005

Revision 2: approved by the BOD on June 20, 2005

Revision 3: approved by the BOD on March 6, 2006

Revision 4: approved by the BOD on April 3, 2006

Revision 5: approved by the BOD on March 21, 2007

SUMMARY OF REVISION 1

Policy cleaned up and compacted

SUMMARY OF REVISION 2

Addition allowing indistinguishable articles from non-approved vendors

SUMMARY OF REVISION 3

Reduction to one vendor due to parent and staff feedback

SUMMARY OF REVISION 4

Minor clarifications to revision 3

SUMMARY OF REVISION 5

Addition of hooded and ¼ zip sweatshirt options and clarifications on shoes