



American Academy Board of Directors Meeting Minutes

December 17, 2008
American Academy

Directors present were Erin Kane, Chad King, Denese Gardner and Dave Romero. Roberta Harrell, Amanda Cline, and Alexis Fojo attended on behalf of the administration.

No guests were present.

1) Call to Order

Erin Kane called the meeting to order at 7:44pm.

2) Pledge of Allegiance

Erin Kane led the recitation of the pledge of allegiance.

3) Amendments to the Agenda

- Upon motion of Erin Kane, seconded by Denese Gardner, the Board unanimously voted to amend the agenda to consider a revised School Calendar for the 2009/2010 school year.

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 November 19, 2008 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) STEM Director's Report

Amanda Cline reported to the Board on the Robotics Tournament, on the plan for teacher evaluations, and ideas to demonstrate the school's compliance with the district's ends statement.

8) Discussion Items

- Permanent Facility Update

Erin Kane updated the Board on the status of the permanent location. She reported that the contractor has begun site preparation work.

- Placement discussion

Erin Kane led the Board in a discussion of temporary facility options in case the permanent facility is not complete by the October count date.

9) Action Items

- Upon motion of Chad King, seconded by Dave Romero, the Board unanimously voted to approve, on a first reading, a Library Policy in the form attached hereto as Exhibit B.
- Upon motion of Erin Kane, seconded by Denese Gardner, the Board unanimously voted to approve, on a second reading, a Credit Card Policy in the form attached hereto as Exhibit C.
- Upon motion of Denese Gardner, seconded by Erin Kane, the Board unanimously voted to approve a revised 2009/2010 School Calendar, in the form attached hereto as Exhibit D.

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 8:15pm.

Respectfully submitted,

Chad King
Secretary
January 14, 2009

Exhibit A
Report of the Chief Administrative Officer (attached)



CAO Report

December 17, 2008

I. Public Relations/Communication

- **Annual Report** – Our annual report was distributed to all families last Friday along with our SAR. (Copy attached)
- **CAO Tea** – Upcoming this Thursday, December 18, at 8:30 a.m. Board members are encouraged to attend this important and effective communication tool for our school. Thanks to Jackie Santos for attending last month's tea. We sent invites for this tea and have 26 RSVP's so far. Kristen Foery is catering this tea. Gerri Masson will lead a discussion and present the video, *F.A.T. City, It Doesn't have to be this Hard*.
 - Feedback from last month's tea: We are in the process of discussing the parent concerns with individual grade level teams.
- **PIM Meetings** – The schedule for Parent Information meetings are as follows: We received a record number of attendees at the December PIM (approx. 65 parents, the majority from the Castle Pines North area), so we have added an additional PIM in January. The majority of parents came from the Castle Pines North area.
 - Wednesday, Jan 14, 2009, 8:30 a.m. to 10:00 a.m.
 - Wednesday, Jan 22, 2009, 6:30 p.m. to 7:30 p.m.
 - Wednesday, Jan 28, 2009, 6:00 p.m. to 7:00 p.m.

II. Financial Stability

- **November Financials** – Joanna will forward to the board.

III. Educational Success

- **District Ends Statements** – I submitted a timeline to the district (attached to this report). The majority of the charters decided to comply with this request, as opposed to applying for a waiver. (Platter River is the only school at this time requesting a waiver.)
- **SAR Report** – Our middle school achieved an *Excellent* rating, with a *High* for student growth. This ranks our middle school 6th in the state and first in the district. Our elementary school received a *High* rating, also with a *High* for student growth. I will be meeting with grade level teams to review data and discuss CSAP goals.
- **Winter Map Testing** – We tested all students who were not showing significant growth. We are adding this data, along with the fall MAP testing data to our spreadsheet for review when we return from winter break.

IV. Staff Management

- **Apple Award Nominee** – Congratulations to music teacher, Mark Middlebrooks, for receiving the nomination as American Academy's Apple Award Nominee Recipient. Mark will present a packet of material to the judging committee, for consideration to be selected as a finalist.
- **Middle School Teacher Laurie Neil** – Laurie will be heading for Australia over winter break, to supervise students participating in the Village project

V. Operational Success

- **2009-2010 Calendar** – The attached calendar is submitted for board review. The calendar reflects a September 21 start date for students. The FSAB has reviewed this calendar.
- **Healthier Lunches** – Joanne Lofvenborg is attending a presentation from the League of Charter Schools regarding a healthier alternative for lunches at our new school.

VI. Important Upcoming Dates

- CAO Tea – Thursday, **December 18, 8:30-10:00**
- **First day back to school for teachers: January 5**, all day staff development
- First day back to school for students: **January 6**
- **PIM Meetings:**
 - Wednesday, Jan 14, 2009, 8:30 a.m. to 10:00 a.m.
 - Wednesday, Jan 22, 2009, 6:30 p.m. to 7:30 p.m.
 - Wednesday, Jan 28, 2009, 6:00 p.m. to 7:00 p.m.

American Academy Timeline for End 1.0 Statement Compliance

This timeline demonstrates American Academy's goal for compliance with the requirements from the Douglas County School Board to meet End 1.0. American Academy's focus on STEM education along with our mission to meet the needs of 21st Century learners allows a natural fit to align our goals with the district's End 1.0. American Academy's rich Core Knowledge curriculum also allows logical connections between our school goals and the goals of End 1.0

Below is a summary of current efforts to date, as well as a timeline for future work during the 2008-09 school year:

School Year 2007-2008

- School Focus on Sub End 1.1 for the school year
- Authentic Assessment training presented to all teachers during staff development days at the beginning of the school year
- Converted to the DCSD online SIP format
- Aligned SIP goals with DCSD End Statement

August 2008

- In-depth discussion with the American Academy SAC for inclusion of the End Statement 1.0, including all sub-ends, in our SIP
- Implemented Aims Web testing for ongoing progress monitoring; gathering baseline data for reading progress for K-2 grade students
- Continue using MAP testing to gather data to monitor student progress

September/October 2008

- American Academy Administrators selected sub-ends for initial focus: 1.1, 1.7, 1.8, and 1.9
- AA submitted SIP using the DCSD SIP Template
- SIP Goals linked to End 1.0-1.10
- AA Board discussion regarding monitor report compliance with DCSD
- SAC discussion regarding monitor report compliance with DCSD
- Current programs implemented by AA to meet End 1.0 submitted to DCSD

November/December 2008

- Begin discussions with lead teacher regarding goals for meeting End 1.0

January/February 2009

- In-depth discussion with the American Academy staff around End 1.0 and its associated sub-ends
- Administer End pretest to staff
- Staff will identify specific student outcomes related to each sub-end
- Complete second round MAP testing; compare fall-winter data and adjust instruction strategies as indicated
- Provide opportunities for AA staff to observe peers demonstrating critical thinking/authentic assessment activities in the classroom

March/April 2009

- Continue education and discussion with staff around critical thinking
- Gather parent perception data related to efforts toward the End 1.0 via annual Parent Survey
- Monitor SIP progress throughout the school
- Continue using AIMS web to monitor student progress

April/May 2009

- Evaluate plan for meeting all End 1.0 sub-ends with BOD; consider need to request any waivers for specific End 1.0 sub-ends from the DCSD
- Complete final MAP testing for the year; compare student progress data and document growth
- Gather select data supporting SIP goals; evaluate results
- Administer End Post-Test to staff; document changes in results
- Gather student perception data related to the End 1.0 via end-of-year survey

June 2009

- Summarize 2008-09 efforts and results related to End 1.0; submit to DCSD Board of Education
- Evaluate progress towards End 1.0
- Set new progress goals for school year 2009-10
- Reflect AA progress in End-of-Year Report to Board of Education

Exhibit B
Library Policy (attached)



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Library Policy

This policy was approved by the American Academy Board of Directors on January 14, 2009.

Purpose

The purpose of the American Academy library collection is to support the learning of students, staff and community members. Our mission is to provide a variety of materials covering a wide array of topics and interests, both academic and personal. This policy outlines the guidelines and rules for use of the American Academy library.

Selection

The library program at American Academy is committed to providing books and other library resources for the academic and personal interests of its learning community. We strive to provide a balanced collection presenting all points of view and with a broad range of historical issues. The library staff follows the Douglas County School District's policies when making selections for its collection. American Academy expects that all library materials will be treated with respect by all library patrons.

American Academy has the responsibility of providing for a wide range of students both at and above grade level. Not all materials will be suitable for all students. It is the responsibility of parents to monitor their children's selection of library materials.

Privacy Statement

American Academy Library is committed to protecting the privacy of all students, staff and other patrons. Library staff will keep all circulation records as well as patron's personal information confidential. We are committed to upholding the American Library Association's Confidentiality of Library Records Policy as well as the law as stated in the Colorado Revised Statutes 24-90-119. Furthermore, library volunteers will follow the guidelines of the Family Educational Rights and Privacy Act also known as FERPA.

Intellectual Freedom

American Academy Library is committed to supporting all students and staff in their quest to learn. Therefore, we embrace the principles of the "Library Bill of Rights" set forth by the American Library Association. We believe it is the right of every individual to have the freedom to read and the freedom of choice in reading, viewing and listening materials. We encourage students to form their own opinions and to think critically in their pursuit of knowledge.

Circulation

Circulation may be modified based on individual cases as determined by the CAO.

Students:

- Students may check out up to two books at a time.
- Books may be checked out for two weeks with renewals.
- Books on reserve may be renewed only once.
- If a student has an overdue book, they may not check out additional materials until the overdue book is returned.
- Overdue notices will be delivered to classroom teachers and or emailed to the students' home.
- Students/parents are responsible for replacement costs for lost or damaged books.

- Library privileges may be revoked at the library's discretion for consistent misuse of library materials.
- A fine will be assessed for all books not returned within two weeks after the end of any academic school year.
- Fees for overdue, lost, and/or damaged books not paid by the end of an academic year will automatically be added to the student's registration fees the following year. If a student graduates or disenrolls but has siblings at American Academy, these fees will be added to the oldest sibling's account for billing purposes.
- Failure to pay these fees may result in the loss of library privileges, withholding report cards, transcripts, Portal privileges, and denying participation in graduation/end of year party activities for the student.

Staff:

- Staff members may check out books for the duration of a unit being taught. These materials should remain in the classroom.
- Books needed longer than the scheduled time may be recalled if necessary.
- The library may recall books left in a classroom after a unit is complete.
- Teachers are responsible for returning books that have been delivered to their room.
- Staff members are responsible for any books checked out to them. This includes materials lent to or used by students and includes lost or damaged books.
- Lost materials will be addressed on an individual basis

POLICY HISTORY

Original: approved by the BOD on August 1, 2006

Revision 1: approved by the BOD on January 14, 2009

SUMMARY OF REVISION 1

- 1) Added recovery through student fees.

Exhibit C
Credit Card Policy (attached)



AMERICAN ACADEMY
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Credit Card Policy

This policy was approved by the Board of Directors on November 19, 2008.

Rationale

The American Academy Board of Directors provides corporate credit cards to designated staff, simplifying the acquisition, receipt and payment of purchases and travel expenses incurred on behalf of the school.

Policy

It is the policy of the American Academy Board of Directors to ensure cardholders are responsible for exercising due care and judgment when using the school credit card.

Guidelines

The Chief Administrative Officer is responsible for determining credit card limits.

On a monthly basis, the credit card statements and supporting original documentation/receipts must be reviewed and approved by the Chief Administrative Officer.

On a quarterly basis, the credit card statements and supporting original documentation/receipts must be reviewed by the Treasurer of the Board of Directors.

The purpose of the review is to ensure items charged to the credit card:

- Meet all Board Policies and Procedures
- Are reasonable and justifiable
- Are adequately supported by original receipts and explanations for expenditures.

POLICY HISTORY

Original: approved by the BOD on November 19, 2008

Exhibit D
2009-10 School Calendar (attached)



2009–2010 School Calendar-Beginning on 9/21/09

AUGUST 2009						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2009						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2009						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2009						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	C	C	25	26	27	28
29	30					

DECEMBER 2009						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	24	22	23	24	25	26
27	28	29	30	31		

JANUARY 2010						
S	M	T	W	TH	F	S
					4	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2010						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2010						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2010						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2010						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2010						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

P	No school for students/professional development day for teachers
C	No school/Comp Day
	Regular school day
*	No school / Holiday

Student Contact Hours : 1085.40
Teacher Hours : 1,159.10

September 7	<i>Labor Day</i>
September 8-17	<i>Professional Development for Teachers</i>
September 18	<i>Welcome Back /Ice Cream Social / Open House 5:00-7:00</i>
September 21	<i>First day of school for students</i>
September 29, 30, 31	<i>Back to School Nights</i>
November 13	<i>Midterm Reports go home</i>
November 17,18,19	<i>Regular school days for students/ After school and evening parent teacher conferences</i>
November 23-24	<i>Comp Day / No School</i>
November 25-27	<i>No school / Thanksgiving Holiday</i>
December 18	<i>End of First Trimester</i>
December 21-January 1	<i>No school / Winter Break</i>
January 5	<i>First Day Back from Winter Break</i>
January 18	<i>No school / Martin Luther King Day</i>
February 5	<i>Midterm Reports go home</i>
February 9, 10, 11	<i>Evening Parent/Teacher Conferences</i>
February 15	<i>No school / President's Day</i>
March 16, 17, 18	<i>Regular school days for students/ After school and evening parent teacher conferences</i>
March 19	<i>End of Second Trimester</i>
March 22-26	<i>No school / Spring Break</i>
May 31	<i>No school / Memorial Day</i>
June 4	<i>Last day of school for students and teachers (End of Third Trimester)</i>

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