



## **American Academy Board of Directors Meeting Minutes**

January 14, 2009  
American Academy

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

1) **Call to Order**

Erin Kane called the meeting to order at 7:47pm.

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 Chad King, the Board unanimously voted to consider a resolution suspending the school's Investment Policy.

4) **Approval of Prior Meeting Minutes**

Upon motion of Erin Kane, seconded by Jacke Santos, the Board unanimously voted to approve the meeting minutes of the December 17, 2008 meeting of the Board of Directors.

5) **Audience Participation**

Audra Chapleski provided a public comment on the school's procedures relating to delayed starts and snow days.

6) **Chief Administrative Officer's Report**

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

7) **STEM Director's Report**

The STEM Director delivered the report attached hereto as Exhibit B.

8) **School Advisory Council Report**

The School Advisory Council reported that it has no comment on the Kindergarten Program

9) **Discussion Items**

- Permanent Facility Update

Erin Kane provided a status report on the Permanent Facility.

10) Action Items

- Upon motion of Erin Kane, seconded by Denese Gardner, the Board unanimously voted to approve, on second reading, a revised Library Policy, in the form attached hereto as Exhibit C.
- Upon motion of Chad King, seconded by Erin Kane, the Board unanimously voted to suspend the school's Investment Policy indefinitely.

11) Review of Agenda for Next Meeting

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

12) Dismissal

Erin Kane dismissed the meeting at 8:47pm.

Respectfully submitted,

Chad King  
Secretary  
March 17, 2009

Exhibit A  
Report of the Chief Administrative Officer (attached)



## CAO Report

January 14, 2009

### I. Public Relations/Communication

- **Charter Administrator Meeting – Summary of this month’s meeting:**
  - **SPED** – Due to district budget cuts, the SPED staff will no longer have charter school meetings, team meetings, or SPED forums. No indications were mentioned that our costs would be reduced due to these cuts.
  - **Jim Christiansen** spoke with us regarding coming up with a plan to ensure that charters are included in some way in future bond elections. As soon as he has something concrete to present to us, I will forward to the board. DCSD is looking at creative ideas, but needs to make sure that align with IRS requirements. One idea includes fractional or complete ownership of charter buildings, with no change to our “charter status”.
- **Parent University** – Our next parent university will be on Thursday, January 29 at 7:00 p.m. The same presenter, Pam Taylor, who led our staff development on Step-up-to-Writing, will present to parents, a similar workshop on helping their children with writing.
- **Parent Survey** – Please review the attached survey. This is not a final copy. Let me know if the board would like any questions added to the survey.
- **CAO Tea** – Upcoming Thursday, January 22, at 8:30 a.m. Board members are encouraged to attend this important and effective communication tool for our school.
- **PIM Meetings** – We have 40 RSVP’s for the January 14 meeting.

### II. Financial Stability

- **December Financials** – Joanna will forward to the board.
- **State Funding** – Given the state of the economy, we have made conservative changes to our ongoing budget.
- **Citywide Bank meeting** – Adil, Joanna, and I had a very successful meeting today with Citywide bank manager, Brien Hickey, to discuss our accounts and relationship with the bank. Brien was very helpful in making adjustments for reduction of fees and increase in rates for our money market account.

### III. Educational Success

- **Winter Map Testing** – We tested all students who were not showing significant growth. Amanda and I are meeting with all grade level teams this week to review data. Of special concern are at-risk students for CSAP. We are discussing individual plans to assist students in reading, writing, and/or math.
- **Aims Web** – The K-2 teams are receiving positive result from the monitoring tool for reading. We are in the process of inputting this data into our spreadsheet.

### IV. Staff Management

- **Positions for next year** – We have posted the openings for next year. We will set up interviews for the week of February 9. We hope to have all hiring complete prior to Spring Break. We will conduct interviews at the DCSD facility off of C470 and Broadway. We have already received many resumes.

### V. Operational Success

- **Intent to Enroll** -- Thanks to Erin Kane for getting the database set up on the web for parents to check their information and status on their own. This will be a great time saver for the front office, especially for our registrar, Suzanne Hanks.

### VI. Important Upcoming Dates

- **CAO Tea** – Thursday, January 22
- **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

Exhibit B  
Report of the STEM Director (attached)



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# STEM News

News and Notes from the American Academy  
Science, Technology, Engineering and Math Director

January 12, 2009

## STEM:

- 09/10 STEM program schedule is completed and on the master school calendar
  - Changes include
    - Removing Challenger from K – 5 due to adding engineering, time constraints and feedback that students are getting bored with it every year
    - Adding Robotics Engineering to include grades 2, 3, 6, and 7.
    - All EiE programs will be conducted in the elementary science room next year. We have scheduled programs so that STEM personnel can assist with delivery.
- All grade levels are on target with their yearly plans
- Warren is conducting regular professional development meetings with 3<sup>rd</sup> and 4<sup>th</sup> grade science teachers to teach and support science as inquiry
- January STEM
  - 4<sup>th</sup> grade Electrical Engineering is finishing this week and has been well received by staff and students.
  - 1<sup>st</sup> grade Materials Engineering began last week.
  - 5<sup>th</sup> grade MagLev began last week. New supplies include an electrified track and timing system. We are pursuing being the host for a Denver based maglev competition in 2010/2011.
  - 7<sup>th</sup> grade Forensics began this week. Jon Cronan-FBI will speak on Monday the 19<sup>th</sup>.
- TARC (Team America Rocketry Challenge) continues to meet and is on track for the competition this spring.
- Juno Mission to Jupiter
  - We had one discussion with David Gingrich, Lockheed Martin about beginning a student program to correspond to the Jupiter Mission. The Juno Mission to Jupiter is scheduled to launch in 2011. This would allow our students to follow the design, building, launching and objectives of the mission. We will be following up with Lockheed this month.
- Junior Solar Sprint and Hydrogen Fuel Cell Competition teams are being put together.
- Possible weeks for SeaCamp next year are 10/19<sup>th</sup> and/or 26<sup>th</sup>. We lost our original week due to the late start.
- Possible 8<sup>th</sup> grade trip to Yosemite for inquiry based learning in the disciplines of geology, ecology, life science and human history.

**Technology:**

- Infrastructure information concerning the new school has been submitted by Waverly separately as needed.
- School computers continue to be used to capacity—with 10% to 15% being out for repair at any given time.
- Plans to have teachers include rich digital content in their curriculum will be discussed in vertical team meetings this spring.

**Academic Success:**

- MAP Testing for the 21 students falling into Quadrant 3 (not meeting typical growth and not expected to be proficient) and 7 students falling into Quadrant 4 (meeting typical growth but not expected to be proficient) has been completed.
  - Results have been evaluated by Amanda and Diane and are below
  - 3 students from original fall at risk Q3, and Q4 test group were not tested. 1 moved and 2 others were not selected for testing.
  - Teachers will be given full report this week during Horizontal team meetings

<b>Grade</b>	<b>Negative</b>	<b>Target</b>	<b>Exceeded</b>	<b>Partially Proficient</b>	<b>Proficient</b>	<b>Advanced</b>
<b>3</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>4</b>	<b>6</b>	<b>2</b>
<b>4</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>0</b>
<b>5</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>0</b>
<b>6</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>8</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

- We have contacted the math coordinator from Regis to review their geometry scope and sequence. Our geometry S and S is consistent with their class. We are contacting other schools for their scope and sequence.

**Other:**

- January 8<sup>th</sup> Douglas County Newsline posted an AA STEM article
- AA STEM will be highlighted in the Feb/Mar CPN Connection edition.
- AMGEN Award and Grant
  - The Amgen Award for Science Teaching Excellence (AASTE) is an annual awards program that recognizes extraordinary contributions by educators who are elevating the level of science literacy through creativity in the classroom and motivation of students. An independent panel of judges selects the winners based on the following criteria: creativity and effectiveness of teaching methods; the plan for the use of grant money to improve science education resources in their schools; and an innovative science lesson plan showcasing innovative methods in the classroom. The selected winners will receive an unrestricted cash award of \$5,000 and the recipient’s school will receive a restricted grant of \$5,000 USD to be utilized for the expansion or enhancement of a school science program, for science resources, or for the professional development of the school’s science teachers.
- INTEL Schools of Distinction Award and Grant
  - Intel honors U.S. schools that have demonstrated excellence in math and science education as Intel Schools of Distinction. Eighteen schools – three elementary, three middle and three high schools in each of two categories – math and science – will be selected as Finalists, receiving a cash grant for \$2,500 from the Intel Foundation. Six winners - one elementary, one middle and one high school in each of the two categories

receive \$10,000 cash grants and more than \$100,000 in products and services from sponsors. One of the six winning schools is chosen as the *Star Innovator*, and receives an additional \$15,000 grant from the Intel Foundation as well as additional products and services. In order to be considered as an Intel School of Distinction, schools must develop an environment and curricula that meet or exceed benchmarks, including national mathematics and science content standards.

- Warren Astler is attending the NSTA National convention in New Orleans in March.

Exhibit C  
Library Policy (attached)



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## Library Policy

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*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

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**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.