



American Academy Board of Directors Meeting Minutes

March 18, 2009
American Academy

Directors present were Jackie Santos, Erin Kane, Adil Khan, Denese Gardner and Dave Romero.

1) **Call to Order**

Erin Kane called the meeting to order at 8:03pm.

2) **Pledge of Allegiance**

Erin Kane led the recitation of the pledge of allegiance.

3) **Approval of Prior Meeting Minutes**

Upon motion of Jackie Santos, seconded by Adil Khan, the board unanimously voted to approve the meeting minutes of the January 14, 2009, February 4, 2009, and February 18, 2009 meetings of the Board of Directors.

4) **Audience Participation**

There were no public comments.

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

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

6) **Action Items**

- Upon motion of Denese Gardner, seconded by Jackie Santos, the board unanimously voted to approve, on second reading, a revised set of Financial Policies, in the form attached hereto as Exhibit B.
- Upon motion of Erin Kane, seconded by Dave Romero, the board unanimously voted to approve, on second reading, a revised Volunteer Policy, in the form attached hereto as Exhibit C.

7) **Review of Agenda for Next Meeting**

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

8) **Dismissal**

Erin Kane dismissed the meeting at 10:05pm.

Respectfully submitted,

Chad King
Secretary
June 23, 2009

Exhibit A
Report of the Chief Administrative Officer (attached)



CAO Report

March 18, 2009

I. Public Relations/Communication

- **Parent Survey** – We currently are at 50% response (up from 30% last year). If we reach 70%, all students will receive a “Dress of Choice” day.
- **Board Retreat** – The Board Retreat is April 3-4 at the Hyatt Summerfield Suites in the Denver Tech Center.
- **New Parent Meetings** – Three meetings were held in February for new parents. We held a Kindergarten meeting, a 1-5th grade meeting, and a middle school meeting. All teachers were introduced to parents and were available for questions. Erin Kane spoke on behalf of the board. Positive feedback was received from both the parents and staff about these informational meetings.

II. Financial Stability

- **February Financials** – Joanna will forward to the board.
- **Budget Review** – Joanna and I met today review budget for next year. We will meet and make recommendations tomorrow in our budget meeting with Erin and Denese.
- **Enrollment Status** – We have room for additional eighth graders, so have exceeded our goal and will continue adding additional eighth graders if possible. Our current budget is based on 772. We will adjust to 790 based on the following current numbers:

CURRENT AA OPENINGS

	Grade	Returning	Target	EO	AO	RC	Openings	Waitlist
Edit	0	33	105	0	4	68	0	199
Edit	1	55	100	2	1	42	0	160
Edit	2	69	100	1	0	29	1	157
Edit	3	68	100	3	4	25	0	131
Edit	4	88	100	0	0	12	0	61
Edit	5	80	100	0	2	18	0	51
Edit	6	72	81	0	0	9	0	24
Edit	7	38	75	2	5	15	15	1
Edit	8	27	36	2	1	7	-1	1

III. Educational Success

- **Students at Risk** – Letters will go out to middle school parents with a copy of the student report cards to any students “At Risk” of failing.
- **Infractions** – We currently have one student on a performance plan. The student is 5 points away from an Expulsion Hearing. We met with parents and student last week and signed a plan for the remainder of the school year. We started the plan this past Friday and so far, it is working well. We do not have any other students that are in danger of Expulsion.

IV. Staff Management

- **Teaching staff for next year** – We are almost finished with staffing for next year. As of right now, no teachers are leaving and one teacher is not being invited to return. We have interviews set for the media specialist and fourth grade teacher this week and the week after spring break. The teachers in place for next year include:
 - **Kindergarten:** Wendy Murch, Christine Booth, Andrea Glanville, Michelle DeSouza
 - **First Grade:** Chris Todd, Linda McKenzie, Kim Barstad, Teri Stringer
 - **Second Grade:** Julie Weiss, Laura Yrastorza, Hollie Lusk, Lori Best-Bocking
 - **Third Grade:** Jacki Christy, Karen Rice, Sallie Bennett, Dan Marshall
 - **Fourth Grade:** Mary Patterson, Katie Morrow, Mandy Smith, TBD
 - **Fifth Grade:** Nancy Heins, Ginger Norton, Lynda Hernandez, Leslie Silvers
 - **Elementary Science Lab:** Sharon Shatswell
 - **Ability Grouping:** Julie Quimby
 - **Specials:**
 - **Art:** Chad Riggs, Noel Folz
 - **Music:** Mark Middlebrooks, Reece Livingstone
 - **PE:** Joe Bishop, Emily Bishop
 - **Media Specialist** -- TBD
 - **Middle School:**
 - **Science:** Audra Chapleski, Shanna Shockley, Jennifer Gasaway
 - **English:** Ron Smith, Michelle Daley, Wendy Pieseski
 - **Social Studies:** Laurie Neil, John Grebe
 - **Math:** Diane Veazie, Ron Smith, John Greb

V. Operational Success

- **Springboard** – We are investigating the possibility of contracting with this company to provide before and after school care for our students. This program goes above and beyond daycare by offering tutoring, electives, and support for the Core Knowledge curriculum. American Academy will also benefit financially from this opportunity. Springboard will be sending a survey to our parent community to gather information about specific needs.
- **Fire Marshall** – We had a visit from the Fire Marshall who had some safety concerns for our building. Some of the items seem unreasonable to this time, however, we will be as cooperative as possible. Items such as lighted EXIT signs in 18 room at \$250/each seems excessive, with only 2 months left. Dean is going to meet with the Fire Marshall to discuss less expensive alternatives (paper neon signs).
- **Maintenance for the new facility** – The bid for the new facility came in higher than anticipated. We are going to secure additional bids to make an informed decision.

VI. Important Upcoming Dates

- March 20 – NO School –COMP DAY for staff
- March 23-27 Spring Break
- April 3-4 – Board Retreat
- April 20 – NO SCHOOL for students. Staff Development Day for teachers
- April 22 – Art Show at American Academy

Exhibit B
Revised Financial Policies (attached)



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Financial Planning & Budgeting Policy

This policy was approved by the Board of Directors on March 18, 2009.

Purpose

The Annual Budget development process is designed to create the financial plan to cultivate the mission, vision and operation of American Academy. It provides the framework for both anticipated revenues and planned expenditures derived from the educational programs and priorities of the American Academy Board of Directors (BOD) for the fiscal year (July 1 to June 30). The BOD retains primary responsibility and authority for establishing budget priorities and parameters and approving the American Academy Budget.

Preparation

The BOD assigns overall responsibility for preparation and administration of the annual budget to the Chief Administrative Officer (CAO). No later than April 15 of each fiscal year, administration will present to the BOD for their approval a final annual formal budget for the successive fiscal year in conjunction with a five-year budget projection model developed and reviewed by the Finance Committee in accordance with the rules of the Governmental Accounting Standard Board (GASB) and in observance of any applicable Colorado State law or District contractual requirement.

Organization

The formal budget shall be organized in both summary and detailed format in conformance with Colorado State Chart of Account coding requirements. An itemized accounting of current year budget and actual revenue and expenditures, projected current year-end-balances and a full accounting to date of known American Academy operations will be prepared in concurrence with budget presentation. Wherever possible, the budget adopted shall be sufficient to implement the programs and policies approved by the American Academy BOD. Material opportunities or risk that may impact the budget shall be footnoted for consideration by the BOD.

Supplemental Budget

Following a final October pupil count, a "Supplemental Budget" may be developed for any additional funding to be expended within the academic year. If there were to be a reduction in funding, the BOD will approve either a percentage adjustment or follow an alternative Administrative recommendation for a reallocation of current year expenditures.

POLICY HISTORY

Original: approved by the BOD on May 9, 2008
Revision 1: approved by the BOD on March 18, 2009

SUMMARY OF REVISION 1

Final budget date changed to reflect DCSD deliverable



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Authorized Signatures & Purchasing Policy

This policy was approved by the Board of Directors on March 18, 2009.

Purpose

To allow a proper accounting of American Academy's operations, no obligation of American Academy funds may be initiated without the proper purchase procedure and authorization. Exceptions to this procedure will be permitted only in extreme emergency. If a service or merchandise is purchased without American Academy approval, the individual (staff, faculty, parent or other) will be financially responsible for such purchases and may not be reimbursed.

Purchasing Authority

The American Academy BOD assigns the overall responsibility for administration of the annual budget to the Chief Administrative Officer (CAO). The CAO or designee shall have the authority to independently issue purchase orders for amounts within budget parameters. Purchase orders outside of budget parameters and greater than \$1,000.00 shall require consent of the American Academy BOD and signature by a BOD officer in addition to that of the CAO or designee.

Purchasing Approval

American Academy employees other than the CAO shall be required to obtain written advance approval for all purchases, merchandise or service, from the CAO or designee. Without the CAO's written advance approval, no funds shall be reimbursed.

Signature Authority

The following shall have authority to sign checks: CAO, President, and Treasurer.

All American Academy checks over \$1,000.00 must have two original signatures.

Please note: any expenditure from the Capital Reserve / Insurance Reserve Fund requires American Academy BOD consent. (CRS 22-45-103)

POLICY HISTORY

Original: approved by the BOD on March 18, 2009

SUMMARY OF REVISION 1

Clarification to note at the end of the policy



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Fiscal Accounting & Reporting Policy

This policy was approved by the Board of Directors on March 18, 2009.

Purpose

The purpose of this policy is to communicate to American Academy administration the expected frequency of financial reporting and analysis to the American Academy Board of Directors (BOD). All financial dealings including, but not limited to, all cash management, contractual dealings and fundraising operations of or related to American Academy shall operate through school Administration.

Responsibility

The Chief Administrative Officer (CAO), including through delegation of activities, shall be responsible for receiving and properly accounting for all funds of American Academy. Administration shall review and provide recommendations to the BOD annually to assure the controls associated with payroll, accounts payable, cash management and all other areas of business management are in compliance with policies and procedures of all governing entities.

Accounting System

The accounting system utilized shall conform to the requirements of the State Board of Education and District standards providing for the appropriate separation of accounts, funds and operational duties. Fiscal accounting and reporting must meet requirements established by the State Board of Education as set forth in the Financial Policies and Procedures Handbook for public schools in Colorado. (C.R.S. 22-44-203 and 22-44-204)

Financial Reporting

Such financial statements as may be deemed necessary by either the BOD or the Administration shall be presented periodically to keep the BOD apprised of the financial condition of American Academy. Once per month or upon more frequent request, Administration shall provide the BOD financial reports including, but not limited to, a Balance Sheet, Statement of Revenue and Expenditures compared to Budget and a Cash Flow Statement.

The CAO will inform the BOD of any anticipated modifications to budgeted revenues and expenditures which may be required. Administration is not permitted to reallocate or approve expenditures which create a negative account balance in approved budget funding by major category without BOD consent.

Please note: any expenditure from the Capital Reserve / Insurance Reserve Fund requires American Academy BOD consent. (CRS 22-45-103)

POLICY HISTORY

Original: approved by the BOD on March 18, 2009

SUMMARY OF REVISION 1

Wording clarification

Exhibit C
Revised Volunteer Policy (attached)



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Volunteer Policy

This policy was approved by the American Academy Board of Directors on April 4, 2009.

Purpose

The purpose of this document is to define the rules and guidelines for American Academy volunteers.

To facilitate excellence in education, American Academy partners with parents and its community to provide a safe and nurturing educational environment which emphasizes academic achievement, personal integrity and responsibility. As such, the school's objective regarding parent and community volunteers is to utilize the multitude of resources available, including gifts of time, skill and knowledge found within our families and community.

General Guidelines

American Academy follows all applicable Douglas County School District policies regarding volunteers. These policies can be found on the Douglas County School District [website](#).

Volunteer Code of Conduct

In order to promote a safe environment in our school, it is essential for all school volunteers to adhere to a professional code of ethics. Each school volunteer is required to follow the rules defined in this policy. Failure to follow these rules may result in a revocation of volunteer privileges.

Before volunteering, each volunteer is required to read and sign the American Academy Volunteer Code of Conduct. The Code of Conduct is available on American Academy's web site or in the school's front office. Please hand in the signed copy to the office manager before beginning your first assignment.

In order to promote a safe environment in the school, all school volunteers must adhere to the following rules:

Confidentiality

You may have access to grades, records, and personal information. Any information pertaining to a child must remain in the classroom. It is never appropriate for a volunteer to discuss a child's progress with anyone other than that child's teacher.

Dependability

Be reliable. The teachers/staff have planned activities for you and the students. If something comes up, please be considerate of those depending on you and arrange for a replacement and call the office. All volunteer work at the school and in the classroom must be scheduled in advance, not on a drop-in basis.

Communication

Your volunteer work should be a learning experience for you. When you have questions about policies and procedures, ask the appropriate staff member for clarification.

Support

As an American Academy volunteer, you will be in a support position. Your role is to support the classroom teacher and CAO of the school at all times. The CAO, teachers and staff are responsible for the education and safety of the students at American Academy and they have asked for your help in achieving their objectives.

Consistency

Be consistent with American Academy's and the teachers' rules for behavior and the policies for the school. Always remember that the teacher is the authority in the classroom and must be supported by all the volunteers. Never assume responsibility of discipline of students. If you witness inappropriate behavior or other infraction of school rules, please report it to a staff member as defined by the Discipline Policy.

Respect for Learning Process

Do not use your time at the school for an informal parent/teacher conference. This can be disruptive to the learning process for all the students. Please make arrangements to discuss your child's progress with the teacher at a different time. While in the classroom, please be as discreet as possible and do not interrupt the teacher.

Role Model

You are a role model for the students when you volunteer. Please act accordingly and dress appropriately (see the Staff Dress Code Policy for guidelines).

Siblings

In order to give your full attention to your volunteer job, please do not bring your young children to the school while you volunteer. Please make other arrangements for younger children for the time you plan to be volunteering at the school. (siblings only allowed in designated areas without special permission)

Building Access

Please do not enter areas designated as Staff Only unless given explicit permission to do so. The Staff Lounge is a place for the staff to be able to freely collaborate on their curriculum delivery including the needs and performance of specific students. It is inappropriate for volunteers to overhear or be involved in discussions involving specific students.

Representation

As a volunteer, you are not an authorized agent of the school. In the course of your volunteer work at no time may you imply or state that you are a representative of the school. You cannot make commitments on behalf of the school, unless given express written authorization, direction and terms by the Board of Directors.

Safety Procedures

All volunteers are required to follow school safety procedures. Volunteers, as with all visitors, must enter from the school lobby.

Volunteer Hours

American Academy requires 40 volunteer hours per year per family. All volunteer hours must be recorded. Volunteers are responsible for tracking all hours spent volunteering for American Academy, including onsite and offsite. Volunteers may use the online system to track hours, via the American Academy website or in the lobby.

Emergencies

Volunteers should report emergencies or dangerous situations of any kind immediately to a staff member. In the case of a medical emergency, a volunteer should call 911 first. American Academy has specific procedural guidelines for emergencies.

Supervision of Students

A single volunteer shall never be alone with a child or a group of children. If a volunteer is working one-on-one with a student, it must always be within an area where at least one other adult is present or in an open area (or with the door open). This helps to protect the children, as well as adult volunteers, and will help ensure that American Academy will always be a safe environment for the students.

Specific Guidelines for Field Trip Supervision

Please refer to the Field Trip Policy for guidelines regarding volunteering on field trips.

POLICY HISTORY

Original: approved by the BOD on November 7, 2005

Revision 1: approved by the BOD on April 3, 2006

Revision 2: approved by to BOD on April 4, 2009

SUMMARY OF REVISION 1

Minor revisions to field trip drivers