



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

June 7, 2011

American Academy

**Directors present were Chad King, Jackie Santos, Dave Romero, Denese Gardner, Adil Khan, Shaylee Holland and Bill Paynter. Also present was Head of School, Erin Kane.**

**1. Call to Order**

Chad King called the meeting to order at 9:02 pm.

**2. Pledge of Allegiance**

Chad King led the Board in a recitation of the Pledge.

**3. Amendments to the Agenda**

Upon motion of Chad King, seconded by Jackie Santos, the Board unanimously voted to amend the Agenda to consider Officer Elections.

**4. Approval of Prior Meeting Minutes**

Upon motion of Shaylee Holland, seconded by Chad King, the Board unanimously voted to approve the **May 17, 2011 Meeting Minutes**.

**5. HOS Updates**

Erin Kane provided the Board with a Head of School update.

**6. SAC Updates**

Erin Kane provided the Board with a School Accountability Committee update.

**7. PAB Updates**

Lisa Fox provided the Board with the results of the 2011 Parent Survey.

**8. Consent Agenda**

Upon motion of Shaylee Holland, seconded by Jackie Santos, the Board unanimously approved, on final reading, the **Curriculum Policy** updates, in the form attached hereto as **Exhibit A**.

**9. New Board of Directors Action Items**

Upon motion of Chad King, seconded by Adil Khan, the Board unanimously voted to adopt the **Resolution for Payment of Legal Fees to Barry Arrington**, in the form attached hereto as **Exhibit B**.

Upon motion of Chad King, seconded by Shaylee Holland, the Board unanimously approved, on initial reading, the **Parent Communication Policy** updates, in the form attached hereto as **Exhibit C**.

Upon motion of Bill Paynter, seconded by Adil Khan, the Board unanimously voted to elect Chad King as **President** of the Board.

Upon motion of Chad King, seconded by Denese Gardner, the Board unanimously voted to elect Jackie Santos as **Vice-President** of the Board.

Upon motion of Denese Gardner, seconded by Adil Khan, the Board unanimously voted to elect Bill Paynter as **Treasurer** of the Board.

Upon motion of Jackie Santos, seconded by Chad King, the Board unanimously voted to elect Shaylee Holland as **Secretary** of the Board.

**10. Next BOD Meeting Agenda Review**

The BOD discussed skipping the July 2011 meeting.

**11. Dismissal**

Chad King dismissed the meeting at 9:11 pm.

Respectfully submitted,

Shaylee Holland

*Secretary*

June 7, 2011

**Exhibit A**  
**Curriculum Policy updates (attached)**



AMERICAN ACADEMY  
EDUCATE | INNOVATE | EXPLORE

---

## Curriculum Policy

---

*This policy was approved by the Board of Directors on June 7, 2011.*

### **Purpose**

The purpose of this document is to clearly lay out the curriculum used at American Academy as part of the vision and mission of the school.

### **Standards**

The school shall meet or exceed all federal, state, and district standards for each grade. In addition, the school shall meet the standards set by the programs specified in this policy. Progress against standards shall be measured and reported to the BOD as specified in the school Assessment Plan.

### **Requirements**

#### ***Base Curriculum***

The school shall implement *Core Knowledge* as the base curriculum for History and English/Language Arts. The school shall cover 80% or more of the *Core Knowledge* curriculum for each grade, as defined in the *Core Knowledge Scope and Sequence*.

#### ***Mathematics***

The school shall implement *Saxon Math* as the primary mathematics program; Other programs will be used for Algebra and Geometry as needed for high achieving middle school students. Each student shall complete at least one level/course of *math* each school year, unless the retention policy applies.

#### ***Language Arts***

The school shall implement *Spalding Reading Road to Writing and Step Up to Writing* as the primary Language Arts programs for elementary students. The middle school will use the *Core Knowledge* literature program and the *Holt English Handbook*. *Shurley Grammar* will be implemented in grades K-5.

#### ***Flexible Grouping***

For all grades, the school shall use flexible grouping for mathematics and reading, at a minimum. Flexible grouping is defined as grouping children at their appropriate skill level based on results from frequent assessments.

#### ***Character Education***

For all grades, the school shall teach the *Core Virtues* program combined with *The Essential 55* for character development.

#### ***Technology Integration***

For all grades, the school shall integrate technology into the curriculum following the ISTE standards for 21<sup>st</sup> Century Learning.

#### ***Science***

The school shall implement a comprehensive science curriculum that covers the *Core Knowledge Science Curriculum and Pearson Prentice Hall* as the primary program for grades K – 5, *Holt Science* for grades 6-8 and *Glencoe Conceptual Physics* as needed.

**Supplemental Programs**

The implementation of supplemental curriculum or programs is at the discretion of the Head of School (HOS), or his/her designee provided that all of the above Requirements are met.

**Science, Technology, Engineering and Math (STEM) Program**

A minimum of three STEM units shall be delivered per grade per year.

\*\*\*\*\*

**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 the BOD on May 15, 2007
- Revision 5:* approved by the BOD on July 15, 2010
- Revision 6:* approved by the BOD on May 17, 2011

SUMMARY OF REVISION 1

- 1) Added Character Education and Technology Integration.

SUMMARY OF REVISION 2

- 1) Added Shurley Grammar.

Summary of REVISION 3

- 1) Added Riggs Phonics
- 2) Added middle school Holt English
- 3) Added science curriculum

Summary of REVISION 4

- 1) Added Science

Summary of REVISION 5

- 1) Updated Language Arts and Science

Summary of REVISION 6

- 1) Added the STEM Program
- 2) Retention clarification

**Exhibit B**

**Resolution for Payment of Legal Fees to Barry Arrington (attached)**

The Board of Directors of American Academy in Douglas County School District in Douglas County, CO authorizes that \$83,333 of beginning fund balance be spent for the purpose of legal counsel in the settlement of a dispute regarding structural building costs from the land developer. The use of this beginning fund balance will not lead to an ongoing deficit because this is a one-time only expense.

**Exhibit C**

**Parent Communication Policy updates (attached)**



AMERICAN ACADEMY  
EDUCATE | INNOVATE | EXPLORE

---

## Parent Communication Policy

---

*This policy was approved by the American Academy Board of Directors on June 7, 2011*

### Purpose

The purpose of this policy is to define the expectations and procedures for communication between parents and teachers or staff members at American Academy.

### Expectations for Communication

**All communication between an American Academy parent and an American Academy teacher or staff member should be civil and respectful.** If the school receives a communication (in person or electronically) that the administration deems inappropriate and/or threatening, the school reserves the right to request a redirected communication or to restrict communications accordingly (this may include limiting physical and/or electronic access to school staff).

### General School Questions

For general questions sent to [info@americanacademyk8.org](mailto:info@americanacademyk8.org), parents may expect a response within one business day. Questions sent after 3:35 pm on a school night will be answered the next day. Questions sent after 3:35 pm on a Friday will be answered on the next business day.

### Conflict Resolution Process

In the event of a conflict with a teacher or a school staff member or if you have questions or concerns pertaining to classroom practices, academic programs or your student:

- 1) Discuss with the teacher or staff member (if you are not sure which teacher to talk to, start with your student's homeroom teacher). Do not go to step 2 until a discussion has taken place.
- 2) If the issue cannot be resolved at the teacher or staff level, parent may next discuss the issue with the appropriate Academic Director or Office Manager, who will mediate a discussion between the parties in conflict.
- 3) If the issue cannot be resolved by the appropriate Academic Director or Office Manager, then the parent may next discuss the issue with the Head of School (HOS).
- 4) If the issue cannot be resolved by the Head of School at the school level, parents may next bring the issue to the American Academy Board of Directors (BOD) at [board@americanacademyk8.org](mailto:board@americanacademyk8.org).

### Policy Suggestions or New Program Ideas

For suggested changes, additions or policy-related complaints as well as ideas for new programs or policies:

- 1) Submit your input to the Parent Advisory Board (PAB) at [pab@americanacademyk8.org](mailto:pab@americanacademyk8.org). Parents will be contacted within 48 hours by a PAB member for issue clarification and to give you an idea of the next steps, including the next scheduled review of the policy by the BOD.

- 2) If needed, the PAB will facilitate a discussion of the issue with the HOS.
- 3) The PAB may decide to draft a policy change proposal for the HOS and the BOD. If the resolution or policy change will impact the school's operating budget, the recommendation must detail specific proposed changes to the school's operating budget to accommodate the recommendation. Any financial impact in excess of \$1,000 requires approval by the BOD, should the proposal be funded by the school.
- 4) The PAB will then present the recommendation at the BOD meeting when the policy is scheduled for review or the next meeting if the HOS deems that the proposal is urgent. The PAB will present the proposal, complete with a summary of the positions for and against the recommendation, as determined by the parent population and the PAB, and financial impact, if any.
- 5) Prior to consideration, the BOD may request more information, refer the recommendation to the HOS, or refer to another advisory committee for further development and analysis. If so, the committee will investigate the feasibility and advisability of the recommendation and provide a report to the BOD in a timely manner.
- 6) The BOD will then vote on the recommendation.

**Policy Questions**

- 1) Submit your question to the PAB ([pab@americanacademyk8.org](mailto:pab@americanacademyk8.org)). You will be contacted within 48 hours by a PAB member with the answer to your question or a referral on where to find the answer.
- 2) The PAB will file your question with the applicable policy so that they can recommend policy clarifications as needed when that policy is up for review.

**Exit Procedures**

- 1) Should an American Academy family choose to leave the school for any reason, the following process must be followed in order for the school to strive for continual improvement and to learn from that family's experience:
- 2) Upon notification of disenrollment, the front office will schedule an exit interview with the parent(s), the HOS and at least one member of the Board of Directors. The parent will be given an exit interview form to complete.
- 3) The HOS and a BOD member will complete, sign, and file an exit interview form.

\*\*\*\*\*

**POLICY HISTORY**

- Original:* approved by the BOD on October 3, 2005
- Revision 1:* approved by the BOD on March 6, 2006
- Revision 2:* approved by the BOD on November 15, 2007
- Revision 3:* approved by the BOD on May 20, 2009
- Revision 4:* approved by the BOD on January 21, 2010
- Revision 5:* approved by the BOD on August 17, 2010
- Revision 6:* approved by the BOD on January 18, 2011
- Revision 7:* approved by the BOD on June 7, 2011

SUMMARY OF REVISION 1

- 1) Addition of Questions or Concerns Pertaining to Classroom Practices or Academic Program
- 2) Addition of Exit Procedures
- 3) Clarification that the PAB is not an outlet for personal conflicts

SUMMARY OF REVISION 2: Clarification on weekly folders

SUMMARY OF REVISION 3: Clarification of the role of the PAB

SUMMARY OF REVISION 4: Insertion of the Dean of Students

SUMMARY OF REVISION 5: Clarify the role of the student

SUMMARY OF REVISION 6: Insertion of paragraph on respectful communication

SUMMARY OF REVISION 7: Simplification of process