



#### A. PSO Update (Hansen)

PSO President Karen Hansen reported that the final general meeting of the year was held on May 30, 2013. The general membership approved the budget and elected officers from the nominees recommended by the nominating committee. Two of the team leaders, for the 2012-13 year, Caroline Cormier and Jennifer Wright, served well but are moving on.

Elected officers for the 2013-14 school year will be:

President – Karen Hansen

Vice President for Upper Grades – Toni Ferrell

Vice President for Elementary Grades – Kimberly Christiansen

Parliamentarian – still needed.

The PSO membership also voted to amend the bylaws by adding teams and a description of the role of each team. Bylaws will be presented for approval of the Board at the next board meeting.

The Board thanked Hansen for the PSO's hard work and for moving quickly to meet the needs. Chairman Forman thanked the PSO for the Inspiring Greatness series and their help with fund development and communications efforts.

#### B. MAC Committee Update (Jensen/MAC Rep.)

No MAC update given.

#### C. Fund Development Update (Dildine)

Development Director Jane Dildine reported that the first Ask Event was held on May 15, 2013, netting \$21,790 with \$2,749.53 in expenses. A parent Ask Event, patterned after the donor Ask Event, was held on June 3, 2013, netting \$2,030 with expenses of \$2,111.53. The parent Ask Event wasn't expected to earn a lot of money, but was useful for parent education and to encourage parents to give in the future. Parents commented that prior to the event they had thought the Board was paid and had no idea that the Academy rents the facility and must pay rent from the operating budget. Several parents gave referrals for other who might contribute.

Kat Madru, the Public Affairs Director for Entercom, interviewed Dildine about John Adams Academy on June 3, 2013. The interview was broadcast on Saturday and Sunday on seven different stations. Madru was very supportive and would like to be a table captain at our next event and help publicize the Academy.

Development plans for the summer include:

- Training - Dildine has arranged for board members to meet with the Beyond the Quill committee for Benevon Training on Monday, June 17, 2013 with Costa Vida providing lunch.
- Grants - She will continue to work on grants through Hewlett Packard and Intel this summer. Intel works with their grant winning school over the year and then donates \$30,000 at the end. There are two HP grants: one provides \$50,000 for discretionary use and another provides \$250,000 for science.
- Contacts - Dildine plans to reconnect with those who have taken tours and ask for table captains for the next event. The goal is to have 30 table captains each bring 10 guests for a total of at least 300 at the event. She will also be working on corporate sponsorships/donations for the event.
- Speakers – Dildine continues to plan to host a speaker in the fall. She has been in contact with representatives of Kirk Cameron and Bayside has offered to let us use their facility free of charge if he comes.

Chairman Forman suggested that the Academy also try to team up with groups like William Jessup that bring in speakers. Board member Favero discussed using the Salesforce program

to track and share contacts and details for development efforts. The Academy can get a non-profit version of the program.

#### D. Safety Committee Update (Yniguez)

Dean Carlos Yniguez reported that the safety committee finished the year as strong as they started. The committee researched and reviewed emergency plans from other schools and organizations, reviewed and refined our emergency plans, and developed a document outlining JAA staff emergency teams and roles. The Academy will be moving forward in documenting our day-to-day safety plan, which will take about six months to complete. The Academy will also need to create a binder to be in compliance, and will be using resources to create it by January 2014.

The next step will be to make the safety plans a part of our culture to ensure that everyone knows what to do. The Academy will train and provide resources such as flip charts, etc. to take the thinking out of it. Staff will continue to drill, including an evacuation drill this summer, and the drills will be documented in the safety binder. Yniguez reported that at the last evacuation drill we beat our record, with all occupants out in six minutes, teachers having color coded papers showing all clear, and communications set up. Dean Yniguez and Dean Happoldt also attended a safety symposium last month. They reported that they learned a lot but also saw that JAA is ahead of the curve.

Board members thanked the committee for their work and for reaching out to local law enforcement throughout the process.

#### E. Site Council Update (Yniguez)

Dean of Scholars Carlos Yniguez reported that the name of the School Site Council will be changing to the "Academic Advisory Council". Board Member Nielsen attended the last meeting to help the team narrow their focus and purview. The team will function as an advisory board to look at academic and cultural data (test scores, attendance, etc.) and be available for research and work. She also urged them to work as a committee with protocols, but not formal bylaws, so they can stay less formal for flexibility. They will still have an agenda and report their activities in meeting minutes.

Board discussion included that this would be a great group to create a parent survey and to take an in-depth look at STAR test data when it comes in (minus teachers and scholar's names), in addition to developing the Single Site Plan as required by WASC. The Single Site Plan will be a living document that will show growth and weaknesses from year-to-year. The Plan will include columns for what we are currently doing, our goals, and our plan to reach those goals. The plan development will need to be coordinated with Dean Happoldt and Headmaster Schulthies. The committee could look at data for two-three years and compare it to see places where we may be falling short, and then turn that information over to administration. This would lead to the identification of goals, addition of interventions and then the generation of new data for review. Yniguez explained that they may see a dip in a certain grade, for example, and set a goal for a percentage increase by next test cycle, and then analyze the results. The committee has been instructed to work at the curriculum level, not on teacher evaluation. The committee will be even more useful as additional academies are added and the board will not be able to remain as "hands-on".

Board members agreed that Site Council members will need to sign a confidentiality agreement because of the information they will have access to, and that violation of that agreement should result in dismissal from the committee.

#### F. Sports Update (Yniguez)

Yniguez reported that the year ended year with a sports committee made up of very active parents who are researching venues to play at and looking at funding. This year the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade scholars participated in the LBAL. The academy has now signed up to be in

CIYF to provide sports for 9<sup>th</sup> -12<sup>th</sup> grade scholars because games will be played outside of school hours and we will not be releasing at 1 p.m. like most schools do. Parents are clear on that requirement. The academy has elected to change from the LBAL to the Placer League for middle school sports next year because the Pacer League is more flexible and suited to us with smaller schools and later games. The Placer League wants us to be a part of their league and will be more accommodating.

#### G. Volunteer Hours (Yniguez)

Dean of Scholars Yniguez provided an updated parent volunteer report that 79 percent of the families have completed all of their hours. Yniguez complemented Volunteer Coordinator Wendi Brabon for her tracking and contact with parents. Through her efforts many parents worked to squeeze in their hours or committed to help with summer projects. In addition, it was noted that 246 families put in more than the 40-hour requirement.

Yniguez asked if contact should be made with those who did not complete their hours and he was instructed to bring a final update to the Board in August to consider the question then.

#### H. Enrollment Update (Happoldt)

Dean of Academics Millie Happoldt reported that the year-end enrollment for Kindergarten - 5<sup>th</sup> grade is 464, and we have 196 scholars in grades 6 -11 for a total of 660 Scholars ending the year. The total excludes all scholars who are verified as leaving the academy. So far for the 2013-14, the academy has added 89 new kindergarteners, bringing the total enrolled to 749 to start the new year. There are currently 99 openings in the academy to be filled from the 445 scholars on the waiting list and calls are already being made to fill those seats. Our goal is to have an enrollment of 848 scholars. The majority of openings are in the 7<sup>th</sup>-12<sup>th</sup> grades. Enrollment in 6<sup>th</sup> grade is currently above capacity.

Board members questioned why 6<sup>th</sup> grade is over capacity. Happoldt explained that the academy had room in other grades and then brought in siblings by adding seats to the 6<sup>th</sup> grade to accommodate those siblings. She reported that the impacted teachers were consulted for permission and were supportive. The impacted classes will be provided with extra funding for materials for the extra scholars. Chairman Forman directed to ensure the impacted teachers get proper support in those classrooms from parents or certified staff to make sure academics are not harmed by the increased numbers. Board member Sherrod clarified that we will not be adding anyone from wait list in that grade until class sizes drop back down under 30 students per class. Board Member Nielsen requested names and contact information for all new 6<sup>th</sup> – 12<sup>th</sup> grade scholars so that they can be invited to the Patriot Retreat.

Board members asked for the reasons scholars are leaving. Happoldt reported that some were facing retention here, some were moving, and several 8<sup>th</sup> graders are leaving because the scholars are seeking the “high school experience” of sports and other activities that are not offered at John Adams Academy. Chairman Forman directed that the Deans tell those who are leaving that we hope they had a great experience, to make sure they know the door is open, and to followed up with a letter just after school starts, over the Labor Day Holiday weekend, telling them we are thinking of them. Board Member Favero asked that if any report leaving because of the logistics of travel the Board watch those hot-spots when looking at expansion.

### **CONSENT AGENDA**

- A. Acceptance of Resignation of teacher Anissa Konieczny
- B. Approval of Appointment of Headmaster, Dr. Shane Schulthies

Motion to approve items on the consent agenda was made by Board Member Sherrod and seconded by Board Member Gonzales. Approval was unanimous.

Ayes   4   Nays   0

## **VI. ACTION AGENDA**

### **A. Capital Improvements (Forman/Sherrod)**

Approval of summer improvement projects for the buildings and campus.

Board Member Sherrod reported that she has been working with Deans Yniguez and Happoldt on how to best use our space to accommodate the addition of the twelfth grade classes and additional fourth grade class. This will require splitting Room 6 in Building A into two and the addition of another set of heating/cooling controls, lights and a six-inch wall to insulate and to block out noise. The Spanish class and Ms. Densley's class will move into the resulting rooms. Ms. Densley's current room will become Dr. Schulthies' classroom and that room's large supply closet will be converted to his office, which will require an additional door. In addition, the two computer labs will be combined and located in the Kings Lab. The staff room will stay in its current location.

Other recommended improvements included creating a workspace for Dr. Schulthies in the office for daily meetings and creating more privacy for Amy Evans' work area. The challenges include framing a door, installing separate ducting and working with the small size of the area. Also being considered is the creation of a wall behind the front office secretarial space so that the only way into the back office would be down a small hall. This would necessitate providing another exit in case of emergencies. Currently, the Dean of Academics and Dean of Operations have patios, but these will need emergency ladders for fire escape. Remodeling in the office is just an option, and would depend on funding.

In the multi-purpose room, the recommendation is to turn the unused area into a PSO room. This would require the addition of one wall, moving electrical outlets for the vending machine out into the MPR, and adding an electrical outlet for a large copier so that parents could use the area for copying, laminating and book binding for the teachers.

Sherrod met with Blue Northern Company today and will be meeting with Mills Construction tomorrow for estimates. Multiple projects will be going on at the same time and will require coordination with Dean Yniguez.

Chairman Forman also reported on proposed outdoor improvements including creating a park-like area for the senior high school. The area would be used for fitness testing, eating, etc. Forman invited the scholar council president, Sara Dildine's and other scholar's input on personalizing the space. The Board would also like to look into installing artificial grass in the playground area, similar to the playground at Ridgeview. The recommendation was also made to add a solid wall where scholars could add a mural or other personalization. Board Member Sherrod offered to check into the possibility of installing artificial grass.

Board Members also discussed that the John Adams Academy sign is only marginally visible from the freeway and is difficult to see through the tree-line. To improve visibility the sign would have to be elevated and also illuminated at night. Discussion included the possibility of a sign on the freeway directing to the exit for Heald College and John Adams Academy and the proposal by a property agent for signage offered as part of a rental of space in the Sharp Building. In addition, the idea of adding a marquee in the parking lot to announce meetings and activities was proposed. The marquee could possibly be mounted on the proposed new wall, if added.

Discussion of timing and funding included that the budget for the 2013-14 fiscal year is not yet final, but that the remodel of the classrooms and Dr. Schulthies' office need to be completed at least two-weeks prior to the start of classes. Improvements in the office and the creation of the PSO room can be deferred. Approval of the time-sensitive remodel needed at this meeting and then the follow up budget meeting will be held on Tuesday, June 18th.

Dean of Operations Heather Brophy reported that the Mechanics fundraising account has approximately \$7,000 from the Ask Event that is not currently dedicated and another \$7,250 which is currently allocated, but was kept in the fundraising account. The total balance in the account is approximately \$17,000, but the Board had instructed to keep a \$5,000-\$7,000 pad. Board discussion of funding included that, although the Ask Event raised \$20,000, a portion of those funds were designated for specific areas; that funds going into the general fund may not be available for immediate needs; and the possibility of contacting the donors to re-allocated funds if necessary. Brophy clarified that for the sake of ease in accounting Superintendent Medd recommended the funds be deposited into the general fund, allowing for the Development Director's salary to come from that category, and that those funds are still available but require approximately a one-week processing time. The consensus was that the Board could access approximately \$18,000 for improvement projects.

Direction was also given that Board Member Sherrod should work with Dean Brophy to ensure funds in the Mechanics account are properly categorized.

A motion to approve the expenditure of up to \$20,000 to make needed improvements to prepare classrooms for 2013-14 school year was made by Board Member Sherrod and seconded by Board Member Favero. Approval was unanimous.

Ayes   4  

Nays   0  

**B. Approval of Funding for Academic Needs (Sherrod)**

Approval of funding for Academic needs from fundraiser funds.

The Board discussed releasing for expenditure the funds that have been categorized for specific academic areas from fundraising efforts including the Ask Event. Dean Happoldt clarified that money raised for science is for K-12 science, not just for upper grades. Board Member Gonzales clarified that the funds in question were donations, not pledges, and that \$5,000 of the multi-year pledge was for this year and then \$5,000 will be donated each year for four more years.

In addition to the academic needs for funds the Board discussed the need for funding for venues for the two annual arts events sponsored through the MAC. Board Member Nielsen reported that the MAC has raised money and has tapped out their resources of getting things for free. The Holiday event will cost between \$700-\$750 and the end of the year event cost about \$250. The MAC also wants to add some theater and add concerts for the younger program, which would mean each concert would require two shows instead of one. Discussion included the possibility of selling tickets and requesting funds from the PSO and that ended with the consensus that the academy should provide funds for the venue, sound system and person to run the sound. These expenses would need to be added to the general fund rather than coming from the fundraising account. The recommendation was made that the MAC not have to charge parents to see their children perform, however the option was left open.

The recommendation for meeting academic needs was to have Dean Happoldt work with teachers to create orders for items using the allocated categorical funds

Motion to give Academic Dean the authority to sit down with the departments to determine wish lists and order the needed materials and supplies for the new academic year up to the amount covered by the encumbrance was made by Board Member Gonzales and seconded by Board Member Favero. Approval was unanimous.

Ayes   4  

Nays   0  

**C. Approval of Compensation Rubric (Happoldt)**

Dean Happoldt presented a compensation rubric showing the designations of Novice, Proficiency and Mastery, with specified raises available for each category. The designation would be made based on evaluation, observation and ranking. Happoldt clarified that raises for each employee who achieves the designations would be given and would not be dependent on, or reduced by, raises given to other employees.

The motion to approve the compensation rubric was made by Board Member Favero and seconded by Board Member Sherrod. Approval was unanimous.

Ayes   4  

Nays   0  

**VII. CLOSED SESSION Adjourned to Close session at 6:10 pm**

A. Personnel (Special Personnel Issues – Gov. Code §54957)

No action taken.

**VIII. NEXT MEETING Regular Board Meeting Thursday, July 11th, 2013 4:00 p.m.**

**IX. ADJOURNMENT**

Vision

The John Adams Academies are restoring America's heritage by developing servant-leaders who are keepers and defenders of the principles of freedom for which our Founding Fathers pledged their lives, fortunes, and sacred honor.

Values

John Adams Academy is preparing future leaders and statesmen through principle-based education.

Our core values include:

Appreciation of our national heritage

Public and private virtue

Emphasis on mentors and classics

Scholar-empowered learning

Fostering creativity and entrepreneurial spirit

High standards of academic excellence

Modeling what we teach

Abundance mentality

Building a culture of greatness

Self-Governance, personal responsibility and accountability

Posted 5-6-13

Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, John Adams Academy encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact our office at (916) 780-6800 well in advance of the regular meeting you wish to attend so that we may make every reasonable effort to accommodate you, including auxiliary aids or service.