



Board Meeting Agenda
Thursday, August 9th 2012 4:00 P.M.
John Adams Academy Campus
One Sierragate Plaza, Roseville, CA 95678

Slogan

Developing Servant Leaders....Restoring America’s Heritage

I. PRELIMINARY

- A. Call to order: Time 4:15 pm
- B. Pledge
- C. Roll Call

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|-----------------|---------------------------|-------------------|
| Dean Forman | <u> </u> X <u> </u> | <u> </u> |
| Cindi Sherrod | <u> </u> X <u> </u> | <u> </u> |
| Norman Gonzales | <u> </u> X <u> </u> | <u> </u> |
| Paul Savage | <u> </u> X <u> </u> | <u> </u> |
| Bryan Favero | <u> </u> X <u> </u> | <u> </u> |

II. APPROVAL OF PREVIOUS MINUTES– July 23rd, 2012 minutes
Sherrod motioned for approval of July 23rd 2012 minutes. Favero seconded the motion. Minutes were approved by unanimous vote.

III. THOUGHT OF THE DAY – Norman Gonzales

IV. PUBLIC COMMENT

This is the time in which anyone in the audience may address the Board for two (2) minutes on any item that is not on the agenda. (The Board has the discretion to restrict public comments to those matters it deems relevant to its subject matter jurisdiction. Govt. Code Sect. 54954.3)

Holly Cuthberth, mother of two (2) JAA scholars, requested an update about challenge programs for kids. She suggested “banding” so that students could go up to next grade level for one subject as one way to meet the needs of students who need more challenging work.

Wendi Brabon, parent and volunteer coordinator thanked the Board for their clear vision for the school. She appreciates seeing the vision carried out. She thanked the Board for not waivering in following through.

Emily Mountford, parent, thanked the Board for the emails and how well they are presented to match the values and mission of school. She enjoyed the way US history was included.

V. ANNOUNCEMENTS: Information Only Section

A. Parent Participation Phone Calls Update (Favero, Gonzales, Savage)

Continued follow up on assignments to call parents who had not completed service hours:

Gonzales reported that he reached 50% of his assigned parents. The remaining 50% did not return emails or phone calls. Most parents reported completing their hours but said the hours weren't tracked or there was a discrepancy.

Favero reported connecting with about 70% but encountered a number of wrong phone numbers. Those he contacted were supportive of service hours and reported completing the hours but not tracking them. Favero found the phone calls a great opportunity for feedback from scholars and families. One contact spent fifteen (15) minutes talking about how wonderful their scholar's teacher was and how she changed the scholar's life. Another person admitted being short on volunteer hours and said they intended to complete them over the summer.

Savage reported speaking to 75% of the parents on his list and all raved about the teacher their scholar had. All also reported completing more hours than they got credit for. One person didn't join JAA until February and didn't know about the volunteer hours. Most were happy to be involved but reported needing a better reporting process.

Wendi Brabon, volunteer coordinator, reported that JAA is working on creating an electronic tracking system. In the mean time we will continue collecting the hours on paper until the system is in place. Directions will be included in the Scholar-Parent Handbook.

B. Update on JAA Visual Arts/Theater/Dance (Valrie Jensen)

Valrie Jensen thanked the Board for their service and welcomed the new Board members. She reported that the dance/theater room has been moved downstairs, to Room 1, because the previous room has been converted into the music room. Ms. Jensen teaches 6th – 11th art but now will be working with elementary grades two times per week in Room 1.

Jensen also reported that JAA scholar's art projects are receiving community attention. Last year's eighth grade scholars completed large collages focused on preserving wetlands in coordination with Mr. Turner. A parent arranged for the collages to be displayed for one month at the Roseville Library. The collages are now on display on the 3rd floor of the capital building through September. Jensen submitted an article highlighting the library display to the newspaper and they printed it exactly as written.

Jensen has also set up a website radio station, KJAA9211, (JAA + date of ribbon cutting) which can be linked through school website, and a channel for JAA on “schooltube.com”. The channel can be found by visiting “schooltube.com” and searching for “John Adams Academy.” Any videos for upload will be approved through Jensen. A video of Dorothy Olman performing the water cycle song has had more than 1000 hits. The channel gains exposure for JAA. The site is managed through “Weebly”.

- C. Discuss adding Brown Act Training to September Board Meeting
Forman suggested that with the new school year and new board members our Brown Act training. A two-hour training can be offered after a Board meeting or on a Friday afternoon. Consensus was that the training would be best offered after our next Board Meeting, providing the meeting can be moved up to allow time for the training.

VI. CONSENT AGENDA

- A. Confirm hire of Part-time Secretary, Julie Kilkenny
- B. Confirm hire of 3rd Grade Teacher, Debra Schumann
- C. Confirm hire of Instructional/Reading Support, Darlene “Lyn” Reason

Sherrod requested that the offer letters specify the sick leave/vacation day policy rather than using the current line of “As described in detail in the Employee Handbook”.

Gonzales motioned for approval of the new hires with the changes specified by Sherrod. Savage seconded the motion. Motion approved by unanimous vote.

Ayes 5 Nays 0

VII. ACTION AGENDA

- A. Approval of Board of Trustee members Tricia Nielsen and Carol Pottorff (Forman)
Forman thanked the new board members for accepting this opportunity and asked them to introduce themselves and their background.

Pottorff has worked at American River College as a reading instructor and the Dean of Behavior Science over 250 classes with 45,000 students. Pottorff will be able to help point students in the direction of higher education. She is also a proponent of technology and reading. Pottorff is looking forward to meeting parents and scholars and infusing the journey to higher education. She has been a strong supporter of JAA throughout the founding of the school.

Neilsen has a background in building committees and education. She has worked with a legislative watchdog group and is particularly interested in working with school structure. She has served in many areas within schools including on the

Site Council, as a PTC President, and on the Program Analyst Committee that analyzed the Eureka School District budget to make funding cuts. In addition to a sound understanding of school funding, she also brings the parent perspective and wants scholars to have the best. Nielsen is grateful to have a scholar here and to be able to help JAA get better and better.

Nielsen asked that the spelling of her name be corrected from “Nielson” to “Nielsen” on the agenda and minutes.

The motion to approve the new Board Members was made by Gonzales, with proper spelling of Nielsen’s name. Favero seconded the motion. The motion was unanimously approved.

Ayes 5 Nays 0

B. Approval of procedure to approve textbooks (Happoldt)

Happoldt presented the flow chart explaining the process for the adoption of textbooks in the future. The proposed process includes: 1) Teachers will research & recommend textbooks, 2) Dean of Operations will order a sample from publisher, 3) A committee, including teachers and community members, will review the text in full and make recommendations to the Dean of Academics, 4) Dean of Academics will review the textbooks and the public will be notified that the book will be available for review, 5) Textbook will be available for public review and comment for two (2) weeks in the library, 6) Dean of Academics will summarize comments and make recommendations to Board, 7) Board action on recommendation, 8) Following Board approval, teacher will start planning and Dean of Operations will order textbooks, 9) Textbooks received, processed, cataloged and labeled before being provided to the classroom to our scholars

Discussion included that the research and recommendation process by teachers would begin in February for the following year and that the flow chart/process would need to be modified to: 1) add dates for each step of the process, 2) add a step for comments to be forwarded to the Board, 3) add option for what to do if the text is not approved and 4) change period for public review to “2+” weeks. Board to review process, with changes noted above, at the next meeting.

Proposed procedure to approve textbooks tabled until the next meeting.

Ayes Nays

C. Approval of Exit Interview Questions/Procedure (Brophy)

Brophy presented proposed Exit Interview Questions/Procedure for exiting employees and explained that the purpose is to create a process to gather opinions and comments when employees leave. The questionnaire provides an opportunity for feedback and recommendations for hiring a replacement and would also show that people are valuable.

The process includes a checklist for collecting all items and to notifying the back office to handle back office items.

The Board discussed that the questionnaire and procedure were a great idea and that idea should be carried through to scholars who leave as well. Favero and Forman requested that a similar process and questionnaire be created for scholars and be presented at the next book meeting.

Favero motioned for approval and adoption of the proposed Exit Interview Questions/Process. Sherrod seconded the motion. Approval was unanimous.

Ayes 5 Nays 0

D. Approval of Dissolution of Site Council and allocate funds to Parent Service Organization (PSO) (Sherrod)

Sherrod reported that the site council was found to be unnecessary because the Board of Trustees is so active and the instructions to the site council weren't clear. It became clear that the school really needed a Parent Service Organization (PSO) and site council wasn't able to do that. The decision was made to dissolve the site council and support a PSO and to transfer the site council funds of approximately \$3000, to the PSO as seed money to get going.

The PSO is designed to be a broad group with committees, known as "teams", addressing specific needs. The PSO will give parents a way to be involved and use their talents to support JAA. Karen Hansen has volunteered to donate time as PSO President.

Favero motioned to approve the dissolution of the site council and the transfer of site council funds to the newly formed PSO. Gonzales seconded the motion. The motion was unanimously approved

Ayes 5 Nays 0

E. Approval of PSO Bylaws and Treasurer Guidelines (Nielsen)

Nielsen requested that the Treasurer Guidelines be tabled until a later date. She presented the PSO Bylaws which follow a standard bylaw format. The PSO will exist under the John Adams Academy Charter, which is why Board needs to approve the Bylaws. The PSO will be made up of Teams and Team leaders, Officers, and Executive Board (made up of the PSO President and Dean of Scholars). The "webmaster" team will be removed because only the PSO president will have access to work on the PSO pages of the website. Team leader s will recruit parents to join them and they will "own" that project, giving them the ability to organize and follow through. All teams are listed in the Bylaws and teams can be added as needed.

Board discussion included the possibility of the PSO being a tool to help build a sense of community and involve parents in the vision of the school by adding a team focused on the mission, vision, classical/academic emphasis of the schools so that parents who understand could then mentor their children. Sherrod requested that the PSO also add a grants team and that each team adopt a core value to help stay on our vision.

Changes to the Bylaws were proposed as follows: 1) In Article II, Section 2, on Page 1 change “service” to “serve”. 2) In Article II , Section 3, remove “for and” and “and among” so that it reads “to provide a forum to foster communication between teachers and parents”. 3) In Article VIII, delete Section3 Webmaster. 4) Add a grants team. 5) Add a safety team. 6) In Article VIII, bold the headline “Section 8. eScript”. 7) In Article XI, give PSO membership the ability to vote to amend the bylaws and give the Board of Trustees the final authority to accept/reject any amendments.

The motion to table the Treasurer Guidelines and approve the PSO Bylaws with the changes above was made by Sherrod and seconded by Paul Savage. Approval of the motion was unanimous.

Ayes 5 Nays 0

F. Rescheduling September Board Meeting to September 6th or September 20th.
(Forman)

Forman proposed that the September Board meeting be moved from the regular date of September 13th to September 20th because he will be out of town. To accommodate Brown Act training immediately following, the meeting would be moved up to 3:00 PM.

Sherrod motioned to accept moving the regular September meeting to Sept. 20th at 3 PM. Nielsen seconded the motion. The motion was unanimously approved.

Ayes 5 Nays 0

G. Approval of change to Kindle Policy making Kindles optional for 6th grade scholars.
(Happoldt)

Happoldt presented the proposed policy change on behalf of the sixth grade teachers. Kindles are currently required for sixth -11th grade scholars but the sixth-grade teachers are asking that Kindles be made optional for sixth-grade scholars. Mrs. Boerman reported that the sixth grade scholar’s Kindles were more often not working than they were working and that it seemed that the 11 – 12 year old scholars were just not mature enough yet to properly care for them. Teachers would still be able to give documents by paper or Kindle and distribute them to parents and scholars through email. Scholars would still have the option of using a Kindle, but the parents would not be required to provide one.

Favero motioned to approve the proposal to make Kindles optional for sixth grade students and Sherrod seconded the motion. The motion was unanimously approved.

Ayes 5 Nays 0

H. Approval of adjustments to School Calendar

Happoldt presented the request to change the School Calendar by 1) moving a teacher prep day from January to October to allow teachers to prepare for parent teacher conferences, 2) Moving parent-teacher conferences back by one (1) week to allow for report card preparation, printing and preparing for conferences. These changes are simply shifting dates within the quarter.

Discussion of the School Calendar included the need to ensure that events such as Back to School night, early release days and other important dates are on a calendar for parents. The Board agreed that these dates could be added to the school's event calendar rather than incorporated into the School Calendar.

Motion to approve the changes to the School Calendar was made by Favero, with the understanding that all events and dates will be added to the events calendar. Gonzales seconded the motion. Motion was unanimously approved.

Ayes 5

Nays 0

CLOSED SESSION

A. Public Employee Appointment

Pursuant to Section 54957: Three (3) Deans

VII. NEXT MEETING – Thursday, September 13th, 2012 4:00 p.m.

VIII. ADJOURNMENT – Time

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
Student-empowered learning
Fostering creativity and entrepreneurial spirit
High standards of academic excellence
Modeling what we teach
Abundance mentality
Maintaining a culture of greatness*