

V. ANNOUNCEMENTS: Information Only Section

A. Financial Update on family contributions for materials and supplies (Brophy)

Brophy reported that \$27,000 has been collected from parents through the \$100 per scholar donation program. Last year JAA collected \$15,000 through the program. Approximately fifty percent (50%) of the families have contributed this year, including those paying in installments. Brophy stated that so far JAA has not had to use general fund dollars for classroom supplies.

In response to Forman's questions about further financial reports that can be used in looking forward Brophy reported that JAA is waiting to confirm that our waivers have been approved. She updated the Board that we have received a deposit into our account and have received all of last year's waivers. JAA currently has a positive cash flow and is up-to-date on all bills, due in part savings realized because of discounts on curriculum purchases. Brophy reported that it appears JAA should be able to meet all of its obligations through December. JAA can apply for waivers in January for the second block, which are usually granted if first block are granted.

Forman asked that Brophy make a report to the Board at the next meeting projecting through June 30th, to make sure JAA maintains in the positive.

B. 24/24 Extreme Makeover update (Dildine/Brophy)

Brophy reported that JAA has received \$5,200 from the Extreme Makeover – Music Edition fundraiser and is still receiving checks. The fundraiser didn't meet its goal but the funds raised are a good start. The fundraising committee has discussed avoiding scheduling fundraisers at the start of the school year when families have just paid their donations and expended funds preparing for school. It was also noted that the fundraiser didn't necessarily reach outside the JAA family as planned. Brophy is working with Jane Dildine to strategize.

C. Enrollment status update (Brophy)

Brophy reported that JAA's current enrollment is 665 scholars, with enrollment offers out to an additional 68 families. The staff has followed up the offers with phone calls. Based on the response and JAA's waiting lists she estimated that enrollment will likely be about 28 under the budget projection of 752. Although enrollment is full in the lower grades and we can anticipate those remaining full as they move through the grade levels, she noted that JAA will probably not be able to fill the tenth (10th) and eleventh (11th) grades because scholars are too tied to their friends at that stage to want to change schools. She also explained that later in the school year it becomes even harder for families to make a change in schools.

Savage questioned why enrollment is lower than expected based on scholar applications and Brophy explained that families often put their scholars on multiple enrollment lists to leave options open and then wait until school starts to make final enrollment decisions. When enrolled scholars don't notify the school that they are withdrawing but don't return for the school year, schools have to wait until the scholar has been absent for ten (10) consecutive days before they can offer that position to a new scholar.

Forman asked the Board and administration to collectively think of ways to attract scholars in the tenth (10th) and eleventh (11th) grades. It was suggested that new high school students may want to bring their friends with them and that those students could be invited for a trial day/shadow day. Another suggestion was to put parents in cue with immediate phone calls to verify parental interest to cut down the waiting time of non-respondents. Board help to make the calls was offered if needed. It was suggested this may be needed as attendance reporting for funding purposes was happening in the next few weeks. Therefore, enrollment should receive the highest priority. Brophy reported that we have had some high school students shadow our scholars this year. This option could be discussed with the high school scholars at the Lunch and Learn lunches.

Lunch and Learn meetings with scholars will begin Monday, October 1st. Amy Evans will send out a sign up calendar for Board and administration to sign up to lead the lunch meetings.

D. WASC/Curriculum Update (Happoldt)

WASC: Happoldt reported that the WASC home groups have been writing their responses to the WASC questions. Those responses are due to Happoldt by 5 PM Friday, September 21st. The Deans will review the responses with Sandy Noel and then give them to Amy Evans to standardize and edit into the application. Happoldt also reported that JAA has received our bill for \$600 for the initial WASC visit. The application fee was \$150 and there will be an additional fee for the second visit.

Curriculum: Happoldt reported that the Shurley English program is receiving great positive feedback and is a productive grammar program. The Well Trained Mind is currently being woven into social studies curriculum and staff development will assist with weaving it through other academic areas after the WASC paperwork has been submitted. The elementary staff has identified the need for three (3) early intervention reading programs. Two of the programs can be acquired through staff contacts. The third one costs approximately \$60.00.

Happoldt also reported that there are still curriculum needs, especially for high school science materials. She explained that the majority of the science needs are one-time expenses needed to set up the lab, such as beakers, measuring glass, tools for experiments, and an eye wash station. Some of these are significant expenses. The original request for science supplies was approximately \$10,000 and JAA has provided \$2,500 of those supplies. A JAA family has offered to donate about \$1,200 toward those supplies and is reaching out to their contacts for secondary items.

Forman questioned why curriculum funds have not been used to make the purchases and Brophy explained that remaining curriculum funds have been allocated for stipends for WASC and Sandy Noel. Forman expressed that the JAA curriculum is of primary importance and the school needs to provide for academics first. He suggested using the funds in the fundraising account to meet these needs. Brophy reported that the fund balance is approximately \$20,000 and that the Board previously instructed that those funds not be used for expenses outside of fundraising so that money would be available to use to make money. Gonzales confirmed that had been a concern and Sherrod reported that the fundraising committee is raising additional funds, through the Bunco night and other events, for that purpose.

Additional JAA funding needs were discussed including software to support curriculum, Microsoft Office for the teachers and mentor coordinator, reading intervention programs,

expenses for art, risers for the music program and a transition to Aeries.net software for the entire staff. The Board discussed the priority of supporting academics through curriculum and noted that JAA has added art programs at a time when many schools are cutting them out.

Brophy reminded the Board that after we receive confirmation that waivers have been granted JAA will be able to take a step back to see where we are. JAA will have another payment show up in the country treasury next week if the waivers have been granted. She reported that the auditors will be here next week and then it will be a new month. Time has been scheduled after that to run the budget for rest of the year.

Forman directed that the Board separate their discussion from the general fund to needs that can be met through the fundraising account. He recommended that the Board give direction to meet immediate academic needs from that account to fill in gaps, and that if JAA receives unexpected money to the general account next month it can be used to pay it back to the fundraising account as it was for academic needs. Sherrod reported that last year's fundraising event cost \$2,000 and raised \$30,000. Forman recommended that the Board direct the administration to expend the funds because if JAA has academic needs to meet and has \$20,000 in the fundraising account. The discussion included: 1) purchasing the science materials at approximately \$8,000, 2) transferring to Aeries.net for \$1,500 to provide access for administrators and expand teacher access rather than buying the three required programs needed to install the current Aeries program on additional computers, 3) Purchasing the early intervention programs identified by staff for approximately \$60, 4) Risers for the music program. The board agreed with these four (4) items and clarified the need for these and other academic priorities. The Board directed staff to not delay these four academic needs. It was mentioned this would leave the fundraising account with a comfortable cushion of \$5-7,000 far in excess of what was needed for a fundraising event. Additionally, software for Outlook and Access was discussed and approved so all teachers would have access to calendar information.

Forman estimated that the expenses total approximately \$12,600 which would leave almost \$7000 for fundraising purposes. The Board collectively agreed to the purchases deemed appropriate by verbal vote.

E. STAR test results (Happoldt)

Happoldt reported that according to STAR test data made public by the State of CA, JAA is looking very strong. Scholar scores have been release and the school score will be released in October. The majority scored a score of 350 or above with 350 being proficient. Scholars scored basic in Algebra 1, but scored very well in language arts. The school has received parent phone calls thanking them for the impressive scores in language arts for scholars who were below proficient before coming to JAA. Happoldt noted that now that math scores are expected to improve now that JAA has Mr. Minsky teaching math. She confirmed that JAA tests both at the beginning and the end of the year to ensure proper placement of scholars.

Nielsen offered congratulations to JAA's teachers, scholars and families for their work in producing these results.

F. Update on Beta testing for volunteer form (Brophy/Brabon)

Brophy reported that a Colorado-based software design company, SAS is donating a customized program for us to track volunteers. JAA parent, Stacey Syphus, who works for SAS, sent a

request to the owner of the company who approved the development and donation of the program. Stacey will work with Wendy Brabon and Amy Evans to develop specifics of what needs to be included and how to get the skills of our community into it, and will provide that information to the programmers. Long term, this program will be a great asset. For now, volunteers are filling out paper forms.

G. Mentor program update (Hydrick & Yniguez)

Hydrick reported that the upper grade mentoring program has a database of twenty-eight (28) potential mentors, including seventeen (17) that are pretty serious and eight (8) with syllabi submitted. Of these, many are returning mentors. Proposed programs include acting, dancing, Diary of Anne Frank, Biography of Frederick Douglass, computer courses and digital art. New, unique programs are also proposed in cosmetology, as it applies to health and culture, and creative writing including medieval writing and book binding and JAA may also be able to get an archery mentor program and acquire equipment through Fish & Game. Hydrick reported that the elementary mentor program is struggling and currently only has two (2) mentors. One mentor will teach from the Alchemist, tailored to the younger grades, and another will use a Wells Fargo personal management program with videos of an alien visiting earth to teach budgeting of money and time.

At the elementary level, Hydrick recommended that the program be modified to four (4) rather than nine (9) weeks. He explained that shortening the commitment would help with mentor recruitment by reducing the time and lesson preparation commitments, and is supported by teachers. Shortening the elementary program would allow programs to be offered to more classes as a mentor could use the same four lessons but teach them to a new group of students. Nielsen commented that this would also be better for the attention span of the younger scholars. Yniguez pointed out that a mentor could also shorten the commitment by getting a partner to do part. Happoldt responded that a shorter program could be done similar to the docent program so that each week has some excitement to it. Gonzales asked if JAA will be pursuing having upper grade scholars mentor the younger scholars and Hydrick explained that this was implemented last year where scholars presented a puppet play and taught dance for younger scholars.

Other highlights reported by Hydrick were:

- The scholar applications have been received back from upper scholars with their personal mission, interests, etc. These will give a feel for each scholar and help identifying the interests that we can recruit mentors for.
- An electronic community survey was sent to all JAA parents that will help in mentor recruitment as well. One hundred (100) parents have responded in just three (3) days. The surveys have had great information that can be used to approach potential mentors in an interest area or with particular experience.
- The mentor application has been trimmed down from five (5) pages to one (1) so that it is less intimidating.
- In evaluating last year's program, mentors need to focus more on America's Heritage, helping scholars to understand their personal mission and on the elements of statesmanship. This year scholars will write short essays on statesmanship, core values, and on their personal mission.
- A weekly student accountability report has been created to help mentors track progress in the program and provide grading support. Hydrick reported that by end of last year, scholars were not attending their mentor classes, were "skipping", and were changing

classes, causing grading problems. The new report shows how points will be earned through projects, essays, and attendance and will help in grading and accountability.

- The mentor program will continue keeping both hard copies and digital copies of student mentor portfolios which presents software and record keeping challenges.
- Hydrick is working to specify the mentor classes required for graduation. These include The 7 Habits of Highly Effective Teens, 5,000 Year Leap, financial planning, and history courses. A study skills course for younger grades and a college preparation course for older scholars are recommended. Hydrick will work with Dean Yniguez and the Board to get the requirements into the handbooks.

Still needed are: updates to the scholar database, improved communication so that Hydrick is aware when scholars leave or change schedules, and software, such as Microsoft Office and Access, to help with development of program materials and program management.

Hydrick reported that the first session of mentoring is scheduled to start October 26th and run through January 18th. Nielsen pointed out that the Harvest Day festival starts on Oct. 26th.

Discussion included starting mentoring the following week because many of the older scholars are helping with the festivities. Consensus was to begin the mentoring program on Friday, November 2nd. A Mentor Orientation will be held October 5th at 8:30 AM for all mentors.

Forman requested that Hydrick prepare the list of mentor classes, specifying electives and classes required for graduation, for the next Board meeting. He also asked Board members to contribute ideas for which classes should be required and asked Hydrick to map out, per year, what scholars will take at each grade level. Discussion included creating courses in etiquette and manners, study skills and The 7 Habits of Highly Effective Teens. The question of creating year-long mentor classes was considered and it was determined that these would be better served as clubs, allowing the mentor program to focus on building well-rounded scholars.

Forman complimented Hydrick on the grading template he created and asked Hydrick to design sample materials or templates to help potential mentors understand what the program could include for younger scholars and to simplify the process. He also directed Hydrick to work with Amy Evans to send an email blast to offer the opportunity to get into the classroom to more potential mentors. Forman recommended adding a formal class with older scholars reading to younger scholars for four (4) to nine (9) weeks. Yniguez suggested working with the librarian to find resources to teach older scholars how to read to younger scholars.

Hydrick also reported that he has helped to set up an internship with a college student who wants to work with special needs classes, that the elementary level flag ceremonies are up and going and that he is working on ways to get the morning music playing. Currently the playlist resides on a computer that is not always available.

H. Communications Update (Evans)

Postponed to conserve time.

I. Rifle club update (Brophy)

Brophy reported that our insurance carriers are not able to add insurance for us for a rifle club. She has presented other community sponsored rifle club opportunities to the parent sponsor who was not interested. Brophy informed the Board that the insurance agent recommended that the sponsor create a limited liability club, not associated with JAA, and get an insurance policy

through a local gun club. The parent is working on finding other insurance to cover the club. Discussion included whether this was truly a scholar-driven club, the importance of maintaining the confidence of our insurance companies and the possibility of scholars tapping into community resources to provide this experience. The club was approved previously by the Board pending insurance approval and then legal review. Board members clarified that because the insurance approval has not been secured no club activities, including recruitment, can begin. It was pointed out that if insurance is secured, the club will still have to go through legal review before commencing on campus. Yniguez will communicate this information to the club sponsor.

VI. CONSENT AGENDA

- A. Confirm independent contract with speech pathologist, Donna Northcutt
- B. Confirm independent contract with speech pathologist assistant, Karen Ellis
- C. Confirm hire of part-time yard duty positions, Calene Duesenberry, Annette Gilbert, Ana Kilmer, Jennifer Karczewski, and Cindy Almon.

Motion to approve consent agenda was made by Sherrod and seconded by Gonzales. The items were approved by unanimous vote.

Ayes 5 Nays

VII. ACTION AGENDA

- A. Approval of CPA contract for Gilbert Associates, Inc. (Brophy)

Brophy reported that we received a quote for CPA services from Gilbert for \$2,300 and from Galina for \$3,000 quote. Brophy explained that the audit services and CPA services provided by Gilbert are through two different arms of the company and using the same company for both is not unusual. She recommended using Gilbert as JAA's CPA firm.

Motion to approve CPA contract with Gilbert Associates was made by Sherrod and seconded by Savage. Motion passed on unanimous vote.

Ayes 5 Nays 0

- B. Approval of updates to Employee Handbook (Evans)

Evans explained that the handbook had been updated to include Board policy changes since the last printing and to standardize language. Sherrod pointed out that the document contained typos and wording of several policies that needed to be reviewed for accuracy. She questioned whether the sexual harassment training specified is being provided, the catastrophic leave section was accurate, if the school has developed the emergency plans called for and whether elements on the harassment reporting forms were appropriate. Attorney Kim Kingsley Bogard, who was attending to provide Brown Act Training for the Board, explained that the statements on the harassment reporting form were based court standards. Evans and Brophy explained that the majority of the wording came from previous handbooks and Board minutes of changes. Yniguez updated the Board that the emergency plan is in progress including a campus inspection by a security professional who is also a scholar's parent. It was determined that due to the policy questions involved and the limited time in this Board session, the Employee Handbook would be

tabled for another reading. Amy Evans will provide a new, edited copy for the next Board Packet.

A motion to table the Employee Handbook until the next board meeting was made by Nielsen and seconded by Gonzales. The motion was unanimously approved.

Ayes 5 Nays

C. Approval of updates to Parent-Scholar Handbook (Evans)

Sherrod questioned provisions of the Scholar – Parent Handbook regarding hazing under the discipline section. Due to time constraints, the recommendation was made that the review of the Scholar-Parent Handbook be tabled until the next Board meeting.

A motion to table the Scholar-Parent Handbook until the next board meeting was made by Nielsen and seconded by Gonzales. The motion was unanimously approved.

Ayes 5 Nays

VIII. NEXT MEETING – Thursday, October 11th, 2012 4:00 p.m.

IX. ADJOURNMENT for Brown Act Training at 5 PM – 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