

Leslie Nielson, mother of three scholars, requested the Board consider switching uniform shirt providers to Lands End because of quality, guarantee and pricing. She reported that her scholars' uniform shirts were coming apart after only six weeks and that Lands End uniforms are guaranteed. Chairman Forman explained that the current company was chosen because they provided all of the shirts, including shipping, as the school was being organized and were willing to wait almost six months before they were paid. He also explained that because this is not an action item on the agenda the Board cannot take action on it at the meeting but that reviewing vendors is within the scope of the Administrative Cabinet.

V. ANNOUNCEMENTS: Information Only Section

Dean Happoldt reported that JAA received a first year API score of 899. This score includes CASEE and writing scores for 2nd – 10th graders and that 100 percent of JAA scholars tested passed the CASEE. This is well above the State of California requirement of a score of at least 800. Dean Forman explained that the score is significant also because the JAA doesn't teach to the test, but teaches well and the test scores follow. Happoldt attribute the success to all stakeholders in community; including parents, teachers, and all staff; the climate and culture maintained by our facilities crew, our librarian who inspires in the hall and parking lot and others who come together to create a climate of greatness. The Board expressed gratitude to the staff.

Board Member Nielsen reported that the cross country team had a great season and awards ceremony.

Teacher Mrs. Boerman reported that the student council elections will be held tomorrow. Students applied, were interviewed by Dean Yniguez and campaigned. Advisory candidate will give speeches to their classes and then hear school representative candidate speeches at the assembly. Upper scholars will vote at a voting booth where they will mark their own ballot, deposit it and get a "voted" sticker. Volunteers will help count ballots and hope to have them tabulated to announce before scholars go home on Friday. Dean Yniguez reported that the elementary scholars will be voting in class.

A. Fundraising policy update (Nielsen)

Board Member Nielsen reported that the fundraising policy has been revised down from 6-7 pages to tell what can be done and how to do it, in least number of words. The new policy includes a statement of intent, explains the process and guidelines and the reporting of funds. The new document also outlines the objective of the Development Director in strategic planning and promoting the mission and vision to fundraise from outside sources. The fundraising process will use the Event-Activity-Fundraising planner and a Donations Binder to track fundraising requests and coordinate with the Development Director. The policy also provides flexibility to allow for additional fundraising opportunities as they arise, including for class field trips and for clubs which are student inspired, parent led and self-funding. Nielsen also pointed out that the policy provides for supporting outside charitable causes and encourages our community to be charitable in nature.

B. Update on Mentor class requirements for High School Graduation
(Hydrick/Yniguez)

Dean Yniguez reported that the Board had discussed having specific mentor classes as requirements for graduation. In consulting with Chairman Forman, Linda Forman and Mentor Coordinator Hydrick was determined this would not be prudent because it would require a shift in focus for the mentor program and a change in graduation requirements as a whole. Chairman Forman explained that the vision for the mentor program was that scholars would develop an area of interest and then, by the time they are seniors, they would be able to get one-on-one mentoring; moving through the levels of information, inspiration and then “whispering” from someone who knows that area and can reach them because they have discovered their special excellence.

Dean Yniguez commended Hydrick for the enormous amount of progress he has made in streamlining the process & making it more efficient. Highlights include identifying more mentors for the elementary grades, creating a scholar accountability report for upper scholars to help with grading and monitoring progress, and providing mentor training and marketing.

Discussion included the intent to include a classic in all upper grade mentor classes and the need to increase marketing to attract mentors. The Board suggested updating the mentor portion of the web site, using the course offering spreadsheet to interest others and having materials created to leave behind as Hydrick meets with potential mentors. Development Director Dildine also reported collecting materials from many community members who would be potential mentors while at the Career GPS Expo with the upper grade scholars. She will pass these leads on to Hydrick.

C. Update on Audit Process (Brophy)

Dean of Operations Brophy reported that the audit is almost completed and that the books will have to be closed and the report readied for approval at the December Board Meeting. She explained that this year’s audit went back to inception of the school and included quite a bit of testing. The auditors noted that recording keeping in 2010 was not strong and we will have some deficiencies noted for lack of documentation in that time frame including some missing Board minutes and other records, and errors in how receivables were booked by Loomis. She explained that those mistakes have been scrubbed and we have learned a lot that will help in going forward. The auditors have tested what we have been doing since January and are comfortable with what is being done now. Brophy also reported that we will receive an additional bill for \$5,600 because the scope of work required by the audit was much greater than previously estimated.

In discussion it was noted that the deficiencies were from before the current leadership and that the Deans have done a lot to plug those holes and make sure necessary processes are there now. The question was raised whether the Loomis Union School District should be responsible for a portion of the additional charges because their mistakes also contributed to the additional costs. Dean Brophy will discuss this with Loomis. The Board asked that details regarding the additional charges and the scope of the audit be provided prior to paying the bill. The Board also commended Dean Brophy for her exceptional efforts in creating processes and assisting with the audit and stated that the auditors have had high praise for her as

well. Brophy reported that the auditors were more than gracious and noted that Gilbert works closely with several banks and that the auditor writing our audit letter has influence with bankers. She noted that while it was uncomfortable sitting across the table with some of the mistakes, we have shown all of the background and processes so that the auditors can give us their confidence and a positive face in business.

Chairman Forman requested that the next audit be scheduled for August of 2013.

VI. CONSENT AGENDA

A. No Business

VII. ACTION AGENDA

A. Approval of revised Textbook Adoption Process. (Happoldt)

Dean Happoldt presented a textbook adoption process compiled to include all of the elements identified as important and requested by the Board. In analyzing the proposal it was noted that the process as written is protracted and may take too long to complete, can get bogged down at several points and limits the ability to change texts when teachers find a better book. The Board emphasized that teachers are hired for their ability to use classics and that the textbook adoption process should not be allowed to impede their ability to incorporate those types of literature. Dean Happoldt clarified that this process is for major investments such as classroom sets of textbooks, such as in the case of AP courses, not for those being used as a spine only.

Discussion included the need to provide a fast-track for some situations and the intent to give teachers a great deal of autonomy in designing their programs. The need to make sure that the school can show parents how those decisions are made and that parents have the opportunity to review proposed texts was also noted and the committee to review the texts prior to review by the Dean of Academics was identified as potentially an unnecessary step. Upon request for recommendation Dean Happoldt requested that the administration be allowed to refine and simplify the process.

Motion to table approval of the textbook adoption process pending revision was made by Board Member Gonzales and seconded by Board Member Sherrod. The motion passed unanimously.

Ayes 6 Nays 0

B. Approval of Fundraising Policy (Nielsen)

Motion to approve the fundraising policy as previously described was made by Board Member Sherrod and seconded by Board Member Favero. The motion passed unanimously.

Ayes 6

Nays 0

C. Approval of Scholar Exit Questionnaire (Brophy)

Dean Brophy presented a scholar exit questionnaire for approval of the Board. The scholar exit questionnaire was based on the exit interview for staff that was previously approved by the Board. The questionnaire is intended to be completed during an interview with exiting families and then reviewed by the Administrative Cabinet to determine why scholar's leave.

Discussion included identifying both why scholars come to the school and why they leave. Dean Happoldt reported that to date this year four families have withdrawn their scholars for various reasons including too much academic rigor, scholar-to-scholar issues, medical issues and moves out of the area, and that according to our recent survey and interviews so far, scholars are coming for the core values, over-all environment, challenge, and word of mouth recommendations from happy scholars.

The Board requested that this information continue to be collected and a monthly report be made to the Board including the number of families entering and withdrawing from the school, the current scholar openings, status of offers for enrollment, and the positives and hot button issues reported.

Dean Brophy reported that the current enrollment is 672 with two new scholars starting and 30 offers for enrollment sent. The school currently has room for 10 kindergarten scholars, a few open seats in grades 1-3, and no available room in 4th or 5th grade. In the 6th grade the Deans are exploring the possibility of adding another Math 6 class because potential scholars are testing lower than our track. Adding the class would increase the potential of filling the middle school, which won't be possible with the current track and potential scholar pool. Suggestions included finding a teacher to teach one class per day and discussing the issue with the current teachers.

Motion to approve the scholar exit questionnaire was made by Board Member Sherrod and seconded by Favero. The motion passed unanimously.

Ayes 6

Nays 0

D. Internet Safety Form (Brophy)

Dean Brophy presented a proposed Internet Safety Form to get buy-in from scholars and parents, set proper expectations and encourage scholars to take responsibility for their online activity at school. Dean Brophy clarified that the school does not have a current internet safety policy but does have good internet filters.

Discussion included that the form should have a place for parents to check "Yes" or "No" and should be part of the handbook. It was noted that scholars should not be held responsible for content that "pops-up" without their intent.

Motion to approve the proposed Internet Safety Form with the addition of a place for parents to check "Yes" or "No" was made by Board Member Favero and seconded by Board Member Savage. The motion passed unanimously.

Ayes 6

Nays 0

E. Approval of Resignation of Carol Pottorff as member of Board of Directors (Forman)

Chairman Forman presented Carol Pottorff's resignation.

Motion to approve resignation of Carol Pottorff was made by Board Member Nielsen and seconded by Board Member Sherrod. The motion passed unanimously.

Ayes 6 Nays 0

F. Approval of Employee Handbook (Evans)

Communications Director Evans reported on minor revisions to the Employee Handbook including changing "school" to "academy", "Executive Director" to "Dean" and "Board of the School" to "Board of Trustees". The revision also clarified that medical benefits and COBRA benefits are not provided for part-time employees and the work schedule was changed from 8:00 am – 5:00 pm to 7:30 am – 4:00 pm to fit with the school schedule.

Discussion also included trade-marking the JAA logo. Board Member Sherrod volunteered to contact JAA parent, Sharon Fenton, who has experience in that area. Also discussed was a discrepancy in the Catastrophic Leave section which allows employees to donate one sick day to a catastrophic leave pool but also requires them to maintain all 10 of their allotted days. The section could be corrected by eliminate the remainder of the sentence after "illness" on page 20 to read "Employees may donate one (1) sick leave day that they have accrued per fiscal year to a sick leave bank for Academy employees suffering a catastrophic illness."

Motion to approve revisions to Employee handbook and strike phrase after illness on page 20, Section 1, as noted above, was made by Board Member Favero and seconded by Board Member Nielsen second. The motion passed unanimously.

Ayes 6 Nays 0

G. Approval of Parent Scholar Handbooks (Evans)

Communications Director Evans present revisions to the Scholar – Parent Handbook for approval. The handbook was revised to add a vision, classical leadership education and core values page, reinforce the vision throughout, better address the scholars and parents and emphasize the positive culture of JAA. Longer sections of the handbook, such as the policies on communications discipline, Kindles and uniforms were moved to appendixes and more general statements and references to the policies were included in the body of the handbook. An acknowledgement form was also added to the back of the handbook with checkboxes for each statement to be acknowledged.

Chairman Forman complimented the changes in giving a flavor of who we are as an academy and why we have higher expectations and values.

Discussion included the need for reinforcing the processes for classroom visits and safety on campus and the addition of the new PSO safety team to allow parents to assist in

researching and formulating possible policies and processes. Evans noted that some processes, such as drop off and pick up were written into the handbook where only policy should have been included, to allow for flexibility in adopting improved processes as needed.

It was noted that details like the academic hours and schedules are also contained in the handbook and may need to be adjusted for the coming school year for compatibility in scheduling for activities and events without disrupting academics. Dean Brophy offered several possible scheduling options and Chairman Forman requested that the Deans bring proposals for the academic schedule to the December Board Meeting for review.

Motion to table approval of the Scholar-Parent Handbook so that Evans can revise sections on drop off and pick up was made by Sherrod and seconded by Gonzales. The motion passed unanimously.

Ayes 6

Nays 0

Chairman Forman reported that the stairs are under construction on the West side of Building C.

Board members were reminded of the Board report at the staff meeting on Friday at 1:30. Board Member Sherrod was assigned the Thought of the Day for the next Board Meeting.

A special Board Meeting was called for October 25th at 4 p.m. to discuss a consultant contract and the academic budget.

**VIII. NEXT MEETING – Special session Thursday, Oct. 25th, 2012 4:00 p.m.
Regular meeting Thursday, Nov. 15th, 2012 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

Student-empowered learning

Fostering creativity and entrepreneurial spirit

High standards of academic excellence

Modeling what we teach

Abundance mentality

Maintaining a culture of greatness