



The Academy

11800 Lowell Boulevard, Westminster, CO 80031-5097 (Main Campus)
12161 Park Centre Drive, Westminster, CO 80234-2782 (North Campus)
Phone: 303-289-8088 Fax: 303-289-8087 Website: www.theacademyk12.org

“Pursuing Truth, Wisdom, Excellence”

Mission Statement: “The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.”

THE ACADEMY

Board of Directors

Executive Work Session

Monday, March 30, 2020

5:30 pm – 6:55 pm

Public business may be discussed during this session. No votes will be taken at this Executive Work Session.

AGENDA

- Finance / Bond update 45 minutes
- Remote Learning Plan & update 20 minutes
- [Enrollment Policy](#) proposed changes 10 minutes
- Planning for April 20th return/Plan for “no return” 10 minutes

THE ACADEMY

Board of Directors

Board Meeting

Monday, March 30, 2020, 7:00 pm

- Open Meeting
- Invocation and Pledge of Allegiance
Invocation Disclaimer: *It is customary for The Board to open all meetings with an Invocation and Pledge of Allegiance. Anyone offended by this may leave the room during this time or may choose not to participate during this time, after which you may return.*
- Consent Agenda - *Expectation: Review previous minutes and identify areas where clarification or corrections are needed. Review current agenda and identify/ discuss any potential additional agenda items.*
 - Approve Agenda
 - Approval of [January 27, 2020 Minutes](#)

Consent Agenda	
Moved By	
2 nd By	
Action	

Y/N/P/A	Name
	Drewlow, S
	Klenjoski, D
	Miller-Carlson, T.
	Sanchez, K
	Stock, M.
	Walsh, B.
	Weaver, G

- IV. Public Comment - *Expectation: Listen and consider any public comment. Board will discuss as any potential responses as a Board at a later time.*
The chairperson will recognize anyone who signs the request form before the meeting time. Public comment and input shall be limited to fifteen minutes total, ten minutes per topic, and 3 – 5 minutes per speaker. Neither Board members nor Academy staff is obligated to respond to comments or input. The Board will provide written responses as deemed appropriate.
- V. PTO Report - *Expectation: Review any written or oral PTO report presented.*
- [February](#)
 - [March](#)
- VI. Reports from Director, Principals, and Committees
- a. Chief Officer's Reports – Typically discussed in Work Session-may overflow into meeting
 - i. Executive - Interim CEO - *Expectation: Review ICEO/CFO report and ask questions as needed.*
 - b. Committee Reports
 - i. Finance
 - [February](#)
 - [March](#)
 - ii. [SACademic](#)
- VII. Presentation/Discussion
1. Bond Refinance Initiative
 2. Work Session Summary – *Expectation: Board members summarize actions/presentation from work session for inclusion in formal meeting minutes.*
- VIII. Executive Summary – *Expectation: Review Policy, prepare questions (as needed). Goal is to approve policy this meeting.*
1. Enrollment Policy Approval
 Recommended Motion: Move to approve the Enrollment Policy
 2. Bond Refinance Initiative Approval
 Recommended Motion: Move to approve the Bond Refinance Initiative
- IX. Board Meeting Self Scoring - – *Expectation: Board members discuss the meeting and provide feedback to the ICEO to improve the process and meeting efficiency moving forward.*

Scoring Rubric	
1	Unsatisfactory
2	Satisfactory, looking for significant improvement
3	Satisfactory, improving but still below expectations

4	Efficient meeting, meets expectations
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X. Adjourn Meeting



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THE ACADEMY Board of Directors Board Meeting Minutes Monday, January 27, 2020

DRAFT

Board Members Present

Michael Stock	-	Chairperson
Tamela Miller-Carlson	-	Board Member
Greg Weaver	-	Board Member
Sarah Drewlow	-	Board Member (phone-in)
Dan Klenjoski	-	Board Member
Kevin Sanchez	-	Secretary
Brad Walsh	-	Board Member

Also Present

Tony Fontana	-	Interim Chief Executive Officer
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Minutes of the regular Board meeting of The Academy held at 11800 Lowell Blvd., Westminster, CO 80031 in Adams County on January 27, 2020.

- I. Open Meeting
A quorum being present, Mr. Stock called the meeting to order at 7:05 pm and gave the following disclaimer:

Invocation Disclaimer: *It is customary for The Board to open all meetings with an Invocation and Pledge of Allegiance. Anyone offended by this may leave the room during this time or may choose not to participate during this time, after which you may return.*

- II. Invocation and Pledge of Allegiance
Mr. Stock opened the meeting with an invocation and the Pledge of Allegiance.
- III. Consent Agenda
Mr. Stock moved to approve the agenda. This was seconded by Mr. Sanchez.
Discussion: None

Ayes: Drewlow, Klenjoski, Miller-Carlson, Sanchez, Stock, Walsh, Weaver
Nays: None

Motion Carried 7 – 0

IV. Public Comment

No questions from the Public at this time.

V. PTO Report

The board commented that the Cycle Bar was well received.

VI. Reports from Director, Principals, and Committees

a. Chief Officer's Reports

i. Executive – No questions at this time.

b. Committee Reports

i. Finance – The Board asked about the finance committee with regards to, what the mood was and how they will move forward. The finance committee has a lot of longevity and history. There are process/procedures that have been in place for many years. With the change in leadership, it is a good time to be open to any improvements that can be made. The expertise on the team is there, not only to approve how we are doing business now, but also to explore other areas.

ii. SACademic – The committee reviewed the capstone project, and they are seeing a lot of success with the creativity. Students are really getting excited about it. There is on-going course monitoring being done. The committee also talked about the UIP as part of the SACademic review.

VII. Discussion

1. Work Session Summary – Discussed Budget update, Bond re-finance, the CEO/CFO succession plan, and the board communication plan for the succession was finalized. The board was lucky enough to have Ms. Terry Croy Lewis from CSI join us. Ms. Croy Lewis appreciated the invitation to be involved in our board meeting. Ms. Croy Lewis said, "The Academy has a great communication plan and CSI looks forward to working with the new leadership team". In addition, she commend us on how we approached this difficult time of losing our school leader. "We are a role model for other schools in preparing for a strong succession plan that has been in the works for a number of years".

2. Junior Class off-campus proposal

The Board supports the students in this initiative; as long as they follow their administrators, lead then the Board is fully behind this proposal. The board voted and was unanimous.

VIII. Executive Summary

1. 2020-2021 School Calendar

Mrs. Miller-Carlson moved to approve the 2020-2021 School Calendar. It was seconded by Mr. Stock.

Discussion: None.

Ayes: Drewlow, Klenjoski, Miller-Carlson, Sanchez, Stock, Walsh, Weaver

Nays: None

Motion Carried 7 – 0

2. Motion to move forward with announcing Mr. Brent Reckman as the selected finalist for the position of Chief Executive Officer at The Academy.

Mrs. Miller-Carlson moved to approve and it was seconded by Mr. Walsh.

Discussion: None.

Ayes: Drewlow, Klenjoski, Miller-Carlson, Sanchez, Stock, Walsh, Weaver

Nays: None

Motion Carried 7 – 0

IX. Board Meeting Self Scoring

Scoring Rubric	
1	Unsatisfactory
2	Satisfactory, looking for significant improvement
3	Satisfactory, improving but still below expectations
4	Efficient meeting, meets expectations

_____4/4_____

X. Adjourn Meeting

Mrs. Miller-Carlson motioned to Adjourn. Mr. Walsh seconded. The meeting was adjourned at 7:50 pm via a verbal all aye vote.

[RETURN TO AGENDA](#)



The Academy of Charter Schools PTO Meeting Minutes February 4, 2020

Call to Order

A meeting of the Academy of Charter Schools PTO was called to order by President Sarah Ortiz on Tuesday, February 4th at 5:00 p.m.

Attendees

Brandy Lovato - President
Sarah Ortiz – Vice President
Karianne Klenjoski – Secretary
Ioana Makkai Dutchievici – Treasurer
Karen Marshall – Spirit Night Coordinator
Holly Wogoman – Academy of Charter Schools Staff Member and PTO Liaison
Parent Roster – On File

Approval of Minutes

The January 7, 2020 meeting minutes were reviewed and accepted as presented.

Officer's Reports — Treasurer

- Ioana Makkai Dutchievici reviewed the Treasurer's report; see attached.
- Makkai Dutchievici stated the City of Westminster doesn't have PTO listed in their system as being tax exempt, so another application will need to be submitted to the City. Holly Wogoman said she would check with Finance to see if they received PTO's tax exempt certificate and will let Makkai Dutchievici know the status.

Unfinished Business – Spirit Night

- PTO cleared \$545 plus three five-packs during the CycleBar Spirit Night. Marshall suggested raffling off one of those five-packs to CycleBar participants. PTO members unanimously voted to give away one five-pack.
- Orange Theory reached out and would like to partner with PTO; this event will be scheduled on March 6th. Marshall will begin working on logistics of this event and will communicate details as necessary. It was discussed saving five seats for teachers at the Orange Theory Spirit.
- 5280 Spirit Night is scheduled for Wednesday, February 26th.

Valentine's Day Dance

- Karianne Klenjoski reviewed last minute details and logistics regarding the Valentine's Day Dance on Friday, February 7th.

Gala

- Brandy Lovato stated posts for entertainment will be placed on Academy PTO's Facebook page to see if members of our Wildcat Community have connections to salsa dancers or mariachi bands.
- Lovato is speaking to the Director of Technology at the Marriot regarding visual needs.
- The Diversity Club will offer childcare to families for a nominal fee.
- Holly Wogoman confirmed four tickets to the Opening Night school production for the silent auction.
- Lovato will draft a letter to all Academy Teachers to see if they have an interest in auctioning off Teacher Time. Lovato will send to Wogoman to make sure teachers receive this invite.
- Wogoman stated she will speak to Joy Vigil to see if the Interact Club has an interest in donating their time at someone's home; this was a successful auction during last year's Gala.
- Marshall called twelve local golf courses asking for silent auction donations; ten golf courses responded to her request.

Questions and Announcements

- Ortiz shared with PTO she met with Lisa Boyer and Wogoman before our monthly meeting as she is working on building community. She asked PTO members to keep community in mind when working with one another as she feels community starts with PTO.

Adjournment

Lovato adjourned the meeting at 6:08 p.m.

Respectfully submitted by:

Karianne Klenjoski, PTO Board Secretary



The Academy of Charter Schools PTO Meeting Minutes March 3, 2020

Call to Order

A meeting of the Academy of Charter Schools PTO was called to order on Tuesday, March 3, 2020 at 5:07 p.m. by President Sarah Ortiz.

Attendees

Sarah Ortiz – President
Cisco Ortiz – Vice President
Karianne Klenjoski – Secretary
Ioana Makkai Dutchievici – Treasurer - absent
Karen Marshall – Spirit Night Coordinator
Brandy Lovato – Social Media Coordinator
Holly Wogoman – Academy Staff & PTO liaison
Parent Roster on file

Approval of Minutes

Approval for February's meeting minutes will be approved during April's meeting due to the internet outage.

Officer's Reports – Treasurer

- February's treasurer report was reviewed, see attached.

Unfinished Business – Valentine's Day Dance

- Klenjoski stated the Valentine's Day Dance was cancelled due to snow. A total of \$424.82 was spent on the Valentine's Day Dance. These items cannot be returned and will be used for additional events.

Spirit Night

- Karen Marshall announced PTO made a \$300 profit during the 5280 Spirit Night. Last year, PTO made \$600 during a kids eat free night. Next year, Wogoman suggested families write the "Academy" at the top of the receipt.
- Chick-Fil-A spirit night is scheduled for Tuesday, May12th from 5-8 p.m. at 104th & Federal.

Gala

- Lovato announced PTO is still in need of a title sponsor for the Gala.
- Gala tickets on sale March 30th – April 28th.
- Holly Wogoman shared with the PTO Board that she met with parent leads regarding class baskets. All grades will be represented. Parameters around the baskets were discussed.

New Business – PTO Board

- Wogoman asked PTO Board Members to state their intention to return for the 2020-21 school year in order for open positions to be posted. Please see the following:

- S. Ortiz – No
- F. Ortiz – No
- Marshall – No
- Klenjoski – No
- Makkai Dutchievici – No (on behalf of S. Ortiz)

Literacy Night

- Kindergarten – 6th grades will be invited to Literacy Night.
- PTO responsible for refreshments. Lovato will ask Snarfs to donate sandwiches in addition to other light snacks being served.

Adjournment

Meeting adjourned at 6:19 p.m.

Respectfully submitted by:
Karianne Klenjoski, PTO Board Secretary

[RETURN TO AGENDA](#)



The Academy

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Finance Committee Report February 2020 meeting

Members Present: Greg Weaver, Tamela Miller-Carlson, Shawn Hamele, Melissa Dedrick, Andrea Foust, Brent Reckman, Mark Wilson

Dashboard and Financial Report Review

Expectation: Financial report sent out in advance. Review and discuss current position.

The dashboard was sent out in advance for review from the Committee. As predicted everything is running as expected and there were no surprises.

Bond Refinance Discussion:

Expectation: Specialized Public Finance Inc., Financial Advisors will present to the Committee what services they can provide us with respect to our upcoming Bond Refinance as well as be available to answer any questions the Committee may have of them.

Paul Jasmin from Specialized Public Finance Inc., Financial Advisors presented to the Committee what services they can provide us with respect to our upcoming Bond Refinance as well as answered questions the Committee had. After presenting their questions to Mr. Jasmin, the Committee agreed that, at this time, due to the change in our Department structure, it would be in the best interest of The Academy to retain the services of Specialized Public Finance for our upcoming Bond refinance. Mr. Jasmin, mentioned we should start the process within the next 3 weeks. This matter will be an ongoing communication with the committee monthly when we meet.

FY 2021 Budget discussions

Expectation: We will update the committee on the budget process timeline for FY 2021 Budget.

Due to the time involved with meeting with Mr. Jasmin, we were unable to update the committee on the time line for our upcoming budget discussions. We will communication our budget discussions with the Committee at our next meeting.

Legislative Update

Expectation: The committee will be updated on recent legislative activity as it pertains to the budget and Charter Schools

We were unable to update the committee on recent legislative activity as it pertains to the budget and Charter Schools due to the time spent discussing the Bond refinancing. It is still early in the legislative session and at this time, there are not a lot of updates to share.

Next Meeting: March 19, 2020

[RETURN TO AGENDA](#)



The Academy

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Finance Committee Report March 2020 meeting

Members Present: Tamela Miller-Carlson, Shawn Hamele, Melissa Dedrick, Andrea Foust, Mark Wilson, Tony Fontana

Dashboard and Financial Report Review

Expectation: Financial report sent out in advance. Review and discuss current position.

The dashboard was sent out in advance for review from the Committee. As predicted everything is running as expected and there were no surprises.

The Academy Financial Report

Jul 2019-Feb 2020

Current Year - FY 2020

Acct	Account_Description	Feb	FY 2020 YTD	FY 2020 Budget Mod	FY 2020 Expected EOY	YTD % of EXP EOY
Revenue						
	Earnings on					
1500	Investments	2,239.03	25,760.56	45,100.00	45,100.00	57.1%
1600	Food Services	29,307.14	259,264.23	359,830.00	359,830.00	72.1%
1700	Pupil Activities	18,155.11	441,435.49	672,380.00	672,380.00	65.7%
	Community Services					
1800	Activities	61,305.00	469,878.70	706,850.00	706,850.00	66.5%
1900	Other Local Sources	-4,442.36	215,611.87	286,800.00	286,800.00	75.2%
	Revenue from State					
3000	Sources	0.00	286,219.47	701,753.00	701,753.00	40.8%
3100	Categorical Revenue	0.00	224,688.12	254,678.00	254,678.00	88.2%
	Adjustments to					
3200	Categorical Revenue	0.00	0.00	0.00	0.00	0.0%
	Other Revenue From					
3900	State Sources	112,429.09	749,133.51	1,241,299.00	1,241,299.00	60.4%
5200	Interfund Transfers	0.00	93,442.28	93,442.00	93,442.00	100.0%
5600	Direct Allocations	1,222,430.60	10,043,320.42	15,027,063.00	15,027,063.00	66.8%
11	Total Revenue	\$1,441,423.61	\$12,808,754.65	\$19,389,195.00	\$19,389,195.00	66.1%

Expenditure Summary

0100	Total Salaries	729,373.40	5,313,654.08	9,254,649.08	9,254,649.08	57.4%
0200	Total Benefits	269,537.08	1,998,404.45	3,346,080.80	3,346,080.80	59.7%
0300-						
0500	Total Purchased Svcs	360,392.30	3,403,284.24	4,551,879.00	4,551,879.00	74.8%
0600	Total Supplies	107,634.25	1,047,909.83	1,479,654.00	1,466,191.18	71.5%
0700	Total Property	0.00	13,462.82	0.00	13,462.82	100.0%
	Total Fees/Pupil					
0800	Activities	37,361.80	490,799.69	681,415.00	681,415.00	72.0%
	Total Expenditures	\$1,504,298.83	\$12,267,515.11	\$19,313,677.88	\$19,313,677.88	63.5%

Total Expenditures	\$1,504,298.83	\$12,267,515.11	\$19,313,677.88	\$19,313,677.88	63.5%
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Salary Accrual Adj.

\$556,666.67

Beg. Fund Balance Use

\$210,000.00 \$210,000.00

Net Profit (loss)

-\$62,875.22	-\$15,427.13	\$285,517.12	\$285,517.12
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Beginning Fund Balance

\$2,376,825.00	\$2,376,825.00	\$2,376,825.00
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Est. Ending Fund Balance

\$2,361,397.87	\$2,452,342.12	\$2,452,342.12
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Bond Refinance Discussion:

Expectation: Specialized Public Finance Inc., Financial Advisors, Paul Jasin will present to the Committee what information he has collected with respect to the upcoming Bond refinancing as well as be available to answer any questions the Committee may have of the.

Paul Jasmin from Specialized Public Finance Inc., Financial Advisors presented to the Committee an Update on the current municipal bond market as well as a proposal he has received with a Bank option. The committee did have some questions and we agreed to meet weekly with Mr. Jasin for any future updates. The committee will be meeting again on Friday March 27th to review the current proposal from Sunflower Bank. Mr. Jasin will be calling in to go over any questions with the Board at the March 30th meeting. Based on the Committee's meeting with Mr. Jasin on the 27th, the Committee is recommending that we move forward with the most recent proposal from Sunflower Bank.

FY2021 Budget discussion

Expectation: We will update the committee on the budget process timeline for FY 2021 Budget.

Due to the time involved with meeting with Mr. Jasmin, we were unable to update the committee on the time line for our upcoming budget discussions. We will update the Committee with budget numbers at our next meeting.

Legislative Update

Expectation: The committee will be updated on recent legislative activity as it pertains to the budget and Charter Schools

Due to the Legislative Session on hold, we had no information to provide to the committee at this time.

Next Meeting: April 16, 2020

[RETURN TO AGENDA](#)



The Academy

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SACademic Committee Agenda / Score Card February 2020 meeting

Scoring Rubric	
1	Unsatisfactory
2	Complete, looking for significant improvement
3	Complete, improving but still below expectations
4	Complete, meets expectations

Members Present:

Welcome and Review Protocols

Meeting Protocols

- Start on time; end on time
- Members arrive prepared
- Technology for meeting use
- No sidebar conversations
- Focus eyes, ears, and heart on speaker and topic

1. Review Mid-Year Secondary Interim Assessment Data – NWEA MAPs Growth Data

- **Expectation: The two secondary Principals will present mid-year results from the NWEA Math and English Assessments. Principals will discuss the merits of this testing measure as it is new for the 19-20 school year. They will highlight trends and identify areas of concern. Similar to the elementary presentation last month, the committee will begin the discussion to identify priority performance challenges to be included in the 2020 draft UIP. (20 minutes)**

3

The Secondary Principals presented their level's mid-year MAPs data to the committee. Both principals discussed the why behind bringing this external test back to The Academy and how they intend to use / are using the data. Committee members asked clarifying questions and shared their reactions to the information. With only two data points and no historic data to draw on, we are building our baseline this year. Mid-year test results were in line with the Fall tests and both levels are anticipating gains for the end of year testing window. The Secondary Principals will continue to examine these data points to identify root cause analysis and to compare this information to other data points (internal and external).

[RETURN TO AGENDA](#)



The Academy Admission and Enrollment Policy

Pursuing Truth, Wisdom, Excellence

Mission Statement: The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

Purpose

The Academy will develop and implement practices and procedures that control the admission and enrollment of students, including public notice and random selection to be used when the number of applicants exceeds the number of available spaces for grades offered.

General Guidelines

- Enrollment shall be open to any eligible child as provided by the Public Schools of Choice Act, C.R.S. 22-36-101, et seq.
- Pre-Kindergarten students must be 4 years of age by October 1st, Kindergarten students must be 5 years of age by October 1st, and first grade students must be 6 years of age by October 1st. Proper class placement of all students will be determined by school administration based on the transcripts provided upon enrollment.
- The Academy shall not discriminate based on a student's race, color, national origin, ancestry, creed, sex, sexual orientation, gender identity, religion, marital status, disability or need for special education services in the determination or recommendation of action under this policy.

Application for Enrollment

All students interested in attending The Academy must submit a lottery application for enrollment on or before the deadline established by the administration.

If the number of students seeking admission in any grade level prior to the start of the school year exceeds the capacity for that grade level, The Academy will conduct a lottery to determine those students who will be eligible for enrollment. The lottery process will be determined by the administration pursuant to the requirements of this policy.

The following students will have priority and shall be considered for enrollment on a first come first served basis prior to the implementation of the lottery process ("Priority Students"):

1. Children or Grandchildren of Academy employees
2. Siblings of enrolled students
3. Children or Siblings of alumni (graduates) of the Academy

~~Priority students and any student not selected through the lottery may be considered for enrollment if/when a mid year vacancy arises. The list of Priority students and the lottery pool shall be purged at the end of the school year for which the lottery was implemented.~~

The foregoing identifies the requirements by which students will be deemed eligible for enrollment in The Academy. ~~No student will be enrolled in any grade level prior to a complete review of their educational records and a determination that The Academy is an appropriate educational~~

~~environment as outlined in our contract with our authorizer.~~ The administration shall develop and disseminate lottery and enrollment processes consistent with the requirements of this policy and contract with the authorizer.

Mid-Year Vacancies

When a vacancy occurs during the school year, that vacancy may be filled at the discretion of the administration. If the administration elects to fill the vacancy, eligible students will be identified on a first come first served basis, with Priority students considered first followed by any students remaining in the lottery pool.

All other Academy Board policies will remain in full force. All discrepancies between this policy and others shall be brought to the attention and resolved by the CEO, or designee.

POLICY HISTORY

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

Board Chair Signature: _____

Date of Adoption: _____

[RETURN TO AGENDA](#)