



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, June 15, 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

- PTO and next steps 15 minutes
- Reopening Plans /August 2020 35 minutes
- Budget discussion 25 minutes
 - Budget for 2020-2021
- Board Election and Positions 5 minutes
- Board Retreat ~ August 3 5 minutes

THE ACADEMY Board of Directors

Board Meeting

Monday, June 15, 2020, 7:00 pm

- I. Open Meeting
- II. 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.*
- III. 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.*

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

- a. Approve Agenda
 - b. Approval of [May 18, 2020 Minutes](#)
- 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. – no meeting this month*
- 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. Academic – no meeting this month
 - ii. [Finance](#)
 - iii. SACademic – no meeting this month
- VII. Presentation/Discussion
- 1. Board Member / Officer discussion
 - 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. Budget FY 20-21
Recommended Motion: Move to approve the FY 20-21 Budget
 - 2. Executive Bonus Gift
Recommended Motion: Move to approve the Executive Bonus Gift
 - 3. Election of Board Members
 - 4. Board Member Positions
- 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

X. Adjourn Meeting



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THE ACADEMY Board of Directors Board Meeting Minutes Monday, May 18, 2020



Board Members Present

Michael Stock - Chairperson
Tamela Miller-Carlson - Board Member
Greg Weaver - Board Member
Sarah Drewlow - Board Member
Dan Klenjoski - Board Member
Kevin Sanchez - Secretary

Also Present

Tony Fontana - Interim Chief Executive Officer

Minutes of the regular Board meeting of The Academy held at 11800 Lowell Blvd., Westminster, CO 80031 in Adams County on May 18, 2020.

- I. Open Meeting
A quorum being present, Mr. Stock called the meeting to order at 7:01pm 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 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 Mrs. Drewlow.

Discussion: None

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

Nays: None

Motion Carried 6 – 0

IV. Public Comment

No questions from the Public at this time.

- V. PTO Report – The board asked how the PTO will formally end the year. Does the community know that the PTO is disbanding? Should the board be worried about this, or should the board intervene and help to promote it because we feel we should have an active PTO. The board will wait and see what the reaction is to the outcome of their Facebook post in May. The leadership commented that there is a lot of thinking going on in the background and how we can make these events more creative and sustainable in the future. The board feels it would be good when the PTO makes their Facebook post to mention how it will be handled moving forward. Currently, the board feels it is not a huge concern to solve this and, with taking those events in-house, there is no need to intervene at this time. This is a chance for the school to reconsider what it wants to do in that realm. It really is not a PTO anymore and those terms aren't relevant anymore. The school can determine what events to bring in-house and determine what we want our volunteers to do with the new leadership team and board will be a great opportunity.

VI. Reports from Director, Principals, and Committees

- a. Chief Officer's Reports
 - i. Executive – Interim CEO – No questions at this time.
- b. Committee Reports
 - i. Academic – No meeting this month.
 - ii. Finance – No questions at this time.
 - iii. SACademic – No meeting this month.

VII. Presentation/Discussion

1. Budget 2020-2021 (1st Read) – The Board commented on the different listed scenarios. This budget assumes a normal return in the fall. If we are not back to normal, there will be other areas impacted. The board appreciates the teams hard work with the bond refinance, with a saving about one million dollars in debt service. If we had not refinanced, we would be having a different discussion.
2. Work Session Summary – The board discussed the 2019-2020 update, the 20-21 budget, food service proposed increases, remote learning update for the end of this year and planning for possibilities for next school year, PK update on planning options for the start of next year, and possibility next month ideas of a board fundraiser.

VIII. Executive Summary

1. Meal Price Fee Schedule
Mr. Stock moved to approve the Meal Price Fee Schedule. This was seconded by Mrs. Miller-Carlson.
Discussion: None.
Ayes: Drewlow, Klenjoski, Miller-Carlson, Sanchez, Stock, Weaver
Nays: None

Motion Carried 6 – 0

2. FY 20-21 Student Fee Schedule

Mr. Stock moved to approve the FY 20-21 Student Fee Schedule. This was seconded by Mrs. Drewlow.

Discussion: The board commented that the school should highlight and communicate to stakeholders that we are delaying the planned student fee increase until next year. This decision was made to help stakeholders during this difficult time.

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

Nays: None

Motion Carried 6 – 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

Mr. Stock motioned to Adjourn. Mrs. Miler-Carlson seconded. The meeting was adjourned at 7:31 pm via a verbal all aye vote.

[RETURN TO AGENDA](#)



Interim Chief Executive Officer (ICEO) Board Report June 2020

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Remote Learning and Communication Plan

Please read the PDF before the meeting and prepare questions.

Please note: The information in the PDF is embargoed until the Principals inform their staffs on Tuesday morning.

Community builder/Fundraiser

The CARES money eliminates the immediate need for a fundraiser so the topic has been moved to August.

Transition & Training Plan

The transfer of ownership of every key domain has been completed or will be no later than June 18.

Domain	Transition date	Notes
Academic Committee	Brent/August 2019	
Communication Plan	Brent/March 2020	When remote learning began, Brent took ownership of the communication being sent to our community and staff at a K-12 level.
Social/Emotional/Culture	Brent/March 2020	Same as above.
Facilities	Mark/June 10	
HR	Mark/June11	
Finance/Budget & Finance Committee	Mark/June11	
PTO/Fundraising	TBD/June15	
Pathway/K-12 Counseling	Brent/June18	
Future salary projections	Mark/June 18	
Board	Brent & Mark/June 18	

Some key thoughts about four critical domains from the new CEO/CAO & CFO/COO

Domain	CEO	CFO
Pathways	<p>The notion of Pathways grows out of The Academy’s unique position as a PK-12 school, and serves as a focal point around which we will continue to articulate our particular identity and purpose as a school of choice. In the months and years to come, it will be a central part of further developing our mission, vision, strategic plan, and branding.</p>	<p>This is an area in which we have the opportunity to be innovative, creative, and truly responsive to our students’ passions and interests. It is in this domain, more than any other, where we will have the ability to strengthen unique, 21st century skills to help prepare our students for those jobs in the future that do not currently exist. From a financial and operations perspective, we value this challenge and embrace the ongoing flexibility it will require to continue moving forward.</p>
Evaluation, PD, Leadership development/pipeline	<p>These things must be done well to establish and maintain a solid foundation of academic achievement; they must be executed with particular thoughtfulness and precision to create a PK-12 school culture capable of fully realizing our vision.</p>	<p>Instructional and evaluative consistency has led us to achieve some strong results over the past few years. Building upon this and expanding this across different levels and subjects is now the primary aim. The quality of our benchmarks and the rigorous, normed nature of our approach here is what we intend continuing. In turn, retention of the highest quality teachers and the financial investment we make in them provides us with a stable platform to keep delivering high quality curricula in the classroom, and leaders that truly understand and embrace our values outside of it.</p>
Salary	<p>To be the best, we have to have the best people. To recruit and retain the best, we have to be as competitive as possible with our compensation.</p>	<p>It is in everyone’s best interests to continue committing to maximizing our compensation packages for all staff. We must remain competitive to attract and retain the best educators. It is important to note however, that staff don’t stay with us simply for the money. A fair salary alongside a challenging, rewarding and supportive culture is what keeps our</p>

		staff returning.
Budget	Conservative, consistent, and aligned with our vision.	The short to medium term financial picture will require very disciplined , thoughtful and sometimes difficult decision-making processes. It is a shared responsibility to be cognizant of the impact small but frequent decisions have for our school as a whole. We will absolutely continue to protect the instructional program and safety of our school above everything else. We will be transparent and relentless in our questioning about what, why and how students will benefit from our decisions. We will not cut corners, but instead focus heavily on the ROI for our purchases and ensure we're maximizing the value at every level, no matter how large or small the expense.

Post June 18

- I am on duty through the end of June
- There is a CSI meeting to attend on June 29
- The school “closes” for the week of June 29 - July 3
- I will be available, if necessary the week of July 6 - 10
- Brent & Mark begin new duties week of July 13

[RETURN TO AGENDA](#)



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Finance Committee Report June 2020 meeting

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

Dashboard and Financial Report Review (20 Minutes)

Expectation: Financial report sent out in advance. Review and discuss financial report to include expected end of year performance.

The dashboard was sent out in advance for review from the Committee. Discussions were had with respect to the savings we received in May from the Bond Refinancing. Expenses are running as expected. Salary Accruals were discussed, as well as the savings we have received from health insurance in the benefit numbers. With the addition of the reserve bond money being received our expected end of the year is allowing us to pre-purchase some supplies and materials for next year as well as leaving some funds in reserve for a later date as needed. Those numbers are reflected in our Expected EOY calculations.

The Academy Financial Report

Jul 2019-May 2020

Acct	Account_Description	May	Current Year - FY 2020		
			FY 2020 YTD	FY 2020 Budget Mod	FY 2020 Est. EOY
Revenue					
	Earnings on				
1500	Investments	847.97	31,332.71	45,100.00	32,232.71
1600	Food Services	2,130.48	288,693.52	359,830.00	290,000.00
1700	Pupil Activities	18,484.52	505,626.20	672,380.00	538,626.20
	Community Services				
1800	Activities	7,458.80	555,352.30	706,850.00	560,000.00
1900	Other Local Sources	4,783.11	231,357.23	286,800.00	236,357.23
	Revenue from State				
3000	Sources	0.00	422,321.69	701,753.00	720,414.56
3100	Categorical Revenue	6,577.00	235,430.12	254,678.00	235,430.12
	Adjustments to				
3200	Categorical Revenue	0.00	0.00	0.00	0.00

	Other Revenue From				
3900	State Sources	79,495.05	1,087,154.97	1,241,299.00	1,182,431.99
5200	Interfund Transfers	506,326.68	599,768.96	93,442.00	599,768.68
5600	Direct Allocations	1,396,664.71	13,884,846.33	15,027,063.00	15,107,276.93
11	Total Revenue	\$2,022,768.32	\$17,841,884.03	\$19,389,195.00	\$19,502,538.42

Expenditure Summary		May	FY 2020 YTD	FY 2020 Budget Mod	FY 2020 Est. EOY
0100	Total Salaries	738,672.87	7,516,004.65	9,254,649.08	9,191,677.52
0200	Total Benefits	272,126.74	2,682,122.50	3,346,080.80	3,174,207.83
0300-					
0500	Total Purchased Svcs	67,510.37	4,333,492.10	4,551,879.00	4,789,603.38
0600	Total Supplies	31,575.90	1,130,708.44	1,479,654.00	1,434,387.28
0700	Total Property	0.00	13,462.82	0.00	13,462.82
0800	Total Fees/Pupil Activities	14,276.30	562,128.02	681,415.00	604,159.20
	Total Expenditures	\$1,124,162.18	\$16,237,918.53	\$19,313,677.88	\$19,207,498.03
Total Expenditures		\$1,124,162.18	\$16,237,918.53	\$19,313,677.88	\$19,207,498.03
	Salary Accrual Adj.		\$765,416.67		
	Beg. Fund Balance Use				
Net Profit (loss)		\$898,606.14	\$838,548.83	\$75,517.12	\$295,040.39
Beginning Fund Balance			\$2,180,149.00	\$2,180,149.00	\$2,180,149.00
Est. Ending Fund Balance			\$3,018,697.83	\$2,255,666.12	\$2,475,189.39

2020-2021 Budget Review (20 Minutes)

Expectation: Committee was provided with the proposed budget prior to the meeting.

The Committee was presented with our proposed Budget for FY20-21. Due to the lack of information from the State and District, we have prepared a budget with a 6.5% rescission based on CSI's recommendations. The Committee recommended that we also do an additional budget with a 10% rescission for presentation to the Board. The Committee agreed that both proposed budgets should be presented to the Board for approval for next year.

A copy of both budgets are included with this report.

Legislative Update (10 Minutes)

Expectation: Interim CEO will update the committee on any new news we have received with respect to School Finance.

The Committee was updated on potential cuts. As mentioned earlier, we are awaiting to hear from the State with respect to cuts to PPR and allocations of ESSER and CRF (Cares) Funding. Final numbers are expected shortly, but no clear date has been provided.

Additional Business (10 Minutes)

External Audit – Finance Manager will update the committee on the timeline/status of the audit.

The Committee was advised of our scheduled Audit on August 18th and 19th. Draft Audits are due to CSI by September 15. The Finance Team feel we will not have any concerns and will meet the deadline for CSI.

Finance Committee Meeting Schedule

As this was the last scheduled meeting for this fiscal year, each committee member was polled whether or not they would like to return for next year and we thankfully had a unanimous decision that all members will be returning. The next scheduled meeting will be in person and in September. The Finance Team will update the committee via email once final numbers have been provided. The committee agreed that we would share any questions through email and if a meeting was required, we would schedule one for July.

[RETURN TO AGENDA](#)



2020-2021 Academy Board Meetings

7:00 pm

August 3, 2020 (Board Retreat)

August 31, 2020

September 28, 2020

October 26, 2020

November 16, 2020

December 14, 2020

January 25, 2021

February 22, 2021

March 29, 2021

April 26, 2021

May 24, 2021

June 14, 2021