



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 29, 2021

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

- Update on Student Dress Code Proposal – *Expectation: The CEO will update the board on the progress of a student proposal to revise the high school dress code.* 15 minutes
- April Fundraiser – *Expectation: The CFO will update the board on plans for facilitating a community fundraising campaign in April and clarify what role they can play.* 20 minutes
- Board Recruitment – *Expectation: The Board will confirm member openings (including committees) for the 2021-22 school year and set a plan for recruitment.* 30 minutes
- Board Retreat – *Expectation: The board will identify tentative dates and agenda topics for its upcoming annual retreat.* 20 minutes

THE ACADEMY

Board of Directors

Board Meeting

Monday, March 29, 2021, 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.*

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

- 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.*
- Approve Agenda
 - [Approval of January 25, 2021 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.*
- [February](#)
 - [March](#)
- VI. Reports from Director, Principals, and Committees
- Chief Officer's Reports – Typically discussed in Work Session-may overflow into meeting
 - [CEO Report](#)- *Expectation: Review CEO report and ask questions as needed.*
 - Committee Reports
 - Finance
 - [February](#)
 - [March](#)
 - [SACademic](#)
- VII. Presentation/Discussion
- [Review Draft Strategic Plan](#) – *Expectation: The CEO will present a draft structure for a new 5-year strategic plan.*
 - 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.*
- 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



The Academy

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THE ACADEMY Board of Directors Board Meeting Minutes Monday, January 25, 2021

DRAFT

Board Members Present

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

Also Present

Brent Reckman	-	Chief Executive Officer
Mark Wilson	-	Chief Operations Officer

Minutes of the regular Board meeting of The Academy held at 11800 Lowell Blvd., Westminster, CO 80031 in Adams County on January 25, 2021.

I. Open Meeting

A quorum being present, Mr. Sanchez called the meeting to order at 7:00 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. Sanchez 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, Walsh

Nays: None

Motion Carried 6 – 0

- IV. Public Comment
No questions from the Public at this time.
- V. PTO Report – No report this month
- VI. Reports from Director, Principals, and Committees
 - a. Chief Officer's Reports
 - i. Reopening Plan update – all grade levels back in person, some quarantines so far, but everything has been manageable.
 - ii. Health and Safety update – no concrete plan on vaccination for educators. We're fortunate to have some connections. Medical providers are being told to prioritize but if you have left over, get them out. We've been able to take advantage of a local doctor's office when they have extras. Around 45 staff received vaccines so far. We're about 1/3 of the way through people who have expressed interest so far. Covid Check Colorado is doing weekly update meetings on Fridays. They're working right now to set up their infrastructure. The board asked what are you hearing about concerns from the staff about being back? It's a spectrum. Everyone is enthusiastic about being back, but people still have anxiety around it. There are a handful of staff members who carried over their remote work accommodations. Staff that is still anxious are around a quarter to a third of our staff. School protocols are still pretty much the same. We can now offer saliva testing at school, with parent permission. This will hopefully help cut down on overreactions.
 - b. Committee Reports
 - i. Finance & Operations – In December, we resumed bingo sessions, Food Service continues having strong support; however, revenue may drop a bit because the choice of families to wanting to receive food. PK has been more on top of tuition. They are collecting tuition, and senior admin is working closely to have all the costs for the program to be sustainable in the long term. We have invested heavily in technology, with our CRF funds by purchasing Chromebooks. The modified budget was presented, and we are pursuing a zero budget for this year, instead of having a \$50K surplus. TABOR continues to be met. The board asked about the roof and we will work on getting maintenance on a cycle. The boiler was ordered, and there is a 12-15 week lead time. We are hoping to be operational around late March. The board asked about the fundraising and were there guarantees and how likely will we be able to meet our goal, and what if we don't? Senior Admin will connect with the donors and discuss how the money will be used.
 - ii. SACademic – no questions from the Board
- VII. Discussion/Presentations
 - 3. Work Session Summary – Discussed the Data presentation that is coming next month, mid-year CEO evaluation, role the board will play in the dress code revisions, and the structure changes to the grade level changes to the middle school. Also, discussed the visioning process and communication of Board role that will adopt on a quarterly basis.

VIII. Executive Summary

1. October Count Budget Modification

Mr. Stock moved to approve the October count budget modification. It was seconded by Mrs. Miller-Carlson.

Discussion: None.

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

Nays: None

Motion Carried 7 - 0

2. 2021-2022 School Calendar

Mr. Stock moved to approve the 2021-2022 School calendar. It was seconded by Mrs. Miller-Carlson.

Discussion: None.

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

Nays: None

Motion Carried 7 - 0

3. Sunflower Bank authorization Resolution

Mr. Stock moved to approve the Sunflower Bank authorization resolution. It was seconded by Mrs. Miller-Carlson.

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

Mr. Sanchez motioned to Adjourn. Mr. Stock seconded. The meeting was adjourned at 7:48 pm via a verbal all aye vote.

[RETURN TO AGENDA](#)



The Academy of Charter Schools PTO Meeting Minutes February 9, 2021

Call to Order

A meeting of the Academy of Charter Schools PTO was called to order on Tuesday, February 9th at 5:31 p.m. by President Holly Wogoman.

Attendees – via Zoom

Holly Wogoman- President
Michelle Mena – Vice President
Lisa Boyer – Treasurer
Karianne Klenjoski - Secretary

Approval of Minutes

Holly Wogoman made a motion to approve the meeting minutes for September 8, 2020. Lisa Boyer seconded the motion. The meeting minutes were approved unanimously.

Officer's Reports - Treasurer

Please see attached Treasurer's report from Lisa Boyer.

Unfinished Business – Gala

Wogoman stated she is working through Gala details with Administration as this year's event will look much different than it has in previous years. A Gala Committee Meeting is scheduled the week of February 15th to begin planning the event.

Bingo Update -

Michelle Mena stated that bingo sessions resumed the end of January with a 50 person capacity; sessions have grown slowly since reopening. Prices will begin to increase as businesses resume operations. Wogoman and Mena will presell reservations to an upcoming bingo session in the weeks ahead.

New Business – Staff Appreciation Week

PTO is responsible for staff appreciation week. Educational Rock star is this year's theme and will be celebrated May 3rd - May 8th. PTO has several credits with nearby restaurants. These credits will be utilized during the week to provide breakfast or lunches for staff. Wogoman would like to gift each staff member with a t-shirt with pricing for bulk orders starting at \$12.99 per shirt. Wogoman said she is thinking of ways to involve Academy families during this week long celebration.

Requests received from Thursday Bingo -

Wogoman stated the Thursday Bingo group received and approved a quote to paint the interior side of Elementary Main Campus. This project was completed summer, 2019. Wogoman will request another bid to paint the remainder of the school as the original quote was \$30,000. The Thursday bingo group has also received requests to update the existing marquee on Lowell Boulevard, replace woodchips with foam on the elementary playgrounds at north campus and main campus, replace the light fixtures in the hallway by the high school gym and hardwire the high school gym for camera installation

Questions and Announcements

Next meeting Tuesday, March 2nd at 5:30 p.m.

Adjournment

Holly Wogoman adjourned the meeting at 6:08 p.m.

Respectfully submitted by:

Karianne Klenjoski, PTO Board Secretary

[RETURN TO AGENDA](#)



The Academy of Charter Schools PTO Meeting Minutes March 2, 2021

Call to Order

A meeting of the Academy of Charter Schools PTO was called to order on Tuesday, March 2, 2021 at 5:31 p.m. by President Holly Wogoman.

Attendees – via Zoom

Holly Wogoman- President
Michelle Mena – Vice President
Lisa Boyer – Treasurer
Karianne Klenjoski – Secretary
Maggie Steel – Teacher
Brandy Lovato - Parent
Hailey Phillips - Parent

Approval of Minutes

Holly Wogoman made a motion to approve the meeting minutes for February, 2021. Michelle Mena seconded the motion. The meeting minutes were approved unanimously.

Officer's Reports – Treasurer

- Please see attached Treasurer's report from Lisa Boyer.

Unfinished Business – Gala Update

Wogoman informed attendees the Spring Gala has been cancelled due to the pandemic and unease regarding gatherings of any size. Wogoman has made several attempts to reach out to the Ranch regarding the change in plans to no avail; attempts will continue to be made. PTO is hopeful a celebration is possible next spring. Pending pandemic concerns, Wogoman suggested hosting a back to school event next fall with food trucks and possibly hosting the ball drop during the event. On-going discussions and options will continue to be discussed.

The Big Ask

Wogoman stated the Academy received a generous donation from a school family late last year. The donor asked the school to match their donation dollar for dollar (up to \$125,000). School administration will send a letter to Academy families after spring break requesting financial donations as this is the best and most efficient way to achieve the dollar for dollar match that has been requested by the donor. This month long campaign (known as The Big Ask) to raise money for our school will kick-off Monday, April 5th and will include activities through-out the month with grade level participation from both in person and full remote students. Maggie Steel stated she will meet with a group of high school students to gather ideas regarding student activities. More details to follow.

Staff Appreciation Week

Staff appreciation will be celebrated May 3rd-7th with breakfast or lunch provided throughout the week. Chick-Fil-A (5-3), Snarfs (5-4), Renegade Burritos (5-5), GQBB (5-6). Each staff member will receive a gift on Thursday, May 6th.

Bingo Update

Michelle Mena stated capacity for bingo continues to increase with each session currently at a 100 person maximum. Sessions are also back to pre-COVID pricing. Friday sessions will close at the end of 1st quarter as this day is not as well attended as Thursdays and Saturdays.

New Business – Marquee at Main Campus

Wogoman said one of the wish list items PTO received was to replace the current marquee on Lowell Boulevard as it is showing signs of aging. The proposed marquee is an app based application with a two sided, larger screen. The estimate for a new custom fabricated marquee is \$32,304 which includes install and warranty. Wogoman made a motion to approve the purchase of a new marquee as presented and Mena seconded the motion. The motion was unanimously approved.

Wogoman detailed wish list items that bingo money has previously gifted the school. Some of these items include:

- Provided coffee and tea service in the staff lounge at both campuses
- Replaced fluorescent lighting (to LED) in HS gym
- Provided scholarships to Outdoor Ed recipients
- Purchased sun shades for elementary playground at both campuses
- Painted main campus elementary hallways and classrooms
- Paid off past due lunch accounts
- Hosted annual staff holiday party
- Purchased 3 monitors at main campus to highlight upcoming events
- Purchased two chrome book carts
- Gifted foreign exchange students a yearbook
- Hosted after-prom each year
- Installing a new marquee at main campus (in process)
- Painting main campus secondary hallways and classrooms (summer 2021)

Other - Senior Throwback Luau (After Prom)

Since prom has been cancelled this year due to the pandemic, Bingo plans on hosting after prom for seniors only at Skate City from 10 p.m. – midnight the same date prom would have taken place. Mena questioned the difference between this event and cancelling the spring gala. Wogoman explained this event was planned regardless.

PTO will provide gifts to all seniors in April. A meeting will be scheduled to discuss gift options for seniors in further detail.

Questions and Announcements

Adjournment

Holly Wogoman adjourned the meeting at 6:43 p.m.

Respectfully submitted by:

Karianne Klenjoski, PTO Board Secretary

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Chief Executive Officer (CEO) Board Report March 2021

“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.

Reopening Plan Update

Expectation: Updated Reopening Plan shared at August meeting. Discuss implementation to date.

Pre-K through 5th grade students have been back on a full-time, five-day per week schedule since the beginning of March. 6th grade students have been on a four-day per week schedule since February. 7th-12th grade students are transitioning to a four-day per week schedule starting March 29th. We will also stay on the lookout for opportunities to improve our offerings, but we expect to stick with this structure for the remainder of the 2020-21 school year.

The Senior Admin Team has begun to outline plans for the 2021-22 school year. Five months between now and the start of the new school year leaves plenty of time for pandemic conditions to change. Nevertheless, it is time to start developing plans to the best of our ability. We expect to start the year in August with a full-time, in-person schedule for all grade levels. We are still evaluating the potential to offer an ongoing full remote option for a limited number of students with health concerns until a vaccine is widely available to children. We expect to continue implementing public health protocols that complement in-person learning (masking, hand washing, daily symptom screening, cleaning practices, quarantining, etc.) and move away from protocols that make in-person learning logistically challenging (cohorting and social distancing). We will remain nimble if changes conditions require adjustments to our plans.

Health and Safety Update

Expectation: CEO will update on health and safety precautions in place as well as any concerns that have arisen to date.

Case rates in Adams County have continued to decrease since January. We have been hovering around 200 cases every two weeks per 100,000 residents (down from a high of about 1400) for at least a couple weeks now. This level of community transmission still results in occasional quarantines, but it has proven to be much more sustainable for operating in-person learning.

The Academy has followed the same public health precautions since the start of the semester. We are still offering saliva PCR testing to students and staff at school, which has helped us significantly lessen the impact of quarantines by keeping better tabs on the presence of the virus at school and reducing false alarms. More importantly, access to the vaccine has been a game changer for our staff. Nearly 70% of Academy staff are fully vaccinated at this point, which also significantly reducing the impact of quarantines.

Vision Development Update

Expectation: CEO will present a final proposed language for updated mission and vision statements.

The final wording of The Academy's updated mission and vision statements is included in the draft strategic plan shared in the board packet. The draft outlines a suggested structure for developing a new

5-year strategic plan. This structure emphasizes The Academy's story and weaves a narrative structure throughout the presentation of strategic goals meant to communicate a deeper qualitative feel for where the school is headed over the next 5 years. It is intended to be a communication tool for the full Academy community as much as a guiding force for the board and senior leadership. The visual presentation of the structure is *very* preliminary and simply meant to convey an idea of how the final product might look. It will certainly benefit from the touch of a graphic designer before being ready to publish for public view.

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Chief Operations Officer Board Report February 2021

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FINANCE COMMITTEE AGENDA & REVIEW

Committee Responsibilities for 20-21

- Preliminary review of monthly financials prior ahead of Board
- Presentation of financial statements to board for discussion and/or approval
- Ensure annual budget is prepared in a timely manner
- Ensure resources to support school's strategic direction; drives student achievement
- Monitors auditing process, including gauging feedback from auditor
- Identify long-term financial issues to address and make recommendations accordingly
- Set annual committee goals and regularly monitor progress

Members Present: *Greg Weaver, Shawn Hamele, Irina Szafranski, Tamela Miller-Carlson, Andrea Foust, Mark Wilson.*

Introduction (5 minutes)

Expectation: Review agenda/goals and update any relevant resources for the committee in the past month.

No new updates to add.

Financial Report Review (30 minutes)

Expectation: Financial report sent out in advance. Review and discuss current position in relation to updated budget.

To note:

- Updated E.O.Y budget numbers entered relative to budget modification.
- Budget successfully submitted with no issues.
- Food Services: remains strong revenue source and support to the community.
- Community Services: Increased revenue due to Aftercare reopening on a more consistent basis.
- Benefits rebate: Confirmed at 160K for the 2020 calendar year.
- Property: new boiler to be installed @ 60K with 40K labor costs falling under Purchased Services.

(See next page for breakdown)

				Current Year - FY2021			
	Acct	Account_Description	Jan	FY 2021 YTD	FY 2021 Budget	YTD % of Budget	FY2021 Expected End of Year
Revenue							
	1500	Earnings on Investments	\$150.52	\$1,432.95	\$2,000.00	71.6%	\$2,000.00
	1600	Food Services	\$436.50	\$32,630.97	\$40,000.00	81.6%	\$40,000.00
	1700	Pupil Activities	\$15,068.57	\$112,346.96	\$400,000.00	28.1%	\$400,000.00
	1800	Community Services Activities	\$32,836.25	\$181,025.25	\$370,000.00	48.9%	\$370,000.00
	1900	Other Local Sources	\$19,739.40	\$272,571.61	\$497,250.00	54.8%	\$497,250.00
	3000	Revenue from State Sources	\$9,487.50	\$292,770.15	\$552,789.10	53.0%	\$552,789.10
	3100	Categorical Revenue	\$0.00	\$241,036.85	\$242,926.85	99.2%	\$242,926.85
	3200	Adjustments to Categorical Revenue	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	3900	Other Revenue From State Sources	\$108,520.84	\$1,247,147.60	\$2,203,338.14	56.6%	\$2,203,338.14
	5200	Interfund Transfers	\$0.00	\$6,818.85	\$0.00	0.0%	\$0.00
	5600	Direct Allocations	\$1,165,012.61	\$8,376,777.62	\$14,389,891.48	58.2%	\$14,389,891.48
	11	Total Revenue	\$1,351,252.19	\$10,764,558.81	\$18,698,195.57	57.6%	\$18,698,195.57
Expenditure Summary							
	0100	Total Salaries	\$720,074.90	\$4,333,713.58	\$9,289,042.10	46.7%	\$9,289,042.10
	0200	Total Benefits	\$259,637.62	\$1,704,231.06	\$3,669,090.95	46.4%	\$3,669,090.95
	0300-0500	Total Purchased Svcs	\$227,484.44	\$1,834,517.37	\$3,626,299.92	50.6%	\$3,626,299.92
	0600	Total Supplies	\$76,973.29	\$995,442.28	\$1,566,749.60	63.5%	\$1,566,749.60
	0700	Total Property	\$0.00	\$0.00	\$60,000.00		\$60,000.00
	0800	Total Fees/Pupil Activities	\$6,713.16	\$158,556.91	\$463,680.00	34.2%	\$463,680.00
	0900	Total Other Uses	\$0.00	\$23,333.00	\$23,333.00	100.0%	\$23,333.00
		Total Expenditures	\$1,290,883.41	\$9,049,794.20	\$18,698,195.57	48.4%	\$18,698,195.57
		Less Contingency Fund					
		Total Expenditures	\$1,290,883.41	\$9,049,794.20	\$18,698,195.57	48.4%	\$18,698,195.57
		Salary Accrual Adj.		\$499,916.67			
		Net Profit (loss)	\$60,368.78	\$1,214,847.94	\$0.00		\$0.00
		Beg. Fund Balance Use					
		Current Margin			\$0.00		\$0.00
		Beginning Fund Balance			\$2,486,635.94		\$2,486,635.94
		Est. Ending Fund Balance			\$2,486,635.94		\$2,486,635.94

Legislative Updates (10 minutes)

Expectation: COO to update committee on current status of legislative session and potential impacts.

The legislative session did reconvene briefly in mid-January for a few days but was soon dismissed to pick up their work again in mid-late February. Whilst the session has now officially reopened and there are statements of intent as to where they would like to see the education fund restoring to, there are no concrete updates at this time. The most immediate answer we will be looking out for is a potential 0.5% mid-year increase to per-pupil funding (translates into around \$45 per pupil) which will look to address the loss we saw in December. There remains a 19% increase to education funding proposed by the Governor, most of which would go to sizable increases to PPR in order to redress the cuts we have experienced this year. We are still awaiting our ESSER II allocation from CSI.

Fundraising Outline (20 minutes)

Expectation: COO to inform committee of fundraising updates and current status. Gain feedback and input.

The outline of updated fundraising plans were shared including a more community-driven Spring Gala format as well as more digital engagement with our culminating fundraising events. Initial feedback from the committee was positive and supportive of the direction the school is looking to take. Next steps are sharing the plans with both our matching donors as well as the Board. Once we have all feedback collated, we can begin developing and designing the rollout dates and communications.

Self-Evaluation (5 minutes)

Expectation: Finance Committee members discuss the meeting and provide feedback to COO to improve the processes and meeting efficiency moving forward.

Committee self-rated at 4 – ‘Efficient meeting, Meets Expectations’

Next Meeting: 18 Mar., 2021

OPERATIONS UPDATE & REVIEW**Operations Updates**

Finance: See Finance Committee notes above. Annual budget request process is underway.

Facilities: Although some closure-related costs have come with reopening the building towards full capacity, we remain well staffed and productive in our schedules. Putting new winter routine plans into practice have been a focus over the past month. Roof repairs have begun and thus far, have come in at a reasonable cost.

HR: Continuing to refine our practices from the new legislative requirements as we move into hiring season and start opening positions for 21/22. No other significant updates.

Technology: No new updates as learning support needs have remained steady. Focus over the next two months will be aligning our budget requests and programs ahead of 21/22 to support our levels instructionally, but also to reduce costs if possible.

[RETURN TO AGENDA](#)



Chief Operations Officer Board Report March 2021

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FINANCE COMMITTEE AGENDA & REVIEW

Committee Responsibilities for 20-21

- Preliminary review of monthly financials prior ahead of Board
- Presentation of financial statements to board for discussion and/or approval
- Ensure annual budget is prepared in a timely manner
- Ensure resources to support school's strategic direction; drives student achievement
- Monitors auditing process, including gauging feedback from auditor
- Identify long-term financial issues to address and make recommendations accordingly
- Set annual committee goals and regularly monitor progress

Members Present: *Greg Weaver, Shawn Hamele, Irina Szafranski, Andrea Foust, Mark Wilson.*

Introduction (5 minutes)

Expectation: Review agenda/goals and update any relevant resources for the committee in the past month.

We have seen an increase in finance updates over the last few weeks that start shaping our 21/22 work. With regards to legislature, current bills can be tracked through a link shared with the committee ([click here](#)). Discussions have begun regarding the members available to continue working on the committee next year.

Financial Report Review (30 minutes)

Expectation: Financial report sent out in advance. Review and discuss current position in relation to updated budget.

To note:

- Updated E.O.Y numbers entered relative to budget modification.
- Budget successfully submitted with no issues.
- Food Services: remains strong revenue source and support to the community. Federal support has been extended until Sep 30. We are exploring the possibility to continue running the program over summer.
- Community Services: increased revenue due to Aftercare reopening on a more consistent basis.
- Benefits rebate: confirmed at 160K for the 2020 calendar year.
- Property: new boiler to be installed @ 60K with 40K labor costs falling under Purchased Services.
- We received an additional 53K from CSI from surplus ECEA revenue in FY20.
- We remain ahead of our budgeted expenses for salaries and benefits – monthly monitoring will continue until the end of the year to judge if we are able to add to fund balance.

(See next page for breakdown)

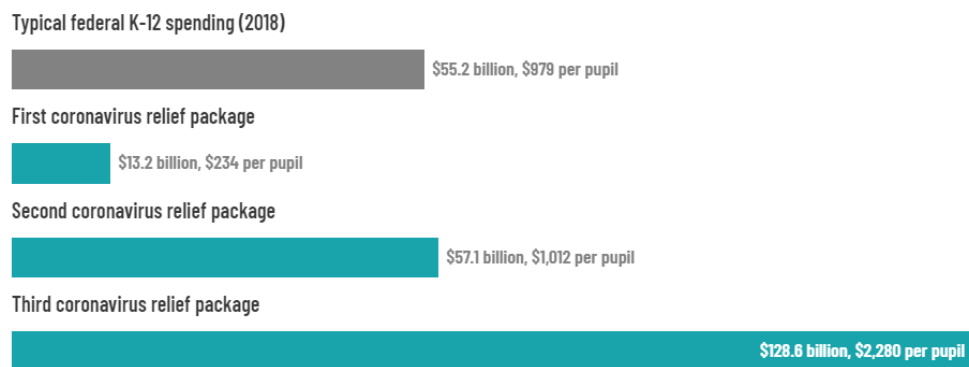
Current Year - FY2021						
Acct	Account_Description	Feb	FY 2021 YTD	FY 2021 Budget	YTD % of Budget	FY2021 Expected End of Year
Revenue						
1500	Earnings on Investments	\$225.46	\$1,658.41	\$2,000.00	82.9%	\$2,000.00
1600	Food Services	\$217.25	\$32,848.22	\$40,000.00	82.1%	\$40,000.00
1700	Pupil Activities	\$34,547.27	\$146,894.23	\$400,000.00	36.7%	\$400,000.00
1800	Community Services Activities	\$41,016.25	\$222,041.50	\$370,000.00	60.0%	\$370,000.00
1900	Other Local Sources	\$9,423.10	\$281,994.71	\$497,250.00	56.7%	\$497,250.00
3000	Revenue from State Sources	\$47,663.85	\$340,434.00	\$552,789.10	61.6%	\$552,789.10
3100	Categorical Revenue	\$54,939.44	\$295,976.29	\$242,926.85	121.8%	\$242,926.85
3200	Adjustments to Categorical Revenue	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
3900	Other Revenue From State Sources	\$333,707.49	\$1,580,855.09	\$2,203,338.14	71.7%	\$2,203,338.14
5200	Interfund Transfers	\$0.00	\$6,818.85	\$0.00	0.0%	\$0.00
5600	Direct Allocations	\$1,165,012.61	\$9,541,790.23	\$14,389,891.48	66.3%	\$14,389,891.48
11	Total Revenue	\$1,686,752.72	\$12,451,311.53	\$18,698,195.57	66.6%	\$18,698,195.57
Expenditure Summary						
0100	Total Salaries	\$724,595.77	\$5,058,309.35	\$9,289,042.10	54.5%	\$9,289,042.10
0200	Total Benefits	\$257,934.56	\$1,965,670.17	\$3,669,090.95	53.6%	\$3,669,090.95
0300-0500	Total Purchased Svcs	\$286,259.98	\$2,120,472.47	\$3,626,299.92	58.5%	\$3,626,299.92
0600	Total Supplies	\$138,435.05	\$1,134,192.21	\$1,566,749.60	72.4%	\$1,566,749.60
0700	Total Property	\$0.00	\$0.00	\$60,000.00	0.0%	\$60,000.00
0800	Total Fees/Pupil Activities	\$15,896.40	\$173,768.06	\$463,680.00	37.5%	\$463,680.00
0900	Total Other Uses	\$0.00	\$23,333.00	\$23,333.00	100.0%	\$23,333.00
	Total Expenditures	\$1,423,121.76	\$10,475,745.26	\$18,698,195.57	56.0%	\$18,698,195.57
Total Expenditures		\$1,423,121.76	\$10,475,745.26	\$18,698,195.57	56.0%	\$18,698,195.57
	Salary Accrual Adj.		\$571,333.33			
	Beg. Fund Balance Use	\$263,630.96	\$1,404,232.94	\$0.00		\$0.00
Net Profit (loss)						
				\$0.00		\$0.00
Beginning Fund Balance						
				\$2,486,635.94		\$2,486,635.94
Est. Ending Fund Balance						
				\$2,486,635.94		\$2,486,635.94

Legislative Updates (10 minutes)

Expectation: COO to update committee on current status of legislative session and potential impacts.

The legislative session did reconvene briefly in mid-January for a few days but was soon dismissed to pick up their work again in mid-late February. Since then, they have passed a mid-year supplemental bill to restore some PPR fund in order to address the loss we saw in December. In real terms, this means we will receive 83K back to us before the end of the year which is part of the cut we experienced at the end of semester one. Our ESSER II funds (the second federal stimulus package) has been confirmed at 577K and we have a budget draft submitted to CSI for review. In the near future, we hope to hear word on how much we will receive from ESSER III (third stimulus injection; the American Rescue Plan). We are

expecting approximately double that of our ESSER II allocation and will continue to explore all avenues to get it spent within the guidance set. There remains a 9% increase to PPR funding proposed by the Governor, which would restore the cuts we experienced this year. We will continue to monitor how close we get to this proposal. Current projections are a slight increase in MLE funding and flat Capital Construction support. Overall, the tone of the session remains positive but we shall continue to remain conservative in our approach until we have confirmed numbers and project more for long-term sustainability.



Budget 21/22 Outline (10 minutes)

Expectation: COO to inform committee of next year's budget scenarios as we currently stand.

Our current standing in the 21/22 analyses were presented to the committee, highlighting the four scenarios we are predicting. These include a flat PPR (not widely expected) alongside a 2%, 5% and full 9% (Governor proposed) increase. See below for an outline of where those costs leave us at the current time. Please note that all of these numbers are going to flex and change over the next few months. The three biggest influencing factors are PPR rate, enrollment number (set below at a conservative 1839) and the federal ESSER support. Dependent on where the legislative session ends, determines how confidently we can revisit and build on the current 0.5% salary increases for staff before the end of this year.

		Board Approved Budget20-21	A) 2% PPR increase	B) 5% PPR increase	C) 9% PPR increase	D) Flat
	Enrollment	1,860	1,839	1,839	1,839	1,839
	Per Pupil REVENUE	7,644.03	8,047.80	8,284.50	8,600.10	7,890.00
1500	Earnings on Investments	2,000.00	42,000.00	42,000.00	42,000.00	42,000.00
1600	Food Services	40,000.00	360,200.00	360,200.00	360,200.00	360,200.00
1700	Pupil Activities	400,000.00	650,000.00	650,000.00	650,000.00	650,000.00
1800	Community Services	370,000.00	738,400.00	738,400.00	738,400.00	738,400.00
1900	Other Local Sources	497,250.00	289,870.00	289,870.00	289,870.00	289,870.00
3000	Revenue from State - Read Act	12,808.02	12,808.02	12,808.02	12,808.02	12,808.02
3000	Revenue from State - At-risk addl	4,150.88	4,150.88	4,150.88	4,150.88	4,150.88
3000	Revenue from State - Cap Const	552,789.10	551,700.00	551,700.00	551,700.00	551,700.00
3000	Revenue from State - Nat Brd Cert					
3100	Categorical Revenue ECEA	179,872.00	167,552.00	167,552.00	167,552.00	167,552.00
3100	Categorical Revenue ELPA	35,978.00	35,978.00	35,978.00	35,978.00	35,978.00
3100	Categorical Revenue GT	27,076.85	27,076.85	27,076.85	27,076.85	27,076.85
	Adjustments to Categorical Revenue - CE					
3200	Expansion - AP Exam Fee	32,491.00	2,491.00	2,491.00	2,491.00	2,491.00
3900	Other Rev From St Sources Mill	558,467.00	643,650.00	643,650.00	643,650.00	643,650.00
3900	Other Rev From St Sources SPED IDEA	241,073.76	213,214.00	213,214.00	213,214.00	213,214.00
3900	Other Rev From St Sources Title	21,820.62	21,820.62	21,820.62	21,820.62	21,820.62
3900	Other Rev From St Sources Lunch	409,078.04	231,520.10	231,520.10	231,520.10	231,520.10
3000	Local Sources					
4000	Revenue from State - ESSER	145,105.53	577,364.32	577,364.32	577,364.32	577,364.32
4000	Revenue from State: CRF Cares	723,470.09				
4000	Revenue from State: GEER	54,873.20				
4000	Federal Sources					
5200	Interfund Transfers	0	0	0	0	0
5600	Direct Allocations - At-Risk Supp	172,000.00	172,000.00	172,000.00	172,000.00	172,000.00
5600	Direct Allocations - PPR	14,217,891.48	14,459,904.20	14,895,195.50	15,475,583.90	14,169,710.00
11	Total Revenue	18,698,195.57	19,201,699.99	19,636,991.29	20,217,379.69	18,911,505.79
	EXPENDITURES					
0100	Salaries (0100)	9,327,132.40	9,334,023.60	9,334,023.60	9,334,023.60	9,334,023.60
0200	Benefits (0200)	3,509,195.54	3,471,814.22	3,471,814.22	3,471,814.22	3,471,814.22
0300-0700	Purchased Services, Bond, Operations, Supplies, Equip, Contingency (0300-0700)	5,253,049.52	6,222,454.73	6,222,454.73	6,222,454.73	6,222,454.73
0800	Pupil Activities (0800)	487,013.00	565,000.00	565,000.00	565,000.00	565,000.00
	Total	18,576,390.46	19,593,292.55	19,593,292.55	19,593,292.55	19,593,292.55
	Profit/(-)Loss	121,805.11	-391,592.56	43,698.74	624,087.14	-681,786.76
	Potential Savings: CSI rebate , Health benefits etc.	N/A	250,000.00	250,000.00	250,000.00	250,000.00
	Profit/(-)Loss	0	-141,592.56	293,698.74	874,087.14	-431,786.76

Fundraising Outline (20 minutes)

Expectation: COO to inform committee of fundraising updates and current status. Gain feedback and input.

After collating feedback from committee members, donors, staff etc. it was determined that because even a modified Spring Gala format would not meet either of our key objectives (raising funds and/or a community builder), that it would be most prudent given the circumstances to simply go out to the community for a simple 'big ask'. This would be driven towards participation in in-school Spirit events

and outreach to as many businesses and community members as possible to maximize the opportunity provided (refer to flyer details).

Self-Evaluation (5 minutes)

Expectation: Finance Committee members discuss the meeting and provide feedback to COO to improve the processes and meeting efficiency moving forward.

Rated at 4 – ‘Efficient meeting, Meets Expectations’

Next Meeting: 15 Apr., 2021

OPERATIONS UPDATE & REVIEW

Operations Updates

Finance: See Finance Committee notes above. Annual budget request process is underway.

Facilities: Although some closure-related costs have come with reopening the building towards full capacity, we remain well staffed and productive in our schedules. Putting new winter routine plans into practice have been a focus over the past month e.g. snow clearance. Roof repairs have begun and thus far, have come in at a reasonable cost. The new boiler is due and on course to be installed over Spring Break.

HR: Continuing to refine our practices from the new legislative requirements as we move into hiring season and start opening positions for 21/22. No other significant updates.

Technology: No new updates as learning support needs have remained steady. Focus over the next two months will be aligning our budget requests and programs ahead of 21/22 to support our levels instructionally, but also to reduce costs where possible.

[RETURN TO AGENDA](#)



SACademic Committee Agenda & Scorecard – March 2021 Meeting

“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.

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

Members Present:

1. Welcome and Review Protocols

Expectation: All committee members will start the meeting together with focus.

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

Notes: N/A

2. Community Support for the 2020-21 School Year

Expectation: Review progress toward the goals the committee set for this year related to helping staff, students, and families avoid burnout.

We set three goals in semester one:

- Reduce teachers' weekly meeting time by 50%
- Dedicate 10% of live online instructional time to non-academic student-to-student interactions
- More clearly communicate to families instructional expectations and pathways for information and support

While we are not collecting quantitative data on these goals, it is still worth checking in on the impact of our efforts to date. How are things going?

Notes: The committee's effort to establish these goals and the steps taken to address them have been felt and appreciated. Nevertheless, it has been hard to make a significant impact on

the core reality that teaching during the pandemic continues to be very challenging and exhausting for teachers. The Senior Admin Team will continue to prioritize giving time back to teachers as much as possible and look for ways to include staff in decision-making and communication.

Student well-being seems to be gradually improving with the increases in in-person learning even though this continues to be a challenging time for students' mental health. Hopefully our efforts to continue that increase will keep this on the right track.

3. Looking Ahead to Academic Improvement Planning for 2021-22

Expectation: The committee will review mid-year academic data and begin considering appropriate goals for next year.

A slideshow presentation of mid-year academic data will be shared prior to the meeting. Committee members should review these data ahead of time. Discussion at the meeting will cover the following points:

- What are the big takeaways?
- What implications do these data have for the 21-22 school year?
- What questions should school leadership be asking over the next 6-12 months to guide future improvement planning?

This conversation is meant to be a short, high-level preview to serve as a first step in getting the committee back on its regular track of annual improvement planning. Follow up conversations in the spring and fall will take the topic deeper.

Notes: As the committee expected, the pandemic has driven significant drops in achievement data across almost all measures. As such, it is difficult to pinpoint one specific area of need or student group falling behind. We will need to resume our normal intervention structures as quickly as possible and make sure those processes are resourced to function at maximum capacity.

Key questions raised include:

- How do we balance providing flexibility, understanding, and support to students without lowering expectations and abandoning accountability?
 - Should we consider competency-based grading?
- How do we balance review of past material with the need to move forward in the curriculum?
- Is there a role for summer programming to play in catching up students?

Next Meeting: April 12, 2021

[RETURN TO AGENDA](#)

The board will consider the following:

- i. Updates to the mission and vision statements*
 - 1. What is the board's role in supporting these?*
 - 2. How will the board support these through development of a new strategic plan?*
- ii. Feedback on the proposed structure of the strategic plan*
- iii. Transition to a 6th-8th grade middle school structure*

The Academy of Charter Schools

2021 Strategic Plan



Mission

The Academy's mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with the development of personal leadership skills to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion.



Vision

Fueling lifelong success through *preparation, exploration, and leadership.*

PREPARE

All students develop the academic skills needed to *prepare* for lifelong success

EXPLORE

All students *explore* their strengths and passions through real-world learning

LEAD

All students practice habits of mind that will empower them to *lead* their own futures



Core Values

Self-
Control

Respect

Responsibility

Kindness

Courage

Integrity

Diversity

definition

Equity

definition

Inclusion

definition

Culturally
Responsive
Education

definition

Wildcat Pledge

I pledge to show
my wildcat pride by:
Practicing self-control,
Respecting others
and being responsible,
Initiating kindness,
Demonstrating courage,
And Exhibiting integrity.
GO WILDCATS!



The Academy's Statement on Diversity, Equity, & Inclusion

As a public charter school, we believe there is a social and moral obligation to serve our full community and ensure that every child succeeds. In order to collectively reach this vision, we must create a culture of equity and build trust within our community. Furthermore, we believe a diverse, inclusive, and equitable school community is critical for preparing students to participate in a complex, pluralistic, and interconnected society. We challenge ourselves to regularly evaluate and refine curricula, policies, and practices, and to commit the appropriate resources to ensure we embody these beliefs every day.

The Academy At-A-Glance

<u>Infographic #1</u> <i>Student Count</i>	<u>Infographic #2</u> <i>Staff Count</i>	<u>Infographic #3</u> <i>Community Served</i>
<u>Infographic #4</u> <i>Authorizer</i>	<u>Infographic #5</u> <i>Performance Rating</i>	<u>Infographic #6</u> <i>Programming</i>
<u>Infographic #7</u> <i>Leader in Me</i>	<u>Infographic #8</u> <i>CMAS Scores</i>	<u>Infographic #9</u> <i>Graduation Rate</i>
<u>Infographic #10</u> <i>Athletics</i>	<u>Infographic #11</u> <i>Financials</i>	<u>Infographic #11</u> <i>Facilities</i>



Instruction & Culture

Pre-K

Every student needs a solid foundation of core academic skills to gain full access to their world. Our evidence-based curriculum and robust individual supports *prepare* students for academic success.



Elementary

Lifelong success requires students to have the skills to *lead* their own futures. We use the Leader in Me framework to teach leadership to every student, create a culture of student empowerment, and encourage greatness.

Middle School

Students' strengths and passions are not fixed at birth and simply waiting to be discovered. Cultivating a growth mindset involves embracing the process of *exploring*, taking risks, and persisting through failure.

Our project-based and experiential learning opportunities help students develop and sustain their strengths and passions through real-world application.



High School

Meaningful engagement in the 21st century workforce increasingly requires some form of postsecondary attainment. Our rigorous course catalog, including a wide range of both Advanced Placement and Concurrent Enrollment offerings, ensures that students are ready for college.

Students are better prepared for the working world when they engage in meaningful experiences that include direct interaction with professionals from industry and the community. Our internships, work-study options, and entrepreneurship sequence promote learning about work, learning through work, and learning at work.

Imagination, creativity, and expression are essential elements of a stimulating intellectual life. Our offerings in music, visual, theater, and technological arts provide students with opportunities to engage their whole selves.

Pre-K

PREPARE

describe what preparing students for academic success looks like in Pre-K

Goal #1

add goal here

Goal #2

add goal here

EXPLORE

describe what students exploring their strengths and passions looks like in Pre-K

LEAD

*describe what students practicing
personal leadership skills looks like in
Pre-K*

Goal #3

add goal here

Elementary

PREPARE

*describe what preparing students for
academic success looks like in
elementary*

Goal #1

*Academy students will develop a
mastery of grade-level standards
across all core subjects*

Goal #2

add goal here

EXPLORE

*describe what students exploring their
strengths and passions looks like in
elementary*

LEAD

*describe what students practicing
personal leadership skills looks like in
elementary*

Goal #3

add goal here

Middle School

PREPARE

*describe what preparing students for
academic success looks like in middle
school*

Goal #1

add goal here

Goal #2

add goal here

EXPLORE

*describe what students exploring their
strengths and passions looks like in
middle school*

LEAD

*describe what students practicing
personal leadership skills looks like in
middle school*

Goal #3

add goal here

High School

PREPARE

*describe what preparing students for
academic success looks like in high
school*

Goal #1

add goal here

Goal #2

add goal here

EXPLORE

*describe what students exploring their
strengths and passions looks like in
high school*

LEAD

*describe what students practicing
personal leadership skills looks like in
high school*

Goal #3

add goal here

Finance & Operations

Supporting the Community Experience

*add a statement on the role of the finance
department to enhance the community
experience*



Finance Goal #1

add goal here

Finance Goal #2

add goal here

Operations Goal #1

add goal here

Operations Goal #2

add goal here



Customer Service Orientation

*add a statement on the role of the operations
department to enhance the community
experience*

Governance

Board Statement on Quality Governance

add a statement on the role of the board of directors to provide quality oversight and governance



Governance Goal #1

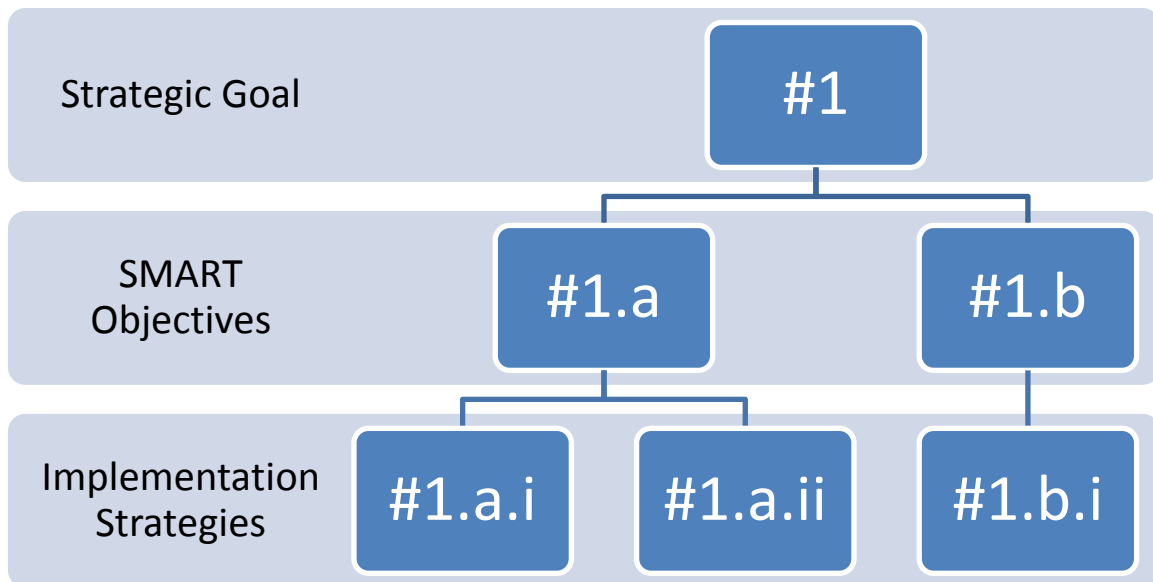
add goal here

Governance Goal #2

add goal here

Objectives & Strategies

- All strategic goals are considered through a 5-year lens
- Each strategic goal is assigned 1-3 SMART objectives
- Each SMART objective is assigned 1-3 implementation strategies that include:
 - Timeline to implement
 - Related activities
 - People responsible
 - Resources required



Annual Implementation Plan

Each summer the CEO will be responsible for leading the Senior Admin Team in developing an annual implementation plan that organizes the work related to all SMART objectives and implementation strategies relevant to the coming school year.

The annual implementation plan will include a quarterly scorecard that the Board of Directors will use to track short term progress toward 5-year strategic goals.

The quarterly scorecard will serve as the core of the CEO's evaluation.