



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, September 28, 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

- Board Succession Planning - *Expectation: Board will review the completed Academy Board Expertise Matrix to acknowledge existing strengths and gaps. This will drive a brief discussion of future plans to recruit new board members for the 22-23 school year but who could begin committee participation in the 21-22 school year. No action needs to be taken until semester two.* 25 minutes
 - [Review Completed Board Matrix](#)
 - Discuss Process for Identifying Future Members
 - Communication Pathways - *Expectation: CEO will confirm that updated communication pathways have been posted to the board page of the school website.* 5 minutes
 - Athletics Update - *Expectation: CEO will update the board on The Academy’s decision for fall sports participation.* 5 minutes
 - SRO Update - *Expectation: CEO will propose a short presentation from the SRO at the next board meeting to address the mission and vision that drives her work at The Academy, particularly in light of recent controversy over the role of SROs in schools. The board will suggest specific questions or topics they would like to hear addressed.* 20 minutes
 - October Meeting - *Expectation: Board will decide the content and structure for the October meeting, which is usually a data presentation rather than a formal board meeting.* 10 minutes
 - Introduction of CSI Board Liaison John Brendza - *Expectation: John Brendza will introduce himself to the board and explain his support role for this year.* 20 minutes
 - [Review CSI Compliance Checklist](#)
-

THE ACADEMY
Board of Directors

Board Meeting
Monday, September 28, 2020, 7:00 pm

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

- 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.*
 - a. Approve Agenda
 - b. [Approval of August 31, 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.*
- V. [PTO Report](#) - *Expectation:*
 - Review any written or oral PTO report presented.
 - Review PTO calendar dates for support discussion.
- VI. Reports from Director, Principals, and Committees
 - a. [CEO Report](#) - *Expectation: CEO will update the board on progress with the school’s Reopening Plan, health & safety, and vision development.*
 - b. Committee Reports - *Expectation: Committee chairs will update the board on progress with each committee.*
 - i. [Finance & Operations](#)
 - ii. [SACademic](#)
- VII. Presentation/Discussion
 1. [School Dashboard](#) - *Expectation: The board will discuss and finalize the proposed 20-21 dashboard.*
 1. CEO Evaluation - *Expectation: The board will discuss and finalize the proposed 20-21 CEO evaluation, including content, weighting, and process for assigning point values.*
 2. Work Session Summary - *Expectation: The board Chair will summarize the topics discussed during the work session prior to this formal meeting.*
- VIII. Executive Summary
- IX. Board Meeting Self Scoring - – *Expectation: Board members discuss the meeting and provide feedback to the Interim CEO 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, August 31, 2020



Board Members Present

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

Also Present

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

Minutes of the regular Board meeting of The Academy held at 11800 Lowell Blvd., Westminster, CO 80031 in Adams County on August 31, 2020.

I. Open Meeting

A quorum being present, Mr. Stock called the meeting to order at 7:02 pm and gave the following disclaimer:

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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, Walsh

Nays: None

Motion Carried 6 – 0

- IV. Public Comment
No questions from the Public at this time.

- V. PTO Report
The Board wanted to know how they can help or support the PTO this coming year.

- VI. Reports from Director, Principals, and Committees
 - a. Chief Officer's Reports
 - i. Executive – The board asked that if the school has a positive COVID case, what the process is. It will depend on the scenario, but with elementary, suppose its Cohort A we would shut it down which would also include the teacher, so we would also have to shut down Cohort B for 2 weeks. The teacher would continue to teach each Cohort remotely. The goal is to limit any case to one classroom or a couple Cohorts. The board asked if it is the state or school who has the authority to shut down the school. The state has provided guidelines to follow the decision tree. At present, the school has summarized the process to our families, as well as being linked into the re-opening plan that is posted on our website and on posters located in the hallways.
The board asked how consistent with the family feedback the attendance has been for full remote students. Attendance is tracking with the older grade levels who chose full remote. Our 4th and 5th grade have about 40 students, while Kindergarten is higher than that while the other grades dip down slightly. Has there been feedback from the older students on what we are doing well and not so well? Our student council president has been helpful in producing a student survey for feedback from our students.
 - ii. Finance & Operations – The board asked how the extended remote learning will affect the budget. Currently, we are not receiving After Care or Food Service revenue. This year, with our budget having to be reduced, if we don't receive the revenue, we will need to identify how long we can sustain current staffing and salary costs. The school did acknowledged, during the offer letter process, if the school needs to go full remote for an extended period of time, which groups of staff would have to be furloughed.

 - b. Committee Reports
 - i. Finance – No meeting this month
 - ii. SACademic – The CEO advised the board that as it stands now, the state expectations are still in place for schools to collect data. With the climate we are in, we can acknowledge that the data across students will not be standardized. The board commented as we are a charter school and having the amount of flexibility, should we strategically be looking at offering on-line classes or how we teach and present curriculum. We need to embrace these changes. We will have the SACademic committee shift to meeting quarterly and looking at what alternative teaching and learning practices that have potential to meet student needs and how would we start to build those ideas into our mission and vision while planning for the long term.

VII. Discussion

- 2. School Dashboard and CEO Evaluation
- 3. Work Session Summary – Finished the board self-evaluation and discussed open officer positions. Completed the matrix and reviewed the communication agreements.

VIII. Executive Summary

1. Student Data Security Policy Approval

Mr. Sanchez moved to approve the Student Data Security Policy. Mr. Stock seconded.
 Ayes: Drewlow, Klenjoski, Miller-Carlson, Sanchez, Stock, Walsh
 Nays: None

Motion Carried 6 – 0

2. Election of Board Members

Mrs. Miller-Carlson and Mr. Weaver’s class A term concludes on June 30, 2020 and they both have advised a Board member that they will seek reelection. The voting was conducted by paper ballot and the decision was unanimous to approve Mrs. Miller-Carlson and Mr. Weaver for another four year term.

3. Board Officer Elections

The following members were nominated for these officer positions.

- Mr. Kevin Sanchez Chairman
- Mr. Brad Walsh Vice Chairman
- Mr. Greg Weaver Treasurer
- Mrs. Sarah Drewlow Secretary

The election was conducted by paper ballot and the decisions were unanimous.

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. Drewlow seconded. The meeting was adjourned at 8:39 pm via a verbal all aye vote.



The Academy of Charter Schools PTO Meeting Minutes September 8, 2020

Call to Order

A meeting of the Academy of Charter Schools PTO was called to order on Tuesday, September 8, at 6:02 p.m. by President Holly Wogoman.

Attendees

Holly Wogoman- President
Michelle Mena – Vice President
Lisa Boyer – Treasurer
Karianne Klenjoski – Secretary (phone-in)

Approval of Minutes

Michelle Mena made a motion to approve the meeting minutes for July, 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.

New Business

Virtual 5K - Wogoman stated 126 people registered for the virtual 5K. Wogoman will send out a post requesting families use #wildcatsgobeyond2020 during the week of the event so families see that the school is still participating in events.

Harvest Fest

A drive through Trunk-or-Treat will replace Harvest Fest this year to help keep staff, students and their families safe while honoring the school's favorite tradition. This event will be held on Thursday, October 29th from 5:30 p.m. - 8:30 p.m. in the west parking lot at the Main campus. The cost to participate will be \$20/car load***. Wogoman said she would like 80 cars to participate. Invites will be extended to clubs, each grade level, families and community members. Bingo will pay for the candy. A call to action will be sent to Academy families and Wogoman will schedule time to meet with grade level teachers. Students will vote for the best trunk with prizes given out for 1st, 2nd and 3rd places.

*all passengers must be able to be in a seat belt

**No piling of passengers in cars, you will be denied access.

Gala

The Spring Gala is scheduled for Saturday, May 1, 2021 at the Ranch Country Club. PTO is currently reviewing the contract. The cost to rent the Club is \$3,000 for the event. A \$1,500 deposit is needed to secure the contract.

Board of Directors

Ideas for Board Member involvement were discussed. PTO will identify a pathway in which board members can follow-up with requests from the PTO. Wogoman will follow-up with Reckman.

Bingo

Wogoman stated she is unclear as to how much longer bingo can survive under their current circumstances due to low customer numbers. Due to the restrictions regarding COVID, only 75 people are allowed per session. Wogoman and Mena stated they are brainstorming options for family involvement as bingo is currently breaking even.

Questions and Announcements

No questions or announcements at this time

Adjournment

Holly Wogoman adjourned the meeting at 6:51 p.m.

Respectfully submitted by:

Karianne Klenjoski, PTO Board Secretary

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Chief Executive Officer (CEO) Board Report September 2020

“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. No changes have been made since. Discuss implementation to date.

Minor tweaks and additions have been made to the Reopening Plan since the Board Retreat, but there have been no substantive changes. The adjustments have primarily focused on ironing out scheduling details, clarifying key communication points, and aligning instructional and attendance statements with CSI guidance in preparation for October Count reporting. The Reopening Plan was submitted to CSI two weeks prior to The Academy’s first day of instruction. They have given their approval.

Pre-K has been running a full-time, in-person model with no remote option since August 20th. Amy Jackson has reported a smooth start with no major surprises or issues so far.

K-5 started in-person instruction on August 24th. Students choosing in-person instruction have been attending two days per week in small groups and learning remotely three days per week. Suzie Galbraith and Sarah Gramarossa have reported a smooth start with no major surprises or issues during the first five weeks. On Monday, September 28th, K-5 shifted to larger class sizes with all in-person students attending four days per week. Friday continues to be a full remote day for all students, which allows for additional planning and professional development time for teachers whose typical planning and professional development time during the week is still reduced due to implementation of a variety of public health precautions.

Approximately 30-40 elementary students per grade level have chosen the full remote option. Families are able to switch to the full remote option at any time. These full remote numbers have not changed significantly over the past few weeks. However, the work load for these teachers continues to be challenging. Elementary Principals continue to made adjustments to manage workload for remote learning teachers and maintain instructional quality.

6-12 began the year with full remote instruction for all students on August 24th. They spent the first two weeks in full remote status. The primary reason for this was to give secondary staff time to solidify new teaching and learning practices that include a heavy emphasis on the use of technology, live-streaming, and recorded lessons. On Tuesday, September 8th, 6-12 students who chose the hybrid learning model began attending in-person classes two days per week and learning remotely three days per week. A full remote option continues to be available to students who choose it. Leigh Florita, Erik Mikulak, and Cody Clark have reported a smooth start with no major surprises or issues during the first three weeks. They are pleased with the instructional rollout, though it continues to be a hefty load for teachers to simultaneously teach to in-person and remote students. We expect to stick with this structure for the foreseeable future.

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.

All of the primary guidance we are using to set up health and safety protocols is linked at the end of the Reopening Plan. I have been in ongoing contact with the health and safety point person at CSI and the Schools Coordinator at Tri-County Health. I also had a chance to talk with a state epidemiologist about our specific efforts. We have been and will continue to work closely with our School Nurse to stay on top of needs and questions as they arise.

We continue to closely monitoring symptoms for staff and students and following all public health guidelines for responding and communicating when symptoms arise. We continue to have a small number of staff and students staying home or being sent home each day due to symptoms. So far we have had zero confirmed cases of COVID-19 among staff and students. However, we have had to ask five staff and students to quarantine for 14 days due to close contact with a confirmed case *outside* of school. We had to ask one staff member or student to quarantine for 14 days due to the presence of multiple major symptoms, but that individual has since received a negative test result.

Vision Development Update

Expectation: CEO will update on the current status of efforts to develop an Academy Vision Statement as well as identify next steps.

An exciting grant opportunity was released recently – the Response, Innovation, and Student Equity (RISE) Education Fund. This fund comes from the Governor’s office and is meant to address learning challenges related to the economic, social, and health impacts of COVID-19 in a manner that creates sustainable innovations that improve student learning, close equity gaps, and enhance operational efficiency. The fund emphasizes the following:

- Innovative, locally driven solutions
- Addressing broad structural challenges and overcoming barriers to learning in ways that have the potential to be replicated in the future by others
- Advancing equity
- Prioritizing educator, family, and community input and support
- Providing new student-focused models of learning
- Dramatically rethinking the student experience
- Strengthening linkages between P-12, higher education, and industry, including work-based learning, improving transitions, apprenticeships, early colleges, and preparing students for in-demand careers and sectors in their community
- Catalyzing innovations that can drive long-term impact after the life of the grant

We feel that these criteria are an impressive match for the Pathways programming The Academy has been developing. As such, we are excited to apply and are hopeful about our chances. Given the centrality of Pathways to The Academy’s developing vision, we feel the development of this grant application is also worth our time and effort even if we are not awarded funds because that work could still be put towards strategic planning and further development efforts. There also happens to be an overlapping opportunity to apply to the Gates Foundation for planning and design support as we develop our grant application. If we succeed in getting this grant opportunity within a grant opportunity,

the Gates Foundation will cover the costs of The Academy's use of their vetted Design Support Partners who will help develop the RISE application but also offer expertise in community engagement, systems design, design thinking, and strategic planning. Our hope is that this work will help us move substantially in the direction of a fully developed strategic plan and vision statement to fully bring Pathways to life.

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Chief Finance and Operations Officer Board Report September 2020

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FINANCE COMMITTEE AGENDA & REVIEW

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

Introductions (10 minutes)

Expectation: Review new norm and committee responsibilities for upcoming year.

Discussed transitional period and expectations as the new year begins and our new team takes control. Agreement was made about our need for a team approach and responsibilities across the group to ensure there is shared understanding and therefore greater ability for true sustainability. The changes that have impacted us financially e.g. CARES, reduced revenue etc., logistically e.g. safe and functional building, and within our cultural approach e.g. increased accountability, were shared and discussed. We also need to be able to view the opportunities for growth that the pandemic has afforded us, and we are ready to do so. Committee responsibilities including review of financials, supporting the school's strategic direction as well as audit responsibilities were shared and agreed on.

Budget Discussions (20 minutes)

Expectation: COO will update on budget process and outline revenue and expenditure considerations used for scenario planning.

Focus areas from the summer months were discussed and shared e.g. aligning financial pathways between COO and FM, assessing budget needs and prioritizing CARES fund usage. The following objective was shared:

‘Establish a budget that continues to maximize performance in strategic goals, reduces costs and remains responsive’

Key elements of the above include safety, instructional programming, staff salaries and benefits, facility excellence and technology investments. Scenario planning from the summer communication was reviewed and clarified. Enrollment numbers have been holding above 1860 for several weeks now, a significant improvement on 1839 from last year. This is a promising sign and particular attention is being paid weekly to monitor. Andrea has been able to fully load the completed budget into our SDS system, which represents a strong step forward in our ability to monitor ongoing costs in real time.

Financial Report Review (30 minutes)

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

Report sent out in advance. Committee reviewed format and the current position. Committee reviewed the lack of revenue brought about by students not being in the building full time. The main areas that this affects are Food Services, Pupil Activities and Community Services Activities. That revenue is currently being covered through CARES and donor funds. In comparison to previous years, our current revenue has been higher than normal and expenditures have been less than previously seen. This however will likely balance out in the coming months.

Acct	Account	Aug	FY 2021 YTD	FY 2021 Budget	YTD % of Budget	FY2021 Expected End of Year
Revenue						
1500	Earnings on Investments	\$281.81	\$692.08	\$42,000.00	1.6%	\$42,000.00
1600	Food Services	\$0.00	\$26,443.21	\$360,200.00	7.3%	\$360,200.00
1700	Pupil Activities	\$15,400.77	\$25,415.00	\$675,500.00	3.8%	\$675,500.00
Community Services						
1800	Activities	\$8,714.00	\$11,626.00	\$786,000.00	1.5%	\$786,000.00
1900	Other Local Sources	\$174,584.52	\$231,256.79	\$289,870.00	79.8%	\$289,870.00
Revenue from State						
3000	Sources	\$92,954.02	\$92,954.02	\$427,494.42	21.7%	\$427,494.42
3100	Categorical Revenue	\$0.00	\$0.00	\$221,090.99	0.0%	\$221,090.99
Adjustments to						
3200	Categorical Revenue	\$0.00	\$0.00	\$0.00		\$0.00
Other Revenue From						
3900	State Sources	\$46,538.92	\$846,547.93	\$2,124,907.30	39.8%	\$2,124,907.30
5200	Interfund Transfers	\$0.00	\$0.00	\$0.00		\$0.00
5600	Direct Allocations	\$1,209,275.61	\$2,418,551.22	\$14,139,205.00	17.1%	\$14,139,205.00
11	Total Revenue	\$1,547,749.65	\$3,653,486.25	\$19,066,267.71	19.2%	\$19,066,267.71

Expenditure Summary		Aug	FY 2021 YTD	FY 2021 Budget	YTD % of Budget	FY2021 Expected End of Year
0100	Total Salaries	\$367,689.58	\$704,077.28	\$9,259,340.10	7.6%	\$9,259,340.10
0200	Total Benefits	\$180,818.42	\$367,982.11	\$3,669,092.94	10.0%	\$3,669,092.94
0300-						
0500	Total Purchased Svcs	\$241,808.10	\$486,212.62	\$4,045,693.67	12.0%	\$4,045,693.67
0600	Total Supplies	\$85,207.94	\$315,452.76	\$1,394,281.00	22.6%	\$1,394,281.00
0700	Total Property	\$0.00	\$0.00	\$0.00		\$0.00
Total Fees/Pupil						
0800	Activities	\$12,426.86	\$36,372.97	\$697,860.00	5.2%	\$697,860.00
0800	Total Other Uses	\$0.00	\$23,333.00	\$0.00		\$0.00
Total Expenditures		\$887,950.90	\$1,933,430.74	\$19,066,267.71	10.1%	\$19,066,267.71
Salary Accrual Adj.			\$142,833.33			
Net Profit (loss)		\$659,798.75	\$1,577,222.18	\$0.00		\$0.00
Board Approved Beg. Fund Balance Use						
Budgeted Margin				\$0.00		\$0.00
Beginning Fund Balance				\$2,486,635.94		\$2,486,635.94
Est. Ending Fund Balance				<u>\$2,486,635.94</u>		<u>\$2,486,635.94</u>

20/21 Committee Goals (15 minutes)

Expectation: COO to present proposed goals for upcoming year. Discuss and finalize as a group.

Committee agreed to the following goals for the upcoming year:

- Continue to support school's strategic objectives

- **Develop long-term fundraising plan**
- **Support execution of Financial Transparency requirements**
- Aid development of new, responsive operating norm
- Identify and monitor trends/variances month to month
- Provide input and feedback on uses of reserve
- Build internal knowledge of current educational issues*

*COO will share relevant webinars or information sources to help Committee stay abreast of current news/updates.

Fundraising Outline (10 minutes)

Expectation: COO to present fundraising opportunity and begin discussions about planning needs.

Information on a fundraising opportunity secured over summer was shared. A significant part of the Committee's work over the next year will include planning and logistics behind a proposed fundraising plan. Objectives included:

1. Further strengthen The Academy's cultural and socioeconomic diversity

Ensure that every Academy student has at his or her disposal the tools and resources to compete with any other student on a *fully equal* basis.

2. Support teaching and learning

Strengthen the ability of The Academy to hire and retain outstanding teachers and aides who share the school's mission and values.

3. In the short run, until the Covid-19 crisis is resolved, ensure health and safety

Ensure the current health and safety of all Academy staff and students.

As the school puts in place a durable fund-raising program that:

- Actively reaches out to the Academy community to ask those who are able to do so to donate money to a fund targeted at the two (now, three, until Covid-19 is resolved) focused objectives.
- Thinks big: Seeks to raise at least \$125,000 in the first 90 (TBD) days' effort.
- Offers a one-to-one match of our \$125,000 to monies raised in that effort.
- Is staffed and led by community volunteers.
- Is designed to continue annually in perpetuity, thereby enhancing The Academy's ability to achieve the twin objectives noted over the long term.

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: 15 Oct., 2020

OPERATIONS UPDATE & REVIEW

Operations Updates

Finance: See Finance Committee notes above

Facilities: New facility procedures and communication pathways from custodians to cleaning company to managerial level have been functioning well. Resetting expectations has been difficult but rewarding and we are starting to see consistent benefits at the classroom level. Deferred maintenance decisions are ongoing and are being addressed on a case-by-case basis.

HR: Significant law changes for Pay Equity are coming into effect in the new calendar year. Job descriptions and salary schedules are being reviewed ahead of this. Title IX policies are being updated and should be ready for review next month. CROWN Act came into effect mid-August and relevant changes have been made in our handbooks.

Technology: Review has taken place about pathways for IT support and has been pushed out for Principals to share. October communication for families will help provide more information for the community as to current status of remote learning and essential messages for the near future.

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SACademic Committee Report - September 2020 Meeting

Role of the SACademic Committee for 2020-21

Expectation: Discuss priorities for the SACademic Committee’s work during the 2020-21 school year.

The welcome back message and initial meeting agenda for restarting the SACademic Committee is included in this board packet. It covers the scope of the committee’s work for the coming school year.

INTRODUCTION

Hello SACademic Committee Members,

Thank you for your willingness to put in some extra time to support this important board committee! I also appreciate your patience as we have put meetings on hold for the past six months to focus on responding to the pandemic. Now that we are beginning a new year, we are eager to restart our work together. That work will look a little different this year, though. We spent a lot of time last year reorienting this committee toward a focus on continuous improvement (see below), but almost all of the data streams that inform those efforts have been interrupted and we have been given a pass on the need to submit a new UIP for 2020-21. Instead, we will temporarily shift gears during the coming school year and focus this group’s talents on monitoring equity and instructional quality within the hybrid and remote learning models.

-Brent

A REVIEW OF THE SACADEMIC COMMITTEE’S PURPOSE

The purpose of The Academy’s SACademic Committee is twofold:

1. Exercise curricular oversight
 - a. Review proposals for new courses, programs, and curricula
 - b. Evaluate the initial implementation of new courses, programs, and curricula during a piloting phase for final approval
 - c. Monitor the ongoing use of existing courses, programs, and curricula for effectiveness, relevance, and alignment with school strategic mission and vision
2. Support cycles of continuous improvement
 - a. Understand how student achievement is measured at the school and build board-wide understanding of the most critical measures
 - b. Review annual school performance measures
 - c. Review drafts of the annual Unified Improvement Plan developed by school leaders

- d. Make recommendations as appropriate

The October meeting will begin with identifying a new purpose to align the SACademic Committee's work with the unique needs to the current school year.

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Draft Dashboard 2020-21

	K-2	3-5	6-8	9-12
Academics 40%	Reading	Reading	Instructional Goal #1	Graduation
	67.6% SGP 50+ (3 Points)	66% SGP 50+ (3 Points)	Active Participation (2 Points)	100% (3 Points)
	Math	Math	Instructional Goal #2	College Acceptance
	60% SGP 50+ (3 Points)	64% SGP 50+ (3 Points)	Co-Teaching (2 Points)	78.5% (3 Points)
	Writing	Writing	Writing	SAT
	90% Proficient (3 Points)	Create Baseline for Wonders Genre Writing (3 Points)	75% Proficient (3 Points)	1040 (3 Points)
			GPA	GPA
			84% at 3.0+ (3 Points)	77.8% at 3.0+ (3 Points)
Culture 20%	*Staff & Student Morale & Well-Being (10 Points)		*Staff & Student Interpersonal Effectiveness (5 Points)	*Staff & Student Morale & Well-Being (5 Points)

Finance 20%	Compliance	TABOR	Cash on Hand	Long-Term Planning
	100% Financial Transparency Act Requirements (5 Points) Click here for details	3% TABOR Fully Funded (5 Points)	Bond Requirement Met (65 days) (5 Points)	- Scenario Planning Process for 21-22 - Prioritized List of Reserve Usage Options (2.5 x 2 = 5 Points)
Operations 10%	Health & Safety			
	<ul style="list-style-type: none"> • Reopening Plan Approved by CSI & Tri-County Health Department (2 Points) • 80% of Staff Report Satisfaction w/ Implementation of Health Precautions (2 Points) • Rework Custodial Contract to Account for Increased Need for Sanitizing (2 Points) <ul style="list-style-type: none"> • Maximize Functioning of HVAC Systems (2 Points) • Maintain Consistent Communication with Staff & Families (2 Points) 			
Governance 10%	CEO Evaluation	Board Self-Evaluation	Board Training	Board Succession Plan
	Draft Eval in September, Complete Mid-Year in February, and Complete Final in June (2.5 Points)	Complete Eval at Retreat, Review in August, Publish in September (2.5 Points)	Complete Annual Training at Retreat, Introductory Training for New Board Members Upon Joining, and Appropriate Committee Training (2.5 Points)	Transition to New Officer Roles, Identify Two New Board Members to Join for 21-22, and Recruit Two Potential Board Members for the Future (2.5 Points)

*How will partial points be awarded?

***K-2 Culture Goal:**

The emphasis in lower elementary this year is on staff and student morale and well-being.

20-21 Culture WIG: 80% of staff and students will indicate they are an important part of the Wildcat community and they feel effective, empowered, respected, fulfilled, and supported as reported by the Leader in Me survey. This survey will be given 3 times this year (Fall, Winter, and Spring) to measure growth and areas for improvement.

***3-5 Culture Goal:**

The emphasis in upper elementary this year is on student and staff morale and well-being.

20-21 Culture WIG: 80% of staff and students will report they are happy to be at work or school, they feel valued at work or school, and feel like they are an important part of the community as reported by the Leader in Me survey. This survey will be given 3 times this year (Fall, Winter, and Spring) to measure growth and areas for improvement.

***6-8 Culture Goal:**

Middle school is working to develop a highly functioning, self-directed community that is lovingly supported in their journey to develop passions, define identity, practice inter/intrapersonal skills, cultivate joy, and contribute meaningfully to our world. We treat one another with respect and dignity while working together in a fun environment designed for middle level education.

20-21 Culture WIG: 80% of staff and students will average a 4.0 or higher on their overall Interpersonal Effectiveness score by Spring 2021.

***9-12 Culture Goal:**

The focus at high school is to emphasize student and staff well-being and overall morale this school year. Much emphasis is being placed on individual outreach, building community, and working to ensure that self-care is a top priority during these interesting times. This lines up with the work we started last year and would continue to ensure that our students and staff feel valued as well as an important part of the community. During the first quarter of this year, much emphasis has been placed on Growth Mindset with multiple workshops being presented to both students and staff members. This was a conscious decision to guide and support everyone as we return to an uncertain situation. The high school will likely continue to navigate each quarter with a new theme.

20-21 Culture WIG: 80% of staff and students will report they are happy with their teaching or learning, they feel valued at work or school, and feel like they are an important part of the community as reported by the Leader in Me survey. This survey will be given 3 times this year (Fall, Winter, and Spring) to measure growth and areas for improvement.

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The Academy Board Expertise Matrix

Board Member	Michael Stock	Brad Walsh	Tamela Miller-Carlson	Greg Weaver	Kevin Sanchez	Sarah Drewlow	Dan Klenjoski
Student Grade	8 th & 10 th	10 TH	12 TH		2, 4 6, 8,10, & 12 th	1 ST	3 RD & 4 TH
Finance		X	X				
Legal		X	Some				
HR			X		X	X	
Governance		X	X				
Communications			X			X	
Marketing		X	X				X
Strat. Planning	X	X	X				
Education							
Leadership	X		X		X	X Inc career dev/coaching	X
Real Estate		X	Prop Mgt		X		X

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Board Minutes Compliance Checklist

Colorado Charter School Institute

The following is provided as a tool to assist charter school governing boards in evaluating their adherence to best practices and legal requirements relating to recordkeeping and board meeting procedures. It should in no way be construed as legal advice or a formal legal opinion on behalf of the author or CSI. Use of this information does not create an attorney-client relationship, nor is the creation of such relationship intended by the provision of this information. This information does not constitute a formal administrative opinion on behalf of CSI. CSI recommends that each school contacts its attorney to obtain legal advice with respect to any particular legal issue.

School:	Date of Minutes Reviewed:			
Reviewer:	# of Members Req'd per Bylaws: ____ # of Annual Meetings Req'd per Bylaws: ____			
ITEM	Y	N	N/A	NOTES
Open Meetings/Transparency				
A notice and agenda were posted online at least 24 hours in advance of meeting				
Board has its board meeting calendar posted on school's website				
Meetings are held regularly and at the dates/times set forth in the school's bylaws				
School Board membership and contact information for the Board or Board Chair are posted on website				
Recordkeeping				

Minutes include typical orders of business, such as:				
(a) Call to order				
(b) Roll Call/Determination of a Quorum				
(c) Adoption of the Agenda				
(d) Approval of the minutes of prior board meeting				
(e) Opportunity for public comment				
(f) Committee Reports				
(g) Discussion Items				
(h) Action Items				

(i) Adjournment				
Minutes are taken and posted on the school's website (posting should occur at least within the month following their approval)				
The minutes include the name of the board, date, time, place, type of meeting, name and title of presiding officer, names of members present or absent, and the action taken on the previous meeting minutes				
Name of the board member moving a motion is recorded				
Outcomes of votes are recorded				
Minutes provide sufficient specificity to be able to determine the topic discussed and the outcome/resolution of a topic (e.g., the minutes should not just be an agenda); minutes should also only contain the business and actions of the board and not personal comments				
Any public comments are stated by topic and overview only				
Minutes do not contain highly sensitive, confidential information (e.g., legal advice, student PII)				

Quorum/Voting

Quorum present and documented # Members Present: _____				
Voting is by roll call or unanimous consent (no secret or proxy voting) [except voting by secret ballot can be used to (1) elect leadership; (2) elect members of a search committee; or, (3) elect president/vice-president, but the outcome of vote must be recorded in minutes]				
All voting occurs during an open meeting				
Executive Session				
If entering into executive session, the minutes reflect the specific citation to the provision in statute that allows executive session and the particular matter to be discussed is identified with as much detail as possible without compromising the purpose for which the executive session is authorized				
Executive session is entered into for an allowable purpose (see list of permissible executive session topics below)				
No formal action is taken in executive session				
2/3 of the quorum present voted in favor of entering into executive session				
Executive session isn't being entered into so often that it indicates the Board may be improperly using executive sessions				
Minutes reflect who is invited into executive session				
School Leader Search (applicable if school is searching for a new leader or executive director)				

Search committee is established to develop job search goals; write job description; set deadlines for applications, requirements for applicants, selection procedures, and timeframes for selecting the new leader				
Board makes public the list of all finalists under consideration for the leadership position at least 14 days prior to appointing the finalist				
Conflict of Interest				
A Board member appeared to be conflicted regarding a decision made by the Board				
The Board member disclosed this conflict and material facts to the Board				
The Board evaluated whether a conflict existed				
The conflicted Board member recused him/herself and abstained from voting				
Other Issues				
There is evidence of improper political/lobbying/fundraising activities				
The School has lost its nonprofit status				
Board amended bylaws or articles of incorporation				
Board composition is incorrect (not enough board members; new board members in attendance; no parent members)				
Board discussed material changes to its contract (expansion, replication, use of an EMP, material change to educational program)				
Board discussed matters that may indicate noncompliance				

Additional Observations or Authorizer Follow Up:

Suggested Resources or Areas of Improvement:

Permissible Topics for Executive Session:

- (a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; except that no executive session shall be held for the purpose of concealing the fact that a member of the local public body has a personal interest in such purchase, acquisition, lease, transfer, or sale;
- (b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions. Mere presence or participation of an attorney at an executive session of the local public body is not sufficient to satisfy the requirements of this subsection (4).
- (c) Matters required to be kept confidential by federal or state law or rules and regulations. The local public body shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the executive session.
- (d) Specialized details of security arrangements or investigations, including defenses against terrorism, both domestic and foreign, and including where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law;
- (e) (l) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.

(II) The provisions of subparagraph (I) of this paragraph (e) shall not apply to a meeting of the members of a board of education of a school district:

(A) During which negotiations relating to collective bargaining, as defined in [section 8-3-104 \(3\), C.R.S.](#), are discussed; or

(B) During which negotiations for employment contracts, other than negotiations for an individual employee's contract, are discussed.

(f) (I) Personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting. With respect to hearings held pursuant to the "Teacher Employment, Compensation, and Dismissal Act of 1990", article 63 of title 22, C.R.S., the provisions of [section 22-63-302 \(7\) \(a\), C.R.S.](#), shall govern in lieu of the provisions of this subsection (4).

(II) The provisions of subparagraph (I) of this paragraph (f) shall not apply to discussions concerning any member of the local public body, any elected official, or the appointment of a person to fill the office of a member of the local public body or an elected official or to discussions of personnel policies that do not require the discussion of matters personal to particular employees.

(g) Consideration of any documents protected by the mandatory nondisclosure provisions of the "Colorado Open Records Act", part 2 of article 72 of this title; except that all consideration of documents or records that are work product as defined in [section 24-72-202 \(6.5\)](#) or that are subject to the governmental or deliberative process privilege shall occur in a public meeting unless an executive session is otherwise allowed pursuant to this subsection (4);

(h) Discussion of individual students where public disclosure would adversely affect the person or persons involved.