



Prepare | Explore | Empower

Board of Directors  
Board Meeting Minutes  
Monday, September 27, 2021

Board Members Present:

Kevin Sanchez	Chairperson
Sarah Drewlow	Vice Chairperson
Dan Klenjoski*	Board Member
Autumn Coffee	Secretary
Amy McDuffee	Board Member
Laurissa Fransua	Board Member
Shawn Hamele	Treasurer

Also Present:

Brent Reckman	CEO
Mark Wilson	COO
Andrea Foust	Finance Director

\*Attended via conference call

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on September 27, 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. Hamele moved to approve the agenda. This was seconded by Mrs. Fransua.  
Discussion: None

The Journey Starts Here...

Ayes: Klenjoski, Coffee, McDuffee, Fransua, Hamele, Drewlow, Sanchez  
Nays: None

***Motion Carried 7 – 0***

IV. Public Comments

There were no public comments at this meeting.

V. Reports from Directors, Principals, and Committees

a. CEO Report

- i. Mr. Reckman gave a brief pandemic update; there hasn't been much change in the past month.
- ii. Strategic initiatives – this will be the main topic at our October board meeting. Until then there isn't too much to report.

b. Finance Report

- i. Mr. Wilson reviewed the finance committee meeting information.
- ii. Food Services will continue to offer free meals. We are having some issues with the menu due to supply chain issues across the country.
- iii. The supplies expense line seems, but that accounts for each level stocking cabinets to begin the year.
- iv. Curriculum and Facilities – we are putting aside cash for both of these items to prepare for updates.
- v. We're submitting the final federal funding piece within the next month.

c. SACademic Committee

- i. This committee oversees curricular decisions and changes to the course catalog.
- ii. This committee helps to complete our UIP (Unified Improvement Plan) every two years.
- iii. The first draft of our UIP was submitted, and CSI gave us feedback on it. The final copy of our UIP is due on October 15.

d. PTO – no meeting this month

VI. Presentation and Discussion

a. CSI is requiring all of their school to adopt the following two policies by October 1:

- i. School Response Framework
  1. Mr. Wilson has been working on an Emergency Operation Plan (EOP), and all of the necessary information for the school response framework is included.
  2. The EOP will be submitted in October. We should receive feedback in November, and then we will submit a final copy in December.
- ii. Conflict of Interest

The Journey Starts Here...

1. This has been imbedded in the financial controls, but it is now recommended that it be a stand-alone policy.
  2. Clarifying Comments:
    - a. In the Fiduciary Duty section – add monitoring conflicts of fellow board members
    - b. Clarify a sitting board member would resign before applying for a position on staff.
    - c. Clarify the conflict of interest relating to compensation relating to a staff member
  3. We will let CSI know that we are working on this policy and will submit it at a later date.
- b. Work Session Summary
- i. We discussed the approach to gender inclusivity and reviewed the information statement of intention.
  - ii. We looked at the Financial Controls Policy; there were no major changes to be made. We will look at them in November, and the auditor will join the meeting.
  - iii. Discrimination Complaint - Mr. Sanchez read the attorney’s response and the draft of his response to the applicant.
  - iv. We previewed the CEO report and included a COVID update.
  - v. We previewed the Finance report.
  - vi. We previewed the SACademic Committee report.

VII. Executive Summary

- a. Mr. Sanchez made a motion to send to the applicant claiming discrimination the draft response as read and to close the complaint. Mrs. Drewlow seconded the motion.

Discussion: None

Ayes: Klenjoski, Coffee, McDuffee, Fransua, Hamele, Drewlow, Sanchez

Nays: None

***Motion Carried 7 – 0***

- b. Mr. Sanchez made a motion to accept the Crisis Management Policy as written. Mrs. Fransua seconded the motion.

Discussion: None

Ayes: Klenjoski, Coffee, McDuffee, Fransua, Hamele, Drewlow, Sanchez

Nays: None

***Motion Carried 7 – 0***

VIII. Board Meeting Self Scoring

The Journey Starts Here...

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

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- IX. Adjourn Meeting  
Mr. Sanchez adjourned the meeting at 7:36 pm.

The Journey Starts Here...