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**The Academy
Board of Directors**

*Board Meeting
Monday, January 31, 2022*

5:30 pm

Agenda

Consent Agenda	
Moved by	
2 nd By	
Action	

Y/N/P/A	Name
	Drewlow, S
	Klenjoski, D
	Coffee, A.
	Sanchez, K
	McDuffee, A
	Fransua, L
	Hamele, S

- 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 the [December 13, 2021, Minutes](#)
 - c. Approval of the [January 11, 2022, 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.*

Now is the time to hear public comment. We welcome your comments which are very important to us. Note that all comments are limited to two minutes. It is helpful for the Board if you would give us your name and connection to The Academy. Please address your remarks to the Board Chair. Note that we will not be entering into dialogue at this time. The

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purpose of this agenda item is for you, the public, to inform us, the Board, about your views. If members of the public have factual questions, staff will be glad to address them.

V. Reports from Directors, Principals, and Committees

- a. [CEO Report](#) – *Expectation: CEO will update the board on the current status of the school’s pandemic precautions as well as progress toward strategic goals.*
- b. Committee Reports – *Expectation: Committee chairs will update the board on progress with each committee.*
 - i. [Finance](#) – See meeting minutes
 - ii. SACademic – Covered in Work-Based Learning Presentation
 - iii. [PTO](#) – See meeting minutes

VI. Presentation and Discussion

- a. Winter Data Presentation – *Expectation: School admin will update Board members on progress to date with their 21-22 Annual Work Plans*
 - i. Work-Based Learning Program
 - ii. High School
 - iii. Middle School
 - iv. Elementary School
- b. 2nd Read of Mid-Year Budget Modification - *Expectation: The Board will discuss the proposed budget modification.*

VII. Executive Summary

- a. Approve Mid-Year Budget Modification - *Expectation: The Board will vote to approve the proposed budget modification.*

VIII. Board Meeting Self-Scoring – *Expectation: The board will self-score their performance for the meeting according to preset criteria.*

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

 /4

IX. Adjourn Meeting

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Board of Directors

Board Meeting Minutes

Monday, December 13, 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

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on December 13, 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

Mrs. Drewlow moved to approve a modification to the November 15, 2021, minutes to address how the board will address the public comments. Seconded by Mr. Hamele.

Discussion: None

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

Nays: None

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IV. Public Comment

- a. A couple came in to express concern with the middle school teachers and pronoun usage. They believe this discussion is coming up more than necessary.
- b. Mr. Sanchez thanked the couple for coming and for sharing their concerns.

V. Reports from Directors and Committees

- a. CEO Report
 - i. Overall, we are maintaining operations in spite of the number of Covid cases. We have been able to hire a few more substitutes, which has helped.
 - ii. We are having Representative Byrd in tomorrow Tuesday, December 14, 2021, for a tour of the school.
- b. Finance Report
 - i. We had no surprises in November. More information will be shared during our budget modification discussion.
- c. SACademic Committee – No meeting this month
- d. PTO – No meeting this month

VI. Presentation and Discussion

- a. Charter School Institute's Annual Review of Schools (CARS) – The Academy once again earned the rating of School of Distinction.
- b. Audit Review – The board looked at the [Audit Summary Letter](#) we received from our auditing firm, John Cutler & Associates, after they completed our audit.
- c. Mid-Year Budget Modifications
 - i. The updates have been vetted by the finance committee twice and are ready to be reviewed in January.
 - ii. We were able to share a salary schedule with our staff; this will help with recruiting and retaining staff.

VII. Work Session Summary

- a. We reviewed the process for board communications.
- b. We discussed the review of the discipline procedures.
- c. We discussed the safety review process and upcoming action items.
- d. We discussed the #BeABlessing campaign results and the plan for next year.

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VIII. Board 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

IX. Adjourn Meeting

Mr. Sanchez adjourned the meeting at 8:10 pm.

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Board of Directors
Board Meeting Minutes
Tuesday, January 11, 2022

Board Members Present:

Board Members Present:

Kevin Sanchez	Chairperson
Sarah Drewlow	Vice Chairperson
Dan Klenjoski	Board Member
Amy McDuffee	Board Member
Shawn Hamele	Treasurer

Also Present:

Brent Reckman	CEO
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Minutes of the regular board meeting of The Academy (11800 Lowell Blvd, Westminster, CO 80031 in Adams County) held online on Tuesday, January 11, 2022.

I. Open Meeting

A quorum being present, Mr. Sanchez called the meeting to order at 2:02 pm and read the following disclosure:

Executive Session: Discussion of individual students when public disclosure would adversely affect person or persons involved (Parent Grievance) under CRS 24-6-402 (4(h)).

II. Presentation and Discussion

Mr. Sanchez shared that the recommendation was to uphold the decision of the principal and the CEO.

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III. Executive Summary

Mr. Sanchez made a motion to uphold the decision of the principal and the CEO. Mrs. Drewlow seconded the motion.

Discussion: None

Ayes: Klenjoski, McDuffee, Hamele, Drewlow, Sanchez

Nays: None

Motion Carried 5 – 0

IV. Adjourn Meeting

Mr. Sanchez adjourned the meeting 2:17 pm.

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CEO Board Report – January 2022 Meeting

Pandemic Response Update

Expectation: Share information about implementation of pandemic precautions and their impacts on the school year.

As of January 25th, the number new COVID-19 cases per 100,000 residents in Adams County over a 7-day period was 1,062 (down from about 1,700 a week ago and up from about 315 in the December CEO Board Report). The 7-day average positivity rate is 26.5% (down from about 37% a week ago and up from about 10% last month). The Omicron variant has clearly made case numbers spike dramatically.

The Academy adjusted its quarantine guidance and related clinic procedures in early January to reflect the updates handed down from the Center for Disease Control, the Colorado Department of Public Health and Environment, and the Tri-County Health Department. Beyond these updated clinic procedures, we continue to follow the same precautions put in place to start the school year and plans to continue doing so for the foreseeable future.

Positive cases and family close contacts among students and staff have been hitting us hard all month. On a typical day, we have had dozens of students and as many as 8-10 staff members per level out on quarantine. Fortunately, the vast majority of these cases have resolved quickly with relatively mild symptoms, but the number of students out on quarantine continues to make things very challenging for teachers, students, and families. The number of staff members out has also made it very difficult to keep the building staffed and school routines running consistently.

Overall, we are maintaining operations, but we are back to feeling heavily impacted in all areas. We are able to meet everyone's basic needs, but few aspects of our programming are meeting our normal expectations for high quality.

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Strategic Initiatives Update

Expectation: Share information about ongoing implementation of initiatives in support of The Academy 5-year Strategic Plan.

Principals will present their levels' progress on Annual Work Plans for the second time this year at this month's meeting. I have also invited Cindy Borden, our Internship Coordinator, and Timothy Fifer, our Director of Work-Based Learning Pathways, to update the Board on the exciting progress they have made with our work-based learning programming.

The Colorado Department of Education (CDE) recently released preliminary growth scores from last spring's standardized testing using the Colorado Measures of Academic Success (CMAS). Those numbers are available [here](#). The data continue to be highly impacted by pandemic conditions and come with a number of important caveats. CDE has changed their entire statistical approach to analyzing and reporting these data to reflect those impacts. An explanation of those changes is available [here](#).

We are currently pulling together data to complete the Bi-Annual Scorecards for [Instruction](#) and [Operations](#) that will fully update the Board on current progress toward all Key Performance Indicators included in the Data Dashboard. This will be presented at the February meeting to support the Board in their performance evaluation of the CEO, as outlined [here](#).

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Finance & Operations Board Report, January 2022

Members Present: Dan Klenjoski, Jennifer Halford, Andrea Foust, Mark Wilson

Introduction (5 minutes)

Expectation: Review agenda and norms as needed. Share any relevant resources for committee to review. No new updates this month.

Financial Report Review (20 minutes)

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

Acct	Account_Description	December	FY 2022 YTD	FY2022 Budget	YTD % of Budget	FY2022 Expected End of Year
Revenue						
1500	Earnings on Investments	\$209.12	\$1,238.68	\$42,000.00	2.9%	\$42,000.00
1600	Food Services	\$2,094.18	\$38,716.92	\$360,200.00	10.7%	\$360,200.00
1700	Pupil Activities	\$30,464.09	\$324,286.88	\$650,000.00	49.9%	\$650,000.00
1800	Community Services Activities	\$81,423.09	\$420,614.02	\$738,400.00	57.0%	\$738,400.00
1900	Other Local Sources	\$8,257.90	\$185,468.19	\$289,870.00	64.0%	\$289,870.00
3000	Revenue from State Sources	\$46,484.31	\$232,549.17	\$765,716.64	30.4%	\$765,716.64
3100	Categorical Revenue	\$32,615.66	\$263,513.84	\$244,002.93	108.0%	\$244,002.93
3200	Adj. to Categorical Revenue	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
3900	Other Rev. From State Sources	\$179,126.72	\$751,059.44	\$1,763,417.78	42.6%	\$1,763,417.78
5200	Interfund Transfers	\$0.00	\$24,000.00	\$0.00	0.0%	\$0.00
5600	Direct Allocations	\$1,274,619.97	\$8,289,902.87	\$15,867,227.10	52.2%	\$15,867,227.10
11	Total Revenue	\$1,655,295.04	\$10,531,350.01	\$20,720,834.45	50.8%	\$20,720,834.45
Expenditure Summary						
		December	FY 2022 YTD	FY2022 Budget	YTD % of Budget	FY2022 Expected End of Year
0100	Total Salaries	\$793,051.07	\$3,943,210.49	\$9,740,825.43	40.5%	\$9,740,825.43
0200	Total Benefits	\$280,811.81	\$1,490,582.23	\$3,872,317.02	38.5%	\$3,872,317.02
0300-0500	Total Purchased Svcs	\$391,954.42	\$2,251,809.60	\$4,656,010.54	48.4%	\$4,656,010.54
0600	Total Supplies	\$89,973.40	\$947,430.24	\$1,708,561.46	55.5%	\$1,708,561.46
0700	Total Property	\$0.00	\$6,182.25	\$0.00	0.0%	\$0.00
0800	Total Fees/Pupil Activities	\$37,117.96	\$303,090.94	\$643,120.00	47.1%	\$643,120.00
0900	Total Other Uses	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	Total Expenditures	\$1,592,908.66	\$8,942,305.75	\$20,620,834.45	43.4%	\$20,620,834.45
	Total Expenditures	\$1,592,908.66	\$8,942,305.75	\$20,620,834.45	43.4%	\$20,620,834.45
	Salary Accrual Adj.		\$433,500.00			
	Net Profit (loss)	\$62,386.38	\$1,155,544.26	\$100,000.00		\$100,000.00
	Beg. Fund Balance Use					
	Current Margin			\$100,000.00		\$100,000.00
	Beginning Fund Balance			\$5,304,726.15		\$2,486,635.94
	Est. Ending Fund Balance			\$5,404,726.15		\$2,586,635.94

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- Revenue and expenditure lines discussed by each coded line.
- Possible grants incoming from Pre-K and Aftercare within Community Services
- 108K Governmental food reimbursement
- FRCC S1 invoice came in at 50K, which keeps us under budget
- Legal invoice for S1 at 8K, keeping us under budget

Amended Budget Outline (20 minutes)

Expectation: Present current position with budget modification and review significant factors.

Committee was presented with final draft of Amended Budget to be approved by the Board ahead of submitting by January, 31st, 2022. There were additional documents presented to give a clear overview of the process and detailed workings. Those included:

- CDE Uniform Budget Summary
- CSI Budget Summary
- Appropriation Resolution document

Presentation deck included:

- Annual budget approval process and timeline.
- Revenue modification and rationale that currently projects to be an increase of ~1.42M (vast majority of this increase is due to projected Food Revenue and ESSER funding, neither of which were known prior to our original budget approval).
- Expenditure modification and rationale that currently projects to be an increase of ~1.42M* (partly due to increasing minimum staff wage and increased food supplies)
- *COO Contingency increased by 884K (continue to budget 100K surplus as norm, 300K curricula purchase, BEST grant possibility, buy down 22/23 budget ahead of salary impact).
- Projected bottom line with an outline of potentially influential variables that need to be monitored prior to January 31st.
- The context of our budget being ahead in conjunction with our salary targets for staff.

Board will receive detailed final read and presentation of Amended Budget in January Board meeting ahead of approving.

Legislative Updates (10 minutes)

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

Outlined legislative timeline of the upcoming session and will continue to provide updates as we hear more on the status of PPR, MLE etc. Shared the following for reference:

First Overview of Education Bills in session:

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<https://co.chalkbeat.org/2022/1/13/22881506/colorado-legislative-first-education-school-bills-2022-session>

State of the State:

<https://co.chalkbeat.org/2022/1/13/22882500/colorado-governor-jared-polis-2022-state-of-state-speech-education-higher-education-coronavirus>

Self-Evaluation (5 minutes)

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

I missed the opportunity to take a formal evaluation rating. Will be sure to include next month.

Next Meeting: 10 Feb, 2022

Operations Update

Remaining attentive to facility cleaning protocols in order to ensure we are as safe as possible when responding to the recent increase in COVID cases. Work continues with facility auditing to help assess the condition of major areas e.g. HVAC, roofing, electrics. HR have successfully cleared our HR submission requirement with CSI and CDE for this year. I.T. remain patient with Comcast whilst they wait on the permits for the internet changeover. Their work continues to be impacted by supply chain issues, but have received very positive feedback on the S1 operations survey with staff. Fuller details will be shared as part of the data dashboard update in February.

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The Academy of Charter Schools PTO Meeting Minutes January 18, 2022

Call to Order

President Holly Wogoman called a meeting of the Academy of Charter Schools PTO to order on Tuesday January 18, 2022 at p.m. 5:33 p.m.

Attendees

Holly Wogoman- President
Michelle Mena – Vice President
Karianne Klenjoski – Secretary
Maggie Steel – Treasurer

Approval of Minutes

Michelle Mena made a motion to approve the October 2021 meeting minutes as presented. Maggie Steel seconded the motion. The meeting minutes were approved unanimously.

Officer's Reports — Treasurer

Holly Wogoman stated there are no Officer's reports this month as Maggie Steel is not yet a signatory on the PTO bank account. Wogoman and Steel will work towards completing this task before the next PTO meeting.

Unfinished Business – Marquee Update

- Holly Wogoman said the marquee has been delivered to the contractor; however, she has not been given an install date.

Bingo

- Michelle Mena stated Bingo donated \$19,750 to the school during the 4th quarter of the 2020-21 school year. Additionally, Mena and Wogoman informed Steel and Klenjoski bingo will gift Academy staff \$10,250 as a thank you; each staff member will receive \$50 cash (the date to gift staff has yet to be determined). The total donation to the school during the 4th quarter of last school year totaled \$30,000.
- Wogoman and Mena stated while bingo is a separate entity from PTO; bingo piggy- back's off PTO's 501c3 in order to operate as a non-profit. Wogoman said there are account holders currently listed on the bingo bank account that no longer serve as a PTO board

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member and need to be replaced with a new account holder. Wogoman made a motion to remove Amber Merilatt, Morgan Witte and Greg Weaver as authorized signatories on the bingo bank account and add Paul Craig as an authorized signatory. Mena seconded the motion and the motion was unanimously approved. The bank has requested approved meeting minutes reflecting this change and will be provided by Mena once the minutes have been formally approved.

New Business – Valentine’s Day Dance

- Wogoman stated Brent Reckman, CEO of The Academy of Charter Schools contacted her to share his concern regarding the health and safety of guests at the annual Valentine’s Day Dance and asked PTO to cancel the event due to the ongoing pandemic. Wogoman agreed with Reckman’s concerns and said it was an easy decision for her to cancel the dance. Notification of this cancelled event will be posted on all authorized school communication platforms in the coming day.

Gala

- Wogoman said many parents have asked her about the Gala this Spring. Wogoman doesn’t feel comfortable hosting an in-person event. In lieu of a traditional Gala reception, Wogoman suggested an on-line fundraising event and Mena agreed.
- Wogoman shared her concern as she has yet to speak to her contact from the Ranch despite numerous phone calls and emails, making it difficult to move forward in either direction.
- Wogoman does not remember if a deposit has been made to the Ranch for the Gala.
- Wogoman will pick-up auction items currently housed at the school to see what items could be used for an on-line fundraiser.
- Klenjoski asked if the bottles of alcohol the board donated were included with the other Gala items as Lisa Boyer had the bottles in her office before she left The Academy; Wogoman is unsure of where the bottles are being kept.
- Wogoman will reach out to AMP to see what on-line fundraising platform they use and will update PTO to see how we move forward; Mena suggested the possibility of PTO managing the bidding in-house. This option will be discussed once Wogoman knows more about on-line platform options.

National Days

- Klenjoski shared there wasn’t an opportunity to celebrate national popcorn day with staff this month due to various reasons. She asked if the PTO board members would look at national day options so plans could be made for the remainder of the school year. Wogoman informed Klenjoski that Community Relations takes the lead on national days and isn’t sponsored by PTO. This staff perk is typically funded through the school or volunteer account.

Questions and Announcements

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- Wogoman said Joan, from Chick-Fil-A invited PTO to host a spirit night. Various dates were discussed. Wogoman will speak to Joan and will email the flyer to Klenjoski to post in Academy communications.

Adjournment

Holly Wogoman adjourned the meeting at 6:17 p.m.

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