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**The Academy
Board of Directors**

*Executive Work Session
Monday, March 28, 2022
5:30 – 6:55pm*

Agenda

Monthly Board Communications Review 15 Minutes
Expectation: Each month, Board members will acknowledge and discuss any community feedback or complaints that have been received since the last meeting.

Succession Planning 20 Minutes
Expectation: The Board will begin discussions about developing a CEO succession plan.

School Safety Review 20 Minutes
Expectation: The Board will reflect on last month's presentation from The Academy's School Resource Officer on the current state of school safety, including reviewing any specific recommendations.

Student & Family Handbook Updates 30 Minutes
Expectation: The CEO will share with the Board a working draft of updates to the Student and Family Handbook for the 2022-23 school year.

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**The Academy
Board of Directors**

*Board Meeting
Monday, March 28, 2022*

7:00pm

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
 - a. Approve Agenda
 - b. Approval of [February 28, 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.*
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 2 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.

The Journey Starts Here...

- 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](#) – See meeting minutes
 - iii. PTO – No meeting this month

- VI. Presentation and Discussion
 - a. 2022-23 Academic Calendar – *Expectation: The CEO will present a final proposed version of next year’s Academic Calendar for the Board’s consideration.*

- VII. Executive Summary
 - a. Approve Academic Calendar - *Expectation: The Board will vote to adopt the proposed 2022-23 Academic Calendar.*

- 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

[Return to Agenda](#)

The Journey Starts Here...



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Board of Directors
Board Meeting Minutes
Monday, February 28, 2022

Board Members Present:

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
Kelly Jacobsen	SRO

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on February 28, 2022.

I. Open Meeting

A quorum being present, Mrs. Drewlow called the meeting to order at 7:04 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

Mrs. Drewlow opened the meeting with an invocation and the Pledge of Allegiance.

III. Consent Agenda

Mrs. Fransua moved to approve the January 31, 2022, minutes. Seconded by Mrs. McDuffee.

The Journey Starts Here...

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

IV. Public Comment

- a. There were no attendees to give public comments at this meeting.

V. Reports from Directors and Committees

- a. CEO Report
- i. Covid numbers have dropped drastically.
 - ii. There hasn't been much feedback regarding the mask change.
- b. Finance Report
- i. The modified budget amounts are now included in the overall budget.
 - ii. CDE is running behind on food reimbursements; this is due to staffing shortages.
 - iii. PPR and Mill Levy are continuing with a positive tone. We'll continue to budget under the projections as a safe guard.
 - iv. We are working to have all of our staff offer letters for the 2022-2023 school year out before spring break.
- c. SACademic Committee
- i. We are looking ahead to the UIP submission.
- d. PTO
- i. The PTO has not been meeting regularly, because they cannot host events.

VI. Presentation and Discussion

- a. Bi-Annual Scorecard Update
- i. The scorecard includes most of the goals from our strategic plan. We have met or have exceeded 14 of 16 goals within our instructional and culture goals.
 - ii. These numbers put us well within the top five of our neighboring schools within five miles.
 - iii. Upper elementary is already back to pre-pandemic levels.
 - iv. Principals are able to adjust the mid-year goals if there is a solid reason.
- b. Policy Review – Grievance Policy
- i. The Board recently approved an updated grievance policy, but CSI asked us to add one paragraph detailing the appeal process to the Board and to CSI if necessary.
 - ii. If the board approves this updated policy, the parent/student handbook will be changed to reflect this change.

The Journey Starts Here...

c. Academic Calendar Proposal

- i. The senior administration is proposing that we eliminate the Tuesday late start days and move to a full Friday off roughly every three weeks. The full Friday off would be a professional development and planning day for the teachers.
- ii. We are working on providing child care to those families who will need that on the PD Fridays. This will be offered at a minimal charge if any charge at all.
- iii. A final vote will be taken on this at our March 2022 board meeting.

VII. Executive Summary

- a. Mrs. McDuffee made a motion to accept the updated Grievance Policy as presented. Mr. Hamele seconded the motion.

Discussion: None

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

Nays: None

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

Mrs. Drewlow adjourned the meeting at 8:38 pm.

[Return to Agenda](#)

The Journey Starts Here...



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CEO Board Report – March 2022 Meeting

Pandemic Response Update

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

As of March 21st, the number new COVID-19 cases per 100,000 residents in Adams County over a 7-day period was 25 (down from 1,100 two months ago and 90 one month ago). The 7-day average positivity rate is 3.2% (down from 27% two months ago and 5.4% one month ago).

Positive cases and family close contacts among students and staff have declined considerably along with rates across Adams County. The number of students and staff members out has improved considerably.

We are still feeling optimistic about finishing the school year strong without further interruption, while also recognizing that school staff are still exhausted from an incredibly challenging first six months of the school year. As per updated guidance from CDPHE and Tri-County, the Health Clinic Team is shifting to a model of routine disease prevention rather than emergency pandemic response. This primarily affects clinic practices and shouldn't feel like a particularly noticeable change to families over the last two months of the school year.

Strategic Initiatives Update

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

No new updates this month.

[Return to Agenda](#)

The Journey Starts Here...



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Finance & Operations Board Report, March 2022

Members Present: Shawn Hamele, Dan Klenjoski, Irina Szafranski, Jennifer Halford, Andrea Foust, Mark Wilson

Introduction (5 minutes)

Expectation: Review agenda and norms as needed. Share any relevant resources for committee to review.

Highlighted and shared article on the Colorado legislature at the halfway mark, outlining where education bills currently stand.

Financial Report Review (25 minutes)

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

(see next page)

The Journey Starts Here...

Acct	Account_Description	February	FY 2022 YTD	FY2022 Mod Budget	YTD % of Budget	FY2022 Expected End of Year
Revenue						
1500	Earnings on Investments	\$365.79	\$1,834.06	\$2,100.00	87.3%	\$2,100.00
1600	Food Services	\$3,541.52	\$44,906.61	\$24,000.00	187.1%	\$24,000.00
1700	Pupil Activities	\$45,907.19	\$387,947.34	\$650,000.00	59.7%	\$650,000.00
1800	Community Services Activities	\$90,625.31	\$581,221.77	\$738,400.00	78.7%	\$738,400.00
1900	Other Local Sources	\$12,077.11	\$204,003.02	\$250,000.00	81.6%	\$250,000.00
3000	Revenue from State Sources	\$45,790.53	\$324,824.01	\$594,300.56	54.7%	\$594,300.56
3100	Categorical Revenue	\$0.00	\$263,513.84	\$265,483.84	99.3%	\$265,483.84
3200	Adjustments to Categorical Revenue	\$0.00	\$0.00	\$2,968.00	0.0%	\$2,968.00
3900	Other Revenue From State Sources	\$272,501.90	\$1,155,646.91	\$3,465,911.14	33.3%	\$3,465,911.14
5200	Interfund Transfers	\$0.00	\$24,000.00	\$24,000.00	100.0%	\$24,000.00
5600	Direct Allocations	\$1,277,462.77	\$10,844,828.42	\$16,131,751.54	67.2%	\$16,131,751.54
11	Total Revenue	\$1,748,272.12	\$13,832,725.98	\$22,148,915.08	62.5%	\$22,148,915.08
Expenditure Summary						
		February	FY 2022 YTD	FY2022 Mod Budget	YTD % of Budget	FY2022 Expected End of Year
0100	Total Salaries	\$782,008.37	\$5,488,338.16	9,830,671.80	55.8%	9,830,671.80
0200	Total Benefits	\$281,514.76	\$2,045,925.39	3,879,051.75	52.7%	3,879,051.75
0300-0500	Total Purchased Svcs	\$365,958.32	\$2,963,253.88	4,729,409.68	62.7%	4,729,409.68
0600	Total Supplies	\$120,122.71	\$1,168,194.50	2,875,362.57	40.6%	2,875,362.57
0700	Total Property	\$0.00	\$6,182.25	6,182.25	100.0%	6,182.25
0800	Total Fees/Pupil Activities	\$24,983.38	\$402,011.25	728,237.03	55.2%	728,237.03
0900	Total Other Uses	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	Total Expenditures	\$1,574,587.54	\$12,073,905.43	\$22,048,915.08	54.8%	\$22,048,915.08
Total Expenditures		\$1,574,587.54	\$12,073,905.43	\$22,048,915.08	54.8%	\$22,048,915.08
	Salary Accrual Adj.		\$578,000.00			
	Beg. Fund Balance Use	\$173,684.58	\$1,180,820.55	\$100,000.00		\$100,000.00
Net Profit (loss)				\$100,000.00		\$100,000.00
Beginning Fund Balance				\$5,304,726.15		\$5,304,726.15

- Revenue and expenditure lines reviewed by each line, outlining significant changes.
- There were very minimal unexpected expenditures throughout February.
- Community Service grants now confirmed for Aftercare and Pre-K totaling 218K.
- Contingency funds remaining as planned without unforeseen expenditures.
- Supplemental budget from the state will increase PPR slightly before EOY.

The Journey Starts Here...

Legislative Updates (10 minutes)

Expectation: COO to update committee on current status of legislative session and potential impacts. Review status of 22/23 budget scenarios.

The majority of our time was spent reviewing the process of budget scenario planning for 22/23. This includes reviewing the impact of our new salary schedule and raises alongside the total of our budget requests ahead of next year. These were then collated into scenarios using PPR, enrollment and MLE as the varying factors. As the session moves along, we will be sure to update the plans to be as clear as possible ahead of our usual budget approval.

The following links and resources were re-shared alongside discussion of anticipated timeline and current tone. At this time, there is a positive outlook to PPR with no predictions believing there will be any less than 5% support. Potential MLE support was reviewed on 3/18/22 with a decision expected very soon.

- Bill Tracker: <https://co.chalkbeat.org/22899633/colorado-education-school-bill-tracker-2022>
- CO League Priorities: <https://cdn.ymaws.com/coloradoleague.org/resource/resmgr/files-advocacy/2022-CLCS-Legislative-Agenda.pdf>
- CDE Charter School Topic-Based Webinars: <http://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars>

Futures Committee (10 minutes)

Expectation: COO to outline where long term planning conversations lie and gain input.

The committee was informed of some of the initial conversations that have occurred since the start of this year. The most important message was that any future decisions will be made in collaboration with the Board and other relevant committees. Questions were raised about how to balance future funding between new, external projects and internal improvements as recommended by our CDE school report. We will dig into this a little deeper next month.

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.

Committee rated at 4 (efficient meeting, meets expectations)

Next Meeting: 14 April, 2022

[Return to Agenda](#)

The Journey Starts Here...



SACademic Committee

Minutes & Scorecard – March 2022 Meeting

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

Members

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

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

2. Review of Mid-Year Instruction & Culture Scorecard

Expectation: Committee members will review the completed mid-year Instruction & Culture Scorecard and continue brainstorming areas of focus for the draft 2022-23 Unified Improvement Plan.

- Review Last Months Notes: At last month's meeting, the committee reviewed the 5-Year Strategic Plan, the current UIP, and mid-year progress updates from each principal. Discussion questions included:

The Journey Starts Here...

- What stand out as successes?
- What stand out as areas of need?
- How do these successes and areas of need overlap with The Academy's stated strategic goals?
- How do these successes and areas of need compare to the Priority Performance Challenges and Major Improvement Strategies identified in last year's UIP?

The committee started to name potential area of focus, including student engagement and mental health as well as secondary math performance.

- Review Instruction & Culture Scorecard: Prior to the meeting, committee members will review the Mid-Year Scorecard. Committee members will reflect on these mid-year data and make recommendations for the Senior Admin Team's initial draft of the 22-23 UIP.
 - What areas does the committee recommend as priority performance challenges?
 - What ideas does the committee want to suggest for possible major improvement strategies connected to these priority performance challenges?
 - How do these suggestions overlap with The Academy's stated strategic goals?
 - What questions remain unanswered? What additional data are needed?

Notes: *The committee recommends the Senior Admin Team consider two areas of priority when drafting the 2022-23 Unified Improvement Plan.*

- *Secondary Math*
 - *Are there any important trends within student subgroup performance?*
 - *Create goals connect to student counts rather than averages*
- *Student Engagement and Social-Emotional Well-Being*
 - *Reflect on mental health staffing*
 - *Identify social-emotional curriculum resources*
 - *Schedule time to focus on specific classroom culture development*
 - *Consider the need for specific student support groups*
 - *Build school culture via school-wide events, etc.*

3. Self-Assessment

Expectation: The committee will self-assess on the effectiveness of today's meeting.

Next Meeting: This is the last scheduled meeting of the 21-22 school year. The committee will resume its work at the beginning of the 22-23 school year.

[Return to Agenda](#)

The Journey Starts Here...