



Prepare | Explore | Empower

**The Academy
Board of Directors**

*Executive Work Session
Monday, October 24, 2022*

Agenda

No Work Session this month – Special Meeting: Fall Data Presentation.

The Journey Starts Here...



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The Academy Board of Directors

*Board Meeting
Monday, October 24, 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

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. With this in mind, the Board of Directors welcomes all members of our community to this meeting and invites each person to begin our time together in whatever way will help ground you for thoughtful and productive discussion - a few deep breaths, a prayer, a moment to organize your thoughts, or whatever meets your needs.

II. Consent Agenda

- a. Approve Agenda
- b. Approval of [September 26, 2022](#), minutes

III. Public Comment

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.

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- IV. Reports from Directors, Principals, and Committees
- a. [Fall Data Presentation](#) – *Expectation: Level Principals will update the Board on the roll-out of their Annual Work Plans, including a presentation of their beginning of year data collection for the Bi-Annual Instruction & Culture Scorecard.*
 - i. High School Principal – Stephanie Mann
 - ii. Middle School Principal – Erik Mikulak
 - iii. Upper Elementary Principal – Sarah Gramarossa
 - iv. Lower Elementary Principal – Suzie Galbraith
- V. Presentation and Discussion
- a. [FAMLI Participation](#) – *Expectation: The COO will update the Board on The Academy’s plans for participation in the new Colorado family leave legislation.*
 - b. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*
- VI. Executive Summary
- a. [FAMLI Participation](#) – *Expectation: The Board will vote to approve the recommendation to opt out of FAMLI.*
- VII. 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

- VIII. Adjourn Meeting

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Board of Directors
Board Meeting Minutes
Monday, September 26, 2022

Board Members Present:

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

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 September 26, 2022.

- I. Open Meeting
A quorum being present, Mr. Sanchez called the meeting to order at 7:05 pm
- II. Consent Agenda
Mr. Sanchez moved to approve the August 29, 2022, minutes. Seconded by Mrs. Coffee.
- Discussion: None
Ayes: Sanchez, Klenjoski, Coffee, Fransua, Drewlow, McDuffee, Hamele
Nays: None
- III. Public Comment
a. There was no public comment this month.
- IV. Reports from Directors and Committees
a. CEO Report
i. Strategic Initiative – This will be our main topic at our October meeting when the principals are presenting their scorecards.

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- ii. Enrollment – We are two students below our budgeted target of 1845, but we have a few students in the enrollment process. Our PreK-12 student goal is 1875. We do not receive state funds for PreK.
 - b. Finance Report
 - i. We have our audit in hand and are working on a few adjustments. We will resubmit it on Friday. The auditor will meet with the finance committee via phone in October, and he will meet in person with the board in November.
 - ii. Food Services – we are not providing free meals this year, so we are carefully monitoring those accounts.
 - iii. In October we will start digesting the family and medical leave insurance that will be required in 2024. Our insurance broker says many schools are choosing to opt in, but on a business call last week we were told many are opting out. We will be evaluating the options and will present to the board when we have a plan for moving forward.
 - c. SACademic Committee
 - i. The two main topics for our September meeting with the School Performance Framework and the Unified Improvement Plan.
 - d. PTO – No meeting this month
- V. Presentation and Discussion
 - a. 2022 School Performance Framework – Mr. Reckman shared a slideshow with the highlights of the SPF information.
 - b. Unified Improvement Plan – Mr. Reckman shared the highlights of this document.
- VI. Executive Session
 - a. There were no items for vote this month.
- VII. Adjourn Meeting

Mr. Sanchez adjourned the meeting at 8:11 pm.

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CEO Board Report – October 2022 Meeting

Strategic Initiatives Update

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

Principals presented their 2022-23 Annual Work Plans to the Board at the July Retreat. The Board finalized the 2022-23 Bi-Annual Scorecard at the August meeting. Principals are presenting on their beginning-of-year data at this month's Special Meeting - Fall Data Presentation.

We completed our October Count enrollment period with a total K-12 student enrollment of 1848 to report to the state. One student has documented attendance concerns that may lead to us not receiving funding for them. We are fully enrolled in Pre-K for a total PK-12 enrollment of 1888.

Futures Committee Update

Expectation: Share information about ongoing implementation development of a Facilities Master Plan.

In August, the committee heard a presentation from our design partners at HCM Architects. They summarized the feedback they collected at the first meeting back in May as well as their instructional walkthrough of the building with Principals and the site evaluation that took place over the summer with a range of experts including HVAC, electrical, structural, etc. Based on all of this information, they put together an initial proposal for ways in which future facilities development could meet the wide range of needs outlined. It was exciting to see some sample renderings, and the committee asked a lot of really good questions!

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As part of that conversation, the committee gave feedback that it will be important to clearly outline the financial, physical, timeline, and other practical constraints involved before any of us can effectively process and prioritize HCM's initial ideas. With this in mind, the next steps will be:

- The COO will compile a detailed list of current/short term needs (e.g., fixing broken playground equipment, replacing failing HVAC units, etc.) and associated costs;
 - **This step is now complete.**
- The CEO, COO, and Finance Director will refine our multi-year budget projections to ensure we are accurately and conservatively planning for these current/short term needs as well as the costs associated with maintaining our new salary schedule;
 - **This step is now complete.**
- The CEO will work with HCM to organize their proposed ideas into more discrete chunks and coordinate with a builder to get general cost estimates for each along with rough timelines for completing those projects; and
 - **We requested RFQs from three builders and received a response from two of them. Those proposals from JHL and Fransen Pittman have been shared with the Board. We have final interviews the week of October 24th to select a partner. At that point, we will move forward with developing more detailed estimates.**
- The COO will connect with The Academy's external financial advisor to better understand our options for accessing additional funding.
 - **This step is now complete.**

Once we've taken these steps, we'll schedule the next Futures Committee meeting to present updated information, collect feedback, and determine next steps.

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Finance & Operations Board Report, October 2022

Members Present: Dan Klenjoski, Irina Szafranski, Sarah Gramarossa, Andrea Foust, Mark Wilson, Brent Reckman.

Introduction (5 minutes)

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

Outline of Colorado's new FAMLI (Family and Medical Leave Insurance) plan was shared. Current plan to opt out and next steps with Board were shared. Key details include the following:

- Not yet live. Obligation to provide benefits starts in Jan 2024.
- Jan 2023 commences employer and employee payments in.
- CO local governments have options about participation.
- Employees can take up to 16 weeks of paid leave in addition to current FMLA, STD, LTD etc. coverage.

Financial Report Review (20 minutes)

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

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		Budgeted Student Enrollment = 1845				
				Current Year - FY2023		
					YTD % of Budget	FY2023 Expected End of Year
Acct	Account	September	FY 2023 YTD	FY2023 Budget		
Revenue						
1500	Earnings on Investments	\$6,793.43	\$14,318.06	\$6,000.00	238.6%	\$6,000.00
1600	Food Services	\$40,973.68	\$96,131.87	\$375,000.00	25.6%	\$375,000.00
1700	Pupil Activities	\$69,404.68	\$220,864.64	\$650,000.00	34.0%	\$650,000.00
1800	Community Services Activities	\$78,174.92	\$206,357.02	\$738,400.00	27.9%	\$738,400.00
1900	Other Local Sources	\$16,204.42	\$184,633.57	\$275,000.00	67.1%	\$275,000.00
3000	Revenue from State Sources	\$56,095.41	\$112,649.47	\$1,039,242.48	10.8%	\$1,039,242.48
3100	Categorical Revenue	\$281,651.76	\$281,651.76	\$280,732.04	100.3%	\$280,732.04
3200	Adjustments to Categorical Revenue	\$0.00	\$0.00	\$2,968.00	0.0%	\$2,968.00
3900	Other Revenue From State Sources	\$199,427.79	\$495,081.37	\$2,094,734.66	23.6%	\$2,094,734.66
5200	Interfund Transfers	\$0.00	\$400.00	\$0.00	0.0%	\$0.00
5600	Direct Allocations	\$1,466,801.51	\$4,400,404.53	\$17,189,217.37	25.6%	\$17,189,217.37
11	Total Revenue	\$2,215,527.60	\$6,012,492.29	\$22,651,294.55	26.5%	\$22,651,294.55
Expenditure Summary						
		September	FY 2023 YTD	FY2023 Budget	YTD % of Budget	FY2023 Expected End of Year
0100	Total Salaries	\$855,579.40	\$1,710,929.36	10,851,233.00	15.8%	10,851,233.00
0200	Total Benefits	\$292,132.80	\$677,470.93	4,323,085.80	15.7%	4,323,085.80
0300-0500	Total Purchased Svcs	\$473,898.27	\$1,146,786.36	4,875,958.62	23.5%	4,875,958.62
0600	Total Supplies	\$147,363.42	\$489,700.34	1,720,285.80	28.5%	1,720,285.80
0700	Total Property	\$0.00	\$111,441.18	75,000.00	148.6%	75,000.00
0800	Total Fees/Pupil Activities	\$65,815.21	\$117,472.36	713,800.00	16.5%	713,800.00
0900	Total Other Uses	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	Total Expenditures	\$1,834,789.10	\$4,253,800.53	\$22,559,363.22	18.9%	\$22,559,363.22
	Salary Accrual Adj.		\$241,750.00			
	Net Profit (loss)	\$380,738.50	\$1,516,941.76	\$91,931.33		\$91,931.33
	Board Approved Beg. Fund Balance Use			\$600,000.00		\$600,000.00
	Budgeted Margin			\$691,931.33		\$691,931.33
	Beginning Fund Balance			\$8,074,320.00		\$8,074,320.00
	Est. Ending Fund Balance			\$7,566,251.33		\$7,566,251.33

Report sent out in advance. It was noted that:

- After clearing accrual needs, it is the first month with a full salaries and benefits picture
- October count has been submitted as 1848 (3 above budget) for review at CSI
- Within Categorical Revenue, both ECEA SPED and ELPA funding has been received
- Increase in maintenance costs which are being reviewed and monitored
- Long-term Chromebook costing plan being reviewed with Senior Admin

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Audit Outline (30 minutes)

Expectation: Review draft audit as a group and hold executive session with auditor for committee to ask questions.

Audit was attached in full and highlights reviewed with the group. It included:

- Liabilities of The Academy exceeded its assets at the close of the most recent fiscal year by \$17,273,860 (net position).
- Represents positive change in net position of \$10,059,416 (pg 5).
- General Fund balance increased \$2,769,594 from \$5,304,726 to \$8,074,320. Futures Committee projections underway.
- Proprietary Fund net position decreased by \$382,324, to total (\$1,902,726) overall.

Our auditor, John Cutler, called in and gave outline of FY22 review, noting there were no material errors, fraud, illegal acts or material weaknesses in our controls. Both parties are very satisfied with the process that was undertaken. All non-administration members of the Committee remained for an executive session with John Cutler to ask any follow up questions and raise concerns if necessary.

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.

Next Meeting: 10 Nov., 2022

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SACademic Committee

October 2022 Agenda & Meeting Minutes

"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:

Devon DiRenzo, Dan Gramarossa, Timothy Fifer, Daneke Callahan, Brent Reckman, Lisa Lefebvre

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. Middle School Curriculum Update

Expectation: A representative from the Middle School Team will update the Committee on the expedited process last Spring to adopt a new curriculum for the 2022-23 school year.

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Notes:

The adjusted process started with a teacher survey that led to the creation of a curriculum exploration committee with 13 members. The committee vetted a range of curriculum options by reviewing sample resources, piloting select lessons, and comparing against an externally created curriculum scorecard. The committee ultimately selected the [Houghton Mifflin Harcourt](#) curriculum for literacy, science, and social studies. Middle School will continue to use the enVision curriculum for math. So far this year, initial implementation has gotten positive reviews from both teachers and students.

3. Course Changes & New Course Review

Expectation: The committee will review course changes and/or new course proposals for next year.

- Middle School Student Council/Leadership
 - We would like to start a leadership/student council with the middle school to align ourselves both with the elementary leadership club and the high school student council. We believe it would be a good idea to make this into a class because it would draw the most interest and give students the proper amount of time to plan for things like dances and other activities. In the past, the middle school student council would meet after school for 30 minutes as a club instead of a class. As a club, there were not many attendees and they were also not faithful to come to the meetings. This made it very difficult to get anything of value done. By making middle school student council a class, activities could be planned and executed with excellence while teaching these students what it looks like to be a truly effective leader.
 - What questions does the Committee have for the full presentation in November?
- High School Life Skills
 - We would like to start a practical skills class in high school to address the student need for social, self-regulation, organizational, and other life skills.
 - What questions does the Committee have for the full presentation in November?

Notes:

Questions for Middle School Leadership:

How will students be selected to participate?

How will we ensure equitable access?

How will it connect with existing leadership structures like NJHS or Band Officers?

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Would it be considered an elective?
Who would teach it?

Questions for High School Life Skills:

What skills/curriculum would be covered?
How will students be identified to participate?
How will we create a positive association and avoid stigma?
When would the class be offered?
Who would teach it?
Does this proposal overlap with the existing Transitions course?

4. Self-Assessment

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

Notes:

Great meeting!

Next Meeting: November 14, 2022

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Data Dashboard 2022-23

Bi-Annual Instruction & Culture Scorecard

	Lower Elementary	Upper Elementary	Middle School	High School
Instruction	Reading	Reading	Reading	Reading
	<u>5-Year KPI</u> 70% Star SGP 50+	<u>5-Year KPI</u> 70% Star SGP 50+	<u>5-Year KPI</u> 65% MAP CGP 50+	<u>5-Year KPI</u> 65% MAP CGP 50+
	<u>22-23 BOY Actual</u> 33% Star SGP 50+	<u>22-23 BOY Actual</u> 53% Star SGP 50+	<u>22-23 BOY Actual</u> 50.8% RIT 50+	<u>22-23 BOY Actual</u> 59.3% RIT 50+
	<u>22-23 Year-End Target</u> 57% Star SGP 50+	<u>22-23 Year-End Target</u> 58% Star SGP 50+	<u>22-23 Year-End Target</u> 38% CGP 50+	<u>22-23 Year-End Target</u> 57% CGP 50+
	Math	Math	Math	Math
	<u>5-Year KPI</u> 70% Star SGP 50+	<u>5-Year KPI</u> 70% Star SGP 50+	<u>5-Year KPI</u> 65% MAP CGP 50+	<u>5-Year KPI</u> 65% MAP CGP 50+
	<u>22-23 BOY Actual</u> 58.7% Star SGP 50+	<u>22-23 BOY Actual</u> 56.2% Star SGP 50+	<u>22-23 BOY Actual</u> 44.9% RIT 50+	<u>22-23 BOY Actual</u> 33.5% RIT 50+
	<u>22-23 Year-End Target</u> 62% Star SGP 50+	<u>22-23 Year-End Target</u> 65% Star SGP 50+	<u>22-23 Year-End Target</u> 47% CGP 50+	<u>22-23 Year-End Target</u> 58% CGP 50+

Culture	Student Experience	Student Experience	Student Experience	Student Experience
	<u>5-Year KPI</u> 4 Units Per Year <u>22-23 BOY Actual</u> Coming Semester 2 <u>22-23 Year-End Actual</u> 1 Unit Complete in All Grades w/ Accompanying Culminating Experiences	<u>5-Year KPI</u> 4 Units Per Year <u>22-23 BOY Actual</u> 2 nd Unit in Progress <u>22-23 Year-End Actual</u> 2 Units Complete in All Grades w/ 1 Accompanying Culminating Experience	<u>5-Year KPI</u> Student Belonging <u>22-23 BOY Actual</u> 4.66 Belonging 4.51 Value <u>22-23 Year-End Target</u> 4.0+ Average Response on Student Survey	<u>5-Year KPI</u> Hone Academic Intrapersonal, Social, & Leadership Skills <u>22-23 BOY Actual</u> Developing ID Tool, Data Protocols, & Tier 1 Practices <u>22-23 Year-End Target</u> Develop Supportive MTSS Structures
	Personal Leadership Development	Personal Leadership Development	Personal Leadership Development	Personal Leadership Development
	<u>5-Year KPI</u> Complete Curriculum & Leadership Notebooks <u>22-23 BOY Actual</u> On Track to Meet Goal <u>22-23 Year-End Target</u> Maintain Practices & Deepen Participation	<u>5-Year KPI</u> Complete Curriculum & Leadership Notebooks <u>22-23 BOY Actual</u> On Track to Meet Goal <u>22-23 Year-End Target</u> Maintain Practices & Deepen Participation	<u>5-Year KPI</u> 80% Restorative Solutions <u>22-23 BOY Actual</u> Form Updates Staff Training <u>22-23 Year-End Target</u> 50% Restorative Solutions	<u>5-Year KPI</u> Implement High Quality Advisory Structure <u>22-23 BOY Actual</u> Visible Leadership, Increased Communication, & ID Students in Need <u>22-23 Year-End Target</u> Build Authentic Relationships & Leverage Student Voice

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The Academy of Charter Schools
Colorado Family and Medical Leave Insurance (FAMLI)
'Fueling lifelong success through preparation, exploration, and empowerment'

Mission Statement: 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.

Background:

- Colorado voters approved Proposition 118 in November of 2020, paving the way for a state-run Paid Family and Medical Leave Insurance (FAMLI) program.
- The FAMLI program will ensure all Colorado workers have access to paid leave in order to take care of themselves or their family
- The FAMLI program would cost .9% of payroll (split between employees and employer)
- Local government entities, like schools, are given the option to opt-out of participation in the plan ahead of collecting premiums commencing January, 2023.

Recommendation: The Academy currently provides our employees access to paid leave in order to take care of themselves or their family during life circumstances that pull them away from their jobs. FAMLI participation is available to all employees as an individual, voluntary option if The Academy chooses to opt out. Therefore, our recommendation to The Academy Board of Directors is to opt out of mandatory participation in FAMLI, so our employees can decide what is best for their own situation. This would also be in lieu of exploring more robust, private leave options similar to FAMLI in 2023.

Resolution: Be it resolved in accordance with 7 CCR 1107-2, The Academy Board of Directors, a CSI authorized school located in Adams County, authorizes the opt-out status of The Academy with regards to Colorado's FAMLI plan. This vote shall be reconsidered in 8 years (October, 2030) to review our status.

Board Chair Signature: _____

Date of Adoption: _____

Ref: 7 CCR 1107-2

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