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The Academy Board of Directors

Executive Work Session
Monday, November 14, 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.

Governance Work Plan 30 Minutes
Expectation: The Board will review the existing charter contract and bylaws to identify desired updates.

Ongoing Policy Review Process 25 Minutes
Expectation: The Board will review an updated version of the CEO Evaluation Policy.

#BeABlessing Campaign 15 Minutes
Expectation: The Board will use this time to plan for the upcoming staff appreciation campaign.

The Journey Starts Here...



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The Academy Board of Directors

Board Meeting
Monday, November 14, 2022

7:00 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 [October 24, 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. Presentation and Discussion
 - a. Annual Financial Audit – *Expectation: The Board will hear an overview of the recently completed financial audit.*
 - b. [Board Succession Planning](#) - *Expectation: The Board will review the duration of current member terms and identify if any seats will need to be filled in 2023-24.*
 - c. First Read of [Internet Safety Policy](#) – *Expectation: The Board to offer feedback on a proposed new policy.*
 - d. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

- V. Reports from Directors, Principals, and Committees
 - a. [CEO Report](#) – *Expectation: CEO will update the Board on the current state of the school 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 attached meeting minutes
 - ii. [SACademic](#) – See attached meeting minutes
 - iii. PTO – No PTO meeting this month

- VI. Executive Summary
 - a. New Course Addition: [Middle School Leadership](#) – *Expectation: The Board will vote on the SACademic Committee’s recommendation to add a Middle School Leadership course to the Middle School Course Catalog.*

- 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

The Journey Starts Here...



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Board of Directors
Board Meeting Minutes
Monday, October 24, 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
Suzie Galbraith, K-2 Principal
Sarah Gramarossa, 3-5 Principal
Erik Mikulak, 6-8 Principal
Stephanie Mann, 9-12 Principal

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on October 24, 2022.

- I. Open Meeting
A quorum being present, Mr. Sanchez called the meeting to order at 5:30 pm
- II. Consent Agenda
Mrs. Fransua moved to approve the September 26, 2022, minutes. Seconded by Mrs. McDuffee.

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. Each principal presented an update on their annual work plan, sharing wins and continuing challenges so far in the semester.

The Journey Starts Here...

- b. FAMLI Participation – we are recommending that we opt out of this. We will explore a private option for next year once we have more information. If we voluntarily opt into the state fund, it will cost us \$48,000. Opting out gives us the opportunity to find a better, more cost effective, option, and it allows our staff to determine where their money will go. We can opt back in whenever we would like.
- c. #BeABlessing – Dan and Larissa will lead the campaign this year.

V. Executive Session

- a. Mr. Sanchez made a motion to opt out of the FAMLI Participation as recommended. Mr. Klenjoski seconded the motion.

Discussion: None

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

Nays: None

VI. Adjourn Meeting

Mr. Sanchez adjourned the meeting at 7:31 pm

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Academy Board Summary 2022-2023					
Board Member	Board Term Start	Board Term End	Board Position	Officers	Current Committees
Dan Klenjowski		6/30/2023	Class A - 4 year		Finance
Sarah Drewlow		6/30/2024	Class A - 4 year	Vice Chairperson	
Kevin Sanchez	7/1/2018	6/30/2026	Class A - 4 year	Chairperson	Futures
Shawn Hamele		6/30/2024	Class A - 4 year	Treasurer	Finance
Autumn Coffee	7/1/2020	6/30/2024	Class A - 4 year	Secretary	SACademic
Amy McDuffee	7/1/2021	6/30/2023	Class B - 2 year		
Larissa Fransua	7/1/2021	6/30/2023	Class B - 2 year		Futures

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INTERNET SAFETY POLICY

Mission

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.

Purpose

It is the policy of The Academy of Charter Schools to: (a) prevent over its computer network user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act*.

Access to Inappropriate Material

To the extent practical, technology protection measures (or 'Internet filters') shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

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Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Academy of Charter Schools' online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Academy of Charter Schools' staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Academy IT department or designated representatives.

The Academy of Charter Schools' administrative teams or designated representatives will provide age-appropriate training for students who use the school's Internet facilities. The training provided will be designed to promote The Academy's commitment to:

- A. The standards and acceptable use of Internet services as set forth in the Academy Internet and Computer Agreement (signed and reviewed by families at start of each academic year);
- B. Student safety with regard to:
 - a. safety on the Internet
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

The Journey Starts Here...

INTERNET SAFETY POLICY

The Board of Directors at The Academy approved the Conflict of Interest Policy on Monday, December 12, 2022.

Board Chairperson

Date

*CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code; 2.
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

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CEO Board Report – November 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 then presented on their beginning-of-year data at the October Special Meeting. We will finish collecting mid-year data in January to present at the February Special Meeting.

Our ability to fully focus on moving strategic initiatives forward has again been challenged over the past couple weeks by the number of students and staff members who have been out sick. During the week of November 7th, we peaked at more than 500 students out sick in a single day. We are taking all reasonable steps to keep moving forward safely, but it has been difficult to maintain the level of program consistency that we typically expect.

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!

The Journey Starts Here...

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 have finished interviewing builders and chose to move forward with JHL. Their team is scheduled to conduct a site visit on Friday, November 11th to begin the process of developing cost estimates. We expect this process to wrap up by the end of the calendar year.**
- 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.**

We will schedule the next Futures Committee meeting in late November or early December to present updated information and collect feedback.

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Finance & Operations Board Report, November 2022

Members Present: Dan Klenjoski, Irina Szafranski, Sarah Gramarossa, Shawn Hamele, Jennifer Halford, Mark Wilson, Brent Reckman.

Introduction (5 minutes)

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

No new resources this month. Upcoming resources will likely be added when the legislative session starts in order to track the status of relevant bills.

Financial Report Review (20 minutes)

Expectation: Financial report sent out in advance. Review and discuss current position. [see next page]

The Journey Starts Here...

Acct	Account	October	FY 2023 YTD	FY2023 Budget	YTD % of Budget	FY2023 Expected End of Year
Revenue						
1500	Earnings on Investments	\$8,790.15	\$23,108.21	\$6,000.00	385.1%	\$6,000.00
1600	Food Services	\$42,728.69	\$138,860.56	\$375,000.00	37.0%	\$375,000.00
1700	Pupil Activities	\$104,790.71	\$325,655.35	\$650,000.00	50.1%	\$650,000.00
1800	Community Services Activities	\$87,371.95	\$293,728.97	\$738,400.00	39.8%	\$738,400.00
1900	Other Local Sources	\$23,269.00	\$207,902.57	\$275,000.00	75.6%	\$275,000.00
3000	Revenue from State Sources	\$55,800.85	\$168,450.32	\$1,039,242.48	16.2%	\$1,039,242.48
3100	Categorical Revenue	\$0.00	\$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	\$234,814.65	\$729,896.02	\$2,094,734.66	34.8%	\$2,094,734.66
5200	Interfund Transfers	\$0.00	\$400.00	\$0.00	0.0%	\$0.00
5600	Direct Allocations	\$1,466,801.51	\$5,867,206.04	\$17,189,217.37	34.1%	\$17,189,217.37
11	Total Revenue	\$2,024,367.51	\$8,036,859.80	\$22,651,294.55	35.5%	\$22,651,294.55
Expenditure Summary						
		October	FY 2023 YTD	FY2023 Budget	YTD % of Budget	FY2023 Expected End of Year
0100	Total Salaries	\$848,479.55	\$2,559,408.91	\$10,851,233.00	23.6%	10,851,233.00
0200	Total Benefits	\$300,474.57	\$977,945.50	\$4,323,085.80	22.6%	4,323,085.80
0300-0500	Total Purchased Svcs	\$386,594.96	\$1,537,791.97	\$4,875,958.62	31.5%	4,875,958.62
0600	Total Supplies	\$106,638.51	\$600,721.29	\$1,720,285.80	34.9%	1,720,285.80
0700	Total Property	\$0.00	\$107,523.90	\$75,000.00	0.0%	75,000.00
0800	Total Fees/Pupil Activities	\$107,081.50	\$224,006.19	\$713,800.00	31.4%	713,800.00
0900	Total Other Uses	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	Total Expenditures	\$1,749,269.09	\$6,007,397.76	\$22,559,363.22	26.6%	\$22,559,363.22
	Total Expenditures	\$1,749,269.09	\$6,007,397.76	\$22,559,363.22	26.6%	\$22,559,363.22
	Salary Accrual Adj.		\$322,333.33			
	Net Profit (loss)	\$275,098.42	\$1,707,128.71	\$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:

- Steady and full month of transactions
- 50K+ Bingo and PTO deposits into Pupil Activities
- No food reimbursements received as yet (Proposition FF has passed)
- Chromebook investment necessary and currently being planned with IT
- Property lines will increase after playground installation starts at Thanksgiving

Amended Budget Outline (20 minutes)

The Journey Starts Here...

Expectation: Review first draft of amended budget and discuss variances.

Initial work with the amended budget was reviewed. Bottom line numbers have not been finalized as yet, but there are no anticipated issues to this work being completed over the next two weeks. There will be considerably less movement in projections than we have typically seen over the past two years. To currently note:

Revenue:

- 54K increase in investment earnings will add to revenue
- Food Services, Pupil Activities, Community Services and Local Sources all currently projected to hold steady
- Revenue from State Sources e.g. Capital Construction, MLE, PPR etc. to be confirmed with precise numbers from GrantVantage ahead of December meeting

Expenditures:

- Salaries, Benefits, Purchased Services and Pupil Activities unlikely to vary significantly
- Supplies/Property may have more sizeable updates relative to Chromebook costs, facility investments etc.
- Proposed 600K fund balance investment to be broken down more precisely

Next Steps:

- Finalized details in presentation for Finance Committee and Board in Dec meetings
- Tweaks only in January work
- Final Review for Board to approve on Jan 30th
- Approved Amended Budget due to CSI no later than 31st January, 2023

Projections Overview (10 minutes)

Expectation: Introduce first draft of projections ahead of Futures Committee meeting.

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The Journey Starts Here...

The Academy Financial Projections - Futures Committee			Enrollment = 1845 budgeted	Enrollment forecast = 1845			
			Current Year - FY 2023				
Revenue	Acct	Account_Description [PPR estimation]	FY 2023 Budget	FY 2024 - 2% PPR increase	FY 2025 - 2% PPR increase	FY 2026 - 2% PPR increase	FY 2027 - 2% PPR increase
	1500	Earnings on Investments	\$9,412.62	\$9,553.81	\$9,697.12	\$9,842.57	\$9,990.21
	1600	Food Services	\$6,000.00	\$40,000.00	\$50,000.00	\$60,000.00	\$70,000.00
	1700	Pupil Activities	\$375,000.00	\$380,625.00	\$386,334.38	\$392,129.39	\$398,011.33
	1800	Community Services Activities	\$650,000.00	\$650,000.00	\$650,000.00	\$650,000.00	\$650,000.00
	1900	Other Local Sources	\$738,400.00	\$749,476.00	\$760,718.14	\$772,128.91	\$783,710.85
	3000	Revenue from State Sources	\$275,000.00	\$283,250.00	\$291,747.50	\$300,499.93	\$309,514.92
	3100	Categorical Revenue	\$1,039,242.48	\$1,054,831.12	\$1,070,653.58	\$1,086,713.39	\$1,103,014.09
	3200	Adjustments to Categorical Revenue	\$280,732.04	\$200,000.00	\$203,000.00	\$206,045.00	\$209,135.68
	3900	Other Revenue From State Sources	\$2,968.00	\$0.00	\$0.00	\$0.00	\$0.00
	5200	Interfund Transfers	\$2,094,734.66	\$2,115,682.01	\$2,136,838.83	\$2,158,207.21	\$2,179,789.29
	5600	Direct Allocations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	11	Total Revenue	\$17,189,217.36	\$17,449,711.62	\$17,714,113.29	\$17,982,480.99	\$18,254,874.20
			\$22,651,294.54	\$22,923,575.74	\$23,263,405.72	\$23,608,204.82	\$23,958,050.35
Expenditure Summary			FY 2023 Budget	FY 2024	FY 2025	FY 2026	FY 2027
	0100	Certified salaries (on schedule)	\$8,599,778.79	\$8,711,778.79	\$8,879,778.79	\$9,047,778.79	\$9,271,778.79
	0100	Support staff salaries	\$5,519,467.00	\$5,740,245.68	\$5,969,855.51	\$6,208,649.73	\$6,456,995.72
	0100/0200	Misc. costs e.g. benefit increase (8%), GASB 85, subs, hires	\$1,055,073.00	\$1,155,073.00	\$1,255,073.00	\$1,355,073.00	\$1,455,073.00
	0300-0500	Total Purchased Svcs	\$4,875,958.62	\$5,022,237.38	\$5,172,904.50	\$5,328,091.63	\$5,487,934.38
	0600	Total Supplies	\$1,720,285.80	\$1,621,894.37	\$1,670,551.21	\$1,720,667.74	\$1,772,287.77
	0700	Total Property	\$75,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00
	0800	Total Fees/Pupil Activities	\$713,800.00	\$716,800.00	\$719,800.00	\$722,800.00	\$725,800.00
		Total Expenditures	\$22,559,363.21	\$23,218,029.22	\$23,917,963.00	\$24,633,060.89	\$25,419,869.66
		Total Expenditures	\$22,559,363.21	\$23,218,029.22	\$23,917,963.00	\$24,633,060.89	\$25,419,869.66
		Beg. Fund Balance Use	\$600,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
		Net Profit (loss)	\$91,931.33	-\$294,453.48	-\$654,557.29	-\$1,024,856.08	-\$1,461,819.31
		Beginning Fund Balance	\$8,074,320.00	\$7,566,251.33	\$7,196,797.85	\$6,467,240.56	\$5,367,384.49
		Est. Ending Fund Balance	\$7,566,251.33	\$7,196,797.85	\$6,467,240.56	\$5,367,384.49	\$3,830,565.18

It was noted that:

- This is initial work to support the Futures Committee vision as well as the Board's long term goals
- It is a conservative approach designed to highlight influential variables in the future
- These are conscious choices we are making, relative to the strong financial position we are now in
- Changes to this live, fluid document will be ongoing e.g. amended budget, to keep it up-to-date
- It will be used as a reference point to support prioritization and investment moving forward

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: 8 Dec., 2022

The Journey Starts Here...



SACademic Committee

November 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:

Brent Reckman, Kristen Cofrades, Stephanie Bean, Daneke Callahan, Timothy Fifer, Kristen Will, Devon DiRenzo, Dan Gramarossa, and Melanie Holt

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. New Course Review

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

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- Middle School Leadership/Student Council
 - Melanie Holt will make a formal presentation to the Committee.
 - The Committee will vote on whether or not to recommend the Board's approval to add this course to the Middle School Course Catalog.
- High School Practical Skills
 - Following last month's Committee discussion, we learned that there is a previously approved course in past catalogs that closely aligns with this proposal. The High School admin team will move forward with tweaks to that course rather than seeking approval of a new one.

Notes:

The Middle School Dean, Melanie Holt, presented the vision and need for this course at the middle school level. It will serve as a bridge between leadership development activities in elementary and high school as well as give middle school students a greater voice in their school experience and provide capacity to increase/improve middle school student events. The discussion centered around the process for enrolling students in an equitable way that supports the course vision over time. Committee members also discussed course structure, content, and teacher.

The Committee voted unanimously to recommend that the Board approve adding this course to the Middle School Course Catalog.

3. Self-Assessment

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

Notes:

n/a

Next Meeting: February 13, 2023

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