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The Academy Board of Directors

*Executive Work Session
Monday, December 12, 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 60 Minutes
Expectation: The Board will review the updates discussed previously for the Board Bylaws as well as the creation of a new Board Charter.

Be A Blessing Campaign 10 Minutes
Expectation: The Board will use this time to coordinate ongoing efforts for the staff appreciation campaign.

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The Academy Board of Directors

Board Meeting
Monday, December 12, 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
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 [November 14, 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.
- IV. Reports from Directors, Principals, and Committees
 - a. [CEO Report](#) – *Expectation: CEO will update the Board on the start of the new school year as well as progress toward strategic goals.*

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- b. Committee Reports – *Expectation: Committee Chairs will update the board on progress with each committee.*
 - i. [Finance](#) – See attached meeting minutes
 - ii. SACademic – No meeting this month
 - iii. PTO – No meeting this month

V. Presentation and Discussion

- a. First Read of Mid-Year Budget Modification - *Expectation: The Board will discuss the proposed budget modification.*
- b. Final Review of [Internet Safety Policy](#) – *Expectation: The Board will review the proposed Internet Safety Policy a final time before voting.*
- c. Final Review of [Executive Director Evaluation Policy](#) – *Expectation: The Board will review updates to the Executive Director Evaluation Policy a final time before voting.*
- d. 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. Approval of [Internet Safety Policy](#) – *Expectation: The Board will vote to approve the proposed Internet Safety Policy.*
- b. Approval of [Executive Directed Evaluation Policy](#) – *Expectation: The Board will vote to approve updates to the Executive Director Policy.*

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, November 14, 2022

Board Members Present:

Kevin Sanchez	Chairperson
Sarah Drewlow	Vice Chairperson
Dan Klenjoski	Board Member
Autumn Coffee	Secretary
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 November 14, 2022.

I. Open Meeting

A quorum being present, Mr. Sanchez called the meeting to order at 7:05 pm

II. Consent Agenda

Mrs. Drewlow moved to approve the October 24, 2022, minutes. Seconded by Mrs. McDuffee.

Discussion: None

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

Nays: None

III. Public Comment

a. There was no public comment this month.

IV. Presentation and Discussion

a. Annual Financial Audit – Auditor, John Cutler, joined the meeting via google meet. The audit is complete without any issues.

b. Board Succession Planning – We will probably need to fill one vacancy for the 2023-24 school year. We will vote in the spring to renew the current members and vote to fill the vacant spot. We will need to update the committees the board is serving on as well.

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- c. Internet Safety Policy – Our e-funds program requires that we have a board-approved Internet Policy. This was the first read of the proposed policy; the board will vote in December.
- V. Reports from Directors, Principals, and Committees
- a. CEO Report
 - i. We had a peak in illnesses the week before with a high number of both staff and students out. We are taking steps internally to reduce the spread as much as possible.
 - ii. Futures Committee – We have chosen JHL to partner with us as we move forward in our planning. We will pay them a small fee as they work with us to finish the master plan.
 - b. Finance
 - i. We have had a solid month with no surprises. We are seeing some reasonable supply increases.
 - ii. Next year school meals will be free for all students. We will claim funds from both the state and the federal government.
 - c. SACademic
 - i. The middle school administration is proposing that we add a leadership class similar to the high school structure. This will allow them to meet with the student council and other leadership during the day. It will also serve as a pipeline to the high school course.
- VI. Executive Summary
- a. Middle School Leadership Course – Mrs. Drewlow made a motion to accept the SACademic recommendation of adding a Middle School Leadership course. Mr. Hamele seconded the motion.

Discussion: None
Ayes: Sanchez, Klenjoski, Coffee, Drewlow, McDuffee, Hamele
Nays: None
- VII. Adjourn Meeting
Mr. Sanchez adjourned the meeting at 8:18 pm.

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CEO Board Report – December 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.

Futures Committee Update

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

In November, we formalized our partnership with JHL Constructors to support the completion of our Facilities Master Plan. The JHL team has begun a more complete site evaluation along with pricing exercises to contribute to a more detailed final draft of the Master Plan. JHL expects to complete this work by the end of January.

The next Futures Committee meeting is scheduled for Monday, December 12th prior to the December Board meeting. This will be a chance to update the Committee on our work in progress with JHL and collect a final round of feedback prior to developing the final draft of the Master Plan. We hope the final draft of the Master Plan will be complete by early February, at which time we will hold a concluding meeting with the Committee.

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Finance & Operations Board Report, December 2022

Members Present: Dan Klenjoski, Irina Szafranski, Andrea Foust, 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]

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Acct	Account	November	FY 2023 YTD	FY2023 Budget	YTD % of Budget	FY2023 Expected End of Year
Revenue						
1500	Earnings on Investments	\$9,992.40	\$33,100.61	\$6,000.00	551.7%	\$6,000.00
1600	Food Services	\$47,014.10	\$185,874.66	\$375,000.00	49.6%	\$375,000.00
1700	Pupil Activities	\$48,205.92	\$373,861.27	\$650,000.00	57.5%	\$650,000.00
1800	Community Services Activities	\$90,881.09	\$384,610.06	\$738,400.00	52.1%	\$738,400.00
1900	Other Local Sources	\$17,476.37	\$225,378.94	\$275,000.00	82.0%	\$275,000.00
3000	Revenue from State Sources	\$55,800.83	\$224,251.15	\$1,039,242.48	21.6%	\$1,039,242.48
3100	Categorical Revenue	\$38,543.54	\$320,195.30	\$280,732.04	114.1%	\$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	\$197,749.91	\$927,645.93	\$2,094,734.66	44.3%	\$2,094,734.66
5200	Interfund Transfers	\$0.00	\$400.00	\$0.00	0.0%	\$0.00
5600	Direct Allocations	\$1,466,801.51	\$7,334,007.55	\$17,189,217.37	42.7%	\$17,189,217.37
11	Total Revenue	\$1,972,465.67	\$10,009,325.47	\$22,651,294.55	44.2%	\$22,651,294.55
Expenditure Summary						
		November	FY 2023 YTD	FY2023 Budget	YTD % of Budget	FY2023 Expected End of Year
0100	Total Salaries	\$886,749.60	\$3,446,158.51	10,851,233.00	31.8%	10,851,233.00
0200	Total Benefits	\$305,292.12	\$1,283,237.62	4,323,085.80	29.7%	4,323,085.80
0300-0500	Total Purchased Svcs	\$427,666.28	\$1,990,895.30	4,875,958.62	40.8%	4,875,958.62
0600	Total Supplies	\$98,209.77	\$698,947.02	1,720,285.80	40.6%	1,720,285.80
0700	Total Property	\$0.00	\$107,523.90	75,000.00	143.4%	75,000.00
0800	Total Fees/Pupil Activities	\$107,132.00	\$331,122.23	713,800.00	46.4%	713,800.00
0900	Total Other Uses	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	Total Expenditures	\$1,825,049.77	\$7,857,884.58	\$22,559,363.22	34.8%	\$22,559,363.22
	Total Expenditures	\$1,825,049.77	\$7,857,884.58	\$22,559,363.22	34.8%	\$22,559,363.22
	Salary Accrual Adj.		\$402,916.67			
	Net Profit (loss)	\$147,415.90	\$1,748,524.22	\$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:

- Increased interest being achieved through CSAFE account
- GT grant was received at 38K
- Restoration costs were added to Purchased Services, with insurance likely to pick up most of the bill
- SPED Purchased Services are increasing and will be monitored throughout S2
- Phase 1 of playground installation completed, with Phase 2 ordered
- Chromebook purchase signed off for 22/23 testing and 23/24 addition to North Campus

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Amended Budget Review (20 minutes)

Expectation: Review amended budget and discuss variances.

All lines of the amended budget have been reviewed and projected. The following outlines the major changes we expect to hold until the January submission:

Revenue

Totals:

- Revenue Budget: \$22,651,294
- Modified Budget: \$23,124,034
- Variance: \$472,740

Modification Rationale:

- 54K increase: investment earnings
- 162K increase: SPED funding streams
- 298K increase: Grants (Counselor Corps, CEEI, CE, Pre-School and BAC sustainability)
- 47K increase: 5 students for 1850, rather than 1845 budget
- 98K decreases (Cap. Construct 68K, GASB 85 30K)
- Food Services, Pupil Activities, Community Services, Local Sources, READ Act, At-Risk, Title, Food
- no changes projected

Expenditures

Totals:

- Expenses: \$22,559,363
- Modified Budget: \$23,724,034
- Variance: \$1,164,671

Modification Rationale:

- INCLUDING 600K fund balance usage
- Additional spending will predominantly be one-time purchases to offset the temporary grant revenues
- 200K Chromebook purchase
- 140K facility misc.: MC elementary playground, sprinkler system
- 140K additional utility costs (sewer, water, electric etc.)
- Salary and Benefits: 75K reduction (FTE not replaced)

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Bottom Line:

11	Total Revenue	\$ 22,651,294.55	\$ 23,124,034.14
	EXPENDITURES		
0100	Salaries (0100)	\$ 10,851,233.00	\$ 10,792,558.28
0200	Benefits (0200)	\$ 4,323,085.80	\$ 4,305,109.30
0300-0700	Purchased Services, Bond, Operations, Supplies, Equip, Contingency (0300-0700)	\$ 6,735,044.42	\$ 7,976,366.56
0800	Pupil Activities (0800)	\$ 650,000.00	\$ 650,000.00
	Total	\$ 22,559,363.22	\$ 23,724,034.14
	Profit/(-)Loss	\$ 91,931.33	\$ (600,000.00)
	<i>Potential Savings: CSI rebate , Health benefits etc.</i>	\$ 250,000.00	\$ 100,000.00
	Profit/(-)Loss	\$ 341,931.33	\$ (500,000.00)

Significant variables that we will monitor closely throughout semester 2 include FTE changes (that affect budgets annually), facility improvements/goals of the Futures Committee, possible curricula purchases, rebate statuses of CSI and Health Plan and future food reimbursement impacts. We are hopeful as we look towards the start of the legislative session, that the Governor’s proposal of 8-9% PPR increases and MLE investment will set us up for continued success in future investments.

Next Steps:

- Finalized tweaks updated for Finance Committee and Board in Jan meetings
- Final Review for Board to approve on Jan 30th, signed off by Chair
- Approved Amended Budget due to CSI no later than 31st January, 2023

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Projections Overview (10 minutes)

Expectation: Review projections ahead of Futures Committee presentation.

Acct	Account_Description	FY 2023 Budget	FY 2024 - 2% PPR increase	FY 2025 - 2% PPR increase	FY 2026 - 2% PPR increase	FY 2027 - 2% PPR increase
	[PPR estimation]	\$9,412.62	\$9,553.81	\$9,697.12	\$9,842.57	\$9,990.21
1500	Earnings on Investments	\$6,000.00	\$40,000.00	\$50,000.00	\$60,000.00	\$70,000.00
1600	Food Services	\$375,000.00	\$380,625.00	\$386,334.38	\$392,129.39	\$398,011.33
1700	Pupil Activities	\$650,000.00	\$650,000.00	\$650,000.00	\$650,000.00	\$650,000.00
1800	Community Services Activities	\$738,400.00	\$749,476.00	\$760,718.14	\$772,128.91	\$783,710.85
1900	Other Local Sources	\$275,000.00	\$283,250.00	\$291,747.50	\$300,499.93	\$309,514.92
3000	Revenue from State Sources	\$1,039,242.48	\$1,054,831.12	\$1,070,653.58	\$1,086,713.39	\$1,103,014.09
3100	Categorical Revenue	\$280,732.04	\$200,000.00	\$203,000.00	\$206,045.00	\$209,135.68
3200	Adjustments to Categorical Revenue	\$2,968.00	\$0.00	\$0.00	\$0.00	\$0.00
3900	Other Revenue From State Sources	\$2,094,734.66	\$2,115,682.01	\$2,136,838.83	\$2,158,207.21	\$2,179,789.29
5200	Interfund Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5600	Direct Allocations	\$17,189,217.36	\$17,449,711.62	\$17,714,113.29	\$17,982,480.99	\$18,254,874.20
11	Total Revenue	\$22,651,294.54	\$22,923,575.74	\$23,263,405.72	\$23,608,204.82	\$23,958,050.35
		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
		\$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
		\$91,931.33	-\$294,453.48	-\$654,557.29	-\$1,024,856.08	-\$1,461,819.31
		\$8,074,320.00	\$7,566,251.33	\$7,196,797.85	\$6,467,240.56	\$5,367,384.49
		\$7,566,251.33	\$7,196,797.85	\$6,467,240.56	\$5,367,384.49	\$3,830,565.18

To note:

- Specific highlighted areas show where the most significant financial impact occurs
- 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: 19 Jan, 2023

I.T. update:

Layers of Network Security

- We have a high-end FortiGate firewall.
- Disabled network access to our servers.
- Multi Factor authentication on our network for domain admins and above.
- Multi Factor authentication for any Google Workspace user who has the ability to reset a password.
- Disaster recovery plan with additional support from our MSP (Zevity).
- Comprehensive Cyber Insurance Policy
- Required password updates of critical systems every 90 days.
- Users unable to reset google passwords. Requires an admin to so do (only five authorized)
- Only two users in the building can reset network logins.

Data Preservation and Recovery

- Daily cloud (requiring Multi Factor authentication) backups.
- Local backups of critical on-premises data.
- Periodical bit encrypted cold storage of data.
- Host data when possible, spreading risk to SaaS and SIS organizations.
- Periodical testing of virtual machine backups to ensure data has not been corrupted and is usable.

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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").

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INTERNET SAFETY POLICY

The Board of Directors at The Academy approved the Internet Safety 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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EXECUTIVE DIRECTOR EVALUATION 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

The purpose of this policy is to provide guidelines on how the Board of Directors will evaluate the performance of the Executive Director.

Evaluation Timeline

The timeline for the Executive Director's performance evaluation will be defined in the Board Calendar.

Evaluation Process

The Executive Director is entitled to a formal evaluation of their performance by the Board of Directors on an annual basis. The evaluation shall be part of the Board's annual governance work but may be initiated at any time by the Board or at the request of the Executive Director. The evaluation will be carried out by a Board member or members as determined by the full Board each year. The evaluation will focus on the criteria described below.

Evaluation Criteria

1. Accomplishment of the school's mission, objectives, and strategic goals for which the Executive Director is responsible.
2. Adherence to operational policies approved by the Board.

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3. Ensuring that the Board is well informed on issues affecting the mission, performance, and reputation of The Academy.

Evidence of Performance

The Board and the Executive Director will agree in advance according to the timeline set in the Board Calendar on how information on the above criteria will be provided. The means of gathering this information or demonstrating accomplishment will include:

1. Reports from the Executive Director on progress towards the mission and objectives of the school as identified in the Strategic Plan. This could include:
 - a. The Executive Director's regular reports to the Board;
 - b. Presentation of Annual Work Plans; and/or
 - c. Data Dashboards that cover academic, cultural, financial, and operational measures.
2. Monitoring the implementation of, and adherence to, Board-approved policies. This is primarily accomplished through the Board's ongoing policy review process.
3. Independent verification of the above and other data collected by the identified representative(s). This could include:
 - a. Interviews with Principals or other key stakeholders;
 - b. Formal school ratings provided by the Colorado Department of Education;
 - c. Annual reviews from the Charter School Institute; and/or
 - d. An annual audit of The Academy's financial records.

Board members will not seek information outside of the process described here.

Findings and Recommendations

The identified Board representative(s) will report to the full Board the findings of their evaluation process and may make a recommendation regarding actions required, including conditions of ongoing employment. Recommendations will include proposed adjustments in salary that are in alignment with the Board's Conflict of Interest Policy and budgetary outlook from the CFO. These personnel matters will be handled in executive session, in which the full Board will have an opportunity to discuss all findings and recommendations before addressing the Executive Director.

Findings will be presented in writing and will include a judgement based on the evaluation criteria and evidence examined whether the Executive Director's performance is exemplary, accomplished, developing, or unsatisfactory according to a rubric developed in alignment with the Board Calendar.

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EXECUTIVE DIRECTOR EVALUATION POLICY

The Board of Directors at The Academy approved the Executive Director Evaluation Policy on Monday, December 12, 2022.

Board Chairperson

Date

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