



Prepare | Explore | Empower

## **The Academy Board of Directors**

*Executive Work Session  
Monday, January 30, 2023  
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 *70 Minutes*  
*Expectation: The Board will review the updates discussed previously for the Board Bylaws as well as the creation of a new Board Charter and/or Board Procedural Manual.*

The Journey Starts Here...



Prepare | Explore | Empower

## The Academy Board of Directors

*Board Meeting*  
*Monday, January 30, 2023*

*7:00pm*

### Agenda

Consent Agenda	
Moved by	
2 <sup>nd</sup> 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 [December 12, 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. [Executive Director Report](#) – *Expectation: The Executive Director will update the Board on the current state of the school as well as progress toward strategic goals.*

The Journey Starts Here...

- 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 PTO meeting this month
  
- V. Presentation and Discussion
  - a. Review of CARS Report - *Expectation: The Executive Director will present CSI Annual Review of the School. Supporting Documents: [2022 CARS Report](#); [CARS - CSI](#)*
  - b. First Read of [2023-24 Academic Calendar](#) – *Expectation: The Board will discuss the proposed Academic Calendar.*
  - c. Final Review of [Mid-Year Budget Modification](#) – *Expectation: The Board will discuss the final version of the proposed budget modification ahead of a vote to approve. Supporting Documents: [CSI Amended Budget](#); [Uniform Amended Budget](#)*
  - 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 [2023-24 Academic Calendar](#) – *Expectation: The Board will vote to approve the proposed Academic Calendar.*
  - b. Approval of [Mid-year Budget Modification](#) – *Expectation: The Board will vote to approve the budget modification.*
  
- 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...



Prepare | Explore | Empower

Board of Directors  
Board Meeting Minutes  
Monday, December 12, 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 December 12, 2022.

I. Open Meeting

A quorum being present, Mr. Sanchez called the meeting to order at 7:00 pm

II. Consent Agenda

Mrs. Drewlow moved to approve the November 14, 2022, minutes. Seconded by Mrs. McDuffee.

Discussion: None

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

Nays: None

III. Public Comment

a. It was our pleasure to have two parents come and share with the board.

IV. Reports from Directors, Principals, and Committees

a. CEO Report

i. Strategic Initiatives – We have nothing new to report. We’re looking forward to the February data presentations.

The Journey Starts Here...

- ii. Futures Committee – We have made some progress and continue to seek feedback from committee members. That feedback will be given to the architect with the hops of having a final draft of the master plan in February 2023.
    - iii. School Threat – A school threat regarding a 6<sup>th</sup> grader was reported on Wednesday, December 7. We followed our normal protocol by removing the student who initiated the threat. We feel very comfortable that there is not a serious safety concern for our school, students, or staff. The student involved is not in school at this time. We have concluded our investigation and are looking toward our next steps.
  - b. Finance Report – See information about Budget Modification in the Presentation and Discussion section.
  - c. SACademic Committee – No meeting this month
  - d. PTO – No meeting this month
- V. Presentation and Discussion
- a. Budget Modification – We are in the final stages of the budget modification. We will have a budget to vote on at our January 30, 2023, meeting.
  - b. Internet Safety Policy – This was a second review, and there was no additional discussion.
  - c. Executive Director Evaluation Policy – This was a second review. The only recommended edit was to change the title “Chief Executive Officer” to “Executive Director.”
- VI. Executive Summary
- a. Mrs. Drewlow made a motion to accept the Internet Policy as presented. Mrs. Coffee seconded the motion.  
  
Discussion: None  
Ayes: Sanchez, Klenjoski, Coffee, Drewlow, McDuffee, Hamele  
Nays: None
  - b. Mrs. Coffee made a motion to accept the Executive Director Evaluation Policy as presented with the title change. 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 8:01 pm.

[Return to Agenda](#)

The Journey Starts Here...



Prepare | Explore | Empower

## Executive Director Board Report – January 2023 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 are wrapping up mid-year data collection in the secondary grades now. Principals will present on mid-year progress to both the SACademic Committee and the Board in February.

### **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 has been making progress and expects to complete this work sometime in February.

The last Futures Committee meeting was Monday, December 12<sup>th</sup>. We updated the Committee on our work in progress with JHL and collected 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 the end of February, at which time we will hold a concluding meeting with the Committee. After that major step, we will begin thinking more concretely about how to move forward with implementing the plan, including strategies for financing the projects included and sharing the Master Plan with The Academy community.

[Return to Agenda](#)

The Journey Starts Here...



Prepare | Explore | Empower

## **Finance & Operations Board Report, January 2023**

**Members Present:** Dan Klenjoski, Irina Szafranski, Shawn Hamele, 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.*

With the legislative session opening, the following resources were shared to build knowledge and understanding as needed:

*League's draft Legislative Agenda: [CLICK HERE](#)*

*First Education Bills: [CLICK HERE](#)*

*Legislative Overview: [CLICK HERE](#)*

### **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	December	FY 2023 YTD	FY2023 Budget	YTD % of Budget	FY2023 Expected End of Year
<b>Revenue</b>						
1500	Earnings on Investments	11,483.58	44,584.19	\$6,000.00	743.1%	\$6,000.00
1600	Food Services	28,737.94	214,612.60	\$375,000.00	57.2%	\$375,000.00
1700	Pupil Activities	32,644.96	406,506.23	\$650,000.00	62.5%	\$650,000.00
1800	Community Services Activities	73,743.44	458,353.50	\$738,400.00	62.1%	\$738,400.00
1900	Other Local Sources	7,105.55	232,484.49	\$275,000.00	84.5%	\$275,000.00
3000	Revenue from State Sources	55,800.83	280,051.98	\$1,039,242.48	26.9%	\$1,039,242.48
3100	Categorical Revenue	0.00	320,195.30	\$280,732.04	114.1%	\$280,732.04
3200	Adjustments to Categorical Revenue	0.00	0.00	\$2,968.00		\$2,968.00
3900	Other Revenue From State Sources	126,881.63	1,054,527.56	\$2,094,734.66	50.3%	\$2,094,734.66
5200	Interfund Transfers	0.00	400.00	\$0.00		\$0.00
5600	Direct Allocations	1,390,924.46	8,724,932.01	\$17,189,217.37	50.8%	\$17,189,217.37
<b>11</b>	<b>Total Revenue</b>	<b>\$1,727,322.39</b>	<b>\$11,736,647.86</b>	<b>\$22,651,294.55</b>	<b>51.8%</b>	<b>\$22,651,294.55</b>
<b>Expenditure Summary</b>						
		<b>December</b>	<b>FY 2023 YTD</b>	<b>FY2023 Budget</b>	<b>YTD % of Budget</b>	<b>FY2023 Expected End of Year</b>
0100	Total Salaries	879,520.17	4,325,678.68	10,851,233.00	39.9%	10,851,233.00
0200	Total Benefits	302,537.88	1,585,775.50	4,323,085.80	36.7%	4,323,085.80
0300-0500	Total Purchased Svcs	402,412.07	2,393,307.37	4,875,958.62	49.1%	4,875,958.62
0600	Total Supplies	284,055.96	983,108.92	1,720,285.80	57.1%	1,720,285.80
0700	Total Property	112,935.38	220,459.28	75,000.00	293.9%	75,000.00
0800	Total Fees/Pupil Activities	52,186.05	382,712.28	713,800.00	53.6%	713,800.00
0900	Total Other Uses	0.00	0.00	\$0.00	0.0%	\$0.00
	<b>Total Expenditures</b>	<b>\$2,033,647.51</b>	<b>\$9,891,042.03</b>	<b>\$22,559,363.22</b>	<b>43.8%</b>	<b>\$22,559,363.22</b>
	<b>Total Expenditures</b>	<b>\$2,033,647.51</b>	<b>\$9,891,042.03</b>	<b>\$22,559,363.22</b>	<b>43.8%</b>	<b>\$22,559,363.22</b>
	Salary Accrual Adj.		\$483,500.00			
	<b>Net Profit (loss)</b>	<b>-\$306,325.12</b>	<b>\$1,362,105.83</b>	<b>\$91,931.33</b>		<b>\$91,931.33</b>
	Board Approved Beg. Fund Balance Use			\$600,000.00		\$600,000.00
	<b>Budgeted Margin</b>			<b>\$691,931.33</b>		<b>\$691,931.33</b>
	<b>Beginning Fund Balance</b>			<b>\$8,074,320.00</b>		<b>\$8,074,320.00</b>
	<b>Est. Ending Fund Balance</b>			<b>\$7,566,251.33</b>		<b>\$7,566,251.33</b>

Report sent out in advance. It was noted that:

- Interest continuing to rise through CSAFE account – amended budget will increase to 80K.
- Revenues stable and as predicted this month.
- Playground installation (Phase 1) and planned Chromebook purchase both processed in Dec (~300K).
- Health rebate finally landed at 40K, which is much less than last year but better than expected.
- Master planning and FRCC S1 costs were additional transactions in December.
- UPK sign-up went live in the state. We are adjusting tuition and projections accordingly.

The Journey Starts Here...



## Amended Budget Review (20 minutes)

*Expectation: Review amended budget and discuss variances.*

All lines of the amended budget have been reviewed and projected. Updates to prior reports are listed as bolded and underlined:

### Revenue

*Totals:*

- Revenue Budget: \$22,651,294
- **Modified Budget: \$23,314,037**
- **Variance: \$662,743**

*Modification Rationale:*

- **74K increase: investment earnings**
- 162K increase: SPED funding streams
- 298K increase: Grants (Coun. Corps **+20K**), CEEI, CE, Pre-School and BAC), **Social Worker grant TBC**
- 47K increase: 5 students for 1850, rather than 1845 budget
- 98K decreases (Cap. Construct 68K, GASB 85 30K)
- **38K Supply Chain grant** (Food Services)
- **10K increase in Title funds e.g. homeless**
- **Increased MLO by 19K**
- **PPR increased 122K (\$9,412 pp to \$9,488)**

### Expenditures

*Totals:*

- Expenses: \$22,559,363
- **Modified Budget: \$23,914,037**
- **Variance: \$1,354,674**

*Modification Rationale:*

- INCLUDING 600K fund balance usage
- One-time purchases to offset the temporary grants
- 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)
- **Contingencies increased due to unexpected revenues e.g. PPR, grants.**
- **Remain faithful to planning processes when purchasing**

The Journey Starts Here...

**Bottom Line:**

<b>11</b>	<b>Total Revenue</b>	<b>\$ 22,651,294.55</b>	<b>\$ 23,314,037.25</b>
	<b>EXPENDITURES</b>		
0100	Salaries (0100)	\$ 10,851,233.00	\$ 10,796,843.98
0200	Benefits (0200)	\$ 4,323,085.80	\$ 4,306,101.44
0300-0700	Purchased Services, Bond, Operations, Supplies, Equip, Contingency (0300-0700)	\$ 6,735,044.42	\$ 8,161,091.83
0800	Pupil Activities (0800)	\$ 650,000.00	\$ 650,000.00
	<b>Total</b>	<b>\$ 22,559,363.22</b>	<b>\$ 23,914,037.25</b>
	<b>Profit/(-)Loss</b>	<b>\$ 91,931.33</b>	<b>\$ (600,000.00)</b>
	<i>Potential Savings: CSI rebate , Health benefits etc.</i>	<b>\$ 250,000.00</b>	<b>\$ 100,000.00</b>
	<b>Profit/(-)Loss</b>	<b>\$ 341,931.33</b>	<b>\$ (500,000.00)</b>

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.

**Next Steps:**

- 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

**Legislative Updates (10 minutes)**

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

Financially, the biggest requests from the Governor moving into the session are as follows:

- Additional 3M requested for MLE fund (now 10M total)
- Takes MLE fund from 17M to 27M (approx. \$597 pp.)
- 9% PPR increase proposed (approx. \$846 pp.)

Approximately, the increases listed above could equate into over 2.5M additional revenue for The Academy moving into 23/24 (~1.1M from the MLE proposal and ~1.5M for PPR). See links in resources section for further background and information.

**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 self-rated at 4.

[Return to Agenda](#)

**Next Meeting: 9 Feb., 2023**

The Journey Starts Here...



## The Academy 2023 - 2024 SCHOOL YEAR CALENDAR

**Check In: K-12 Student Check In (does not apply to PreK)**

Online Check In Begins Monday, July 18  
pay fees and receive your schedule

Jul-2023						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

Aug-2023						
S	M	Tu	W	Th	F	S
		NT	2	3	4	5
6	AT	8	9	10	11	12
13	14	15	FS	FA	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sep-2023						
S	M	Tu	W	Th	F	S
					PD	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	PD	23
24	25	26	27	28	29	30

Oct-2023						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	P	P	H	H	14
15	16	17	18	19	20	21
22	23	24	25	26	PD	28
29	30	31				

Nov-2023						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	PD	11
12	13	14	15	16	17	18
19	H	H	H	H	H	25
26	27	28	29	30		

Dec-2023						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	PD	9
10	11	12	13	14	15	16
17	18	19	20	S1	AT	23
24	H	H	H	H	H	30
31						14

After School Program 79.0  
Open August 17, 2023

After School Program  
Closed May 24, 2024

### First Day of School for Students - See Specifics Below

- Mon, Aug 8 First day of School for PreK
- First Day of School - 6th (am), 9th (pm), and
- Wed, Aug 16 **FS** New to The Academy 7th and 10th Elementary - 3rd graders only (am)
- Thurs, Aug 17 **FA** First Day of School - ALL students K-12
- Thurs - Mon, Aug 17 - 21 All Kinder students 1/2 day

### Holidays & Non-Student Days

- Fri, Sept 1 **PD** Professional Development
- Mon, Sept 4 **H** Labor Day
- Fri, Sept 23 **PD** Professional Development
- Thurs & Fri, Oct 12 & 13 **H** Fall Break
- Fri, Oct 27 **PD** Professional Development
- Fri, Nov 10 **PD** Professional Development
- Mon - Fri, Nov 21 - 25 **H** Thanksgiving Break
- Wed, Dec 20 1/2 day of school for all student
- Mon, Dec 19 - Mon, Jan 2 **H** Winter Break
- Tues, Jan 2 **PD** Professional Development
- Mon, Jan 15 **H** Martin Luther King Day
- Fri, Jan 19 **PD** Professional Development
- Fri, Feb 9 **PD** Professional Development
- Thurs & Fri, Feb 15 & 16 **H** Mid-Winter Break
- Mon, Feb 19 **H** President's Day
- Fri, Mar 8 **PD** Professional Development
- Mon - Fri, Mar 18-22 **H** Spring Break
- Fri, Apr 5 **PD** Professional Development
- Fri, Apr 26 **PD** Professional Development
- Thurs, May 23 1/2 day of school for all students

### Semesters

- Wed, Dec 20 **S1** Semester End - K-12 (76 Days) \*\*See Note Below
- Thurs, May 23 **S2** Semester End - K-12 (89 Days) 1/2 day of school

### Additional Dates to Note

- Tues, Aug 1 **NT** New Teachers Begin
- Mon, Aug 7 **AT** All Teachers Return
- Fri, Aug 18 Welcome Back Celebration
- Tues - Fri, Sept 20-23 Outdoor Ed (6th grade)
- TBD Homecoming
- Tues & Wed, Oct 10-11 **P** Parent-Teacher Conferences PSAT
- TBD
- Thurs, Oct 26 Trunk or Treat
- Fri, Feb 2 Valentine's Day Dance
- Tues & Wed, Feb 13 & 14 **P** Parent-Teacher Conferences SAT Test
- TBD
- Fri, Apr 26 Prom
- TBD AP Testing

### Last Day of School - End of Semester 2

- Thurs, May 16 Last day for Seniors
- Wed, May 22 Last day for PreK - 1/2 day of school
- Wed, May 22 Last day for 5th & 8th grades - full day of school
- Thurs, May 23 Last Day of School - 1/2 day of school

### Year-End Celebrations and Ceremonies

- Thurs, May 16 Bridging Ceremony
- Sat, May 18 High School Graduation
- Wed, May 22 5th Grade Celebration
- Wed, May 22 8th Grade Celebration
- Thurs, May 23 Classroom Celebrations for Remaining Grades

Jan-2024						
S	M	Tu	W	Th	F	S
		H	H	H	H	6
7	PD	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Feb-2024						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	PD	10
11	12	P	P	H	H	17
18	H	20	21	22	23	24
25	26	27	28	29		

Mar-2024						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	PD	9
10	11	12	13	14	15	16
17	H	H	H	H	H	23
24	25	26	27	28	29	30
31						15

Apr-2024						
S	M	Tu	W	Th	F	S
	1	2	3	4	PD	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	PD	27
28	29	30				

May-2024						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	S2	AT	25
26	27	28	29	30	31	

Jun-2024						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Approved:  
Revised:

Non-Student Day



# The Academy of Charter Schools Appropriation Resolution FY 2023

*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.

### **Background:**

The Academy Board shall adopt an appropriation resolution at the time it adopts the budget. The Appropriation resolution shall specify the amount of money appropriated to each fund: except that the operating reserve authorized by section 22-44-106(2) shall not be subject to appropriation for the fiscal year covered by the budget, and except that the appropriation resolution may, by reference, incorporate the budget as adopted by the board for the current fiscal year.

The amounts appropriated to a fund shall not exceed the amount thereof as specified in the adopted budget. 22-44-107(2)

### **Appropriation Resolution:**

Be it resolved by The Academy Board of Directors, a CSI authorized school located in Adams County, that the amounts shown in the following schedule be appropriated to each fund as specified in the Adopted Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Fund	
1. General Fund (Fund 11)	<b>\$23,914,037.25</b>
2. Internal Service Fund (Bldg Corp.)	<b>\$2,174,509.25</b>

Board Chair Signature: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_

Ref: C.R.S. 22-44-106  
C.R.S. 22-44-107  
Academy Budget FY 2023  
CDE Financial Policy and Procedures Manual

[Return to Agenda](#)