



Prepare | Explore | Empower

The Academy Board of Directors

*Executive Work Session
Monday, March 27, 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.

Board Succession Planning *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.



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The Academy Board of Directors

Board Meeting
Monday, March 27, 2023

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 [February 27, 2023](#), 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.*
- 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

V. Presentation and Discussion

- a. Executive Session – C.R.S. §24-6-402(4)(f): Personnel matters – Executive Director annual evaluation.
- b. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

VI. 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

VII. Adjourn Meeting

Return to Agenda



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Board of Directors
Board Meeting Minutes
Monday, February 27, 2023

Board Members Present:

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

Also Present:

| | |
|------------------|-----|
| Brent Reckman | CEO |
| Mark Wilson | COO |
| Andrea Foust | |
| Stephanie Mann | |
| Erik Mikulak | |
| Sarah Gramarossa | |
| Suzie Galbraith | |

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on February 27, 2023.

I. Open Meeting

A quorum being present, Mr. Sanchez called the meeting to order at 5:30 pm

II. Consent Agenda

Mrs. McDuffee moved to approve the January 30, 2023, minutes. Seconded by Mrs. Drewlow.

Discussion: None

Ayes: Sanchez, Klenjoski, Coffee, McDuffee, Fransua

Nays: None

III. Public Comment

a. There was no public comment this month.

IV. Reports from Directors, Principals, and Committees

a. Principal Data Reports

i. Each level principal presented their [middle of year data](#) including the three navigational stars of Prepare, Explore, Empower.

b. Executive Director Report

i. Mr. Reckman gave a brief overview of what took place on Friday, February 17, at the basketball game and explained the steps that have been put into place to correct the behavior.

- ii. Strategic Initiatives – There was nothing new to report; everything Mr. Reckman would have shared was presented by the principals.
 - iii. Futures Committee – Mr. Reckman and Mr. Wilson met with the builder to get a progress report. We are hoping to have a final draft in the next month or so.
 - c. Finance Report
 - i. There was nothing major to report regarding finances for this month. Our revenue did end up higher than normal due to a supply chain assistant grant. We are working with Diane McFadden to replace some equipment in the kitchen.
 - ii. The legislature has not yet finalized a firm amount on the equalization fund, but it is looking like it will be much less than what was originally reported.
 - iii. Boosterthon Fundraising Campaign – Tomorrow is the kick off of a two-week build up to the actual event. We are hoping to raise \$75,000 to update some technology in our classrooms.
 - d. SACademic Committee – The minutes were shared, but there was no discussion.
 - e. PTO – No meeting this month
- V. Presentation and Discussion
 - a. Executive Director Evaluation – Kevin Sanchez and Autumn Coffee will work together to gather feedback from each of Mr. Reckman’s direct reports. We will have an executive session in the March board meeting to discuss the feedback.
- VI. Adjourn Meeting

Mr. Sanchez adjourned the meeting at 8:38 pm.

[Return to Agenda](#)



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Executive Director Board Report – March 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 wrapped up mid-year data collection in early February. Principals then presented on mid-year progress to both the SACademic Committee and the Board in their February meetings. CMAS testing will begin for 3rd-8th grade students soon after Spring Break. PSAT and SAT testing will follow soon after that. Our admin team is implementing plans to maximize student participation and engagement with this important testing.

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 12th. 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 early April, 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](#)



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Finance & Operations Board Report, March 2023

Members Present: Dan Klenjoski, Irina Szafranski, Andrea Foust, Jennifer Halford, Shawn Hamele, 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 shared this month. Request to consider interest in continuing seat on the committee moving into 23/24.

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

First Education Bills: [CLICK HERE](#)

Legislative Overview: [CLICK HERE](#)

Financial Report Review (25 minutes)

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

| Acct | Account | February | FY 2023 YTD | FY2023 Approved Amended Budget | YTD % of Budget | FY2023 Expected End of Year |
|----------------------------|--------------------------------------|-----------------------|------------------------|---|--------------------------------|--|
| Revenue | | | | | | |
| 1500 | Earnings on Investments | 13,897.26 | 72,737.90 | \$80,000.00 | 90.9% | \$80,000.00 |
| 1600 | Food Services | 38,266.73 | 292,127.19 | \$375,000.00 | 77.9% | \$375,000.00 |
| 1700 | Pupil Activities | 28,783.77 | 511,743.35 | \$650,000.00 | 78.7% | \$650,000.00 |
| 1800 | Community Services Activities | 90,604.14 | 633,781.05 | \$738,400.00 | 85.8% | \$738,400.00 |
| 1900 | Other Local Sources | 18,052.38 | 260,262.74 | \$275,000.00 | 94.6% | \$275,000.00 |
| 3000 | Revenue from State Sources | 54,845.34 | 390,698.15 | \$699,575.49 | 55.8% | \$699,575.49 |
| 3100 | Categorical Revenue | 4,780.77 | 324,976.07 | \$576,076.28 | 56.4% | \$576,076.28 |
| 3200 | Adjustments to Categorical Revenue | 0.00 | 0.00 | \$2,968.00 | | \$2,968.00 |
| 3900 | Other Revenue From State Sources | 202,797.64 | 1,676,331.99 | \$2,605,216.83 | 64.3% | \$2,605,216.83 |
| 5200 | Interfund Transfers | 0.00 | 400.00 | \$400.00 | | \$400.00 |
| 5600 | Direct Allocations | 1,390,902.87 | 11,506,737.75 | \$17,311,400.65 | 66.5% | \$17,311,400.65 |
| 11 | Total Revenue | \$1,842,930.90 | \$15,669,796.19 | \$23,314,037.25 | 67.2% | \$23,314,037.25 |
| Expenditure Summary | | | | | | |
| | | February | FY 2023 YTD | FY2023 Approved Amended Budget | YTD % of Budget | FY2023 Expected End of Year |
| 0100 | Total Salaries | 854,699.96 | 6,031,606.00 | 10,796,843.98 | 55.9% | 10,796,843.98 |
| 0200 | Total Benefits | 307,477.41 | 2,185,446.43 | 4,306,101.44 | 50.8% | 4,306,101.44 |
| 0300-0500 | Total Purchased Svcs | 395,197.71 | 3,141,095.51 | 5,111,532.72 | 61.5% | 5,111,532.72 |
| 0600 | Total Supplies | 170,336.12 | 1,203,708.06 | 2,238,503.66 | 53.8% | 2,238,503.66 |
| 0700 | Total Property | 6,136.47 | 226,595.75 | 695,073.00 | 32.6% | 695,073.00 |
| 0800 | Total Fees/Pupil Activities | 52,684.29 | 475,757.24 | 765,982.45 | 62.1% | 765,982.45 |
| 0900 | Total Other Uses | 0.00 | 0.00 | \$0.00 | 0.0% | \$0.00 |
| | Total Expenditures | \$1,786,531.96 | \$13,264,208.99 | \$23,914,037.25 | 55.5% | \$23,914,037.25 |
| | Total Expenditures | \$1,786,531.96 | \$13,264,208.99 | \$23,914,037.25 | 55.5% | \$23,914,037.25 |
| | Salary Accrual Adj. | | \$644,666.67 | | | |
| | Net Profit (loss) | \$56,398.94 | \$1,760,920.53 | -\$600,000.00 | | -\$600,000.00 |
| | Board Approved Beg. Fund Balance Use | | | \$600,000.00 | | \$600,000.00 |
| | Budgeted Margin | | | \$0.00 | | \$0.00 |
| | Beginning Fund Balance | | | \$8,074,321.15 | | \$8,074,321.15 |
| | Est. Ending Fund Balance | | | \$7,474,321.15 | | \$7,474,321.15 |

Report sent out in advance. It was noted that:

- Aftercare projections are to be monitored and adjusted as we move into next year
- Seasonal costs increased, continue to be monitored throughout the remainder of the season
- Part of supply chain assistance landed @ 17K
- Phone system details being finalized for a likely purchase before end of academic year

Legislative Updates (10 minutes)

Expectation: COO to update committee on current status of legislative session and potential impacts. Review status of 23/24 budget scenarios.

Updates on the budget are as follows:

- Additional 3M requested for MLE fund (10M total)
- Takes MLE fund from 17M to 27M (approx. \$597 pp, 1.1M↑)
 - **Current approval is at 5M (see scenarios doc)**
- 9% PPR increase proposed (approx. \$846 pp, 1.56M↑)
 - **Holding firm, currently**

In response to the above:

- Staffing structure and FTE adds/increases set for 23/24
- Offer letters for ALL staff in hands prior to Spring Break
- 23/24 budget requests all in and being collated.

Approximately and if fully funded, 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). In light of the optimistic legislative tone, significant work has been completed ahead of our usual timeline on staffing structures and FTE count for next year as well as scenario budget planning for 23/24. This is to align with our strategic push ahead of hiring season to ensure we are as clear and aggressive as possible to potential candidates with our salary offers.

Fundraising Update (5 minutes)

Expectation: COO to inform committee of elementary fundraising update.

The K-5 Boosterthon event was completed at the K-5 levels and was a resounding success. See below for final communication to our community. Next steps are now underway with organizing meetings to present and get quotes on classroom technology to purchase. Potential expansion into middle school grades next year is being considered. More info to come!

BOOSTER Spring 23

Wildcat Glow Run

Location: Westminster, CO
Number of Students: 851
Completed Campaigns: 1





| | | |
|--|---|---|
|  <p>91% REGISTRATION</p> <p>Dollars Raised Per Student</p> <p>\$152</p> | <p>Campaign Profit</p> <p>\$83,763</p> <p>Non-Parent Giving</p> <p>67% of donations</p> |  <p>50 STATES 10 COUNTRIES</p> <p>Total Donors</p> <p>2,449</p> |
|--|---|---|

Corporate Matching Eligible

\$7,625

in Partnership with



Double the Donation
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Futures Committee (10 minutes)

Expectation: COO to outline where long-term planning conversations lie and gain input. Initial cost summaries from JHL Constructors were shared with the group outlining short, medium and long-term goals. No decisions are ready to be made yet, but these were outlined as a starting point for discussions and priorities ahead of us.

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.

Next Meeting: 13 April, 2023

[Return to Agenda](#)



SACademic Committee

March 2023 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

Brent Reckman,
Kristen

Stephanie Bean, and Timothy Fifer

Present:

Autumn Coffee,
Cofrades,

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. Priority Performance Challenge Recommendations

Expectation: The committee will identify 2-3 Priority Performance Challenges to recommend to the Senior Admin Team for inclusion in the 2023-24 draft Unified Improvement Plan.

Notes:

1. READ Plan Performance
2. Elementary Math
 - a. Targeted instruction (FRL/Minority compared to ELL/IEP/504)
3. Secondary Math

- a. Targeted instruction (intervention plans in place in HS)
- b. Extend enVision curriculum to 9th & 10th

3. Self-Assessment

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

Notes:

Meeting met expectations - 4

Next Meeting: This will be the final SACademic Committee meeting of the 2023-24 school year.

[Return to Agenda](#)