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The Academy Board of Directors

*Executive Work Session
Monday, May 22, 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.

Charter Renewal Update 15 Minutes

Expectation: The Executive Director will update the Board on progress with The Academy's upcoming charter renewal.

Governance Work Plan: Succession Planning, Review of Procedures, & Bylaws Updates 25 Minutes

Expectation: The Board will discuss the process for filling any vacant seats at the end of the school year as well as assigning officer roles for the next school year. The Board will also consider the potential need to invite new committee members.

Summer Board Retreat 15 Minutes

Expectation: The Board will set a draft agenda for July's Retreat.

Annual Board Self-Evaluation 15 Minutes

Expectation: The Board will continue work on the 2023 annual self-evaluation.



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The Academy Board of Directors

*Board Meeting
Monday, April 24, 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 [April 24, 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](#) – No meeting this month

- ii. SACademic – No meeting this month
- iii. [PTO](#) – See meeting minutes

V. Presentation and Discussion

- a. [First Read of FY 23-24 Budget](#) – *Expectation: The CFO will present an outline of the draft budget for FY23-24. [CSI Budget Summary](#)*
- b. [23-24 Student Fees](#) – *Expectation: The Board will discuss a proposal for Student Fees in the 23-24 school year.*
- c. [Updates to Board Bylaws](#) – *Expectation: The Board will discuss proposed updates to its bylaws.*
- d. [Updates to Financial Controls Policies](#) – *Expectation: The Board will discuss minor updates to Financial Controls policies in preparation for the upcoming charter renewal process.*
- e. Medical Marijuana Policy – *Expectation: The Executive Director will follow up on Board Member questions regarding a state mandated medical marijuana policy.*
- f. 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. Approve Student Fees for 23-24 – *Expectation: Board members will vote to approve the proposal for Student Fees in the 23-24 school year.*
- b. Approve Updated Financial Controls Policies – *Expectation: Board members will vote to approve the recommended updates to The Academy’s Financial Controls policies.*

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, April 24, 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	Executive Director
Mark Wilson	COO
Andrea Foust	Finance Manager

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on April 24, 2023.

I. Open Meeting

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

II. Consent Agenda

A. Mrs. Drewlow moved to approve the March 27, 2023, minutes. Seconded by Mrs. Fransua.

Discussion:	None
Ayes:	Mr. Sanchez, Mrs. Coffee, Mrs. McDuffee, Mr. Klenjoski
Nays:	None

B. Mrs. Drewlow moved to approve the April 3, 2023, minutes. Seconded by Mrs. McDuffee.

Discussion:	None
Ayes:	Mr. Sanchez, Mrs. Coffee, Mrs. Fransua, Mr. Klenjoski
Nays:	None

III. Public Comment

a. There was no public comment this month.

IV. Reports from Directors, Principals, and Committees

a. Executive Director Report

- i. Strategic Initiatives – We are not working on anything new right now. Our focus is to finish the year in a strong manner.
- ii. Futures Committee – We have closed the loop with HCM and have given them the final input for what we would like the final draft of the facilities plan to look like. They are hoping to have something to us before the end of the school year. If that happens, we will have one more meeting before everyone leaves for the summer.

- b. Finance Report – The investments remain strong. The finance committee may be doing some work to restructure our accounts.
 - i. After Care – we need to hire a few more people to keep the proper staff to student ratio.
 - ii. The legislation continues to change daily. We should have a final answer on this soon.
 - iii. Fundraising – Our Boosterthon funds came in this month, so we were able to order 36 promethean boards for our elementary classrooms.
 - iv. End-of-Year Projections – We are ahead of budget with the additional grant money. We are moving ahead with a few expenses such as parking lot repairs, carpet, and furniture.
 - v. Charter Renewal – I will be updating the financial policies to present to the board. We'll continue examining what is required from a financial perspective.
- c. SACademic Committee – No meeting this month
- d. PTO – No meeting this month

V. Presentation and Discussion

- i. Charter Renewal Resolution – The Academy is up for renewal, and the board will need to sign a letter stating that we are moving ahead with the renewal process.
- ii. Administering Medications to Students Policy – There was some concern regarding the legalese and making sure we understand policy versus procedure. The board would like to remove the section on medical marijuana under we have further clarification.

VI. Executive Summary

- a. Mr. Sanchez made a motion to approve the Charter School Resolution as written and discussed. Mrs. Fransua seconded the motion.

Discussion: None
 Ayes: Mrs. Coffee, Mrs. McDuffee, Mr. Klenjoski, Mrs. Drewlow
 Nays: None

- b. Mr. Sanchez made a motion to approve the Administering Medication to Students Policy once the medical marijuana section is removed. Mrs. McDuffee seconded the motion.

Discussion: None
 Ayes: Mrs. Coffee, Mrs. Fransua, Mr. Klenjoski, Mrs. Drewlow
 Nays: None

VII. Adjourn Meeting

Mr. Sanchez adjourned the meeting at 8:00 pm.

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Executive Director Board Report – May 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, PSAT, SAT, and AP testing is now complete, and we are actively completing year-end Star and MAPs testing. We will be prepared to share year-end results with the Board via the Bi-Annual Scorecard at the June 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. In February, the JHL team completed a site evaluation along with pricing exercises to contribute to a more detailed final draft of the Master Plan. Academy admin finished reviewing this new information and submitted another round of feedback to our design partner, HCM, in mid-April. We expect HCM to be able to produce a final draft of the Master Plan by the end of May, and we plan to share it with the Futures Committee and the Board soon thereafter.

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Finance & Operations Board Report, May 2023

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

Introduction (5 minutes)

Expectation: Review agenda, norms and resources as needed. Confirm committee positions ahead of 23/24 year.

Confirmed intent to return of Dan Klenjoski (incoming treasurer), Irina Szafranski and Jennifer Halford next year as well as our staff members, Andrea Foust and Brent Reckman. Shawn Hamele will be our outgoing treasurer and is due to be replaced by a new Board member, yet to be determined. It is still to be confirmed which Principal may choose to serve on the committee for professional experience next year.

Financial Report Review (25 minutes)

Expectation: Financial report sent out in advance. Review and discuss current position in relation to modified budget. Review status of 23/24 budget ahead of Board's first read.

Acct	Account	April	FY 2023 YTD	FY2023 Approved Amended Budget	YTD % of Budget	FY2023 Expected End of Year
Revenue						
1500	Earnings on Investments	15,695.18	104,124.62	\$80,000.00	130.2%	\$138,124.62
1600	Food Services	39,668.92	374,535.53	\$375,000.00	99.9%	\$411,535.53
1700	Pupil Activities	115,111.49	649,359.61	\$650,000.00	99.9%	\$677,359.61
1800	Community Services Activities	63,963.56	786,505.69	\$738,400.00	106.5%	\$910,305.69
1900	Other Local Sources	6,121.31	410,971.17	\$275,000.00	149.4%	\$424,971.17
3000	Revenue from State Sources	202,436.76	702,825.59	\$699,575.49	100.5%	\$867,361.61
3100	Categorical Revenue	0.00	324,976.07	\$576,076.28	56.4%	\$324,976.07
3200	Adjustments to Categorical Revenue	0.00	0.00	\$2,968.00		\$500.00
3900	Other Revenue From State Sources	214,759.32	2,143,253.75	\$2,605,216.83	82.3%	\$2,835,894.05
5200	Interfund Transfers	0.00	400.00	\$400.00		\$400.00
5600	Direct Allocations	1,390,902.87	14,288,543.49	\$17,311,400.65	82.5%	\$17,181,349.23
11	Total Revenue	\$2,048,659.41	\$19,785,495.52	\$23,314,037.25	84.9%	\$23,772,777.58
Expenditure Summary						
		April	FY 2023 YTD	FY2023 Approved Amended Budget	YTD % of Budget	FY2023 Expected End of Year
0100	Total Salaries	855,653.19	7,763,560.58	10,796,843.98	71.9%	10,486,100.06
0200	Total Benefits	509,774.99	3,008,484.30	4,306,101.44	69.9%	3,655,360.98
0300-0500	Total Purchased Svcs	400,370.22	4,062,385.59	5,111,532.72	79.5%	4,833,610.01
0600	Total Supplies	142,839.98	1,423,850.95	2,238,503.66	63.6%	2,360,762.24
0700	Total Property	40,978.54	267,574.29	695,073.00	38.5%	555,625.01
0800	Total Fees/Pupil Activities	52,590.92	563,023.69	765,982.45	73.5%	716,767.01
0900	Total Other Uses	0.00	0.00	\$0.00	0.0%	\$0.00
	Total Expenditures	\$2,002,207.84	\$17,088,879.40	\$23,914,037.25	71.5%	\$22,608,225.31
	Total Expenditures	\$2,002,207.84	\$17,088,879.40	\$23,914,037.25	71.5%	\$22,608,225.31
	Salary Accrual Adj.		\$805,833.33			
	Net Profit (loss)	\$46,451.57	\$1,890,782.79	-\$600,000.00		\$1,164,552.27
	Board Approved Beg. Fund Balance Use			\$600,000.00		\$600,000.00
	Budgeted Margin			\$0.00		\$1,764,552.27
	Beginning Fund Balance			\$8,074,321.15		\$8,074,321.15
	Est. Ending Fund Balance			\$7,474,321.15		\$9,238,873.42

Report sent out in advance. It was noted that:

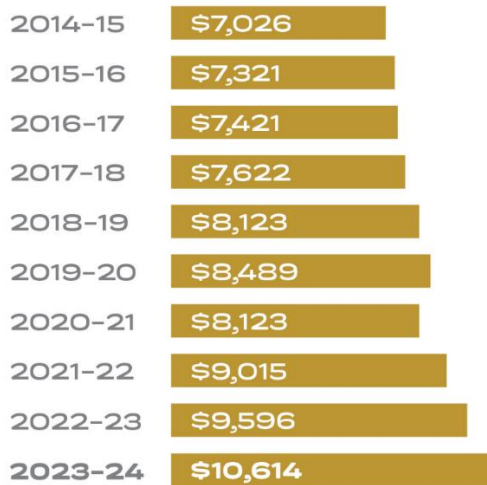
- GASB 85 equal revenue and expenditure line was added this month.
- Benefit planning underway for 23/24 – potentially carry less for renewal costs, increase line-by-line assessment of staff and their subsequent costs.
- IT supplies increasing – infrastructure upgrades via e-rate for switches.
- 41K this month on dishwasher and outdoor freezer installation for kitchen.

Legislative Updates (10 minutes)

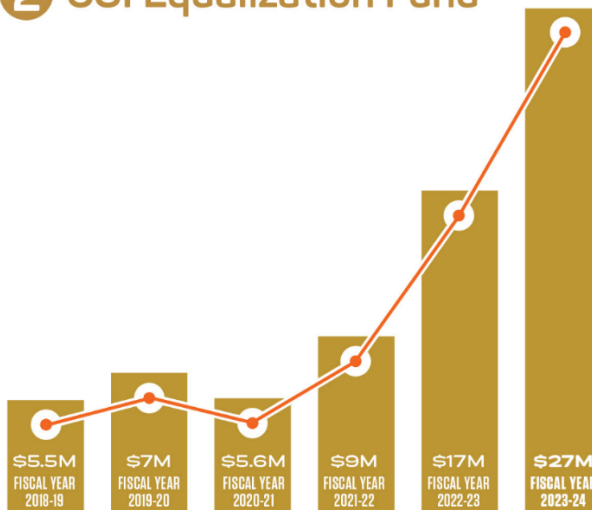
Expectation: COO to update committee on status of legislative session and potential impacts.

- Increases the statewide average for per-pupil funding to \$10,614 next school year; a **10.6% increase** from the current funding level.
- Substantially **increases funding for CSI equalization** next year and puts us on the **path to permanent equalization** every year thereafter.
- Boosts Charter School **Capital Construction funding by \$10 million** and makes the BEST program more equitable for charters.
- **Special education funding also increases** to historic levels.

1 School PPR in Colorado

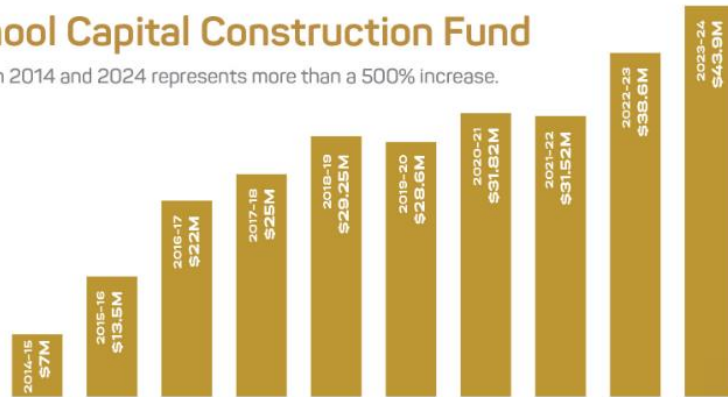


2 CSI Equalization Fund



3 Charter School Capital Construction Fund

Overall growth between 2014 and 2024 represents more than a 500% increase.



Current status of 23/24 budget outline was presented with the following included:

- Approved PPR from state added alongside 1845 enrollment plan
- Budget requests 99%+ approved and appropriate coverage in subs, contingency, FRCC etc.
- 1.9M+ into S&B lines - new Certified Salary Schedule shared with teachers
- Specific facility lines included e.g. RTUs, furniture/carpet replacements
- Changes will be ongoing prior to formally approving budget in June.

	AMENDED - JAN 22/23	10% PPR Increase 1845 Enrollment 100% MLE request
Enrollment	1,850	1,845
PPR pp.	9,487.74	10,496.57
MLE pp.	848.00	1,448.00
Earnings on Investments	80,000.00	80,000.00
Food Services	375,000.00	375,000.00
Pupil Activities	650,000.00	650,000.00
Community Services (Preschool and BAC Tuition)	738,400.00	906,000.00
Other Local Sources (Student Fees and Athletics)	275,000.00	275,000.00
Revenue from State - Read Act (Grant 3259)	22,597.76	22,597.76
Revenue from State - At-risk addl (Grant 3235)	6,319.74	6,319.74
Revenue from State - Cap Construction (Grant 3113)	670,657.99	667,440.00
Revenue from State - Nat Brd Cert (Grant 3210)	0	0
Categorical Revenue ECEA (Grant 3130)	252,234.00	312,095.00
Categorical Revenue ELPA (Grant 3140)	29,417.76	33,678.51
Categorical Revenue GT (GT Funding 3150; GT-U Grant 3228; School Counselor 3192)	93,325.04	66,808.43
Adjustments to Categorical Revenue - AP Exam Fee (Grant 3270)	2,968.00	9,968.00
Other Rev From St Sources Mill (Grant 3951)	1,569,143.23	2,590,000.00
Other Rev From St Sources SPED IDEA (Grant Pre 4173; Pre ARP 6173; IDEA 4027; IDEA ARP 6027)	395,887.48	301,875.00
Other Rev From St Sources Title (Grant Title II 4367; Title III 4365; Homeless 9202)	34,946.52	30,392.00
Other Rev From St Sources Lunch (Federal) (Grant 5555)	231,520.10	231,520.10
Local Sources GASB 85 (Grant 3898)	200,295.48	200,295.48
Local Sources Concurrent Enrollment Exp and Innovation Grant CEEI - Masters Degree (Grant 3275)	48,302.00	0.00
Revenue from State - ESSER	0.00	0.00
School Health Professional Grant (SLFRF) 5217 or 6217	0.00	97,868.00
Revenue from Feds (US Dept of Agriculture) Supply Chain Assistance (Grant 6555)	38,091.02	0.00
Revenue from State: GEER	0.00	0.00
Federal Sources - CE Expansion/PowerDen CSLF (State and Local Fiscal Recovery Funds) Grant 9017	87,031.00	0.00
Preschool & BAC Workforce and Operations Sustainability Grants (Grant 7575)	159,523.86	0.00
School Nurse Workforce (Grant 7354)	41,575.62	0.00
Interfund Transfers	400	0
Direct Allocations - At-Risk Supp (Grant 3115)	240,918.35	240,945.96
Direct Allocations - PPR	17,070,482.30	18,884,279.73
Total Revenue	23,314,037.25	25,982,083.71
EXPENDITURES		
Salaries (0100)	10,796,843.98	12,290,544.44
Benefits (0200)	4,306,101.44	4,814,012.11
Purchased Services, Bond, Operations, Supplies, Equip, Contingency (0300-0700)	8,045,109.38	8,070,037.16
Pupil Activities (0800)	765,982.45	707,490.00
Total	23,914,037.25	25,882,083.71
Profit/(-)Loss	-600,000.00	100,000.00
<i>Potential Savings: CSI rebate, Health benefits etc.</i>	<i>100,000.00</i>	<i>200,000.00</i>
Profit/(-)Loss	-500,000.00	300,000.00

Facility/Futures Committee Planning (10 minutes)

Expectation: COO to outline upcoming summer schedule work and provide overview on completed tasks and potential future projects.

22/23 School Year	22/23 Summer	23/24 Onwards
<ul style="list-style-type: none"> - Playground Phase 1 (3-5) - Playground fencing (3-5) - Sprinkler repairs (MC) - Kitchen equip upgrades - Facility equip upgrades - Security gate work (MC) - IT infrastructure (E-rate) - Choir risers (music) - Chromebook investment 	<ul style="list-style-type: none"> - Carpet installation (Sec.) - Furniture upgrades (MS) - Promethean boards (Ele) - Parking lot fixes (Main) - Painting hallway (Sec.) - Chromebook refresh (NC) - Playground Phase 2 (3-5) - Chiller install - <i>Teacher computers (all)</i> - 3x new computer labs - New phone system (all) - Water filler stations (all) - <i>Security film updates</i> 	<ul style="list-style-type: none"> - ↑ Carpeting - ↑ Furniture - ↑ Promethean (Sec.) - Painting rotations - Chromebook annual plan - RTU replacements - ↑ Kitchen equipment - Mid-term Master Plan projects

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. [Self-rated as 4]

Final meeting of 22/23 school year.

New 23/24 FC schedule to be shared over summer.

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The Academy of Charter Schools PTO Meeting Minutes May 4, 2023

Call to Order

A meeting of the Academy of Charter Schools PTO was called to order on Thursday, May 4, 2023, at 5:58 p.m. by President Holly Wogoman.

Attendees

Holly Wogoman, President
Michelle Mena, Vice President - Not Present
Maggie Steel, Treasurer - Not Present
Karianne Klenjoski – Secretary
Brent Reckman, Executive Director
Susan Wagar, Executive Administrative Manager
Kristie Schovajsa, 3-5 Elementary Administrative Assistant
Steph Pearl, Parent
Nikki Roma, Parent
Ioana Dutchievici Makkai, Parent
Stephanie Bean-Keller, Parent
John Montoya, Parent
Brandy Lovato, Parent

Approval of Minutes

- No meeting minutes to approve

Officer's Reports — Treasurer

- No Officer Reports

Welcome and Introductions

- Executive Director, Brent Reckman, acknowledged Holly Wogoman and Michelle Mena for their dedication to The Academy having served our community for the past two years.

New Business

- The following individuals were unanimously elected to the 2023-24 PTO Board:
 - Steph Pearl, President
 - Nikki Roma, Co-Vice President
 - Ioana Dutchievici-Makkai, Co-Vice President
 - Susan Wagar, Treasurer
 - Kristie Schovajsa, Secretary

- Holly Wogoman shared that PTO operates under its own 501C3 and hosts five school events per year: two free events and three fundraising events.
- Holly Wogoman stated that one of PTO's previous treasurers kept all documents, files and miscellaneous items upon leaving her position. Despite making multiple attempts to gather these items, they have not been returned. Susan Wagar said that PTO will rebuild at the beginning of the new school year.
- The Back to School Celebration on Friday, August 18, was briefly discussed. New PTO board members asked about the history of the event.
- Brandy Lovato recommended PTO host a spirit night when the new school year begins so they have an opportunity to meet The Academy community and to be visible. She also suggested a survey be sent to families to see how PTO can be a better support.

Questions and Announcements

Adjournment

Holly Wogoman adjourned the meeting at 6:53 p.m.

Respectfully submitted by:
Karianne Klenjoski, PTO Board Secretary

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