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The Academy Board of Directors

*Executive Work Session
Monday, June 12, 2023
5:30 – 6:55pm*

Agenda

Monthly Board Communications Review 10 Minutes

Expectation: Each month, Board members will acknowledge and discuss any community feedback or complaints that have been received since the last meeting.

Annual Board Self-Evaluation 40 Minutes

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

Charter Renewal Update 10 Minutes

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

Summer Board Retreat 15 Minutes

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

Facilities Tour 10 Minutes

Expectation: The COO will lead a brief facilities tour to highlight ongoing summer projects.

[Board Calendar](#)



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The Academy Board of Directors

Board Meeting
Monday, June 12, 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 [May 22, 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's report this month will be shared via the presentation of the final 2022-23 Data Dashboard.*
- 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 – No meeting this month

- V. Presentation and Discussion
 - a. 2022-23 Data Dashboard Presentation – *Expectation: The Executive Director will present the final version of the 22-23 Data Dashboard.*
 - b. 2022-23 Annual Impact Report Preview – *Expectation: The Executive Director will present a preview of the structure and content for the Annual Impact Report that will be shared with the community in August.*
 - c. Final Read of [FY 23-24 Budget](#) – *Expectation: The COO will present the final draft budget for FY23-24. [CSI Budget Summary 23-24](#)*
 - d. [Medical Marijuana Policy](#) – *Expectation: The Executive Director will present a standalone version of the state mandated medical marijuana policy.*
 - e. Nominations for Open Board Position – *Expectation: Board members will hear nominations for the Board position opening up in the 23-24 school year.*
 - f. Nominations for Board Officer Roles – *Expectation: Board members will hear nominations for officer roles in the 23-24 school year.*
 - g. 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 the [2023-24 Budget](#) – *Expectation: Board members will vote to approve the proposed budget for the 23-24 school year.*
 - b. Approve the [Medical Marijuana Policy](#) – *Expectation: Board members will vote to approve the proposed Medical Marijuana Policy.*
 - c. Vote to Fill Open Board Position – *Expectation: Board members will vote to fill the Board position opening up in the 23-24 school year.*
 - d. Vote to Fill Board Officer Roles – *Expectation: Board members will vote to fill the Board officer roles for the 23-24 school year.*

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, May 22, 2023

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	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 May 22, 2023.

I. Open Meeting

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

II. Consent Agenda

A. Mrs. Drewlow moved to approve the April 24, 2023, minutes. Seconded by Mrs. McDuffee.

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

III. Public Comment

a. There was no public comment this month.

IV. Reports from Directors, Principals, and Committees

a. Executive Director Report

- a. Strategic Initiatives – We have wrapped up our end of year testing and are pulling together the data to share in June.
 - b. Futures Committee – We are hoping to get a report from the buildings with the final version of the master facilities plan by the end of this week.
- b. Finance Report – Our focus is the projection of where we will be at the end of the year. We're trying to schedule contractors to come in before the end of the budget year to complete some projects.
- a. Wins for the 2022-2023 year include the following: some network switches for our IT department; new outdoor freezer; new carpet in secondary classrooms; new promethean boards for elementary classrooms; new chromebook refresh for some

grade levels; phase 2 of the main campus playground refresh; teacher computers being upgraded; new phone system; and so much more.

- b. The final sign off from the legislature has us moving to 10.6% increase from the current funding level. We are also moving toward CSI equalization in the 2024-2025 year.
- c. Student Fees – we made some minimal changes to the fees for the 2023-24 year: locker fee is increasing from \$5 to \$10; the cost of Outdoor Ed for 6th and 8th grades; the 9th grade field trip. No increases were made to athletics.
- c. SACademic Committee – No meeting this month
- d. PTO – Aside from sharing the names of the new PTO officers, there was no discussion regarding PTO.

V. Presentation and Discussion

- a. Financial Controls - although we reviewed these in 2021, we need to review them again for submission for the Charter renewal process. There was no discussion regarding the policies.
- b. Board ByLaws – In consultation with our school attorney, we have been updating our school bylaws. So far we have reviewed officer positions, board oversight over hiring decisions, fiduciary duties, and revamping our procedural manual as a document to accompany our bylaws.
- c. Medical Marijuana – There was some discussion in April about the risks to the school, so we reached out to the attorney. By have very clear lines around how the use of medical marijuana would work at school, we give the school the most control over the situation. The policy, as written, gives the school the most security.

VI. Executive Summary

- a. Financial Controls - Mr. Klenjoski made a motion to approve the financial controls as written and discussed. Mrs. McDuffee seconded the motion.

Discussion: None
Ayes: Mrs. Coffee, Mr. Sanchez, Mrs. Drewlow, Mr. Hamele
Nays: None

- b. Student Fees – Mrs. McDuffee made a motion to approve the 2023-2024 Student Fees as presented. Mr. Klenjoski seconded the motion.

Discussion: None
Ayes: Mrs. Coffee, Mr. Sanchez, Mr. Hamele, Mrs. Drewlow
Nays: None

VII. Adjourn Meeting

Mr. Sanchez adjourned the meeting at 8:24 pm.

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Administration of Medical Marijuana Policy

The Academy strives to honor families' private medical decisions while ensuring a learning environment free of disruption. Prescription medications, including medical marijuana, should only be administered to students in accordance with this policy, on school property during school hours, or during school sponsored activities, when administration is medically necessary and cannot reasonably be accomplished outside of these specified times and places.

For purposes of this policy, the following definitions shall apply:

1. "Permissible form of medical marijuana" means a product infused with medical marijuana that is intended for use or consumption other than by smoking, including but not limited to edible products, ointments, and tinctures. Marijuana intended for use or consumption through smoking or vaping, concentrated marijuana (including hashish, wax, and shatter) are not considered medical marijuana and are prohibited. Forms of medical marijuana not included in this definition may be proposed by the qualified student's parent/guardian to the school health office, who may authorize such a request after consultation with others including appropriate medical personnel chosen by the school.
2. "Primary caregiver" means the qualified student's parent, guardian or other responsible adult over eighteen years of age who is identified by the student's parent/guardian as the qualified student's primary caregiver. In no event shall another student be recognized as a primary caregiver. Any primary caregiver seeking access to school or district property, a school bus or school-sponsored event for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to schools and all other applicable policies.
3. "Medical professional" means an individual licensed under article 36 or article 38 of title 12, C.R.S.
4. "Marijuana consumer waste" means any component left after the consumption of a regulated marijuana product, including but not limited to containers, packages, cartridges, pods, cups, batteries, all-in-one disposable devices, and any other waste component left after the regulated marijuana is consumed.
5. "Volunteer" means a school staff member that volunteers at their own discretion to administer a permissible form of medical marijuana to the qualified student in compliance with this policy and the written plan developed by The Academy.
6. "Qualified student" means a student who holds a valid registration from the state of Colorado (license issued by the Colorado Department of Public Health and Environment) for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours. A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student if all of the following parameters are met:
 - a) The qualified student's parent/guardian provides the school with a copy of the student's valid registration from the state of Colorado authorizing the student to receive medical marijuana;

- b) The qualified student's parent/guardian or primary caregiver provides the permissible form of medical marijuana;
- c) The qualified student's parent/guardian signs a written acknowledgement assuming all responsibility for the provision, administration, and use of medical marijuana, and may also grant permission for a volunteer to store, administer, or assist in the administration of medical marijuana. This written acknowledgment must also release The Academy, including any volunteer, from liability for any injury that may occur pursuant to this policy;
 - i. The Academy determines, in its sole discretion: that a location and a method of administration are available that do not create risk of disruption to the educational environment or exposure to other students; and,
 - ii. if needed, the location of a locked storage container to store the medical marijuana that does not significantly delay access to or the administration of the medical marijuana in a medical emergency, or the primary caregiver may remove any remaining medical marijuana;
- a) The Academy prepares, with the input of the qualified student's parent/guardian, a written "Administration of Medical Marijuana to Qualified Students Plan" describing:
 - i. the valid registration for the State of Colorado for the use of Medical Marijuana,
 - ii. the Medical Marijuana product and dose prescribed,
 - iii. copy of physician certification,
 - iv. the side effects of the product, or the reason the product is necessary for the Qualified Student,
 - v. the specified time and frequency of administration,
 - vi. name, DOB, and copy of identification of all requested persons to administer Caregiver names listed on the Medical Marijuana Registry Card,
 - vii. a statement that the Medical Marijuana product cannot be administered exclusively outside of school hours, and
 - viii. an explanation of why the Medical Marijuana product cannot be administered exclusively outside of school hours.

The Written Plan shall be signed by the school administrator, the qualified student (as appropriate) and the qualified student's parent/guardian.

1. The school may determine, at its sole discretion, whether a location or method of administration of Medical Marijuana products is available that does not create a disruption to the learning environment or cause exposure to other students. The school may also determine, at its sole discretion, whether the continued use of the Medical Marijuana product disrupts the learning environment or causes exposure to other students. If the school determines that the Medical Marijuana product creates a disruption or causes exposure, the school shall consider alternative arrangements.
2. If at any time dosage amounts or times must change, the Guardian must request to alter/revise the Written Plan prior to implementing changes.

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location to administer medical marijuana.

All school staff members have the sole discretion to decide if they personally want to volunteer to administer medical marijuana. No individual will pressure, demand, direct, threaten or attempt to require a school employee to volunteer to administer medical marijuana. If the designated volunteer(s) identified in the written plan is unavailable to administer the medical marijuana to the qualified student, The Academy will notify the parent/guardian, but is not obligated to provide a substitute.

Nurses have the same rights as other staff members to exercise sole discretion to decide if they personally want to volunteer to administer or store medical marijuana. Volunteers will not be delegated under a nurse's license to carry, administer, direct, or assist in the administration of the medical marijuana.

Permission to administer medical marijuana to a qualified student may be limited or revoked due to violations of this policy. If this occurs, the parent/guardian must remove the medical marijuana and any consumer waste from school property or The Academy will dispose of it in accordance with law and school protocols.

Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy and may subject the student to disciplinary consequences

If the federal government indicates that The Academy's federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event shall not be permitted. If this occurs, The Academy shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

References

The Board of Directors at The Academy approved the Administration of Medical Marijuana Policy on Monday, June 12, 2023.

Board Chairperson

Date

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