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The Academy Board of Directors

*Executive Work Session
Monday, September 25, 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 Board members on progress through The Academy's charter renewal process.

Unified Improvement Plan 15 Minutes

Expectation: The Executive Director will share the final draft of the 2023-24 Unified Improvement Plan developed in collaboration with the School Accountability Committee.

[Facilities Master Plan](#) 40 Minutes

Expectation: The Executive Director will share the final draft of the 2023-24 Unified Improvement Plan developed in collaboration with the School Accountability Committee.

**The Academy
Board of Directors**

*Board Meeting
Monday, September 25, 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
	Cofrades, K

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 [August 28, 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. Executive Session C.R.S. §24-6-402(4) – *Expectation: As needed, the Board may call an executive session for one of the specific topics identified below via a 2/3 majority.*

- a. Discussions regarding buying or selling property;
- b. Conferences with an attorney to receive legal advice;
- c. Matters required to be kept confidential by state or federal law (e.g., student academic records);
- d. Security arrangements or investigations;
- e. Determining contract negotiation strategies;
- f. Personnel matters;
- g. Consideration of documents protected from disclosure under the Open Records Act; or
- h. Discussion of individual students where public discussion would adversely affect the student involved.

- V. Reports from Directors, Principals, and Committees
 - a. [Executive Director Report](#) – *Expectation: The ED will update the Board on the start of the new school year as well as progress toward strategic priorities.*
 - b. Committee Reports – *Expectation: Committee Chairs will update the Board on progress with each committee.*
 - i. [Finance](#) – See meeting minutes
 - ii. [SACademic](#) – See meeting minutes
 - iii. [PTO](#) – See meeting minutes

- VI. Presentation and Discussion
 - a. [Reimbursement Resolution](#) – *Expectation: The Board will discuss the option of passing a reimbursement resolution prior to starting any future facilities development projects.*
 - b. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

- VII. Executive Summary
 - a. Approve Updates to the [FERPA Policy](#) – *Expectation: Board members will vote to approve proposed updates to the FERPA Policy.*
 - b. Adopt the [Facilities Master Plan](#) – *Expectation: Board members will vote to adopt the Facilities Master Plan developed by the Futures Committee.*

- VIII. 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

- IX. Adjourn Meeting



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Board of Directors
Board Meeting Minutes
Monday, August 28, 2023

Board Members Present:

Sarah Drewlow	Chairperson
Amy McDuffee	Vice Chairperson
Larissa Fransua	Board Member
Autumn Coffee	Secretary, online
Kevin Sanchez	Board Member
Kristen Cofrades	Board Member
Dan Klenjoski	Treasurer

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 August 28, 2023.

I. Open Meeting

A quorum being present, Mrs. Drewlow called the meeting to order at 7:01 pm.

II. Consent Agenda

a. Mr. Sanchez moved to approve the July 31, 2023, minutes. Seconded by Mrs. Fransua.

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

III. Public Comment

One parent came in to share his concerns regarding the safety of the driveline at north campus.

IV. Reports from Directors, Principals, and Committees

a. Executive Director Report

- i. Instruction and Culture – Because the principals shared their work plan in July, there is nothing to report on this. We have received the CMAS and PSAT data from last spring, so we will be looking at that information.
- ii. Administrator Succession Plan – Our goal is to have two plans for each of the administrative positions: one for an urgent resignation and one for a resignation with notice.
- iii. Enrollment – Our official count day is October 3. We are budgeted for 1845 in K-12 and 40 in PreK.
- iv. Master Plan Update – The Futures Committee will be meeting one final time. The goal is to not make any substantial changes but rather give one last opportunity to give

feedback in communication. Mr. Reckman will present the master plan to the board in September, and there will be a formal vote to adopt the plan.

- b. We do not have any reports for Finance Committee, SACademic Committee, or PTO.
- V. Presentation and Discussion
- a. 2023-24 Bi-annual Scorecard – Mr. Reckman reviewed the scorecard. No changes were recommended
 - b. Annual Impact Report – Mr. Reckman reviewed the report that is on our website highlighting state-level data. One clear strength was the rebound in elementary from spring 2022 to spring 2023. Areas of improvement include middle school CMAS and high school PSAT.
- VI. Executive Summary
- a. N/A – There are no official Board actions requiring a vote this month.
- VII. Board Meeting Self-Scoring Board Self-Scoring – Today’s meeting was both efficient and met expectations, so the score is 4.
- VIII. Adjourn Meeting
- Mrs. Drewlow adjourned the meeting at 8:40 pm.

[Return to Agenda](#)

DRAFT



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Executive Director Board Report – September 2023 Meeting

Strategic Initiatives Update

Expectation: Share information about ongoing implementation of initiatives in support of The Academy's 5-year Strategic Plan and other Board priorities.

Instruction & Culture

Principals presented their 2023-24 Annual Work Plans to the Board at the July Retreat. The Board finalized the 2023-24 Data Dashboard at the August meeting. Students are currently in the process of completing baseline assessments to start the year. Principals will present on their beginning-of-year data as it pertains to the Bi-Annual Instruction & Culture Scorecard at the October Special Meeting.

Admin Succession Plan

The goal is to develop an admin succession plan over the course of the fall semester. This plan will cover both unexpected, temporary coverage of vacancies and long term, strategic succession for the following positions:

- Executive Director
- Chief Operating Officer
- Pre-K Director
- Lower Elementary Principal
- Upper Elementary Principal
- Middle School Principal
- High School Principal

Middle School Program

The Academy's Middle School has gotten the year off to a good start. The Middle School Team is fully staffed and fully enrolled with the longest wait list for new students of any level. The energy among staff is positive, and their emphasis over the first month has been on setting expectations, building relationships, and developing a strong overall culture.

Both 6th and 8th Grade students have gone on their Outdoor Education trips, which were a big success and a good way to solidify relationships and group identity to start the school year.

The Middle School Admin Team has begun work developing a Middle School Roadmap to further hone their vision and guide their work with teachers and students. This document communicates how Middle School will provide a holistic, high quality experience for students, including striking a balance between appropriate supports and personal accountability. The Admin Team referred to this Roadmap when they created their Annual Work Plan for the year, and it is driving the planning for their sequence of professional development days with staff.

October Count

As of Tuesday, September 19th, our PK-12 enrollment currently sits at 1870 (1831 K-12). We are still working to enroll new students through October 1st with 7 new families (in addition to the number above) in the process of completing enrollment packets and hoping to start soon. We are lower than we have been the past few years, but our student retention rate from last year is as high as ever at 92%. The biggest contributors to this are lower than historical numbers in Kindergarten and 1st Grade as well as a drop in the usual number of foreign exchange students in 11th and 12th Grade. The 23-24 budget is based on 1885 (40 PK and 1845 K-12).

Facilities Master Plan Update

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

The final draft of the Facilities Master Plan was completed over the summer. The Futures Committee met one time earlier in September to review this completed draft and offer any final feedback. The Board will review the final plan during this September meeting and hold a discussion about formally adopting it. At that point, discussions will begin about first steps to implement the plan in the summer of 2024 and beyond.

[Return to Agenda](#)



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Finance & Operations Board Report, September 2023

Members Present: Dan Klenjoski, Irina Szafranski, Amy McDuffee, Stephanie Mann, Andrea Foust, Mark Wilson, Brent Reckman.

Introductions (10 minutes)

Expectation: Review norms and introduce committee responsibilities for upcoming year.

Discussed outline for this year's team and members introduced themselves to the group. Agreement was shared about responsibilities across the group to ensure there is clear understanding and ability for true sustainability. Key committee responsibilities for 23/24 include supporting the school's strategic direction with regards to facility planning, checks and balances with this process, and identifying any longer term financial considerations before final decisions are made.

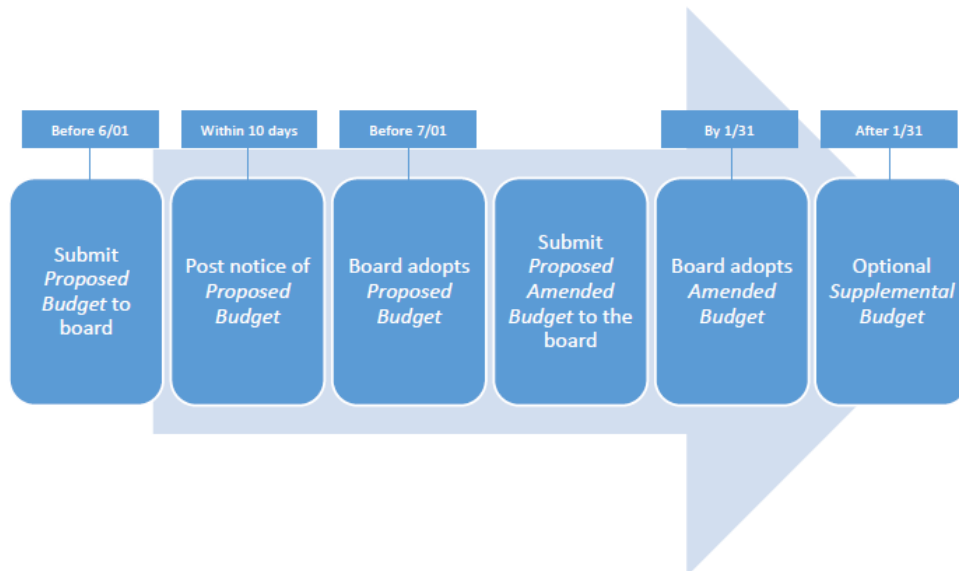
Budget Discussions (10 minutes)

Expectation: COO will update on budget process and outline revenue and expenditure considerations for the year.

Alongside our regular budget timeline, focus areas from the summer months were discussed and shared e.g. assessing budget needs line-by-line (both for this upcoming year as well as 3-5 years ahead) and refining long-term facility options through the Futures Committee. The following objective was shared: 'Establish a budget that continues to maximize performance in strategic goals, analyses costs, remains responsive and prioritizes future investments.'

Key elements of the above include safety, facility excellence, instructional programming, staff salaries/benefits and technology investments. Enrollment is around 1830, below the 1845 we budgeted at. We are following up with prospective families to try to increase as much as possible before student count in early October. We have completed our work to fully load the complete budget into our SDS system, which maintains our ability to monitor ongoing costs in real time. All Financial Transparency elements are currently met, with all external audit fieldwork completed. We are due draft financials any time now and anticipate no issues in meeting our submission deadlines with CSI.

Budget Timeline



****Board resolutions are required for adoption and use of beginning fund balance****

Particular attention was made for the need to recognize the budget as a fluid and live document that will be monitored constantly throughout the year, relative the internal control we have alongside recognizing the patience we have to hold when it comes to external payments.

Key factors within our budgeting include:

- **Enrollment** numbers
- **Mid-year** funding updates
- **Staffing** salaries and benefits
- **Planned increases** - benefit adds, tech needs etc.
- **Reserves** - prioritizing usage and goals over next 3-5 years
- **Fundraising** opportunities e.g. Boosterthon

Financial Report Review (15 minutes)

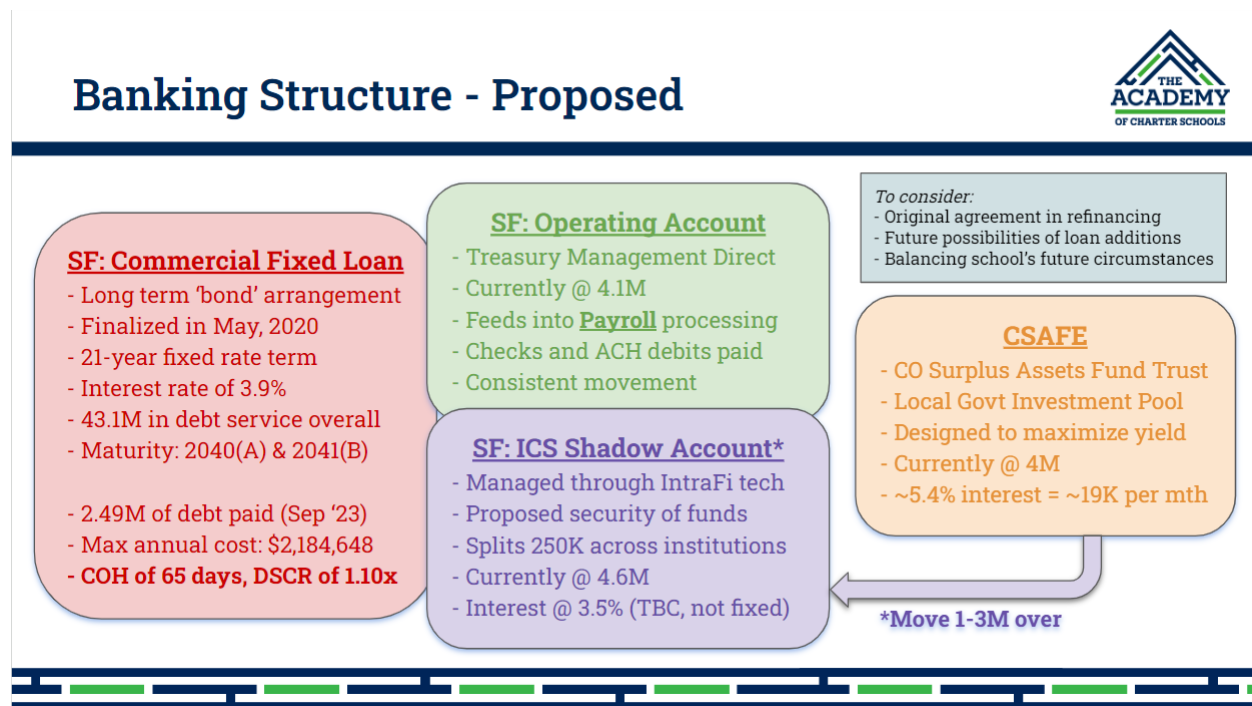
Expectation: Financial report sent out in advance. Review and discuss current position.

The Academy Financial Report						
Jul 2023-Aug 2023						
Budgeted Student Enrollment = 1845						
Current Year - FY2024						
Acct	Account	August	FY 2024 YTD	FY2023 Budget	YTD % of Budget	FY2024 Expected End of Year
Revenue						
1500	Earnings on Investments	20,210.25	39,758.42	\$100,000.00	39.8%	\$100,000.00
1600	Food Services	9,401.24	34,711.53	\$375,000.00	9.3%	\$375,000.00
1700	Pupil Activities	58,199.28	150,484.96	\$650,000.00	23.2%	\$650,000.00
1800	Community Services Activities	88,818.30	144,952.40	\$906,000.00	16.0%	\$906,000.00
1900	Other Local Sources	86,684.81	154,754.41	\$275,000.00	56.3%	\$275,000.00
3000	Revenue from State	123,629.21	142,709.93	\$874,735.48	16.3%	\$874,735.48
3100	Categorical Revenue	0.00	0.00	\$382,581.94	0.0%	\$382,581.94
3200	Adjustments to Categorical Revenue	0.00	0.00	\$0.00		\$0.00
3900	Other Revenue From State Sources	235,880.26	540,425.31	\$3,439,663.11	15.7%	\$3,439,663.11
5200	Interfund Transfers	0.00	4,497.96	\$0.00		\$0.00
5600	Direct Allocations	1,633,769.91	3,267,539.82	\$19,125,225.69	17.1%	\$19,125,225.69
11	Total Revenue	\$2,256,593.26	\$4,479,834.74	\$26,128,206.22	17.1%	\$26,128,206.22
Expenditure Summary						
		August	FY 2024 YTD	FY2024 Budget	YTD % of Budget	FY2024 Expected End of Year
0100	Total Salaries	977,502.08	1,111,655.13	12,510,341.96	8.9%	12,510,341.96
0200	Total Benefits	320,987.17	460,505.36	4,893,487.76	9.4%	4,893,487.76
0300-0500	Total Purchased Svcs	341,136.84	843,497.74	5,531,761.22	15.2%	5,531,761.22
0600	Total Supplies	167,056.41	447,936.51	2,345,125.28	19.1%	2,345,125.28
0700	Total Property	0.00	0.00	140,000.00	0.0%	140,000.00
0800	Total Fees/Pupil Activities	67,021.91	117,771.27	707,490.00	16.6%	707,490.00
0900	Total Other Uses	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	Total Expenditures	\$1,873,704.41	\$2,981,366.01	\$26,128,206.22	11.4%	\$26,128,206.22
	Salary Accrual Adj.		\$151,205.33			
	Net Profit (loss)	\$382,888.85	\$1,347,263.40	\$0.00		\$0.00
	Board Approved Beg. Fund Balance Use			\$0.00		\$0.00
	Budgeted Margin			\$0.00		\$0.00
	Beginning Fund Balance			\$9,790,275.50		\$9,790,275.50
	Est. Ending Fund Balance			\$9,790,275.50		\$9,790,275.50

Report sent out in advance. Committee reviewed format and was given a brief overview of the more impactful lines ahead of our work this year. There was a reminder that we are not currently approved to use any fund balance, but this will likely change during our amended budget process in Dec/Jan as part of our facility upgrading efforts.

Proposed Banking Structure (15 minutes)

Expectation: Financial report sent out in advance. Review and discuss current position.



The outline above provides details of a proposed banking structure change made by Sunflower for us to move more funds into our accounts with them. This means updating our Money Market account (that brings minimal interest) to an ICS Shadow Account with a current rate of 3.5%. Part of this agreement would be to move at least 1M from our CSAFE account into this also. Although this would ultimately mean reduced interest amounts overall, it does better honor our original refinancing agreement and improves our return from Sunflower alone. It also ensures all funds in the ICS Shadow Account are FDIC covered.

This restructure also enables the conversation regarding future facility investment to become more concrete with financing amounts. Ultimately, we would like to keep our Operating Account at Sunflower pegged at ~2M to allow for full payrolls and daily operations to continue unimpeded. Furthermore, we would like to use our ICS Shadow account essentially as a savings source that we predict will need to hold approximately 4M to satisfy our cash-on-hand and debt service coverage ratio requirements from Sunflower. This calculation is dependent on revenues specific to the year and therefore cannot be finalized until after we have our audit completed for the 22/23 cycle.

In broad, simple terms therefore, we can estimate that the amount of available funds for future investment may lie around 6M once the debt coverage calculations are completed. This would be the amount that could a) cover any cash projects b) help support funding for any further bank loan or refinancing and c) provide contingency cover for any future finance issues e.g. recession, unforeseen expenditures.

To start with a solid proposal to which the Finance Committee, the Board and Administration can work from, it may be purported that, *relative to conditions we see today*, it would be reasonable that:

- We commit ~3M cash from current funds to undertake a larger project (or number of smaller ones) in the 23/24 year to further our facility improvements.
- We continue to hold ~3M in our cash flow ability to insulate ourselves to external elements and keep in control when needing to respond to state funding e.g. furthering staff raises, and to continue to support day-to-day operations in the same manner we have become accustomed to e.g. curricula investments, tech needs etc.
- We plan ahead in what projects could be supported with an addition loan/bond deal, but do not formally undertake this final process until after the legislative session for 23/24 ends. That way, we can be more secure in the *new, additional funds* that would come to The Academy relative to the MLE legislation and can therefore assign a portion of that e.g. 800K (to place a 3M annual debt service cap), to a new loan agreement and subsequent larger facility project.

The above is detailed to start to put some concrete details forward about how best to balance all areas of the school when considering future facility investments. As it has been stated on many occasions, understanding how current costs tie to state support and enrollment as well as how well we can invest to maximize chances of returning families should be drivers of the conversation.

Finally, the following essential questions may be considered as part of this work:

- What baseline funds does The Academy always want to have on hand to be able to best direct their own path without being entirely dependent on annual state increases?
- What facility improvements will most likely improve or stabilize future enrollment?
- How far-reaching (students, staff and families) will the facility project be and what percent of those would we foresee as receiving direct benefit?
- How many years into the future are we comfortable in assigning debt to future Boards and Administrations?
- Are we content with the preparedness of our succession planning that we will continue to have the Administration and Board expertise to see the projects through?
- Is now or the near future the correct time to get the best funded loan/bond deal? If not now, then when?
- At what point in the future do we bring Sunflower, Paul Jasin, attorneys etc. to plan for next steps?
- What ranges of compensation e.g. 65-70% and debt service e.g. 8-12% would we like to set as acceptable parameters for future budgets?

23/24 Strategic Goals (5 minutes)

Expectation: COO to present strategic goals for upcoming year. Gain feedback and input.

There was no time to review this more formally due to the banking structure conversation, but there are no changes to the prior two years. Everyone on the committee should be familiar with these as part of our Strategic Plan and the growth we have made over the last two years.

FINANCE

STRATEGIC GOALS

Financially support a high quality staff capable of progressing The Academy's strategic goals

Financially support high quality facilities capable of progressing The Academy's strategic goals

KEY PERFORMANCE INDICATORS

Base pay rates for all staff will be equal or greater than that of local school comparisons and returning staff will receive annual pay increases tied to Per Pupil Revenue and performance

Staff demographics will more closely resemble student demographics

Finance team will produce a report twice per academic year to review status and priorities in facility improvement

Finance team will complete an annual review of facility costs to ensure quality of service and return on investments

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.

No formal rating taken this month, but will be sure to include moving forward.

Next Meeting: 19 Oct., 2023

[Return to Agenda](#)



SACademic Committee

September 2023 Agenda & Meeting Minutes

“Fueling lifelong success through preparation, exploration, and empowerment.”

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.

Scoring Rubric	
1	Unsatisfactory
2	Complete, looking for significant improvement
3	Complete, improving but still below expectations
4	Complete, meets expectations

Members Present:

Brent Reckman, Kristen Cofrades, Lisa Lefebvre, Ioana Dutchievici, Stephanie Bean, Nick Lewis, Christie Garofolo, Jennifer Zaccone,

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: Welcomed new members.

2. Review 2023-24 Unified Improvement Plan Draft

Expectation: Committee members will review the draft UIP and provide feedback to shape The Academy’s final submission.

- UIP Process from a 10,000’ Level
 - What questions does the committee have about the purpose of a UIP?

- What questions does the committee have about The Academy’s process for drafting the UIP?
- What questions does the committee have about how the UIP is used after it is written and submitted?
- Feedback for the Final Draft
 - What questions does the committee have about the analysis of The Academy’s current performance?
 - What feedback does the committee have for the final draft of the following sections?
 - Current Performance
 - Priority Performance Challenges
 - Major Improvement Strategies
 - Target Setting

Notes: Several new committee members asked questions about the structure of The Academy’s interim assessment tools and the statistical analyses they provide:

- How often are interim assessments measured?
- How often are the processes for norming scores updated?
- How are growth scores calculated?

Committee members were satisfied with the final draft and did not offer any additional feedback. A following discussion addressed ways to better engage families in their kids’ academic success. This topic will be added to a future meeting agenda.

3. Self-Assessment

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

Notes: The committee performed a “4” for this meeting.

Next Meeting: October 16, 2023

[Return to Agenda](#)



The Academy of Charter Schools
PTO Meeting Minutes
September 7, 2023

Call to Order

A meeting of the Academy of Charter Schools PTO was called to order on Thursday, (date) at (time) by President Stephanie Pearl.

Attendees:

Stephanie Pearl - President
Vice President - Nikki Roma
Vice President - Ioana Makkai Dutchievici
Secretary - Kristie Schovajsa
Treasurer - Susan Wagar
Parents Roster on file

Approval of Minutes

There were no meeting minutes to approve.

Officer's Reports- Treasurer

Susan Wagar received the Treasurer's report; see attached.

New Business:

-The PTO board each did a quick introduction to start off.
-Kristie Schovajsa shared that the two past events we have done so far this year have been a success: beverage bar for staff breakfast and Welcome Back Celebration.

Trunk or Treats: Thursday, October 26. Time: 5-8pm

-Steph shared that Trunk or Treats is our next event. It was confirmed that candy will be donated again for the event; we will need to arrange pick up and delivery. Nikki confirmed her family has a trailer we can use.
-A parent asked about parameters for the trunk or treat and it was suggested to remain at most PG-13 due to PK-6 being the biggest attendees.
-A parent asked if there will be food trucks and requested there be a meat free option.
-A question was raised if Harvest Fest will be happening this year and it was shared that we will not have Harvest Fest this year but hopefully in the future.
-Emails and sign ups will be going out to those who would like to be a part of Trunk or Treat.
-A suggestion was made to add another porta potty. Susan Wagar volunteered to handle that.
-A question was raised if the clubs/ grades that do a trunk get a portion of the proceeds? Yes, they are divided by the number of trunks.

Holiday Bazaar/ Breakfast with Santa- Dec. 2 9am - 2pm

-Ioana shared that we will send out a sign up for booths.
-Decision was shared that we will have a Santa. A FREE Santa was confirmed after the meeting by Grace.
-Fees for the booths were discussed. A parent encouraged us to increase the fee (\$50) and 10% percentage of profits going back to the school. Others thought maybe \$40 for new booths, \$30 for past participants. We agreed to this.

-Also, the idea of smaller tables in the hallway at \$10 fee plus a larger percentage of profits going back to the school.

-Past participation was about 25-30 vendors.

-Brian Button (via Teams Meet) offered to take pictures for pictures with Santa.

-Susan has a flier out for vendors to sign up already.

-We agreed to putting fliers out in the community to get more interest.

- Suggests to put a banner on the fence to advertise for booths.

- Grace offered they may have a winter themed background for selfie station or santa pictures

Spirit Night: Chick-Fil-A (9/19 & 5/7)

-Nikki shared that we have 2 CFA nights scheduled.

-Competition between classes for most participants.

-Goal is to have a spirit night once a month at a variety of restaurants.

-Suggestion to have spirit night at CFA 104th since it has a playground.

-Susan suggested having a morning Spirit event at Ziggis, Starbucks, etc... and was loved by board members.

BINGO: (10/ 28 & 4/13).

-Parent requested we share the location of Bingo.

Snowball Dance:

-Question was asked about the Snowball Dance - it's Feb. 2 and at MC this year. It's for Elementary students.

Grants:

-Ioana shared that she's been looking into grants.

Walmart offers grants up to \$5000

Costco, Sprouts, Target (will give a 250 gc)

Blackhawk donates anonymously.

Milk Caps for money (Susan shared The Academy does this so PTO will not.)

Susan shared she will be sending out a list that supports The Academy - not PTO directly in the newsletter.

PTO website:

Brian (via Teams Meeting) shared his concern with finding things online for PTO. He offered his services to help to get it going.

Other Concerns:

-A parent brought up that drugs are not talked about until 9th grade. Asked if we could do a drug program before HS. How can we get programs into our school before HS. Susan suggested that it get brought up on the Sr Admin. Sarah says she is happy to email Sr. Admin.

Suggestion was made to put posters/ consequences for vaping in restrooms. Get Drug Free Campus signs.

Suggestion for a mental health first aid class for students. (an actual curriculum) Nikki says she can look into that. Haas brought up this isn't a PTO thing. Ioana suggested we start with the school first.

-Question about Fundraisers on smaller scale.

-A request for more events for MS/HS kids.

Color dance

Nerf Wars

Parent's Night Out = Movie & Babysitting from HS or clubs to earn them money.

[Next Meeting Oct. 5th at 6 pm](#)

[Adjournment:](#)

Steph adjourned the meeting at 7:09pm

Respectfully submitted by:

Kristie Schovajsa

[Return to Agenda](#)



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THE ACADEMY

BOARD OF DIRECTORS RESOLUTION

Resolution No. 2023-XX-XX-X

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ACADEMY DECLARING ITS OFFICIAL INTENT TO REIMBURSE ITSELF WITH THE PROCEEDS OF LEASE PURCHASE FINANCING FOR CERTAIN CAPITAL EXPENDITURES UNDERTAKEN OR TO BE UNDERTAKEN BY THE CHARTER SCHOOL, IDENTIFYING SAID CAPITAL EXPENDITURES, AND PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, The Academy (the “Charter School”) is a Colorado nonprofit corporation and a charter school authorized by the Colorado Charter School Institute (the “Charter Authorizer”) pursuant to the Constitution and the laws of the State of Colorado, particularly the Charter Schools Act, Article 30.5 of Title 22 of the Colorado Revised Statutes, as amended (the “C.R.S.”), and the terms and provisions of the Charter School Contract (the “Charter”) between the Charter Authorizer and the Charter School with requisite corporate power to own and operate educational and administrative facilities and to carry on its business as presently being conducted; and

WHEREAS, the Board of Directors of the Charter School (the “Board”) has determined that it is in the best interest of the Charter School to make certain capital expenditures relating to the acquisition, construction, and improvement of school facilities to be located at 11800 Lowell Boulevard, Westminster, Colorado 80031 in Adams County, Colorado and 12161 Park Centre Drive, Westminster, Colorado 80234 in Adams County, Colorado <add any additional addresses if the Charter School is spending money at another address> (collectively the “Project”); and

WHEREAS, the Board currently intends and reasonably expects, in the future, to participate in tax-exempt lease-purchase financing for an amount not to exceed \$22,000,000.00 through a conduit issuer, such as the Colorado Educational and Cultural Facilities Authority, including an amount that is currently estimated not to exceed \$50,000,000.00 (the “Advanced Amount”), to reimburse the Charter School for all or a portion of such capital expenditures incurred or to be incurred subsequent to a period commencing 60 days prior to the date hereof, and ending prior to the latter of 18 months of the date of such capital expenditures or the placing in service of the Project (but in no event more than three years after the date of the original expenditure of such money); and

WHEREAS, the Board hereby desires to declare its official intent, pursuant to 26 C.F.R. § 1.150-2, to reimburse the Charter School for such capital expenditures with the proceeds of the lease-purchase financing through a conduit issuer.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CHARTER SCHOOL:

Section 1. **Declaration of Official Intent.** The Charter School presently intends and reasonably expects to initially finance all or a portion of the Project with legally available funds.

Section 2. **Dates of Capital Expenditures.** All of the capital expenditures covered by this Resolution were or will be made on and after the date which is 60 days prior (or as far back as permitted by law) to the effective date of this Resolution.

Section 3. **Lease-Purchase Financing.** The Charter School presently intends and reasonably expects to participate in lease-purchase financing within 18 months of the date of the expenditure of money on the Project or the date upon which the Project is placed in service, whichever is later (but in no event more than three years after the date of the original expenditure of such money), and to allocate from said financing an amount not to exceed the Advanced Amount to reimburse the Charter School for its expenditures in connection with the Project.

Section 4. **Confirmation of Prior Acts.** All prior acts and doings of the officials, agents, and employees of the Charter School, which conform with the purpose and intent of this Resolution and in furtherance of the Project, shall be and the same hereby is in all respects ratified, approved, and confirmed.

Section 5. **Invalidity of a Portion.** If any section, paragraph, clause, or provision of this resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this resolution.

Section 6. **Repealer.** All bylaws, orders, and resolutions, or parts thereof, inconsistent herewith are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed as reviving any bylaw, order, resolution, or part thereof.

Section 7. **Effective Date of Resolution.** This Resolution shall take effect immediately upon its passage.

<Roll call information and signatures on the following page.>

We, the undersigned, hereby certify that the preceding Resolution was duly adopted by The Academy Board on <insert date>, 2023, and that the roll call vote information below is correct.

Roll Call Vote:

Board Member	Yea	Nay	Abstain	Absent

Name:

Title:

Name:

Title:

[Return to Agenda](#)



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Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

FERPA requires that The Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. One of the allowable exceptions is designated as "directory information". Directory information may be released without written consent, unless you have advised The Academy to the contrary in accordance with Academy procedures detailed below.

The primary purpose of directory information is to allow The Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA (the school in this case) that they do not want their student's information disclosed without their prior written consent.

The Academy has designated the following information as directory information:

- Student's name
- Student's Grade
- Photograph
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date of birth
- The most recent previous educational agency or institution attended

If you do not want The Academy to disclose directory information from your child's education records without your prior written consent, you must complete the opt-out form, located in the front office at both campuses by October 1 of the current school year. The opt-out is valid for one year and will need to be renewed each year by October 1.

The Board of Directors at The Academy approved the Family Educational Rights and Privacy Act Policy on Monday, September 25, 2023.

Board Chairperson

Date

[Return to Agenda](#)