



Prepare | Explore | Empower

Board of Directors
Board Meeting Minutes
Monday, July 31, 2023

Board Members Present:

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

Also Present:

Brent Reckman Executive Director
Mark Wilson COO

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on July 31, 2023.

I. Open Meeting

A quorum being present, Mrs. Drewlow called the meeting to order at 8:01 am.

II. Consent Agenda

a. Mrs. Fransua moved to approve the June 12, 2023, minutes. Seconded by Mr. Sanchez.

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

III. Public Comment

There was no public comment this month.

IV. Annual Work Plan and Scorecard

a. Review of the 5-year strategic plan
b. Review of the mission and vision

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- c. Principal Presentations – each principal presented their 2023-24 targets and the strategies for how they will meet those targets.
- V. Governing for Greatness: Board Training Review and Ongoing Development
- a. Review Board Self-Evaluation – we added a category last year, Fiduciary Duties, and have a clear plan for how to strengthen the knowledge around this category.
 - b. Administration Succession Planning – we need to work on clear goals and have an understanding of readiness for internal candidates. The six administrative roles include Executive Director, Chief Operating Officer, and Level Principals. This could also include the Pre-K Director.
 - c. Board Development
 - i. The Conflict of Interest policy was reviewed.
 - ii. The Board Procedural Manual was reviewed.
 - iii. Each board member recited and adopted the board Member Oath of Office.
 - iv. Communication Pathways – Mrs. Drewlow will take point on responding to items addressed to the board; she will contact Mrs. McDuffee if she is unable to respond.
 - v. We had a brief discussion about Board Officer Role Clarification; no issues were brought up.
 - vi. Additional Training Resources – we covered options for all Board Members to stay informed and education about important topics.
- VI. Facilities Master Planning
- a. We previewed the plan but will dig into this in a future meeting.
- VII. Executive Summary
- a. Mrs. McDuffee made a motion to renew Mr. Klenjoski to a Class A 4-Year Term. Mrs. Coffee seconded the motion.

Discussion:	None
Ayes:	Mr. Sanchez, Mrs. Fransua, Mrs. Cofrades, Mrs. Drewlow
Nays:	None
 - b. Mrs. McDuffee made a motion to renew Mrs. Fransua to a Class B 2-Year Term. Mr. Klenjoski seconded the motion.

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

The Journey Starts Here...

- c. Mrs. Drewlow made a motion to have Amy McDuffee step into the Class A 4-Year Term; this will be a fresh start on the 4-year term. Mr. Sanchez seconded the motion.

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

- d. Mrs. Drewlow made a motion to have Kristen Cofrades step into a Class B 2-Year Term. Mrs. McDuffee seconded the motion.

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

- VIII. Board Self-Scoring – Today’s meeting was both efficient and met expectations, so the score is 4.

- IX. Adjourn Meeting
Mrs. Drewlow adjourned the meeting at 12:05 pm.

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