



Prepare | Explore | Empower

Board of Directors  
Board Meeting Minutes  
Monday, September 25, 2023

Board Members Present:

Sarah Drewlow Chairperson  
Amy McDuffee Vice Chairperson  
Larissa Fransua Board Member, online  
Autumn Coffee Secretary  
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 September 25, 2023.

I. Open Meeting

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

II. Consent Agenda

a. Mr. Sanchez moved to approve the August 28, 2023, minutes. Seconded by Mrs. McDuffee.

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

III. Public Comment

There was no public comment this month.

IV. Executive Session

a. Mrs. Drewlow made a motion to move into Executive Session for a conference with our attorneys; she invited Mr. Reckman, Mr. Wilson, Jamey Jamison, and Kristen

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McCarthy. Mrs. McDuffee seconded the motion. With no objections, the Executive Session began.

b. The Executive Session ended at 8:05 pm.

V. Reports from Directors, Principals, and Committees

a. Executive Director Report

- i. Instruction and Culture – Middle School is now fully staffed and fully enrolled. The two Outdoor Ed trips were a success. We'll continue giving the appropriate supports throughout the year.
- ii. October Count – We are slightly under the budgeted number of students.

b. Finance Committee

- i. Budget Timeline – We have several factors to consider when planning the budget: enrollment, mid-year funding, salaries, benefits, and reserves.
- ii. Because we are just starting the year, there are no specific updates to give on the budget.
- iii. Banking Structure – We will be updating our savings structure slightly to satisfy the requirements of Sunflower Bank. This will involve moving a minimum amount of money from one account to another.

c. SACademic Committee

- i. The committee discussed the UIP.
- ii. We also had some discussion on the Family Engagement Plan.

d. PTO – no comments beyond the minutes.

VI. Presentation and Discussion

- a. Reimbursement Resolution – our attorney recommended that we adopt this resolution for this purpose: if we choose to spend cash on some early projects before we do financing, this resolution creates the opportunity for us to pay ourselves back when we begin financing down the road. The board is going to discuss this in a future meeting.

VII. Executive Summary

- a. FERPA Policy – Mrs. Drewlow made a motion to adopt the FERPA Policy as presented. Mr. Sanchez seconded the motion.

Discussion: None

Ayes: Mr. Klenjoski, Mrs. Coffee, Mrs. Fransua, Mrs. Cofrades, Mrs. McDuffee

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Nays: None

- b. Mr. Sanchez made a motion to adopt the Facilities Master Plan as presented, which validates the work of the Futures Committee and give the green light to move to the next stage. Mrs. Fransua seconded the motion.

Discussion: None

Ayes: Mr.Klenjoski, Mrs. Coffee, Mrs. McDuffee, Mrs. Cofrades, Mrs. Drewlow

Nays: None

VIII. Board Meeting Self-Scoring 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 9:13 pm.

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