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The Academy Board of Directors

*Executive Work Session
Monday, November 27, 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.

Academy Board Bylaw Updates 15 Minutes

Expectation: The Board will review feedback from CSI on Academy Board Bylaws.

Be A Blessing Campaign 10 Minutes

Expectation: The Board will use this time to plan for the upcoming staff appreciation campaign.

[Facilities Master Plan](#) 40 Minutes

Expectation: The Board will review input from the Senior Admin Team and the Finance Committee that contributed to the Executive Director's proposal.

**The Academy
Board of Directors**

*Board Meeting
Monday, November 27, 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 [October 30, 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. Presentation and Discussion

- a. Annual Financial Audit – *Expectation: The Board will hear an overview of the recently completed financial audit.*
- b. Ongoing Policy Review – *Expectation: The Board will review one policy each month and update as needed for compliance and alignment with the school mission and vision.*
 - i. Annual Renewal of [Student Data Security Policy](#)
- c. Facilities Master Plan Proposal - *Expectation: The Board will review the Executive Director’s proposal for next steps in the school’s master planning process.*
- d. 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.
- e. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

V. 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](#) – See attached meeting minutes
 - ii. [SACademic](#) – See attached meeting minutes
 - iii. [PTO](#) – See attached meeting minutes

VI. Executive Summary

- a. Student Data Security Policy Approval (annual requirement – no changes to the policy) – *Expectation: The Board will review the policy as needed and vote for its annual approval.*
- b. Facilities Master Plan – *Expectation: The Board will vote on whether or not to move forward with the schematic design stage for the proposed projects.*

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

[Return to Agenda](#)



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Board of Directors
Board Meeting Minutes
Monday, October 30, 2023

Board Members Present:

Sarah Drewlow	Chairperson
Amy McDuffee	Vice Chairperson
Dan Klenjoski	Treasurer
Autumn Coffee	Secretary
Kevin Sanchez	Board Member
Kristen Cofrades	Board Member
Larissa Fransua	Board Member (until 5:37)

Also Present:

Brent Reckman	Executive Director
Mark Wilson	COO
Andrea Foust	Finance Manager
Stephanie Mann	HS Principal
Erik Mikulak	MS Principal
Sarah Gramarossa	3-5 Principal
Suzie Galbraith	K-2 Principal

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on October 30, 2023.

I. Open Meeting

A quorum being present, Mrs. Drewlow called the meeting to order at 5:30 pm.

II. Consent Agenda

- a. Mr. Sanchez moved to approve the September 25, 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. Reports from Directors, Principals, and Committees

- a. Fall Data Presentation – Each level principal presented their [Annual Work Plans](#), including a presentation of their beginning of the year data collection.
- b. SACademic Committee – We have five new parent members on the committee, which dovetails nicely with the family engagement plan we are working on.
- c. Finance Committee – Facility planning was a major focus this month. We are also looking at enrollment trends as they relate to finances.
- i. Audit Outline – we are working with our auditor, John Cutler, to finalize the audit. He'll be available at a future meeting to answer questions.
- ii. Management Letter – Does the board want to continue receiving a management letter? This gives us some recommendations about what to be on the lookout for

moving into the next fiscal cycle. The Board requested that we continue to do this for a couple of years to see if it is useful.

- d. PTO – Thank you to the board for hosting a trunk; the event was a great success. Our focus is shifting to the holiday bazaar.

V. Presentation and Discussion

a. Facilities Master Plan

- i. We have three projects under consideration:
 - 1. Expansion Project (new classrooms)
 - 2. Renovation Project
 - 3. Athletics Project
- ii. We are ultimately working toward the Board taking a vote for a direction on spending a sizeable amount of money. In the coming months we will be looking at the cost of the project vs the impact of the project.
- iii. October Count – We are slightly under the budgeted number of students.

b. Charter Renewal Presentation

- i. We have our Renewal Presentation to the CSI board on Tuesday, November 14, 2023. The CSI board will request additional information and/or give direction after that presentation.

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

VII. Adjourn Meeting

Mrs. Drewlow adjourned the meeting at 8:35 pm.

[Return to Agenda](#)



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Student Data Transparency and Security Policy

Mission Statement: The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

The Academy is committed to protecting the confidentiality of student information obtained, created, and/or maintained by the school. Student privacy and the school's use of confidential student information are protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act (the Act). The Academy will manage its student data privacy, protection, and security obligations in accordance with this policy and applicable law.

Definitions

"Student education records" are those records that relate directly to a student. Student education records may contain, but not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns; and any Individualized Education Program (IEP).

"Student personally identifiable information" or "student PW" means information that, alone or in combination, personally identifies an individual student or the student's parent or family, and that is collected, maintained, generated, or inferred by The Academy, either directly or through a school service, or by a school service contract provider or school service on-demand provider.

"Security breach" means the unauthorized disclosure of student education records or student PII by a third party.

The following terms used in this policy shall be as defined by the Act: "school service," "school service contract provided" and "school service on-demand provider."

Directory Information

The term "directory information" is used for the portion of the education record that, if disclosed, would not generally be considered harmful or an invasion of privacy (34 CFR § 99.3). This may include the student's name, grade, participation in sports or activities, date and place of birth, honors and awards, and dates of attendance.

Schools that disclose directory information must give "public notice" of this policy and explain what is included in such information. The notice must also indicate that parents may refuse to allow the school to designate any, or all, of their child's record as directory information.

Access, Collection and Sharing Within The Academy

The Academy shall follow applicable law in the access to, collection of, and sharing of student education records.

The Academy staff members shall ensure that confidential information in student education records is disclosed within the school only to officials who have a legitimate educational interest, in accordance with applicable law.

Appropriate Academy staff members shall be required to sign and comply with the school's agreement (The Academy Privacy and Protection of Confidential Student Information Acknowledgement Form — to be developed) concerning the protection of confidential student information, which describes the appropriate uses and safeguarding of student education records.

Contract Providers, On-Demand Providers, or Other Third Parties

Academy staff members shall ensure that student education records are disclosed to persons and organizations outside the school only as authorized by applicable law and Academy policy. The term , 'organizations outside the school' includes school service on-demand providers and school service contract providers. Acquisition and use of any third-party apps and services that use student data in any capacity must be pre-approved by the Academy. Staff must follow the procedure to secure approval before using the contract provider or on demand provider. The Academy will identify specific programs or apps that are approved for school and teacher use and make that list available on the Academy Website.

Any contract between The Academy and a school service contract provider shall include the provisions required by the Act, including provisions that require the school service contract provider to safeguard the privacy and security of student PII and impose penalties on the school service contract provider for noncompliance with the contract.

In accordance with the Act, The Academy shall post the following on its website:

- a list of the school service contract providers that it contracts with and a copy of each contract;
- clear explanation of the student PII Colorado Department of Education (CDE) collects
- to the extent practicable, a list of the school service on-demand providers that the network uses
- Privacy and security standards
- CDE data inventory index
- The security of student education records maintained by the school is a high priority.
- Security breach or other unauthorized disclosure

Staff members who disclose student education records in a manner inconsistent with applicable law and Academy policy may be subject to disciplinary action, up to and including termination from employment. Any discipline imposed shall be in accordance with applicable law and Academy policy.

Employee concerns about a possible security breach shall be reported immediately to the Chief Finance and Operations Officer (COO). If the COO is the person alleged to be responsible for the security breach, the staff member shall report the concern directly to the Chief Executive Officer (CEO).

When the school determines that a school service contract provider has committed a material breach of its contract with the school, and that such material breach involves the misuse or unauthorized release of student PII, The Academy shall follow this policy's accompanying regulation in addressing the material breach.

Nothing in this policy or its accompanying regulation shall prohibit or restrict The Academy from terminating its contract with the school service contract provider, as deemed appropriate by the school and in accordance with the contract and the Act.

Data Retention and Destruction

The Academy shall retain and destroy student education records in accordance with applicable law and Academy policy.

Staff Training

The Academy shall provide periodic in-service trainings to appropriate staff members to inform them of their obligations under applicable law and school policy concerning the confidentiality of student education records.

Parent/Guardian Complaints

In accordance with this policy's accompanying regulation, a parent/guardian of an Academy student may file a written complaint with the COO if the parent/guardian believes the school has failed to comply with the Act.

Parent/Guardian Requests to Amend Student Education Records

Parent/guardian requests to amend his or her child's education records shall be in accordance with The Academy's procedures governing access to and amendment of student education records under FERPA, applicable state law and Academy policy.

Oversight and Review

The CEO or designee shall be responsible for ensuring compliance with this policy and its required privacy and security standards.

The CEO or designee shall annually review this policy and accompanying regulation to ensure it remains current and adequate to protect the confidentiality of student education records in light of advances in data technology and dissemination. The CEO or designee shall recommend revisions of this policy and/or accompanying regulation as deemed appropriate or necessary to The Academy Board of Directors. The Academy Board will annually review and approve this policy at the regularly scheduled August Board meeting.

Compliance with Governing Law and Governing Board Policy

The Academy shall comply with FERPA and its regulations, the Act, and other state and federal laws governing the confidentiality of student education records. The school shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

Photographs and Media Release

Students may occasionally appear in photographs and videos taken by Academy staff members, other students, or other individuals authorized by the CEO or other Academy staff members. The Academy may use these pictures, without identifying the student, in various publications, including but not limited to, the school yearbook, social media, school newspaper, and school website. No consent or notice is needed or will be given before The Academy uses pictures of unnamed students taken while they are at school or a school-related activity.

Many times, however, The Academy will want to identify a student in a school picture. Academy staff may want to acknowledge those students who participate in a school activity or deserve special recognition. In order for The Academy to publish a picture with a student identified by name in any school-sponsored material, including yearbook, one of the student's parents or guardians must sign a consent form. Granting consent allows The Academy to publish and otherwise use photographs and videos, with the child identified, while he or she is enrolled at The Academy. This consent is valid for one year and may be revoked at any time by notifying the student's Level Principal or the Academy CEO.

FERPA is not the only statute that limits what providers can do with student information. The Protection of Pupil Rights Amendment (PPRA) provides parents with certain rights with regard to some marketing activities in schools. Specifically, PPRA requires that a school district must, with exceptions, directly notify parents of students who are scheduled to participate in activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes, or to sell or otherwise provide that information to others for marketing purposes, and to give parents the opportunity to opt-out of these activities. While FERPA protects PII from education records maintained by a school or district, PPRA is invoked when personal information is collected from the student.

Hearing and Complaint Procedures

Contract Breach by School Service Contract Provider

Within a reasonable amount of time after The Academy determines that a service contract provider has committed a material breach of its contract with the school, and that such material breach involves the misuse or unauthorized release of student personally identifiable information (PI'), the CEO or designee shall make a decision regarding whether to terminate the school's contract with the service contract provider in accordance with the following procedure.

The school shall notify the service contract provider of the basis for its determination that the service contract provider has committed a material breach of the contract and that the CEO is investigating the material breach.

The service contract provider may submit a written response to the CEO regarding the material breach.

The CEO will review the nature of the material breach and any response submitted by the service contract provider.

The CEO shall decide whether to terminate the contract with the service contract provider within 30 days of the start of the investigation and shall notify the service contract provider of its decision. The CEO's decision shall be final.

Parent/Guardian Complaints

In accordance with this policy, the parent/guardian of an Academy student may file a written complaint with the COO if the parent/guardian believes the school has failed to comply with the Student Data Transparency and Security Act (the Act).

The parent/guardian's complaint shall state with specificity each of the Act's requirements that the parent/guardian believes the school has violated and its impact on his or her child.

The COO will review the complaint and present all applicable information to the CEO. The CEO or designee shall respond to the parent/guardian's written complaint within 30 calendar days of receiving the complaint.

Within 10 calendar days of receipt of the school's response, the parent/guardian may appeal to The Academy Governing Board. Such appeal must be in writing and submitted to the CEO or designee.

The Academy Governing Board shall review the parent's complaint and the CEO's response at a regular or special meeting. A school representative and the parent/guardian may make brief statements to the Board, but no new evidence or claims may be presented. The Board may choose to conduct the appeal in executive session, to the extent permitted by law.

The Board shall make a determination regarding the parent/guardian's complaint that the school failed to comply with the Act within 60 days of the Board meeting. The decision of the Board shall be final. This procedure shall not apply to parent/guardian concerns with his or her child's education records. If the parent/guardian files a complaint regarding his or her child's education records, the school shall follow its procedures governing access to and review of student education records, in accordance with FERPA, applicable state law and Academy policy.

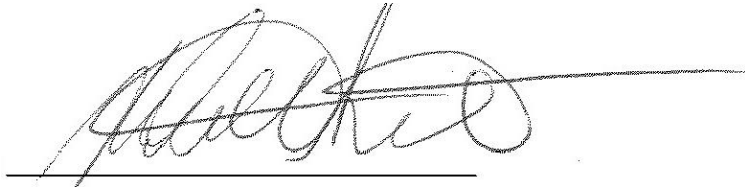
Governing Board Policy

Nothing contained herein shall be interpreted to confer upon any person the right to a hearing independent of an Academy Board Policy, administrative procedure, statute, rule, regulation or agreement expressly conferring such right. The complaint and hearing procedures described in this regulation shall apply, unless the context otherwise requires and/or unless the requirements of another policy, procedure, statute, rule, regulation or agreement expressly contradicts any of these procedures,

in which event the terms of the contrary policy, procedure, law, rule, regulation or agreement shall govern.

POLICY HISTORY

This policy supersedes any previously existing policy of The Academy of Charter Schools pertaining to the content herein.

Board Chair Signature: 

Date of Adoption: 8/31/20

Board Review: August 30, 2021

Legal Refs.:

- 15 U.S.C, 6501 et seq. (Children's Online Privacy Protection Act)
- 20 U. S.C. 1232g (Family Educational Rights and Privacy Act)
- 20 U.S.C. 1232h (Protection of Pupil Rights Amendment)
- 20 U.S.C. 1415 (IDEIA procedural safeguards, including parent right to access student records)
- 20 U. S.C. 8025 (access to student information by military recruiters)
- 34 C.F.R. 99, 1 et seq. (FERPA regulations)
- 34 C.F.R. 300.610 et seq. (IDEIA regulations concerning confidentiality of student education records)
- C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)
- C.R.S. 22-1-123 (district shall comply with FERPA and federal law on protection of pupil rights)
- C.R.S. 22-16-101 et seq. (Student Data Transparency and Security Act)
- C.R.S. 22-16-107 (2)(a) (policy required regarding public hearing to discuss a material breach of contract by school service contract provider)
- C.R.S. 22-16-107 (4) (policy required regarding student information privacy and protection)
- C.R.S. 22-16-112 (2)(a) (policy required concerning parent complaints and opportunity for hearing)
 - C. R. S. 24-72-204 (3)(a)(VI) (schools cannot disclose student address and phone number without consent)
- C.R.S. 24-72-204 (3)(d) (information to military recruiters)
- C.R.S. 24-72-204 (certain FERPA provisions enacted into Colorado Law)
- C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)
- C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)
- C.R.S. 25.5-1-116 (confidentiality of HCPF records)

[Return to Agenda](#)



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Executive Director Board Report – November 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 completed their baseline assessments in September. Principals presented on their beginning-of-year data as it pertains to the Bi-Annual Instruction & Culture Scorecard at the October Special Meeting. Student will complete their mid-year interim assessments to track progress in December and January.

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

Please follow [this link](#) to a draft in progress of the succession plan.

Middle School Program

Middle School Admin Team is currently going through some transition following the resignation of the Middle School Principal. The Assistant Principal has stepped in to serve as Interim Principal, and the Dean has stepped in to serve as Interim Assistant Principal. I am confident that both of these individuals are ready for these roles and capable of continuing to move the Middle School in a positive direction. My work with them in the coming weeks will be focused on providing support to ensure continuity of experience for students and teachers as well as considering the option of a mid-year hire to round out their admin team.

The work the admin team already completed on a Middle School Roadmap will support continuity of practices and procedures. 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.

Facilities Master Plan Update

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

Now that the Facilities Master Plan is complete, we are actively evaluating next steps in its implementation. This has been a big topic of conversation over the past couple months for the Senior Admin Team, the Finance Committee, and the Board. The November Board meeting will include further discussion of the plan as we look to move forward with schematic design.

[Return to Agenda](#)



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Finance & Operations Board Report, November 2023

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

Introductions

Expectation: Review agenda and norms as needed. Share any relevant resources for committee to review.

On November 1, Governor Polis released his proposed budget for next school year. Specifically, it **calls for a 6.6% increase to per-pupil funding** for next school year, and it **fully funds the CSI Equalization Fund**. While this is still just a proposal, there are good reasons to be optimistic that it will come to fruition through the legislative process this spring:

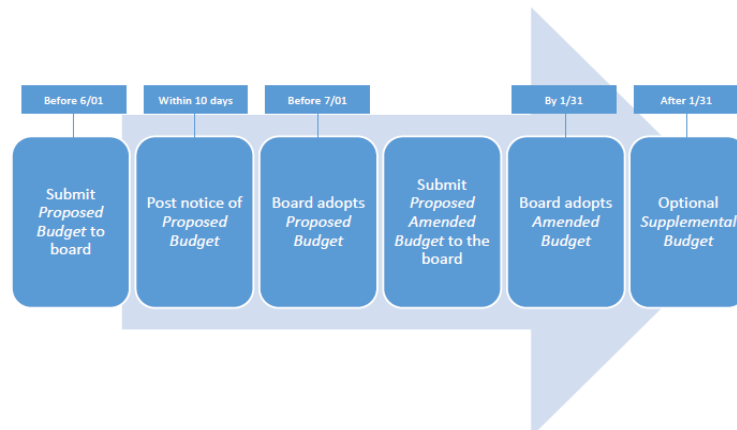
- The proposed 6.6% increase to PPR matches what it takes to fully buy down the so-called Budget Stabilization factor. It would translate into an average funding **increase of \$705 per student**, from \$10,613 this year to \$11,317 next year.
- This would equate into **~1.3M additional PPR funds** for The Academy.

[Click here](#) for a complete rundown of all education-related priorities Governor Polis is proposing via his budget.

Amended Budget Overview (5 minutes)

Expectation: Introduce process and outline of amended budget to be reviewed over next two months

Budget Timeline



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

- This work will accelerate over the next 2-3 weeks.
- October count, proposed facility investments, purchased services, salaries and benefits are bigger pieces to dig into.

Next Steps:

- Details of updates for Finance Committee and Board during December meets.
- Final tweaks in January work.
- Final Review for Board to approve on Jan 29th.
- Approved Amended Budget due to CSI no later than 31st January, 2024.

Financial Report Review

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

		Current Year - FY2024				
Acct	Account	October	FY 2024 YTD	FY2024 Budget	YTD % of Budget	FY2024 Expected End of Year
Revenue						
1500	Earnings on Investments	20,936.35	80,597.88	\$100,000.00	80.6%	\$100,000.00
1600	Food Services	8,764.36	56,971.11	\$375,000.00	15.2%	\$375,000.00
1700	Pupil Activities	114,028.48	320,206.59	\$650,000.00	49.3%	\$650,000.00
1800	Community Services Activities	62,246.73	335,117.46	\$906,000.00	37.0%	\$906,000.00
1900	Other Local Sources	26,467.15	200,488.96	\$275,000.00	72.9%	\$275,000.00
3000	Revenue from State Sources	61,814.61	204,524.54	\$874,735.48	23.4%	\$874,735.48
3100	Categorical Revenue	37,273.39	389,743.45	\$382,581.94	101.9%	\$382,581.94
3200	Adjustments to Categorical Revenue	0.00	0.00	\$0.00		\$0.00
3900	Other Revenue From State Sources	458,781.44	1,216,342.69	\$3,439,663.11	35.4%	\$3,439,663.11
5200	Interfund Transfers	0.00	4,497.96	\$0.00		\$0.00
5600	Direct Allocations	1,633,769.91	6,535,079.64	\$19,125,225.69	34.2%	\$19,125,225.69
11	Total Revenue	\$2,424,082.42	\$9,343,570.28	\$26,128,206.22	35.8%	\$26,128,206.22
Expenditure Summary						
		October	FY 2024 YTD	FY2024 Budget	YTD % of Budget	FY2024 Expected End of Year
0100	Total Salaries	975,560.41	3,084,296.12	12,510,341.96	24.7%	12,510,341.96
0200	Total Benefits	335,590.23	1,134,185.17	4,893,487.76	23.2%	4,893,487.76
0300-0500	Total Purchased Svcs	503,466.57	1,802,560.37	5,531,761.22	32.6%	5,531,761.22
0600	Total Supplies	99,745.22	812,258.11	2,345,125.28	34.6%	2,345,125.28
0700	Total Property	0.00	11,560.00	140,000.00	8.3%	140,000.00
0800	Total Fees/Pupil Activities	84,224.66	332,949.56	707,490.00	47.1%	707,490.00
0900	Total Other Uses	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	Total Expenditures	\$1,998,587.09	\$7,177,809.33	\$26,128,206.22	27.5%	\$26,128,206.22
	Total Expenditures	\$1,998,587.09	\$7,177,809.33	\$26,128,206.22	27.5%	\$26,128,206.22
	Salary Accrual Adj.		\$302,410.67			
	Net Profit (loss)	\$425,495.33	\$1,863,350.28	\$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. Items of note for the month included:

- PPR confirmed as 1832.5, updates in amended budget
- Reduced Community Services revenue after Aftercare tuition reduction
- GT grant came in to Categorical Revenue
- School Counselor Corp came in (90K)
- Request for funds for IDEA landed (85K)
- First lunch reimbursement shared (65K)

Facility Planning Update

Expectation: Review latest updates from facility meetings and banking response.

- [Google form](#) collating stakeholder thoughts and opinions

Summary Per Phase:	Design Services	Architectural Reimbursables	Management Expenses	Investigation / Permits / Other	General Contractor JHL	Owner Contingency	Total	
1A -Turf Field	\$ 170,000	\$ 2,000	\$ 99,645	\$ 218,467	\$ 2,280,000	\$ 268,636	\$ 3,038,748	20%
1B - Classroom Addition	\$ 450,000	\$ 6,000	\$ 25,915	\$ 651,568	\$ 6,800,000	\$ 801,196	\$ 8,734,679	59%
1V - Reno	\$ 175,000	\$ 2,000	\$ 15,522	\$ 229,965	\$ 2,400,000	\$ 282,775	\$ 3,105,262	21%
	\$ 795,000	\$ 10,000	\$ 141,081	\$ 1,100,000	\$ 11,480,000	\$ 1,352,608	\$ 14,878,689	

- Currently, 6-12M over the next few years seems a reasonable investment
- Still dependent on MLE, PPR, enrollment, bank proposal etc. Timing of investment decisions will be essential to consider within planning.
- Anser and HCM toured school for summer projects. Quotes expected back on bathroom upgrades, electronic door entry, carpet and turf at NC.
- Banking Update: ICS account opened (4%), debt covenant conversations ongoing about future expectations.
- Charter Renewal process almost complete - no current financial questions outstanding.

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.

Next Meeting: 7 Dec., 2023

[Return to Agenda](#)



SACademic Committee

November 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, Michelle Ledford, Kristen Cofrades, Daneke Callahan, Timothy Fifer, Lisa Lefebvre, Christie Garafolo, Min Cho, Ioana Dutchievici, Nick Lewis

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:

Committee members were prepared and focused.

2. High School Science Course Sequence Pilot Effort

Expectation: The committee will hear a proposal to run a pilot effort in the 2024-25 school year aimed at updating the high school science course sequence. This pilot effort will not require Committee or Board approval, but this will be the Committee’s chance to identify any

information it would like to see collected through the pilot effort to support a final decision on this update next year.

Notes:

The High School Admin Team decided to table this discussion for the time being.

3. Family, School, & Community Partnerships Plan

Expectation: The committee will continue its discussion about the development of a new Family, School, & Community Partnerships Plan and work toward identifying 3 key priorities to guide the plan in the 2024-25 school year.

- a) **Refine FSCP Purpose Statement** – The purpose of the Family, School, and Community Partnerships Plan is to identify and implement high impact strategies for maximizing family partnerships to support student success across PK-12.
- b) **Name Current Partnership Practices**
- c) **Survey Data Review**
- d) **Identify 3 Priority Partnership Practices to Build Out in 24-25**
 - a. Student-Led Conferences (Elementary & Middle School)
 - b. Academic & Career Pathways Event (High School)
 - c. Academic Partnering: Preparing for a Successful Testing Experience

Notes:

Refined Purpose Statement – The purpose of the Family, School, and Community Partnerships Plan is to build strong connections and increase engagement to support student success.

Goal #1: Increase student and family attendance at major school events.

- Welcome Back Celebration
- Kaleidoscope Music Festival
- Student-Led Conferences
- Trunk or Treat
- Holiday Bazaar
- Snow Ball Dance

Goal #2: Increase the number of family volunteers contributing to the school community

Goal #3: Deepen the impact of 2-3 existing major school events by layering them with academic partnering strategies.

- Welcome Back Celebration w/ Curriculum Workshops/Wildcat Ambassadors
- Student-Led Conferences w/ College & Career Fair

In the past, there was a volunteer “office” that parents could check in with for “work.” Volunteer manager would delegate the needs of teachers or school to the available volunteers for the day. Parents could volunteer for the school either in-person or take-home activities that teachers/staff needed help with; not necessarily for their own student’s teachers. Min Cho and Michelle Ledford to brainstorm ideas for this in the future.

Michelle reviewed data from QR code given during Trunk or Treat. Looked at opportunities from events that have highest turn out for partnerships with Academics.

4. Self-Assessment

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

Notes:

4

Next Meeting: February 12, 2024

[Return to Agenda](#)



The Academy of Charter Schools

PTO Meeting Minutes

November 2, 2023

Call to Order

A meeting of the Academy of Charter Schools PTO was called to order on Thursday, November 2, 2023 at 6:04pm by President Stephanie Pearl.

Attendees:

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

On phone- Bryan Button and Grace Smith
In person- Tammy Hahs, Stephanie Bean, Hailey Phillips, Anatheia Baker,

Approval of Minutes

The October minutes were approved and Stephanie 2nd the motion.

Officer's Reports- Treasurer

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

Old Business:

PTO did a beverage table for teachers during conferences and it was WELL loved!

Trunk or Treat: attendance was little lower due to weather and the football game. It was asked if not selling them in the classroom like in the past was attributed to not as many attending. The lack of volunteers hindered PTO from selling multiple days on campus. Another idea is to online sell, they get a QR code they show at the gate that they have paid and then get their band. PTO agreed that it is worth looking into and what costs are associated with that. The weather definitely hindered the food truck sales. It was suggested we put pre sales information out a few weeks in advance. Paper fliers in classrooms to go home, fliers to go home the day of, stickers on the kids the day of. Pushing out more posts on the Facebook page.

Susan shared the financials for Trunk or Treat.

We shared that as a PTO we volunteered at BINGO on a must go night. We got \$750 for working it and the caller also donated his portion of \$150 for a total of \$850.

It was suggested we connect with the classrooms to get a parent who can be the liaison for pto to help us get volunteers. Put a PTO sign up sheet during conferences. Put a blurb in the teachers newsletter.

Another suggestion for getting help: letter to parents we need you to help time or money, which are you going to do?

New Business:

Holiday Bazaar & Breakfast with Santa

We shared we are doing this 9-1 on Dec. 2.

Santa will be there 9-1

Pictures with Santa (thank you, Brian)

Craft tables (we are checking if we can allow for set up on Friday pm)

Music offered.

Our event vendor information will be pushed out on community fb pages.

Requested that we list our vendors ahead of time. Send it out just like the Trunk or Treat.

Future Spirit Nights: we have a bingo in Feb. & April, skate city during the winter time, Caribou coffee for parent meet up. Urban Air was suggested.

An idea was suggested as a way of building community to have a blood drive.

Next Meeting Dec. 7

Adjournment:

Meeting Adjourned at 7:05pm

[Return to Agenda](#)