



Prepare | Explore | Empower

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.

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- 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.

The Journey Starts Here...