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The Academy Board of Directors

*Executive Work Session
Monday, December 11, 2023
6:00 – 6:55pm*

Agenda

Monthly Board Communications Review 10 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](#) 10 Minutes

Expectation: The Executive Director will update Board members on progress through The Academy's charter renewal process.

[2023 Final CARS Report](#)

Academy Board Bylaw Updates 15 Minutes

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

Ongoing Policy Review 15 Minutes

Expectation: The Board will review a policy regarding suspension and expulsion.

#BeABlessing Campaign 5 Minutes

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



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The Academy Board of Directors

Board Meeting
Monday, December 11, 2023
7:00pm

Agenda

- 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 [November 27, 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. 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 – No meeting this month
 - iii. PTO – No minutes, because December's meeting is on the 7th.
- V. Presentation and Discussion

- a. First Read of Mid-Year Budget Modification - *Expectation: The Board will discuss the proposed budget modification.*
- b. 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.*
 - i. Discussions regarding buying or selling property;
 - ii. Conferences with an attorney to receive legal advice;
 - iii. Matters required to be kept confidential by state or federal law (e.g., student academic records);
 - iv. Security arrangements or investigations;
 - v. Determining contract negotiation strategies;
 - vi. Personnel matters;
 - vii. Consideration of documents protected from disclosure under the Open Records Act; or
 - viii. Discussion of individual students where public discussion would adversely affect the student involved.
- c. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

VI. Executive Summary

- a. [Suspension & Expulsion Policy Approval](#)– *Expectation: The Board will vote to approve the proposed policy.*
- b. [Board Bylaws Update Approval](#) – *Expectation: The Board will vote to approve recommended updates to its bylaws.*

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, November 27, 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 (online)

Also Present:

Brent Reckman	Executive Director
Mark Wilson	COO
Andrea Foust	Finance Manager
John Cutler	Auditor
Tom McMillan	CSI

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on November 27, 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 October 30, 2023, minutes. Seconded by Mrs. Fransua.

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. Presentation and Discussion

a. Financial Audit – Mr. Cutler shared that no issues were found in our audit. The management letter he prepared was shared. Mr. Cutler stated that we have good leadership and internal controls in place.

b. Student Data Security Policy – We are not recommending any changes.

c. Facilities Master Plan – The Executive Director is making the following proposal:

i. We move forward with schematic designs for a new building expansion of approximately 8,500 square feet at an approximate cost of \$65,000;

ii. We move forward with the schematic design for an existing building renovation at an approximate cost of \$30,000;

iii. We hold off on an athletic project until further notice.

V. Reports from Directors, Principals, and Committees

a. Executive Director Report

- i. Instruction and Culture – Nothing to report as the board just heard from the principals last month.
- ii. Admin Succession Plan – The suggestion was made that we add competencies that could then be considered to evaluate current talent. We will actively look for opportunities for internal folks to grow and develop.
- iii. Middle School Program – We continue to support the MS team as Ms. Ellsworth steps into the Interim Principal role.
- iv. Facilities Master Plan – This was discussed in the presentation portion of the meeting.
- b. Finance Committee – There is nothing major to report this month. The latest PPR figure for next year is a 6.6% increase, which is encouraging. We are working on the amended budget in preparation for January’s meeting.
- c. SACademic Committee – We do not have any curriculum or course changes for next year. Our focus continues to be on family, community, and school partnerships purpose statement.
- d. PTO – The PTO board is busy preparing for the Holiday Bazaar on December 2.

VI. Executive Summary

- a. Student Data and Security Policy – Mrs. Drewlow made a motion to accept the policy as presented. Mr. Sanchez seconded the motion.

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

- b. Facilities Master Plan – Mrs. Drewlow made a motion to accept the Executive Director’s proposal. Mrs. McDuffee seconded the motion.

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

- 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 8:22 pm.

[Return to Agenda](#)



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Executive Director Board Report – December 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. The final version of CSI's Annual Review is included in the December Board packet. It contains a wide range of data on The Academy's academic and organizational performance.

Students will complete their mid-year interim assessments to track progress in December and January. Principals will join the February Board meeting to present their mid-year data as it pertains to the Bi-Annual Instruction & Culture Scorecard.

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. In the November meeting, the Board discussed developing a matrix of key competencies tied to current and upcoming strategic goals to guide planned succession efforts. The discussion also touched on using this document to describe an organizational perspective on conducting external hiring searches as well as practices in place to the growth of internal talent. Those additions will be included in the next round of revisions to the 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. Human Resources will post internal job openings to collect applications for permanent admin roles the week of December 11th. We will move

forward first with a hiring process focused on these internal candidates. If needed, we will expand that search to external candidates further down the road. The hope, though, is to have a permanent admin team named in January to provide clarity and predictability to students, families, and staff who will soon be making decisions about returning for the 2024-25 school year.

Facilities Master Plan Update

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

The Board voted in its November meeting to move forward with schematic design for a building expansion and renovation. The Executive Director and COO have since met with the design team to initiate this schematic design process. The architects and project manager from HCM will lead a series of stakeholder meetings in the coming weeks and months to drive that work.

[Return to Agenda](#)



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Finance & Operations Board Report, December 2023

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

Introduction (5 minutes)

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

- Management letter update: Reviewed plan to amend financial policy in the new year to exemplify for what reasons the Board and Finance Committee can expect to have a management letter presented post-audit. This will need acknowledgement from the group that years will differ in response, relative to the audit findings. The definition presented to add context to the policy update is:

“A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis.”

- Debt Covenants update: Format and lines were shared about the most recent and agreed upon lines within our coverage ratio calculation. There is an understanding that this will be very difficult to project as numbers are pulled post-audit, but that there is historical consistency with the ratios we have achieved. Annual checks on the ratio relative to capital investments and the OPEB/Pension contribution will be necessary by the Finance Committee and the Board to monitor trends.

- Legislative opening: 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.
- League’s draft Legislative Agenda: [CLICK HERE](#)
- Governor’s Budget Fact Sheet: [CLICK HERE](#)

Financial Report Review (15 minutes)

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

Acct	Account	November	FY 2024 YTD	FY2024 Budget	YTD % of Budget	FY2024 Expected End of Year
Revenue						
1500	Earnings on Investments	28,632.59	109,230.47	\$100,000.00	109.2%	\$100,000.00
1600	Food Services	12,138.46	69,109.57	\$375,000.00	18.4%	\$375,000.00
1700	Pupil Activities	23,198.99	343,405.58	\$650,000.00	52.8%	\$650,000.00
1800	Community Services Activities	88,652.12	423,769.58	\$906,000.00	46.8%	\$906,000.00
1900	Other Local Sources	19,035.72	219,524.68	\$275,000.00	79.8%	\$275,000.00
3000	Revenue from State Sources	61,814.60	266,339.14	\$874,735.48	30.4%	\$874,735.48
3100	Categorical Revenue	4,270.00	394,013.45	\$382,581.94	103.0%	\$382,581.94
3200	Adjustments to Categorical Revenue	0.00	0.00	\$0.00	0.0%	\$0.00
3900	Other Revenue From State Sources	322,889.15	1,539,231.84	\$3,439,663.11	44.7%	\$3,439,663.11
5200	Interfund Transfers	0.00	4,497.96	\$0.00	0.0%	\$0.00
5600	Direct Allocations	1,633,769.91	8,168,849.55	\$19,125,225.69	42.7%	\$19,125,225.69
11	Total Revenue	\$2,194,401.54	\$11,537,971.82	\$26,128,206.22	44.2%	\$26,128,206.22
Expenditure Summary						
		November	FY 2024 YTD	FY2024 Budget	YTD % of Budget	FY2024 Expected End of Year
0100	Total Salaries	1,049,109.26	4,133,405.38	12,510,341.96	33.0%	12,510,341.96
0200	Total Benefits	359,540.70	1,493,725.87	4,893,487.76	30.5%	4,893,487.76
0300-0500	Total Purchased Svcs	349,578.25	2,152,138.62	5,531,761.22	38.9%	5,531,761.22
0600	Total Supplies	141,217.59	953,475.70	2,345,125.28	40.7%	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	38,007.59	370,957.15	707,490.00	52.4%	707,490.00
0900	Total Other Uses	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	Total Expenditures	\$1,937,453.39	\$9,115,262.72	\$26,128,206.22	34.9%	\$26,128,206.22
	Total Expenditures	\$1,937,453.39	\$9,115,262.72	\$26,128,206.22	34.9%	\$26,128,206.22
	Salary Accrual Adj.		\$378,013.33			
	Net Profit (loss)	\$256,948.15	\$2,044,695.77	\$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. It was noted that:

- Increased interest being achieved through new ICS and CSAFE accounts
- GT completed anticipated funds from Categorical Revenue
- 200K+ health rebate anticipated
- Chromebooks purchased in alignment with 24/25 plan (50K)
- Seasonal costs starting to land e.g. Yearbook, graduation etc.

Amended Budget Review (20 minutes)

Expectation: Review amended budget and discuss variances.

All lines of the amended budget have been reviewed and projected. The following outlines the major changes we expect as we continue to monitor and adapt ahead of the January submission:

Revenue

Totals:

- Revenue Budget: \$26,128,206
- Amended Budget: \$26,465,486
- Variance: \$337,280

Modification Rationale:

- Investment earnings increased by 140K
- PPR reduced by 136K (1845 students to 1832.5)
- Health Professional grant added @ 97K
- Food Services showing slight increase in projections - TBC
- UPK increased projection for Preschool by 40K
- Boosterthon added 130K
- Capital Construction increased by 74K
- 40K increase @ MLE (interest added at 18K)
- GASB changed from 200K to 32K
- 119K ESSER-funded service lines

Expenditures

Totals:

- Expenses: \$26,128,206
- Amended Budget: \$26,465,486
- Variance: \$337,280

Modification Rationale:

- Currently 345K savings on S&Bs (changing daily!)
- 132K for Anser and approved schematic designs
- 800K for both classroom refurb and summer '24 upgrades
- 200K for possible HVAC investment. TBC.
- 119K increase for ESSER-funded serving lines
- 45K Boosterthon cost included
- 50K Utilities savings on projections
- 100K savings on I.T. plans due to pre-purchasing in 22-23
- Contingencies holding 350K: various possibilities e.g. road safety work, curricula etc.

Bottom Line:

		<i>APPROVED</i>	<i>AMENDED</i>
11	Total Revenue	\$26,128,206.22	\$26,465,486.61
	EXPENDITURES		
0100	Salaries (0100)	\$12,510,342.42	\$12,479,961.15
0200	Benefits (0200)	\$4,893,487.30	\$4,578,901.36
0300-0700	Purchased Services, Bond, Operations, Supplies, Equip, Contingency (0300-0700)	\$8,016,886.50	\$8,697,392.09
0800	Pupil Activities (0800)	\$707,490.00	\$709,232.00
	Total	\$26,128,206.00	\$26,465,486.61
	Profit/(-)Loss	\$0.00	\$0.00
	<i>Potential Savings: CSI rebate, Health benefits etc.</i>	\$200,000.00	\$200,000.00
	Profit/(-)Loss	\$200,000.00	\$200,000.00

Essential Takeaways:

- Currently, no plans for fund balance usage
- Schematic plans being formed for both '24 summer work and beyond
- Nimble responses to facility options and timelines required
- 2024 Chromebook investment added; option to buy down further
- Future financing options will land alongside Governor's proposed budget

Significant variables that we will monitor closely throughout semester 2 include FTE changes, facility improvements/goals of the Board, rebate statuses of CSI and Health Plan and future food reimbursement impacts. We are hopeful as we look towards the start of the legislative session, that the Governor's proposal of 6.6% PPR holds and MLE investment will set us up for continued success.

Next Steps:

- Final Review for Board to approve on Jan 29th, signed off by Chair
- Approved Amended Budget due to CSI no later than 31st January, 2024

Facility Planning (15 minutes)

Expectation: Review status of facility planning and update committee. Opportunity to ask questions and provide clarifications as needed.

Outline of our most recent meeting with HCM and Anser was shared with brief details about timeline and cost considerations including that of different building materials. It is expected that this topic will continue to increase in depth and detail over the next semester.

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.

Committee self-rated at 4.

Next Meeting: 18 Jan, 2024

[Return to Agenda](#)



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Suspension & Expulsion Policy

Suspension & Expulsion

If the Principal or his/her designee determines that suspension is warranted, they may suspend the student for a period not to exceed five (5) days for Class Two, or Three offenses inclusive, or for a period not to exceed ten (10) school days for Class One offenses. The duration of the suspension shall, subject to The Academy Board Policies and regulations, be within the discretion of the Principal or their designee. The suspension may be for punitive purposes and/or for the purpose of further investigation or consideration. The first day of suspension time shall be the first school day following the conference.

If it is determined that a suspension is warranted, reasonable efforts shall be made immediately to notify a parent/guardian of the student involved of the circumstances surrounding the suspension. The parent, guardian, or legal custodian and the school shall confer as to the best way to transfer custody of the student to the parent/guardian. Once such determination has been made and the Principal/designee can accomplish such transfer, the suspended student shall be required to leave the school building and the school grounds immediately. The pupil shall not be readmitted to school until a meeting between the parent, guardian, or legal custodian and the Principal/designee has taken place. The Principal/designee shall make every reasonable effort to meet as indicated but, if the parent/guardian cannot be contacted, or the parent, /guardian repeatedly fails to appear for scheduled meetings, the Principal/designee may readmit the pupil.

The student shall have an opportunity to make up schoolwork during the period of suspension. The integrity of a test or other assessment shall not be jeopardized. In assisting students with make-up work, every effort will be made to provide a student, who seeks out the opportunity from the teacher(s), with school work equivalent to that missed with regard to instructional goals and objectives, and anticipated time on task, but with due regard to minimizing the burden on the teacher. For a suspension in a school year, for any violation of school policy, procedures, rules or regulations, a student may have the opportunity to receive full credit for work made up, if the school work is the equivalent of that missed, and is accomplished within the time provided. Reductions from credit given may be based on the quality of the work submitted and any delay beyond the acceptable time period.

Discipline Appeal Process

Disciplinary decisions made by an administrator that do not result in a suspension are final.

Right to Appeal Suspension

Suspensions shall be served as assigned by an administrator. An appeal by a parent for the purpose of clearing a student's disciplinary record may be made in writing to the level principal within ten (10) business days after the assignment of the suspension. The appeal for a review of a suspension by a student/parent will review whether:

- The student committed the alleged infraction; and
- Did The Academy staff follow applicable procedures?

In the event the response of the principal is not satisfactory to the student/parent, the parent may appeal in writing to the Executive Director within ten (10) business days after receiving the response

from the school level principal. The Executive Director shall respond to the parent within ten (10) business days. In the event the response of the Executive Director is not satisfactory to the student/parent, the parent may appeal in writing to the Board of Directors within ten (10) business days after receiving the response of the Executive Director. The Board of Directors shall respond to the Parent in a timely fashion. The decision of The Academy Board shall be final.

Right to Appeal Expulsion

An appeal may be taken from the decision of the Executive Director to The Academy Board. Such appeal may be taken by filing a notice of appeal with The Academy Board within ten (10) business days of the date of the notice of recommendation for expulsion or date of expulsion hearing, whichever is later. The Academy Board may deny the request for appeal or grant the appeal request and review the matter for clear error or abuse of discretion. An appeal may be taken from the decision of The Academy Board to the State Board of Education.

Extensions of Suspension

Delegation of Authority - The Academy Board delegates to the Principal or designee the authority to suspend a student for additional periods of time, consistent with law and due process, as set forth below. The Principal or designee may extend the suspension imposed by the Principal designee up to ten (10) additional school days on grounds specified in this procedure, or others which may be provided by law. Pursuant to the procedural requirements set forth below, or the designee may extend the suspension so that such combined periods of suspension by the Principal/designee do not exceed twenty-five (25) days. If it is determined that an extension of suspension is warranted, the student's parent/guardian shall be notified of the circumstances surrounding the extended suspension.

Initial Extension of Suspension

The Principal or designee may extend the suspension imposed by the Principal designee up to ten (10) additional school days on grounds specified in this procedure, or others which may be provided by law. Pursuant to the procedural requirements set forth below, or the designee may extend the suspension so that such combined periods of suspension by the Principal/designee do not exceed twenty-five (25) days. If it is determined that an extension of suspension is warranted, the student's parent/guardian shall be notified of the circumstances surrounding the extended suspension.

Supplemental Extension for Students with Disabilities

When the subject of a disciplinary action is a student with disabilities as referenced in federal law, and a suspension in excess of ten (10) consecutive days is contemplated, or would be a suspension in a series of suspensions, that, together, equal more than ten (10) days, the school shall institute the following procedures:

1. As soon as a suspension in excess of ten (10) days is contemplated, the Principal or designee will notify the student's parents of the issue and of all applicable procedural rights.
2. A staffing committee, the composition of which must include, but is not limited to, the minimum committee members required by federal statute or regulation or state board regulation, shall meet to determine if the behavior for which disciplinary action is contemplated is related to the student's disability(ies). The review shall be conducted and resolved in accordance with 34 C.F.R. 300.523 (Individuals With Disabilities Education Act of 1997 Regulations).
3. If the staffing committee determines that the behavior for which disciplinary action is contemplated is related to the student's disability(ies), the student shall be removed from the classroom and placed in an appropriate alternative setting for a period that, together with the initial suspension, does not exceed ten (10) school days.

- a. In appropriate circumstances, as determined in accordance with the Individuals with Disabilities Education Act of 1997, the placement in an appropriate alternative setting may be extended to forty-five (45) days.
 - b. During such period, a fully composed staffing committee shall meet to review/check the student's Individualized Education Program (IEP) to determine what modifications, if any, should be made in response to the student's behavior. Such staffing shall be preceded as necessary by additional evaluations of the student.
4. If the staffing committee determines that the behavior for which disciplinary action is contemplated is not related to the student's disability(ies), the Principal or designee may proceed as indicated pursuant Expulsion and Supplemental Extension of Suspension. If the staffing committee determines that the behavior is so related, the Principal or designee shall be consulted as to necessary procedures. However, any additional periods of exclusion from school that may be imposed, shall not include complete denial of services or deprivation of a Free Appropriate Public Education (FAPE) for a student with disabilities staffed into special education pursuant to the Individuals with Disabilities Education Act of 1997.

Expulsion & Supplemental Extension of Suspension; Denial of Admission

Delegation of Authority - The Charter School Institute's Board of Education delegates to The Academy Board or its designee the authority, in accordance with C.R.S. 22-33-105, to extend suspensions, to expel for any period not extending beyond one year, and to deny admission to any child who is not qualified for admission or continued attendance at the public schools of the District, in accordance with the limitations imposed by state law. The designee shall report to The Academy Board on such actions as required by law.

Procedure for Expulsion or Supplemental Extension of Suspension

Prior to any contemplated expulsion or supplemental extension of suspension of any student, the following procedure, as well as those procedures set forth in relevant policies cited at the conclusion of this policy, shall be followed.

General Notice

The Principal or their designee shall cause written notice of such proposed action to be delivered to the student and their parent/guardian a reasonable time prior to the date of contemplated action. Such delivery may be in person or by registered U.S. mail and shall be deemed to be completed when handed to the addressee or the notice is deposited in the U.S. mail addressed to the last known address of the student or their parent or guardian.

Contents of Notice

The notice shall contain the following basic information:

- A statement of the allegations leading to the contemplated denial of admission or expulsions;
- A statement of the nature of the evidence supporting the charges;
- A statement offering the parent, guardian or legal custodian a hearing on the question of expulsion or supplemental extension of suspension;
- A statement that the student may be present at the hearing during the presentation of all information, shall have an opportunity to present relevant information, and may be accompanied and represented by the parent, guardian, legal custodian and/or an attorney; and,
- A statement that failure to participate in such hearing constitutes waiver of further rights in the matter.

Hearing

The hearing shall be conducted by The Academy's Executive Director. The hearing shall be closed except to participants and witnesses unless the student and parents request an open hearing. Testimony and information shall be presented; however, technical rules of evidence shall not be applicable, and the Executive Director may consider and give appropriate weight to such information or evidence as it deems appropriate. The student or their representative may question individuals presenting information. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting the same. The Executive Director may retire to closed session to review and consider the evidence. The Executive Director shall render a written opinion within five (5) days after the hearing. If the Executive Director is unable to reach a decision, then the decision that is subject to appeal will be affirmed. All decisions rendered must be submitted in writing to the appropriate personnel, student and parent or guardian. The Executive Director shall advise The Academy Board of the circumstances, the action taken, and the reasons for the action taken, with respect to each hearing.

Waiver of Conditions

By mutual agreement between the Executive Director and the student or his/her representative, time limits and other conditions of this procedure may be waived.

Right to Appeal

An appeal may be taken from the decision of the Executive Director to The Academy Board. Such appeal may be taken by filing a notice of appeal with The Academy Board within ten (10) business days of the date of the notice of recommendation for expulsion or date of expulsion hearing, whichever is later. The Academy Board may deny the request for appeal or grant the appeal request and review the matter for clear error or abuse of discretion. An appeal may be taken from the decision of The Academy Board to the State Board of Education.

Miscellaneous

Students who are suspended or expelled are prohibited from attending any school activity, as well as from being on the school campus or property, without the express approval of school administration. Failure to abide by this restriction shall be considered defiance of authority and may also result in a referral to law enforcement.

When a pupil is expelled by a school/district for the remainder of the year, the parent/guardian is responsible for seeing that the compulsory school attendance statute is complied with during the period of expulsion from The Academy. A student or the student's parent/guardian may request that The Academy provide educational services to the student who has been expelled. Appropriate educational services may be determined by The Academy.

[Return to Agenda](#)



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Proposed Bylaw Updates

TERM LIMITS

Existing Language

SECTION 2.2 TERM. Class A Board members shall serve for a term of four (4) years. Class B Board members shall serve for a term of two (2) years. When there is a vacancy on the Board through removal or resignation a new board member may be appointed to finish the remaining term. All other regular appointments will be done at the last regular meeting of the fiscal year.

The Board may, by majority vote, elect to extend or reduce the terms of one or more members if necessary to stagger the terms of the sitting members.

No more than two (2) of the five (5) Class A Board members should have terms expiring in the same year. Class B terms should not end in the same year.

There is no limitation on the number of terms that an individual may be appointed to serve on the Board. Class A members shall be subject to reappointment at the expiration of each four(4) year term. The Board shall seek nominations for Class B members first from an existing Board Committee and then from the community at large. Class B members may be reappointed at the expiration of each two (2) year term and, at the discretion of the Board, may be appointed at the expiration of their two (2) year term to a Class A member, if available.

Update with Term Limits

SECTION 2.2 TERM. Class A Board members shall serve for a term of four (4) years. Class B Board members shall serve for a term of two (2) years. When there is a vacancy on the Board through removal or resignation a new board member may be appointed to finish the remaining term. All other regular appointments will be done at the last regular meeting of the fiscal year.

The Board may, by majority vote, elect to extend or reduce the terms of one or more members if necessary to stagger the terms of the sitting members.

No more than two (2) of the five (5) Class A Board members should have terms expiring in the same year. Class B terms should not end in the same year.

Class A members shall be subject to reappointment at the expiration of each four (4) year term. **Once appointed to a Class A seat, members will be limited to two (2) consecutive four (4) year terms. A partial term will not be counted toward this limitation. There shall be no limit to the number of non-consecutive terms an individual may serve as a Class A member.** The Board shall

seek nominations for Class B members first from an existing Board Committee and then from the community at large. Class B members may be reappointed at the expiration of each two (2) year term and, at the discretion of the Board, may be appointed at the expiration of their two (2) year term to a Class A member, if available. **There shall be no limit to the number of terms an individual may serve as a Class B member.**

REMOVAL

Existing Language

SECTION 2.8 RESIGNATIONS AND REMOVAL. Any Board member may resign at any time by giving written notice to the Chairman or Secretary of the Board. Such resignation shall take effect at the time specified therein; and, unless otherwise stated therein, the acceptance of such resignation shall not be necessary to make it effective. A Board member may be removed from the Board by motion only for cause. The Board may find cause, in its sole discretion, by two-thirds vote of all Board members. Board members shall have no property or membership interest in The Academy, and shall have no claims as such.

Update v1

SECTION 2.8 RESIGNATIONS AND REMOVAL. Any Board member may resign at any time by giving written notice to the Chairman or Secretary of the Board. Such resignation shall take effect at the time specified therein; and, unless otherwise stated therein, the acceptance of such resignation shall not be necessary to make it effective. **Any Board member may be removed, with or without cause, by a two-thirds vote of the members present at a meeting at which a quorum is present, or by a majority vote of the members present if the entire Board of Directors is present, excluding the member in question. The member in question shall not be counted for purposes of meeting the minimum thresholds required under this Section. If any member is not present for two consecutive board meetings without providing prior notice to the Board Chair, then that member shall be deemed to have abandoned his or her Directorship and a vacancy shall be created.** Board members shall have no property or membership interest in The Academy, and shall have no claims as such.

Update v2

SECTION 2.8 RESIGNATIONS AND REMOVAL. Any Board member may resign at any time by giving written notice to the Chairman or Secretary of the Board. Such resignation shall take effect at the time specified therein; and, unless otherwise stated therein, the acceptance of such resignation shall not be necessary to make it effective. **A Board member may be removed without cause or for cause by a majority of the remaining Board members for standards as defined for members of boards of education in C.R. S. §22-31-129 and for conduct or behavior deemed in conflict with serving as a Board member to include:**

- a. Being convicted during Board tenure of any of the crimes listed under section 2.1(d),
- b. Breaching contracts and legal agreements entered into by Pinnacle,
- c. Violating the confidentiality of Executive Sessions or other confidential agreements,
- d. Failure to regularly attend scheduled Board meetings;
- e. Abuse of authority as a Board member:

1. Entering into contracts or agreements on behalf of Pinnacle Charter School or binding the school in any way outside of the procedures outlined in the approved Finance Policy,
2. Violating or going around School policies, procedures and rules of conduct while engaging with the School as a Board member or parent,
3. Using one's position as Board member to gain special favors for your children or friend's children,
4. Using one's position as Board member to encourage hiring of friends or relatives,
5. Using the position as Board member to affect employment decisions,
6. Engaging in regular behavior that other Board members deem verbally abusive, hostile, or overly aggressive.

Board members shall have no property or membership interest in The Academy, and shall have no claims as such.

EXECUTIVE SESSION

Update Language to 2/3 Vote

SECTION 3.10 EXECUTIVE SESSIONS. All regular and special meetings of the Board shall be open to the public. Upon a vote of **2/3 of the members present**, an executive session may be held at any regular meeting. An executive session may be held at a special meeting if all Board members are given notice of the executive session in accordance with the notice requirements or if all Board members are present at the special meeting where the executive session is added and **2/3 of Board members present** vote to move into executive session.

[Return to Agenda](#)

