



Prepare | Explore | Empower

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

The Journey Starts Here...

- 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

The Journey Starts Here...

- 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.

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