



Prepare | Explore | Empower

Board of Directors
Board Meeting Minutes
Monday, December 11, 2023

Board Members Present:

Sarah Drewlow Chairperson
Amy McDuffee Vice Chairperson
Dan Klenjoski Treasurer
Kristen Cofrades Board Member
Larissa Fransua Board Member (online)

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 December 11, 2023.

I. Open Meeting

A quorum being present, Mrs. Drewlow called the meeting to order at 7:02 pm.

II. Consent Agenda

a. Mrs. McDuffee moved to approve the November 27, 2023, minutes. Seconded by Mr. Klenjoski.

Discussion: None

Ayes: Mrs. Cofrades, Mrs. Drewlow, Mrs. Fransua

Nays: None

III. Public Comment

There was no public comment this month.

IV. Reports from Directors, Principals, and Committees

a. Executive Director Report

- i. Mr. Reckman shared that the work on the admin succession planning continues.
- ii. Middle School Program – We are following the necessary steps to name Roxanne Ellsworth the MS principal and Katie Ball the MS Assistant Principal; this will be announced before winter break.

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- iii. Facilities Master Plan – This work continues.
- b. Finance Committee – We discussed requesting a management letter. As long as everything is fine as we work through the audit procedures, we will not receive this letter.
- c. SACademic Committee – No meeting this month.
- d. PTO – The November minutes were included, but no additional comments were made.

V. Presentation and Discussion

- a. Budget Modification – The board looked at the first round of the mid-year budget modification. No comments or decisions were made.
- b. Executive Session – Mrs. Drewlow made a motion that the board enter into an Executive Session in order for the board to discuss the Executive Director’s evaluation. Mrs. McDuffee seconded the motion.

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

The board entered Executive Session at 7:38 pm and ended the session at 8:24 pm.

VI. Executive Summary

- a. Suspension and Expulsion Policy – Nothing has changed with this information, and it is currently in the student and family handbook. CSI has asked that this be a Board approved policy. Mrs. Drewlow made a motion to accept the policy as presented. Mrs. Fransua seconded the motion.

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

- b. Board Bylaws – Mrs. Drewlow made a motion to update the Board member removal section 2.8 of the bylaws with one edit – remove the final sentence describing consecutive absences. She also moves to update the Executive Session voting requirement to mention the required 2/3 vote of the members present. This is consistent with our practices and updates the language to match. Mrs. McDuffee seconded the vote.

Discussion: None

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Ayes: Mr.Klenjoski, 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 8:30 pm.

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