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**The Academy  
Board of Directors**

*Executive Work Session  
Monday, February 26, 2024*

Agenda

No Work Session this month – Special Meeting: Winter Data Presentation.



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## The Academy Board of Directors

*Board Meeting  
Monday, February 26, 2024  
5:30 pm*

### 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 [January 29, 2024](#), 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. Fall Data Presentation – *Expectation: Level Principals will update the Board on the roll-out of their Annual Work Plans, including a presentation of their beginning of year data collection for the Bi-Annual Instruction & Culture Scorecard.*
    - i. Lower Elementary Principal – Suzie Galbraith
    - ii. Upper Elementary Principal – Sarah Gramarossa
    - iii. Middle School Principal – Roxanne Ellsworth
    - iv. High School Principal – Stephanie Mann
  - b. [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.*
  - c. 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

V. Presentation and Discussion

- a. 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.
- b. Charter Contract Review – *Expectation: the Board will review the draft charter contract from CSI and consider the school attorney’s initial input.*
- c. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

VI. 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

VII. Adjourn Meeting

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Board of Directors  
Board Meeting Minutes  
Monday, January 29, 2024

Board Members Present:

Sarah Drewlow	Chairperson
Amy McDuffee	Vice Chairperson (online)
Dan Klenjoski	Treasurer
Kristen Cofrades	Board Member
Larissa Fransua	Board Member
Kevin Sanchez	Board Member
Autumn Coffee	Secretary (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 January 29, 2024.

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 December 11, 2023, minutes. Seconded by Ms. Fransua.

Discussion: None

Ayes: Mrs. Cofrades, Mrs. Drewlow, Mrs. Coffee, Mrs. McDuffee, Mr. Klenjoski

Nays: None

III. Public Comment

There was no public comment this month.

IV. Reports from Directors, Principals, and Committees

a. Executive Director Report

- i. Our principals will be in the meeting next month to share their data presentations.
- ii. Middle and High Schools are wrapping up their mid-year data collection.
- iii. After collecting the Intent to Return forms from families, we have 98.9 % of our students returning for the 2024-25 school year. We are over-enrolling in certain grades, because we have seen a drop in enrollment over the past several summers.
- iv. Facilities Master Plan – We continue to move forward with this work. Our goal is to have a full schematic design packet by mid-April. Once the builders have that packet they will be able to give us a more specific cost.

b. Finance Committee

- i. Mr. Wilson shared the amended budget.
- ii. There is no new information on the legislative opening.
- iii. The finance committee will soon begin work to build the budget for next year.

- iv. We have a bathroom remodel on the schedule for this summer; that will cost around \$950,000.
- c. SACademic Committee – No meeting this month.
- d. PTO – The January minutes were included, but no additional comments were made.

V. Presentation and Discussion

- a. Final Read of the Mid-Year Budget Modification – There were no questions regarding this.
- b. 2024-25 Academic Calendar – Although the board did not have any questions or comments for the proposed calendar, they did recommend that we move the approval to December so we can share it with the community earlier.
- c. 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. Mr. Sanchez seconded the motion.

Discussion: None

Ayes: Mr.Klenjoski, Mrs. Cofrades, Mrs. Fransua, Mrs. McDuffee, Mrs. Coffee

Nays: None

The board entered Executive Session at 7:50 pm and ended the session at 8:07 pm.

VI. Executive Summary

- a. 2024-2025 Academic Calendar - Ms. Fransua made a motion to accept the 2024-25 academic calendar as presented. Mrs. Cofrades seconded the motion.

Discussion: None

Ayes: Mr.Klenjoski, Mrs. McDuffee, Mrs. Coffee, Mrs. Drewlow, Mr. Sanchez

Nays: None

- b. Mid-Year Budget Modification – Mrs. Drewlow made a motion to accept the mid-year budget modification as presented. Mr. Sanchez seconded the motion.

Discussion: None

Ayes: Mr.Klenjoski, Mrs. Cofrades, Ms. Fransua, Mrs. Coffee, Mrs. McDuffee

Nays: None

- c. Financial Controls Policy – Mrs. McDuffee made a motion to accept the financial controls. Mrs. Coffee seconded the motion.

Discussion: None

Ayes: Mr.Klenjoski, Mrs. Cofrades, Ms. Fransua, Mr. Sanchez, Mrs. Drewlow

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 8:11 pm.

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## Executive Director Board Report – February 2024 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. Elementary students completed their mid-year interim assessments to track progress in December. Secondary students finished their mid-year testing in 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, which will be shared in March.

### Middle School Program

The Middle School Admin Team's transition is complete with all positions filled. The new Middle School Principal has started the new semester with confidence and quality. Instructional priorities and strategies for supporting students and teachers have continued uninterrupted from the fall. The Principal will share more detail about the current state of The Academy's Middle School at the data presentation in this month's meeting.

### **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 have completed a series of stakeholder focus group meetings to collect input from the school staff members who will be using each space included in the renovation or addition projects. The target is to have a full schematic design package with accompanying budget estimates ready for Board review in the April meeting.

As the work above progresses, it is time to begin thinking about a communication plan for the full community. The facilities team will have a draft communication plan ready for the Board to review in March.

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## **Finance & Operations Board Report, February 2024**

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

### **Introduction**

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

No new resources shared this month.

### **Legislative Updates (10 minutes)**

*Expectation: COO to update committee on status of legislative session and potential impacts. Look ahead to 24/25 salary investment projections in conjunction with legislative outlook.*

- 6.6% increase to per-pupil funding remains on the table and tone seems optimistic. This would equate into ~1.3M additional PPR funds for The Academy.
- CSI equalization fund has set our initial projections at \$1,840 per pupil, equates into approximately 800K additional revenue.
- 24/25 budget planning underway: 3%, 5%, 7% PPR scenarios, salary schedule increases, support staff percentages, budget requests/approvals, and facility investment.
- Facility access and affordability is being put forward as an issue needing support through Capital Construction fund and Mill Levy shares from districts.



## Financial Report Review

Expectation: Financial report sent out in advance. Review and discuss current position in relation to amended budget.

Acct	Account	January	FY 2024 YTD	FY2024 Amended Budget	YTD % of Budget	FY2024 Expected End of Year
<b>Revenue</b>						
1500	Earnings on Investments	32,769.45	174,664.11	\$300,000.00	58.2%	\$300,000.00
1600	Food Services	6,012.97	83,493.25	\$125,000.00	66.8%	\$125,000.00
1700	Pupil Activities	86,382.76	458,983.07	\$650,000.00	70.6%	\$650,000.00
1800	Community Services Activities	90,355.13	611,789.43	\$945,000.00	64.7%	\$945,000.00
1900	Other Local Sources	4,714.95	228,554.12	\$405,000.00	56.4%	\$405,000.00
3000	Revenue from State Sources	0.00	422,134.67	\$793,797.99	53.2%	\$793,797.99
3100	Categorical Revenue	0.00	394,013.45	\$394,013.49	100.0%	\$394,013.49
3200	Adjustments to Categorical Revenue	0.00	0.00	\$0.00		\$0.00
3900	Other Revenue From State Sources	524,135.75	2,359,076.29	\$4,254,320.55	55.5%	\$4,254,320.55
5200	Interfund Transfers	0.00	4,497.96	\$4,497.96		\$4,497.96
5600	Direct Allocations	1,560,959.93	11,363,579.39	\$19,254,144.90	59.0%	\$19,254,144.90
<b>11</b>	<b>Total Revenue</b>	<b>\$2,305,330.94</b>	<b>\$16,100,785.74</b>	<b>\$27,125,774.89</b>	<b>59.4%</b>	<b>\$27,125,774.89</b>
<b>Expenditure Summary</b>						
		<b>January</b>	<b>FY 2024 YTD</b>	<b>FY2024 Amended Budget</b>	<b>YTD % of Budget</b>	<b>FY2024 Expected End of Year</b>
0100	Total Salaries	955,998.50	6,099,913.23	12,010,341.96	50.8%	12,010,341.96
0200	Total Benefits	346,341.75	2,216,107.77	4,393,487.30	50.4%	4,393,487.30
0300-0500	Total Purchased Svcs	361,108.04	2,940,228.26	7,550,272.04	38.9%	7,550,272.04
0600	Total Supplies	85,520.96	1,186,164.98	2,110,401.59	56.2%	2,110,401.59
0700	Total Property	6,324.34	30,533.02	351,500.00	8.7%	351,500.00
0800	Total Fees/Pupil Activities	41,687.58	459,528.32	709,772.00	64.7%	709,772.00
0900	Total Other Uses	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
	<b>Total Expenditures</b>	<b>\$1,796,981.17</b>	<b>\$12,932,475.58</b>	<b>\$27,125,774.89</b>	<b>47.7%</b>	<b>\$27,125,774.89</b>
	<b>Total Expenditures</b>	<b>\$1,796,981.17</b>	<b>\$12,932,475.58</b>	<b>\$27,125,774.89</b>	<b>47.7%</b>	<b>\$27,125,774.89</b>
	Salary Accrual Adj.		\$529,218.67			
	<b>Net Profit (loss)</b>	<b>\$508,349.77</b>	<b>\$2,639,091.49</b>	<b>\$0.00</b>		<b>\$0.00</b>
	Board Approved Beg. Fund Balance Use			\$0.00		\$0.00
	<b>Budgeted Margin</b>			<b>\$0.00</b>		<b>\$0.00</b>
	<b>Beginning Fund Balance</b>			\$9,790,275.50		\$9,790,275.50
	<b>Est. Ending Fund Balance</b>			<b>\$9,790,275.50</b>		<b>\$9,790,275.50</b>

Report sent out in advance. The following were outlined as notable items for the month:

- Pupil Activity funds were transferred into 6<sup>th</sup> Outdoor Ed to reduce their losses
- Bingo check came in at 60K
- 28K READ Act and 16K Title II funds landed
- ~180K Food Service revenue came in
- With amended budget, Salaries and Benefits align better with this point in the year
- Recent HVAC Tolin repairs were paid out with long term improvements signed for summer

With the amended budget now approved and added to the system, we are looking ahead to 24/25 projections including updating salary schedules, FTE positions and debt service allocations. Budget request documents have now been sent out to all departments to gather their input on where their priorities lie moving into next year. Those are due back by Mar 4<sup>th</sup>, ready to be collated and added in.

### **Facility Updates (20 minutes)**

*Expectation: COO & ED to update committee on current status of facility plans and projected work.*

Overview and mapping of proposed renovation was shared by COO & ED with particular emphasis on most recent development as suggested by HCM focus groups that have been conducted. 6-12M investment continues to be overarching goal that will be revisited once full schematic designs and costing have been undertaken (mid-April). We have now communicated with Sunflower about future conversations and borrowing options in anticipation of renovation plans.

Summer project outlines e.g. bathroom design, carpet, turf etc. are underway with Anser to see how much we can reasonably get completed over these 3 months. Updates to follow when we know more. Dependent on what renovation costs look like and how favorable Sunflower support is, there may still need to be consideration about how cash in fund balance is spent.

### **Fundraising Update (5 minutes)**

*Expectation: COO to inform committee of elementary fundraising update.*

Boosterthon is returning this year with the following details to note:

- March 5th (Main Campus for 3-5 and MS) and March 6th (North Campus)
- Glow run @ Elementary, Silent Disco @ MS
- 100K profit goal
- Asks are: playground equipment e.g. shade, hoops, structures and classroom upgrades e.g. carpets, desks, tech

### **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: 14 Mar, 2024***

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# SACademic Committee

## February 2024 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, Timothy Fifer, Kirsten Cofrades, Suzie Galbraith, Sarah Gramarossa, Nick Lewis, Ioana Dutchievici, Steph Pearl, Min Cho, Christie Garofolo Jennifer Zaccone

### 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:** n/a

### 2. Elementary Mid-Year Data Presentation

*Expectation: The Lower & Upper Elementary Principals will present mid-year student achievement data. This will begin the committee’s process of identifying Priority Improvement Challenges for inclusion in The Academy’s 2024-25 Unified Improvement Plan.*

**Notes:** Lower Elementary reading and math scores are both up from the same time last year. Reading improvement strategies have focused on target instruction efforts at each grade level. Math improvement strategies have focused on standards-driven planning and data analysis. Specials teachers have supported a math focus on measurement standards. Upper Elementary reading scores are down and math scores are up from the same time last year. Reading and math improvement strategies have both focused on targeted instruction

via us of flex days.

Attendance is a significant challenge across Elementary. Many of the students who are not meeting growth expectations are not attending school consistently.

The Committee agreed that current data suggest maintaining the same Priority Performance Challenges in next year's Unified Improvement Plan. There is still plenty of room to implement improvement strategies.

### **3. Family, School, & Community Partnerships Plan**

*Expectation: The committee will review a draft Family, School, & Community Partnerships Plan and work toward finalizing priorities to guide the plan in the 2024-25 school year.*

**Notes:** The Committee discussed academic partnering strategies connected to the needs identified in the mid-year data presentation. With student-led conferences coming up, much of this discussion revolved around ways to equip families to support students at home in the same areas of focus being addressed in school – math standard stations, book bag booth, curriculum 101, and addressing absenteeism.

### **4. Self-Assessment**

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

**Notes:** 4

**Next Meeting: March 11, 2024**

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The Academy of Charter Schools  
PTO Meeting Minutes  
February 1, 2024

Call to Order:

A meeting of The Academy of Charter Schools PTO was called to order on Thursday, January 11, 2024, at 6:02 pm by Nikki Roma.

Attendees:

Steph Pearl, President (online)	Stephanie Bean
Nikki Roma, Co-Vice President	Anathea Becker
Ioana Makkai-Dutchievici, Co-Vice President	
Susan Wagar, Secretary	

Approval of Minutes:

Stephanie Bean made a motion to accept the January 11, 2023, minutes as presented. Ioana Makkai-Dutchievici seconded the motion, and it passed.

Past Events:

Teriyaki Madness – We got \$214.14 for the all-day fundraiser. It was nice to work with Mark, the owner. He was one of our biggest supporters. Roxanne Ellsworth had lunch catered for MS that day.

Future Events:

Glow Party – tomorrow

- Working on the finishing details tonight and tomorrow.
- We'll have light refreshments in the cafeteria; guests will need to stay in the cafeteria with the food
- DJ Brian and 5<sup>th</sup> grade Mira doing a guest spot
- Noah will be Rowdy
- Photo booth
- Glow in the dark items for sale as well as blankets, hats, mittens
- Hand out bracelets as they enter the building

Desserts for teachers

- Cookies for both campuses for Tuesday

Kid's Night Out – Paul Derda

- May 3 –
- Nikki will be the contact
- \$5 for the evening

#### Future Spirit Nights

- Orange Theory – March 2 at noon - \$28
- 14 years and older
- ½ cardio and ½ other
- We'll have wine and cheese after
- If we have a lot of people sign up, we can do two classes back to back
- Out of the \$28, \$25 comes back to PTO
- If you cannot go on March 2, you can go to any class in March and the PTO will still receive funds.
- If anyone signs up for a membership, a portion of that comes back to the PTO as well

#### Old Chicago

- Potential to do a spirit night at the Thornton location
- Partnering for a give back
- Nikki is following up

#### Finance report:

- Our balance as of February 1, 2024, is \$3,506.36. This does not include the check from Teriyaki madness.

#### Open Floor/Questions

- Chick-fil-A spirit night in May 7 at the Federal location
- End-of-year event – do the kids night out and maybe a spirit night at a brewery
- Seniors – Susan will ask questions about where the initial question came from

The meeting adjourned at 6:44 pm.

Respectfully submitted,  
Susan Wagar

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