



Prepare | Explore | Empower

Board of Directors  
Board Meeting Minutes  
Monday, May 20, 2024

Board Members Present:

Sarah Drewlow Chairperson (online)  
Dan Klenjoski Treasurer  
Kristen Cofrades Board Member  
Kevin Sanchez Board Member  
Autumn Coffee Secretary  
Amy McDuffee Vice Chairperson

Also Present:

Brent Reckman Executive Director  
Mark Wilson COO  
Andrea Foust Finance Director

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on May 20, 2024.

I. Open Meeting

A quorum being present, Mrs. Drewlow called the meeting to order at 7:10 pm.

II. Consent Agenda

a. Mr. Sanchez moved to approve the April 29, 2024, minutes. Seconded by Mr. Klenjoski.

Discussion: None  
Ayes: Mrs. Cofrades, Mrs. Drewlow, Mrs. Coffee,  
Nays: None  
Abstention: Mrs. McDuffee, because she missed the April meeting

III. Public Comment

There was no public comment this month.

The Journey Starts Here...

- IV. Reports from Directors, Principals, and Committees
  - a. Executive Director Report
    - i. Instruction and Culture – We will have a full update in the June meeting. We are waiting for the semester to officially end before asking for principal updates.
    - ii. Enrollment Update – We are in the same basic spot as we were in April. We have run another Facebook ad targeting families with lower elementary children.
    - iii. Facilities Master Plan Update – We have nothing new to report. We are set to begin the bathroom demo on Tuesday, May 28.
  - b. Finance Committee
    - i. As far as the legislative session is concerned, there are no boxes left unchecked as they relate to charter schools; this is very good news.
    - ii. We have asked principals to spend their supply budgets by purchasing items for next year.
    - iii. 2024-2025 Budget – The proposed budget was presented. There are very few changes to note.
  - c. SACademic Committee – No meeting in April.
  - d. PTO – The May minutes were included, but no additional comments were made.
- V. Presentation and Discussion
  - a. Charter Contract Renewal – We have had this document vetted with our attorney and with CSI. Neither has any concerns.
  - b. Updates to Signing Authority & Financial Controls – With several role changes for the upcoming year, we needed to update the signing authority.
    - i. Contracts – The Director of Finance will read the contracts, and the Director of Operations will sign them.
    - ii. Purchase Orders over \$500 – The Executive Director will sign off on all purchases of \$500 and over; the Director of Finance will be the backup.
    - iii. Credit Cards – We are not making any changes with this; the Director of Finance will continue to approve this with the bank.
    - iv. Bank Payments – The Director of Finance will initiate the payment, and the Executive Director will give the final approval.
  - c. First Read of the 2024-25 Budget – This was discussed during the Financial Report.
  - d. Student Fees for 2024-25 – The only increase we are recommending is for 6<sup>th</sup> and 8<sup>th</sup> Grade Outdoor Ed. All other fees will remain the same.
- VI. Executive Summary

The Journey Starts Here...

- a. Charter Contract Renewal – Mrs. Drewlow made a motion to accept the renewal as presented. Mrs. McDuffee seconded the motion.

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

- b. Signing Authority and Financial Controls Policy – Mrs. Drewlow made a motion to accept the policy as updated. Mr. Klenjoski seconded the motion.

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

- c. Student Fees for 2024-25 – Mrs. Coffee made a motion to accept the fees as recommended. Mrs. Drewlow seconded the motion.

Discussion: None  
Ayes: Mrs. Cofrades, Mr. Sanchez, Mr. Klenjoski, Mrs. McDuffee  
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 7:50 pm.

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