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The Academy Board of Directors

*Executive Work Session
Monday, June 10, 2024
5:30 – 6:55pm*

Agenda

Monthly Board Communications Review 5 Minutes
Expectation: Each month, Board members will acknowledge and discuss any community feedback or complaints that have been received since the last meeting.

Facilities Master Plan Funding Discussion 60 Minutes
Expectation: The Executive Director and Chief Operating Officer will present updated information on the overall budget for planned projects and funding options through Sunflower Bank. Board members will discuss the appropriate balance between financing these projects and using cash reserves. Board members will also consider the possibility of completing an athletics facilities project beyond the projects already approved.

Facilities Communication Plan 10 Minutes
Expectation: Each month for the foreseeable future, the Board will discuss the development and rollout of a communication plan related to planned facilities upgrades.

Summer Board Retreat Planning 10 Minutes
Expectation: The Executive Director will present a draft agenda for the Summer Board Retreat, and Board members will provide feedback.



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The Academy Board of Directors

Board Meeting
Monday, June 10, 2024
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 [May 20, 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. [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 – No meeting this month
 - ii. SACademic – No meeting this month
 - iii. PTO – No meeting this month

- V. Presentation and Discussion
 - a. [Data Dashboard SY23-24](#) – *Expectation: The Executive Director will present the final Data Dashboard for SY23-24, including both the Instruction & Culture Scorecard and the Finance & Operations Scorecard.*
 - b. [Board Member Term Renewal](#) – *Expectation: The Board will complete discussion of renewing terms for two members completing previous terms as well as officer positions for SY24-25.*
 - c. Facilities Master Plan Financing – *Expectation: The Board will complete discussion of plans for financing upcoming facilities work.*
 - d. Final Read of FY 24-25 Budget – *Expectation: The COO will present the final proposed budget for FY24-25.*
 - i. [CSI Format](#)
 - ii. [Unified Budget format](#)
 - e. 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.
 - f. 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. Board Member Term Renewal – *Expectation: The Board will vote to renew terms for two members completing previous terms as well as assign officer positions for SY24-25.*
 - b. Facilities Master Plan Financing – *Expectation: The Board will vote to approve plans for financing upcoming facilities work.*
 - c. Adoption of FY 24-25 Budget – *Expectation: The Board will vote to adopt the final proposed budget for FY24-25.*

- 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
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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.

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 6th and 8th Grade Outdoor Ed. All other fees will remain the same.

VI. Executive Summary

- 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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Executive Director Board Report – June 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 presented on their mid-year data as it pertains to the Bi-Annual Instruction & Culture Scorecard at the February Special Meeting. Students completed state standardized testing (CMAS, PSAT, & SAT) and end-of-year interim assessment testing (Star & MAPs) in May. Final student achievement numbers connected to all internal measures are presented in the Data Dashboard. Final student achievement numbers connected to external measures will be presented once they are released by the state in August or September.

Student Enrollment

No new updates since the May meeting. The Registrar is moving steadily through the spring enrollment process. As previously reported we are projecting more than 90% of students to return for the 2024-25 school year. With newly enrolled students included, we currently have 1977 students (PK-12) on our rosters for next year. Most grade levels are full with some openings remaining in Lower Elementary. This is a strong position to be in at this time of year, but our wait lists are slim and past experience suggests that as many as 3-4% of these students may not actually show up in August. We recently ran another Facebook student recruitment ad to try and boost applications in the lower grades.

Admin Succession Plan

This work has been completed for the 2023-24 school year and can be reviewed as needed moving forward.

Middle School Program

Year-end updates regarding Middle School programming will be included in the Data Dashboard presentation during the June meeting.

Facilities Master Plan Update

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

The Academy's architect is moving forward with Design Development and Construction Documents for the addition and renovation projects. The Finance Team continues to work with Sunflower Bank to settle on a financing package that will fund that work. Updates on that process will be shared during the June Work Session. A general outline of The Academy's facilities work along with a link to the full Master Plan was shared with the full community at the end of May.

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Data Dashboard 2023-24

Bi-Annual Instructional Scorecard

	Lower Elementary	Upper Elementary	Middle School	High School
Instruction & Culture	Reading	Reading	Reading	Reading
	<u>5-Year KPI</u> 70% Star SGP 50+	<u>5-Year KPI</u> 70% Star SGP 50+	<u>5-Year KPI</u> 65% MAP CGP 50+	<u>5-Year KPI</u> 65% MAP CGP 50+
	<u>22-23 Year-End</u> 65% Star SGP 50+	<u>22-23 Year-End</u> 54% Star SGP 50+	<u>22-23 Year-End</u> 42% MAP CGP 50+	<u>22-23 Year-End</u> 45% MAP CGP 50+
	<u>23-24 Year-End</u> Goal Met (68%) 67%	<u>23-24 Year-End</u> Goal Exceeded (56%) 60%	<u>23-24 Year-End</u> Approaching Goal (45%) 42%	<u>23-24 Year-End</u> Approaching Goal (50%) 42%
	Math	Math	Math	Math
	<u>5-Year KPI</u> 70% Star SGP 50+	<u>5-Year KPI</u> 70% Star SGP 50+	<u>5-Year KPI</u> 65% MAP CGP 50+	<u>5-Year KPI</u> 65% MAP CGP 50+
<u>22-23 Year-End</u> 53% Star SGP 50+	<u>22-23 Year-End</u> 61% Star SGP 50+	<u>22-23 Year-End</u> 45% MAP CGP 50+	<u>22-23 Year-End</u> 36% MAP CGP 50+	
<u>23-24 Year-End</u> Approaching Goal (56%) 46%	<u>23-24 Year-End</u> Approaching Goal (63%) 56%	<u>23-24 Year-End</u> Goal Exceeded (48%) 61%	<u>23-24 Year-End</u> Goal Met (41%) 42%	

Instruction & Culture	Student Experience	Student Experience	Student Experience	Student Experience
	<p style="text-align: center;"><u>5-Year KPI</u> 4 Units Per Year</p> <p style="text-align: center;"><u>23-24 Target</u> Kinder – 1 Unit 1st – 2 Units 2nd – 3 Units</p> <p style="text-align: center;"><u>23-24 Year-End</u> Approaching Goal Goal Met in 1st & 2nd; Still in Progress for K</p>	<p style="text-align: center;"><u>5-Year KPI</u> 4 Units Per Year</p> <p style="text-align: center;"><u>23-24 Target</u> 2 Units Complete in All Grades w/ Accompanying Culminating Experiences</p> <p style="text-align: center;"><u>23-24 Year-End</u> Goal Met</p>	<p style="text-align: center;"><u>5-Year KPI</u> Student Belonging</p> <p style="text-align: center;"><u>23-24 Target</u> 85% Belonging</p> <p style="text-align: center;"><u>23-24 Year-End</u> Goal Met 86% Belonging</p>	<p style="text-align: center;"><u>5-Year KPI</u> Hone Academic Intrapersonal, Social, & Leadership Skills</p> <p style="text-align: center;"><u>23-24 Target</u> 50% of Students Will Attend an Activity</p> <p style="text-align: center;"><u>23-24 Year-End</u> Goal Met 80% of Students Attended at Least One Activity</p>
	Personal Leadership Development	Personal Leadership Development	Personal Leadership Development	Personal Leadership Development
	<p style="text-align: center;"><u>5-Year KPI</u> Complete Curriculum & Leadership Notebooks</p> <p style="text-align: center;"><u>23-24 Target</u> Maintain Practices & Deepen Participation</p> <p style="text-align: center;"><u>23-24 Year-End</u> Goal Met Curriculum Completed, Leadership Notebooks, Conferences, Student-Led Awards</p>	<p style="text-align: center;"><u>5-Year KPI</u> Complete Curriculum & Leadership Notebooks</p> <p style="text-align: center;"><u>23-24 Target</u> Maintain Practices & Deepen Participation</p> <p style="text-align: center;"><u>23-24 Year-End</u> Goal Met Proactive Corners & Circles, Wildcat Weekly News, Student-Led Awards</p>	<p style="text-align: center;"><u>5-Year KPI</u> Meaningful Contributions to the Community</p> <p style="text-align: center;"><u>23-24 Target</u> 83% Contribute</p> <p style="text-align: center;"><u>23-24 Year-End</u> Goal Met 94% Contribute</p>	<p style="text-align: center;"><u>5-Year KPI</u> Implement High Quality Advisory Structure</p> <p style="text-align: center;"><u>23-24 Target</u> 6% of Students Trained in Sources of Strength</p> <p style="text-align: center;"><u>23-24 Year-End</u> Approaching Goal Student Training Still in Progress</p>



Data Dashboard 2023-24

Bi-Annual Finance & Operations Scorecard

	Staff Compensation	Staff Demographics	Financial Compliance	Long-Term Planning
Finance	<p>Increase Teacher Base Pay By At Least \$1500 Annually</p> <p>23-24 Year-End Update Goal Exceeded \$2000 Increase</p>	<p>Pursue Hiring Practices Aimed At Recruiting A Staff Population That More Closely Resembles Student Demographics</p> <p>23-24 Year-End Update Goal Met Maintain Practices</p>	<p>Financial Transparency Act Requirements Met Details Available Here</p> <p>23-24 Year-End Update Goal Met</p>	<p>Complete Annual Review of Facilities Costs</p> <p>23-24 Year-End Update Goal Met</p> <p>Complete Twice Annual Facilities Update Report</p> <p>23-24 Year-End Update Goal Met</p>
	<p>Provide Annual Pay Increases For Returning Support Staff Of At Least 2.5%</p> <p>23-24 Year-End Update Goal Exceeded 5%+ Pay Increases Budgeted</p>		<p>3% TABOR Fully Funded</p> <p>23-24 Year-End Update Goal Met</p>	
	<p>Cash on Hand Requirements Met</p> <p>23-24 Year-End Update Goal Met</p>			

Operations	Student Enrollment	Student Demographics	Customer Satisfaction	Feedback Pathways
	<p>Meet Or Exceed Annual Enrollment Target of 1875 Students PK-12</p> <p><u>23-24 Year-End Update</u> Goal Met 1873 Students</p>	<p>Pursue Marketing & Enrollment Practices Aimed At Recruiting A Student Population That More Closely Resembles Local Demographics</p> <p><u>23-24 Year-End Update</u> Goal Met Increases Across Most Student Subgroups</p>	<p>Customer Satisfaction Rating Of At Least 4.5 In All Areas Of Operational Support</p> <p><u>23-24 Year-End Update</u> Goal Met 92%+ Rated 4 or 5</p>	<p>Provide Formal & Informal Opportunities For Customers To Share Feedback</p> <p><u>23-24 Year-End Update</u> Goal Met Implement Survey Structure</p>
Governance	Tracking Strategic Initiatives	Board Self-Evaluation	Board Representation	Board Succession Plan
	<p>Develop & Track A Bi-Annual Scorecard To Monitor Strategic Initiatives</p> <p><u>23-24 Year-End Update</u> Goal Met This Scorecard; Principal Data Presentations</p>	<p>Complete Annual Board Self-Evaluation & Set Related Goals For Improvement</p> <p><u>23-24 Year-End Update</u> Goal on Track Self-Eval to be Completed in July</p>	<p>Recruit Board Membership That Better Reflects The Demographics Of The Overall School Community</p> <p><u>23-24 Year-End Update</u> Goal Met Increased Member Diversity in Last Round of Recruitment; No New Members for 22-23</p>	<p>Develop & Maintain A Rolling Three-Year Succession Plan</p> <p><u>23-24 Year-End Update</u> Goal Met Board Member Check-Ins; Committee Membership</p>