Prepare | Explore | Empower

Board of Directors
Board Meeting Minutes
Monday, August 25, 2024

Board Members Present:	
Sarah Drewlow	Chairperson-online
Kevin Sanchez	Vice Chairperson
Dan Klenjoski	Treasurer
Kristen Cofrades	Secretary
Larissa Fransua	Board Member
Jen Halford	Board Member-online

Also Present:	
Brent Reckman	Executive Director
Sarah Gramarossa	Chief Academic Officer
Andrea Foust	Director of Finance
Stacy McCleskey	Exec. Admin. Manager

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on August 25, 2025.

I. Open Meeting
A quorum being present, Sarah Drewlow called the meeting to order at 7:01 pm.

II. Consent Agenda
   a. Larissa Fransua moved to approve the August 1, 2025, minutes. Seconded by Kevin Sanchez.

Discussion:	None
Ayes:	Sarah Drewlow, Dan Klenjoski, Kristen Cofrades and Jen Halford
Nays:	None

III. Public Comment
There was no public comment this month.

IV. Reports from Directors, Principals, and Committees
   a. Executive Director Report
      i. Finance and Operations
         1. Finance is preparing for the annual audit.

ii. Facility and Master Plan Update
    1. Renovations are largely done and the remaining punch list items are being addressed.
    2. Work is moving forward on the addition.
iii. Enrollment Update
    1. The school year is starting out with enrollment at 1851 students.
    2. Enrollment is a little behind from this time last year, but it's slightly ahead from two years ago.
    3. The budget was written using 1830 students.

b. Chief Academic Officer Report
    i. The finalized UIP will be shared in September and is due in October.
    ii. An action plan is being created for the first semester.
    iii. The graduation trajectory will be reported at the beginning of September.
    iv. The attendance goal is set at a 95% attendance rate and training on the new attendance tool is being done.

c. Committee Reports –
    i. Finance – No Finance Committee meeting this month.
    ii. SACademic – No SACademic Committee meeting this month.
    iii. PTO – No PTO meeting this month.

V. Presentation and Discussion
    a. Updates to Discipline Matrix and Bullying Investigation Procedures.
        i. Goals of the Discipline Matrix and Bullying Investigation Procedures are:
            1. To align with state statues.
            2. To create a common matrix that can be used as a K-12 tool.
            3. To provide clarification for staff, students, and families.
        ii. The Discipline Matrix updates include:
            1. Each category has a response plan.
            2. Each behavior/action has mandatory and possible response.
            3. Category 3 is the lowest behavior violation and addresses various situations.
            4. The matrix includes a glossary with definitions.
            5. Our lawyer has reviewed the updated matrix to ensure that it's in compliance with state statutes.
            6. This is a working document so this year will be a time to make sure it fits the needs of our staff and students.

7. Grade-levels may not make changes without first collaborating with the senior administrative team. All changes will be reviewed by our legal team to ensure compliance with state statutes.
8. All conversations done in person or by phone will be documented in an email.
9. It will be published in the handbook each year.

iii. Updates to the Bullying Investigation Procedures:

1. The habitually disruptive statute has changed so our lawyer created a Bullying Investigative Checklist.
2. This tool will help create a strong documentation process and will assist principals in reviewing situations and action steps.
3. There is some professional judgement that can happen in the moment to decide if this process needs to begin.
4. No changes can be made to these procedures unless it is approved by the lawyer because the consequences/outcome are severe.

b. Library Resource Policy Proposal
   i. This policy is required because of a new state statute. It was created with a template from CSI and then updated and cleared by our legal team.
   ii. The purpose of this policy gives clear procedures for the acquisition and retention of material in the school library.
c. Disclosure of Information to Federal Immigration Authorities Policy Proposal
   i. This policy is required because of a new state statute. It was created with a template from CSI and then updated and cleared by our legal team.
   ii. Brent Reckman and/or Sarah Gramarossa are the employees to respond if authorities were to come to the school and request information.
d. Payroll Policy Proposal
   i. This policy establishes clear, compliant, and transparent payroll practices.
   ii. The Academy already follows these steps to run payroll each month.
e. Time & Effort Policy Proposal
   i. If staff are 100% paid out of a federal grant, they have to be certified twice a year. If not, they have to document the work that is being done and the length of time it was done.
f. Construction Projects Policy Proposal
   i. This policy applies to federal funds that are used for construction projects.
   ii. There are many guidelines to follow throughout the process.

g. Work Session Summary
    i. Discussed the monthly Board communications.
    ii. Started the conversation to begin The Academy's next strategic plan.
    iii. Reviewed the Governance annual work plan.

VI. Executive Summary

a. Vote on the Library Resource Policy.
Sarah Drewlow moved to approve the Library Resource Policy. Seconded by Jen Halford.

Discussion: None
Ayes: Keven Sanchez, Dan Klenjoski, Kristen Cofrades and Larissa Fransua
Nays: None

b. Vote on the Disclosure of Information to Federal Immigration Authorities Policy.
Sarah Drewlow moved to approve the Disclosure of Information to Federal Immigration Authorities Policy. Seconded by Jen Halford.

Discussion: None
Ayes: Keven Sanchez, Dan Klenjoski, Kristen Cofrades and Larissa Fransua
Nays: None

c. Vote on the Payroll Policy.
Sarah Drewlow moved to approve the Payroll Policy. Seconded by Jen Halford.

Discussion: None
Ayes: Keven Sanchez, Dan Klenjoski, Kristen Cofrades and Larissa Fransua
Nays: None

d. Vote on the Time & Effort Policy.
Sarah Drewlow moved to approve the Time & Effort Policy. Seconded by Jen Halford.

Discussion: None
Ayes: Keven Sanchez, Dan Klenjoski, Kristen Cofrades and Larissa Fransua
Nays: None

e. Vote on the Construction Projects Policy.
Sarah Drewlow moved to approve the Construction Projects Policy. Seconded by Jen Halford.

Discussion: None

Ayes:	Keven Sanchez, Dan Klenjoski, Kristen Cofrades and Larissa Fransua
Nays:	None

VII. Adjourn Meeting – Sarah Drewlow adjourned the meeting at 6:58 pm.