Prepare | Explore | Empower

The Academy
Board of Directors

Work Session
Monday, December 15, 2025
5:00 – 5:55pm

Agenda

Monthly Board Communications Review *10 Minutes*

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

Executive Director Evaluation *20 Minutes*

Expectation: The Board will discuss the Executive Director's evaluation process.

Athletics Facilities Upgrade Spending *25 Minutes*

Expectation: The Executive Director will share an update on project costs, design, and timeline.

Prepare | Explore | Empower

The Academy
Board of Directors

Board Meeting
Monday, December 15, 2025
6:00pm

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 November 17, 2025 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. Presentation and Discussion
a. School Safety Update - *Expectation: The Executive Director will present a reflection on the school's recent lockdown experience.*
b. New Course Approval for AP Human Geography and Pathophysiology - *Expectation: The Chief Academic Officer will present a new course recommendation from the High School Principal and SACademic Committee.*
c. First Read of Mid-Year Budget Modification - *Expectation: The Executive Director will present a proposed amendment to the approved school budget.*

d. 26-27 Academic Calendar - *Expectation: The Executive Director will present a proposed Academic Calendar for school year 2026-27.*
e. Cell Phone & Personal Electronic Devices Policy and Communication – *Expectation: Board members will complete a final read of the proposed new policy on student use of cell phones and other personal electronic devices.*
f. 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.
g. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

V. Reports from Directors, Principals, and Committees
a. Executive Director Report – *Expectation: The ED will update the Board on progress toward financial and operational strategic priorities.*
b. Chief Academic Officer Report - *Expectation: The CAO will update the Board on progress toward instructional and cultural strategic priorities.*
c. Committee Reports – *Expectation: Committee Chairs will update the Board on progress with each committee.*
    i. Finance – See meeting minutes.
    ii. SACademic – See meeting minutes.
    iii. PTO – No meeting this month.

VI. Executive Summary
a. New Course Approval for AP Human Geography and Pathophysiology – *Expectation: Board members will vote to approve the proposed addition to the High School Course Catalog.*
b. 26-27 Academic Calendar – *Expectation: Board members will vote to approve the proposed Academic Calendar for school year 2026-27.*
c. Cell Phone & Personal Electronic Devices Policy – *Expectation: Board members will vote to approve the proposed Cell Phone Policy.*

VII. Adjourn Meeting

Return to Agenda

Prepare | Explore | Empower

The Academy
Board of Directors

Board of Directors
Board Meeting Minutes
Monday, November 17, 2025

Board Members Present:		Also Present:	
Sarah Drewlow	Chairperson	Brent Reckman	Executive Director
Kevin Sanchez	Vice Chairperson	Sarah Gramarossa	Chief Academic Officer
Dan Klenjoski	Treasurer	Andrea Foust	Director of Finance
Kristen Cofrades	Secretary	Stacy McCleskey	Exec. Admin. Manager
Autumn Coffee	Board Member - online	Kia Murray	CSI Consultant
Jen Halford	Board Member - online		

Minutes of the regular Board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on, November 17, 2025.

I. Open Meeting
A quorum being present, Sarah Drewlow called the meeting to order at 6:00 pm.

II. Consent Agenda
a. Kevin Sanchez moved to approve the October 27, 2025, minutes. Seconded by Kristen Cofrades

Discussion:	None
Ayes:	Sarah Drewlow, Dan Klenjoski, Autumn Coffee, Jen Halford
Nays:	None

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

IV. Presentation and Discussion
    a. Annual Financial Audit
        i. Auditor
            1. It was discovered that our auditor, John Cutler, failed a peer review process this calendar year.
            2. This process is normal and it's not uncommon for concerns to be brought up.
            3. The auditor's licensure or certification status is not impacted by this review.
            4. CSI will accept the audit that was completed by John Cutler.
            5. It was disappointed that John Cutler did not contact The Academy regarding the review findings and a Request for Proposal was issued to other auditors. Feedback is expected in December.
            6. Members of the Finance Committee do not have concerns with the audit.
        ii. Audit
            1. Our liabilities improved so our net position went in a positive direction.
            2. There was a $3.5 million general fund balance increase.
            3. John Cutler called in to give a brief report and answer questions. He reported that the audit went well. He gave us a clean report with no difficulties or major problems.
    b. Athletics Facilities Upgrade Spending
        i. The recommended investment for this project is $8 million.
        ii. Best practice is to have 55-90 days cash on hand; we currently we have 200 days cash on hand.
        iii. It has been determined that maintaining 80 days cash on hand, or $5 million, is a conservative approach to financial management.
        iv. Considerations should include changes in future revenue (PPR increases/decreases) and expenditures including staff salary and benefit increases.
        v. Different scenarios were thought of:
            1. Worst case scenario is a 1% PPR increase and a big enrollment decline. This would cause us to cut back on school supply lines or use cash on hand.
            2. Middle case scenario is a 2% PPR increase and a small enrollment drop. With this scenario we could maintain current levels.
            3. Best case scenario is a 3% PPR increase with flat enrollment. This would enable us to rebuild cash reserves.
        vi. Athletic Director Marc Verikas gave a presentation of the improvements that would be associated with this project.
            1. Upgrades would increase student involvement at home games.
            2. This project would give The Academy a functioning game facility with new turf, press box, new scoreboard, lights, fieldhouse, concessions, bathrooms and a ticket booth.
            3. Another phase would be to develop the dirt parking lot into a practice field.

4. Indoor upgrades to the gyms would include new bleachers, new basketball hoop motors, new paint in the south gym, new scoreboard in the north gym, refinish gym floors.
5. This project would generate income with home games.
6. The Board will vote on this project in January.

c. Cell Phone & Personal Electronic Devices Policy and Communication
   i. A new law was passed requiring schools to implement a student communications policy by September 2026.
   ii. CSI provided templates to assist with the development of the new policy.
   iii. K-5th grade: there are no changes because it is a cell phone free environment already.
   iv. 6th - 8th grade: many changes were made last year to restrict cell phone use.
   v. 9th - 12th grade: many changes were made last year to restrict cell phone use.
   vi. Beginning in September 2026, there won't be any cell phones/devices in any academic setting across K-12.
   vii. There was feedback that "academic setting" needs to be clearly defined as well as clearer communication to parents.

d. Work Session Summary
   i. Board communications were reviewed.
   ii. The Attendance Policy was reviewed.
   iii. Preparation was done for the Board Self-Evaluation in January.
   iv. Discussion was had about the Executive Director's Evaluation.
   v. There was extra time in the work session so reports were given by Executive Director and CAO.

V. Reports from Directors, Principals, and Committees

a. Executive Director Report
   i. Finance-the audit was reviewed.
   ii. Operations-roof repairs were discussed and immediate maintenance will be done.
   iii. Facility-the construction project is moving ahead and no contingency funds have been used.

b. Chief Academic Officer Report
   i. Work is being done on new policies.
   ii. The graduation trajectory remains on track for 2026.

c. Committee Reports
   iv. Finance
      1. The committee made a choice to incorporate a new process to use a quarterly balance sheet to add extra data reporting. This will be helpful to watch our cash flow.
      2. First read of the amended budget process was done.
      3. Discussed construction and athletics budgeting.
   v. SACademic – There was no meeting this month.
   vi. PTO – Trunk or treat went well. There were more secondary students this year due to the haunted house.

VI. Adjourn Meeting – Sarah Drewlow adjourned the meeting at 7:31 pm.

Return to Agenda

THE ACADEMY OF CHARTER SCHOOLS

Prepare | Explore | Empower

Cell Phones and Other Personal Electronic Devices

Purpose

To establish clear, developmentally appropriate guidelines for student use of cell phones and other personal electronic devices during school hours and school-sponsored activities, in compliance with C.R.S. 22-1-149. This policy balances student safety, access to learning technologies, and responsible device use while maintaining a focus on academic engagement and school culture.

Student use of personal electronic devices will be limited at school. The school will limit student use of such devices during the school day within differentiated and defined parameters that support student learning, student well-being, and safety at each developmental level.

Definitions

- **Personal Electronic Device:** Includes, but is not limited to, cell phones, tablets, smartwatches, headphones, and portable gaming devices.
- **Instructional Time:** The period during which classroom instruction is taking place, as defined by the school schedule.

Expectations by Developmental Level

Elementary (Grades K-5)- For students in grades K-5, personal electronic devices must be in the "off" or "silent" position and stored out of sight at all times during the school day and when students are under the supervision of school personnel.

Secondary (Grades 6-12)- For students in grades 6-12, personal electronic devices must be in the "off" or "silent" position and stored out of sight at all times when students are in academic settings under the supervision of school personnel.

General Provisions

1. **Allowable Use**
    - During instructional time only with explicit permission from the classroom teacher or as required by an Individualized Education Program (IEP), 504 Plan, or other documented accommodation.
    - In certain non-academic settings as determined by the school and family handbook at that grade level.
2. **Restricted Use**
    - To engage in academic dishonesty, bullying, harassment, or other misconduct.

- To record, photograph, or livestream without permission from staff and all individuals being recorded.
- In areas where privacy is expected (e.g., restrooms, locker rooms).

3. **Staff Discretion**
   Teachers and staff in collaboration with administration may set additional expectations for their classrooms/academic settings, provided they are:
   - Clearly communicated to students and families
   - Developmentally appropriate
   - Not in conflict with this policy or student rights under C.R.S. 22-1-149
4. **Equity Considerations**
   The school will not discipline or penalize students for lack of access to personal electronic devices. No instructional activity will require students to use a personal device unless school-provided alternatives are made available.
5. **Emergency Use**
   In an emergency, students may use personal electronic devices to contact parents or guardians if it is safe and appropriate to do so. School personnel may also direct students to use devices for communication.
6. **Policy Violations**
   Inappropriate use of personal electronic devices may result in:
   - Verbal warnings
   - Confiscation of the device for the remainder of the day
   - Parent notification or conference
   - Repeated violations may result in temporary or progressive restrictions and consequences.

LEGAL REFS.:

C.R.S. § 22-1-149 (Electronic devices in school settings – policy required)

Return to Agenda

Prepare | Explore | Empower

Executive Director Board Report – December 2025 Meeting

Expectation: Share information about ongoing implementation of initiatives in support of the Finance & Operations section of The Academy's 5-year Strategic Plan and other Board priorities.

Finance

The Board finalized the 2025-26 Data Dashboard at the August meeting. The Executive Director will present a mid-year update as it pertains to the Bi-Annual Finance & Operations Scorecard after the semester break.

The annual audit was presented to the full Board at the November meeting. The Finance Team has since begun work building the mid-year amended budget. The Finance Committee reviewed that budget amendment in its meeting earlier this month and unanimously recommended that the Board approve the proposal.

Operations

As described in last month's report, repair work has begun on the Main Campus roof.

The Director of Operations recently shared the operations feedback survey with school staff. This survey is shared twice per year at the end of each semester to collect data on the quality of customer service provided by the operations team (HR, Finance, IT, Custodial, Facilities, Front Office, and Clinic) to school staff. Those data will be reported to the Board through the Operations Scorecard.

The school experienced a lockdown event on Tuesday, December 2nd. The situation proved to be a false alarm but still caused quite a bit of fear and anxiety across the school community. The Senior Admin Team spent a week or so following that event collecting information, communicating with students, staff, and families, providing additional support to targeted groups and individuals, and identifying action steps for improvement moving forward. This experience will be a topic on the December meeting agenda for the Board to debrief in greater detail.

Facilities Master Plan Update

Work is moving forward steadily on the building expansion project. Framing is well underway, and the new space will be sealed off to the outside soon. Things have progressed smoothly in recent weeks with no major surprises and no new use of contingency funds. We will continue to share updates on that work throughout the school year.

The Academy's architect (HCM) has completed Design Development and begun work on Construction Documents for the athletics project that is also included in the Master Plan. Our contractor (JHL) will present another round of updated pricing this week. The Finance Committee unanimously approved a spending recommendation for the Board in regard to this project. The Executive Director will continue a discussion with the Board on plans and options in the December meeting with a goal of approving an appropriate resolution along with the budget amendment in January.

Return to Agenda

Prepare | Explore | Empower

Chief Academic Officer Board Report –December 2025 Meeting

Expectation: Share information about ongoing implementation of initiatives in support of the Instruction & Culture section of The Academy's 5-year Strategic Plan and other Board priorities.

Instruction & Culture Scorecard

Each level is currently taking their Middle of the Year assessments (STAR/MAPS). This data will be shared at the Data Presentation meeting on February 23, 2026. This data will also inform instructional decisions for the second semester.

CAO December Snapshot

Continued work to revise and edit the Cell Phone and Electronic Device Policy along with the community communication. CAO is working with CSI on audits for student services (IEP, 504, ALP, MLL). The feedback from the audits will be used to refine and continue developing our supports and services for students. We are also in our December Count Data Submissions process and CAO is working with various departments to ensure error free submissions.

CAO is collaborating with principals to develop plans for retention efforts particularly in the 2nd into 3rd grade. Continuing work on drafting and revising the Attendance Policy. CAO also attended a Career and Technical Education Conference with HS administration and our CTE Business/Marketing Teacher to learn best practices and research backed curriculum and tools to support our programming.

Graduation Trajectory (Percent of seniors on track to graduate.)

The cohort (Class of 2026) has 137 students.

At this time, 99% of this cohort is on track to graduate in May 2026. 12 students are on a watch list. These students currently have 2 F's and are being closely monitored.

CDE and all schools in Colorado account for students who are in programs where they are taking 5, 6, or 7 years to meet the graduation requirements. These include postsecondary programs (ASCENT, P-TECH,

TREP) or Special Education 18-21 Transition services. For the students in this group (7 students currently), 88% are on track to graduate in May 2026.

Attendance Update

As of 12/5/25, our year to date attendance across PK-12 is 92.1%. Our goal is 95% attendance rate. This is on par with last year at this same time.

A Draft Attendance Policy will be reviewed at the January or March Board Meeting. The Senior Administration along with the Attendance Team reviewed the current policy along with current best practices and current Student/Family Handbook language. In reviewing each of these resources, it was decided that the current Attendance Policy needed to be updated to remove certain practices and to include others.

CAO Strategic Initiatives

Big Rock 1 - Low Growth Among Students Identified with READ Plans and/or Reading Deficits

K-5 Literacy Interventionists have identified students who require READ Plans and intervention. All students identified are in small pull out groups, coteach, or push in classrooms with interventionists. K-5 is focusing on small group instruction in literacy to differentiate instruction.

Big Rock 2 Declining Growth in Elementary Math

Students identified are in small pull out groups, coteach, or push in classrooms with interventionists. K-5 is focusing on small group instruction in math to differentiate instruction.

Big Rock 3 Low Growth in Middle School Math

Students identified are in coteach or push in classrooms with interventionists. Response to Data cycles will be implemented on Friday PD days.

Big Rock 4- Low Growth in Middle School Reading

Students identified are in coteach or push in classrooms with interventionists. Response to Data cycles will be implemented on Friday PD days.

Big Rock 5- Low Growth in Special Education and MLL Literacy

Low growth in both the Special Education and MLL population in literacy with a focus on research based intervention and a literacy interventionist to provide differentiated instruction. Both programs are implementing Read 180 or English 3D to differentiate instruction for students. (Similar structure to the work done in math over the past year that has yielded stronger growth results.)

Return to Agenda

Finance Committee

December 2025 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:

Dan Klenjoski, Kris Kelley, Tony Marola, Kristine Jackson, Suzie Galbraith, Andrea Foust, Brent Reckman

1. **Welcome and Review Protocols**

   Expectation: All committee members will review norms and 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. **Financial Report Review**

   Expectation: The November Financial Report was shared in advance. The Committee will review and discuss current position and any open questions.

Notes:

The November Financial Report largely tracked expectations and led to no major questions or concerns. Revenues lagged slightly behind last year's comparison (42.4% YTD for FY26 vs. 46% YTD for FY25). This is primarily due to the delay in federal fund distribution. Federal grant money has started to trickle in, but it will still take some time to catch up. Expenditures were similar to last year's comparison (37.3% YTD for FY26 vs. 36.3% YTD for FY25). There were some fluctuations due to ongoing construction payments.

3. 2nd Read of Amended Budget

Expectation: The Executive Director will present an update to the mid-year budget modification that was introduced last month.

Notes:

No major changes were made to the amended budget since the first read in November. Updates included minor true-ups for PPR and enrollment on the revenue side as well as salaries and benefits on the expense side. Committee members had no major questions. The committee unanimously recommended that the Board approve the proposed amendment.

4. Construction Budget Update

Expectation: The Executive Director will provide regular updates on current status of the budget for the ongoing construction project.

Notes:

No additional use of contingency funds since last month. The budget continues to move forward as expected.

5. Self-Assessment

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

Notes:

Next Meeting: January 8, 2026

Return to Agenda

SACademic Committee

December 2025 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: Lisa Lefebvre, Brent Reckman, Sarah Gramarossa, Min Cho, TImothy Fifer, Ioana Dutchievici, Stephanie Pearl, Jennifer Zaccone, Kristen Harkness

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:

2. Changes to Course Catalog- 2nd Read of Course Proposals (Not needed- see Notes)

Notes: At the October 2025 meeting, The Committee reviewed the new courses, asked pertinent questions, and unanimously recommended the 2 new course proposals to the Board. The Board will vote on the proposals at the December Meeting.

3. Family, School, & Community Partnerships Plan

Expectation: The committee will review current volunteerism data and discuss the recognition ideas. Timothy Fifer will update the team on any current data and events pertaining to the Career Exploration Fair and Post Secondary goals in the 25-26 Family, School, and Community Partnerships Plan.

Notes: Timothy reviewed SWOT analysis of our current Career and Academic Preparedness along with data related to the measurable goals on the Family, School, and Community Partnerships Plan. The committee members present asked questions and made suggestions. Some of the suggestions included: more communication with families and students about ICAP, Academic and Career Pathways, CE/AP courses, eand more direct conversations with counselors on academic pathways. It was also suggested to raise some of our measurable goals to above 50% in this area since we have reached the goals. This will be considered based on the end of year data for next year's plan. The committee did not discuss volunteerism data at this meeting.

Slideshow:
https://www.canva.com/design/DAG3qLohD34/Mt2KTtFODIFrOFXSfueqPQ/view?utm_content=DAG3qLohD34&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=h988a389ad1#1

4. Self-Assessment

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

Notes: 4

Next Meeting: Optional Meeting with FBLA on January 8, 2026. Next Official Meeting on February 2, 2026.

Return to Agenda