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The Academy
Board of Directors

Work Session
Monday, January 26, 2026
5:00 – 5:55pm

Agenda

School Safety Update *15 Minutes*

Expectation: The Academy's School Resource Officer will present an annual update on school safety.

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.

Governance Annual Work Plan – Administrative Succession Planning *15 Minutes*

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

Ongoing Policy Review *15 Minutes*

Expectation: The Board will regularly review new and existing policies as needed for compliance and alignment with the school mission and vision. This month we will review the Attendance Policy.

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The Academy
Board of Directors

Board Meeting
Monday, January 26, 2026
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 December 15, 2025 minutes.
c. Approval of Special Meeting 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 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 – No meeting this month.
    iii. PTO – See PTO meeting minutes.

V. Presentation and Discussion
a. Final Read of Mid-Year Budget Modification - *Expectation: The Executive Director and Director of Finance will present final adjustments to the approved school budget.*
b. Charter School Institute Annual Review Report - *Expectation: The Executive Director and Chief Academic Officer will present the final version of CSI's annual report on The Academy's performance.*
c. 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.
d. 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. Approval of Amended Budget – *Expectation: The Board will vote to amend the budget with the proposed modifications.*

VII. Adjourn Meeting

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The Academy
Board of Directors

Board of Directors
Board Meeting Minutes
Monday, December 15, 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	Susan Wagar	Director of Operations
Kristen Cofrades	Secretary	Stacy McCleskey	Exec. Admin. Manager
Larissa Fransua	Board Member	Kelly Jacobsen	SRO
Autumn Coffee	Board Member-online	Andrea Foust	Dir. of Finance-online

Minutes of the regular Board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on, December 15, 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 November 17, 2025, minutes. Seconded by Larissa Fransua

Discussion:	None
Ayes:	Sarah Drewlow, Dan Klenjoski, Kristen Cofrades, and Autumn Coffee
Nays:	None

III. Public Comment
SRO Kelly Jacobsen and Stephanie Bean Keller (parent) were in attendance for the school safety update.

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IV. Presentation and Discussion
    a. School Safety Update
        i. A lockdown was announced by our new voice alert system that is in the developmental stage.
        ii. The system was not meant to be live and was accidentally accessed through the phone system by a staff member who misdialed an extension.
        iii. Staff and students immediately went into lockdown mode.
        iv. Some staff members knew about the new system and quickly identified that it was a false alarm.
            1. Reflections
                a. Staff and students did a good job of getting to a safe space quickly.
                b. There are opportunities for growth with the system before it goes live.
                c. Administration has debriefed with staff many times.
                d. A communication was sent to families asking them to share their feedback on the situation.
                e. Every piece of community feedback was given a response.
                f. Further conversations over the phone or in person were offered.
                g. High school students were given the opportunity to share their feedback on the situation.
                h. Executive Director is confident that the community is satisfied with the feedback process
            2. Opportunities
                a. Teachers will be given more thorough training each August. We will dedicate more time to go through the emergency protocols in our emergency folders.
                b. Secondary students will watch a video with emergency protocol information during the first week of the new school year.
                c. Two lock down drills are scheduled each year and the support of police officers is given.
                d. The key aspect of lockdown practice involves sheltering in place until police officers have cleared the rooms.
                e. Further training with staff and older students will be done to go over other situations like bathrooms, recess, parking lot, etc.
            3. Action Steps
                a. Update lockdown protocols and the training that is tied to it.
                b. IT will identify the locations where the speakers were hard to hear or install a strobe.
                c. Appropriate staff will be identified and given keys for safe spaces such as locker rooms.
                d. Staff will be trained on the new system and empowered to make a lockdown call over the PA.
    b. New Course Approval for AP Human Geography and Pathophysiology
        i. Each course was unanimously recommended by the SACademic Committee in

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October.

ii. Each course provides higher lever courses for students.
    1. AP Human Geography Overview
        a. There are no prerequisites to take this course, but students should be able to read college level text.
        b. 9th grade students will be allowed to register for this course.
        c. This course covers the Colorado standards set for Geography in high school.
        d. This course aligns vertically across Kindergarten through 12th grade.
    2. Pathophysiology
        a. There are many options for curriculum. AP recommends a curriculum that is published by The National Geographic, but all options are being reviewed by administration.
        b. This course would be the fourth course offered in the Health Science pathway.
        c. Mr. Martinez will teach this course and may need to obtain the proper certification.

c. First Read of Mid-Year Budget Modification
    i. The Finance Committee completed the first and second read of the budget and it was unanimously supported that the Board adopt the modification.
    ii. The budget is created by using a PPR estimate in the summer and then updating it with our current PPR which is 1832.88
    iii. The staffing totals were updated with recent new hires with actual costs.
    iv. All benefit costs were trued up after open enrollment was finalized.
    v. The revenue line increased by $500,000 since the amended budget was approved.
d. 26-27 Academic Calendar
    i. Special attention was paid to Spring Break and administration hopes that it aligns with FRCC.
e. Cell Phone & Personal Electronic Devices Policy and Communication
    i. The feedback that was given at the November meeting was used to make changes.
    ii. The wording for “elementary” and “secondary” were reviewed.
    iii. The term “academic setting” was removed because the definition is different across levels.
    iv. Expectations were set by developmental level which are defined as Elementary (K-5) and Secondary (6-12).
    v. The length of the communication to families was shortened and hyperlinks were added.
f. Work Session Summary
    i. The Board reviewed the monthly communications.
    ii. There was discussion about the Executive Director’s evaluation.
    iii. Updated information was given on the athletic facility upgrade.
    iv. Committee Reports were given.

V. Reports from Directors, Principals, and Committees

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a. Executive Director Report
    i. Each Board member reviewed the report and there were no questions or concerns.
b. Chief Academic Officer Report
    i. There are 137 students in the Class of 2026 and 99% are on track to graduate in May. There are 12 students on the watch list and they are being monitored and mentored.
    ii. The attendance rate is hovering at 92%, which is on par for last year at this time. The attendance goal is 95%.
    iii. The draft Attendance Policy is being reviewed and the term "partial absence" is being redefined.
c. Committee Reports
    iv. Finance
        1. The meeting was very straight forward.
        2. A final read on amended budget was done.
        3. There is good attendance among the members and they are active and give good feedback.
    v. SACademic
        1. This month was an information meeting with no action items.
        2. The committee focused on the Family, School, & Community Partnerships Plan and discussed the Career Exploration Fair.
    vi. PTO – No meeting this month.

VI. Executive Summary
a. Vote on AP Human Geography and Pathophysiology as new courses.
Sarah Drewlow moved to approve AP Human Geography and Pathophysiology as new courses. Seconded by Kevin Sanchez.

Discussion: None
Ayes: Dan Klenjoski, Kristen Cofrades, Autumn Coffee, and Larissa Fransua
Nays: None

b. Vote on 26-27 Academic Calendar.
Sarah Drewlow moved to approve the 26-27 Academic Calendar. Seconded by Kristen Cofrades.

Discussion: None
Ayes: Dan Klenjoski, Kevin Sanchez, Autumn Coffee, and Larissa Fransua
Nays: None

c. Vote on Cell Phone & Personal Electronic Devices Policy.
Kevin Sanchez moved to approve the Cell Phone & Personal Electronic Devices Policy. Seconded by Larissa Fransua.

Discussion: None
Ayes: Sarah Drewlow, Kristen Cofrades, Dan Klenjoski, and Autumn Coffee
Nays: None

VII. Adjourn Meeting – Sarah Drewlow adjourned the meeting at 7:27 pm.

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Board of Directors
Special Board Meeting Minutes
Friday, November 14, 2025

Board Members Present:

Sarah Drewlow	Chairperson
Kevin Sanchez	Vice Chairperson
Autumn Coffee	Board Member
Larissa Fransua	Board Member
Jen Halford	Board Member

Minutes of the special board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on, November 14, 2025.

VIII. Open Meeting

A quorum being present, Sarah Drewlow called the meeting to order at 3:35 pm.

IX. Consent Agenda

a. Motion to approve the meeting agenda made by Sarah Drewlow, seconded by Jen Halford.

Discussion:	None
Ayes:	Kevin Sanchez, Autumn Coffee, Larissa Fransua
Nays:	None

X. Executive Session

a. 3:45 pm - Motion to move into Executive Sessions pursuant to Colorado Revised Statute 24-6-402 4b for the purpose of conferences with an attorney to receive legal advice on the appeals process and procedure under Colorado Revised Statute 22-33- 105 and 106 and related legal advice and Colorado Revised Statute 24-4-402 4h for the discussion of individual students related to Colorado Revised Statute 22-33-105 and 106: Board Appeal hearing where public discussion would adversely affect the student involved made by Sarah, seconded by Kevin. All other Board members voted aye; motion carried.

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i. First Executive session under 24-6-402 4b occurred between 3:45pm and 4:46pm. This executive session was not recorded.
ii. Second Executive Session under 24-6-402 4h occurred between 4:51pm and adjourned at 6:15pm. This executive session was recorded.
iii. Third Executive session under 24-6-402 4b occurred between 6:17pm and adjourned at 6:48pm. This executive session was not recorded. The board motioned to exit executive session and reenter the general meeting at 6:48pm.

b. Board resumed regular session at 6:50 pm.

XI. Executive Summary

a. Motion to uphold the Denial of Admission made by Sarah Drewlow, seconded by Larissa Fransua.

Discussion: None
Ayes: Kevin Sanchez, Autumn Coffee, Jen Halford
Nays: None

b. Motion to appoint the Board's counsel to type up the Board's findings and submit them to both parties within 10 business days made by Sarah Drewlow, seconded by Larissa Fransua.

Discussion: None
Ayes: Autumn Coffee, Jen Halford
Abstained (connection issue): Kevin Sanchez

c. Motion to adjourn meeting made by Sarah Drewlow, seconded by Larissa Fransua.

Discussion: None
Ayes: Autumn Coffee, Jen Halford
Abstained (connection issue): Kevin Sanchez

XII. Meeting adjourned - Sarah Drewlow adjourned the meeting at 6:55 pm.

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Executive Director Board Report – January 2026 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 at the February Board meeting.

The annual audit was presented to the full Board at the November meeting. The Finance Committee completed its review of the mid-year amended budget in its December meeting and unanimously recommended that the Board approve the proposal. The Finance Team has added updates to that amended budget as new information has come through this month. Everything is looking very positive. The final amended budget will be presented to the Board this month for approval.

The Finance Team will begin work building the FY27 budget in February.

The Finance Committee has been considering changing auditing services for the next few years. It recently put out a request to four auditing firms and received three proposals in return. After reviewing all three proposals, the committee recommends moving forward with Hoelting staring with the next audit cycle.

Operations

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. A preliminary review of those data was very positive. A complete report will be shared to the Board through the Operations Scorecard in February.

Substantial repair work was completed on the Main Campus roof in December. The Finance Team allocated additional money in the mid-year amended budget to complete similar repair work on the roof at North Campus as well as move forward with identified HVAC repair and replacement. The Director of Operations is currently working with the school's roofing and mechanical contractors to schedule that work.

Enrollment Update

The deadline for prospective families to apply to be included in the open enrollment lottery for the 2026-27 school year was January 15th. As of that date, 480 students had applied for grades K-12. That number is up by 57 students or 13.5% compared to last year. This is an encouraging sign following recent investments in new school marketing strategies.

Current families were also asked to complete an Intent to Return form earlier this month. Right now, 97.5% of families are reporting that they plan to return for the 2026-27 school year. That is very similar to the 98% rate reported at this time last year.

Facilities Master Plan Update

Work is moving forward steadily on the building expansion project. Framing is nearly complete, the roof is installed, a new HVAC RTU has been placed, and the space will be completely 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 Construction Documents and requested permits for the athletics project that is also included in the Master Plan. Our contractor (JHL) has updated pricing with no increases or surprises. This work in on track to begin in April.

The Finance Committee unanimously approved a spending recommendation for the Board in regard to the athletics project. The initial plan was to include an appropriation resolution along with the amended budget to approve use of general fund reserves for this project. With the updated timeline and budget, though, the Finance Team does not expect to need to draw on general fund reserves in FY26 for this work. Instead, anticipated costs are included in the amended budget that the Board will approve this month. General fund reserves will most likely not be needed until after July 1st. An appropriation resolution for that use will be included alongside the FY27 budget approval later this year.

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Chief Academic Officer Board Report -January 2026 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 has taken their midyear assessments and level teams are analyzing and synthesizing the data to adjust and plan for individual students/groups for the second semester along with identifying trends and patterns to inform decision making. This data will be shared at the Data Presentation meeting on 2/23.

CAO January Snapshot

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.

CAO and the Attendance Team have completed an updated draft of the Attendance Policy which will be shared and discussed at the January board meeting.

CAO and ED have been collaborating with families, staff, and admin to develop the upcoming strategic plan.

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.

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 1/20/26, our Year to Data attendance rate is 92%. We are trending about .5% higher than last year at this time. Chronically absent rates across levels: K–5- 32% of students are considered chronically absent (This is down from 40% at this point last year), 6-12- 18% of students are considered chronically absent (This is down from 21% at this point last year).

Attendance initiatives and communications will continue at each level with a focus on our elementary level. Level Administration have prioritized families that have not responded to letters or other communication and have been holding attendance meetings. They will also be meeting with families at conferences to develop support plans.

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.

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Finance Committee

January 2026 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, Andrea Foust, Suzie Galbraith, 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 December Financial Report was shared in advance. The Committee will review and discuss current position and any open questions.

   Notes:

   The December report tracked with past years and met expectations. There were no questions

or concerns.

3. **Amended Budget Update**

Expectation: The Executive Director will review final updates to the amended budget ahead of Board adoption later this month.

Notes:

Final updates to the amended budget included new per pupil revenue and mill levy equalization numbers. Mill levy equalization funding increased substantially due to the passage of a new Adams 12 mill levy last November. This additional review was primarily assigned to property lines to help pay for ongoing construction costs.

4. **Construction Budget Update**

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

Notes:

Construction continues to move forward smoothly. There has been no new use of contingency funds in the past month.

5. **Auditor Request for Proposals**

Expectation: The committee will review auditor proposals and make a recommendation to the Board.

Notes:

The committee has been considering changing auditing services for the next few years. It put out a request to four auditing firms and received three proposals in return. After reviewing all three proposal, the committee recommends moving forward with Hoelting staring with the next audit cycle.

6. **Self-Assessment**

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

Notes:

Next Meeting: February 5, 2026

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The Academy of Charter Schools

PTO Meeting Minutes

January 7, 2026

Call to Order:

A meeting of The Academy of Charter Schools PTO was called to order at 6:02 pm on Wednesday, January 7, 2026, by Ioana Makkai-Dutchievici.

Attendees:

Kate Karnik, Co-Vice President

Stephanie Bean Keller - online

Ioana Makkai-Dutchievici, Treasurer

Bryan Button, Fundraising Coordinator

Mindy Fell, Hospitality Coordinator

Susan Wagar, Secretary

Past Events:

Raising Canes Spirit Night- Bryan has emailed the coordinator to get an update

- Bryan - propose - have a generic sticker that says spirit night with a QR code to show where the spirit night is located

Holiday Bazaar

- Communication went well - more outward communication
- More people came through than 2024
- Looking for ways to have a bigger population with school community
- See if students want to make things to sell??
- The vendor - Josie - to the right of the steps to Santa - when Santa was less busy, she had more sales

Future Events:

Glow Party - 6:00 - 7:30 on Friday, February 6

- DJ confirmed
- Food
  - Popcorn from the theater - Kate
  - Kate will bring to Susan to have TAs put in bags
  - Ioana buy bags for the popcorn

    - Loved the baggies with cereal, chocolates, etc., the popcorn; fruits and veggies not popular
    - Bryan - Whole Foods - donations??
        - Pretzels
        - Chex
        - M&Ms - plain so we avoid peanuts
    - Water only
- Decor
    - Posters in storage
    - Amazon wish list to put in the WW
    - No tape on the floor
- Rowdy - Susan will get the costume; Mindy will wear it??
- Volunteers
    - Cafeteria - at least 2 for each shift of 45 minutes
    - Set up - 3:45
    - Help DJ at 5:30
    - Tear down
    - 3 at the sales table
    - Face painting?? - Susan will ask the art club
    - Swag table
- Parent Teacher Conferences - February 10-11
    - Snacks on Wednesday
        - Susan will give numbers for each level
    - PTO table during conferences? - just at north
- Future Spirit Nights
    - January 20 - Red Robin - 5:00 - 8:00 pm
        - Bryan will check if we can be there
        - Flyer
    - February 17 - Panda Express - 104th and Federal
    - Top Golf - Kate is working on this - April

Finance Report

- Decide on how to spend the $30K
    - Pick a date to meet and discuss
    - Invite some teachers to join
- Susan to work on the sheds?

The meeting adjourned at 6:53 pm.

Respectfully submitted,
Susan Wagar

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The Academy of Charter Schools

Appropriation Resolution FY 2026

Pursuing Truth, Wisdom, Excellence

Mission Statement: The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character and relationships.

Background:

The Academy Board shall adopt an appropriation resolution at the time it adopts the budget. The Appropriation resolution shall specify the amount of money appropriated to each fund: except that the operating reserve authorized by section 22-44-106(2) shall not be subject to appropriation for the fiscal year covered by the budget, and except that the appropriation resolution may, by reference, incorporate the budget as adopted by the board for the current fiscal year.

The amounts appropriated to a fund shall not exceed the amount thereof as specified in the adopted budget. 22-44-107(2)

Appropriation Resolution:

Be it resolved by The Academy Board of Directors, a CSI authorized school located in Adams County, that the amounts shown in the following schedule be appropriated to each fund as specified in the Adopted Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Fund		
1. General Fund (Fund 11)		**$33,157,070.53**
2. Internal Service Fund (Bldg Corp.)		**$14,333,532.97**

Board Chair Signature: _____

Date of Adoption:_____

Ref: C.R.S. 22-44-106
C.R.S. 22-44-107
Academy Budget FY 2025
CDE Financial Policy and Procedures Manual

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