



Board of Directors' Meeting

February 9, 2026

General Session 6:00 p.m. – 7:30 p.m.

- I. **Preliminary**
 - a. Welcome to Visitors
 - b. Pledge of Allegiance
 - c. Director's Role Call
 - d. Reading of Team Norms
 - e. Approval of Last Meeting Minutes
 - i. January 12, 2026
 - f. Approval of Tonight's Agenda
- II. **Committee Reports**
 - a. **Board Development**
 - i. Colorado Charter League Date Reminder
 - b. **Finance Team**
 - i. Financial Reports
 - ii. Meeting Report
 - c. **Growth Feasibility**
 - i. Report
 - ii. First Reading
 - a) Facilities Rental Agreement
 - iii. BEST Grant and Capital Projects
 - a) Master Plan
 - d. **Personnel**
 - i. No Report
 - e. **School Accountability**
 - i. Next Meeting March 19, 2026
- III. **Administrator's Report**
- IV. **Public Comment**

(Comments will be given 2 minutes each)
- V. **Discussion Items/New Business**
 - a. **Open Items**
 - i. Discussion on support for staff during difficult times
- VI. **For the good of the cause**
- VII. **Adjournment of General Session**

Next Meeting Date:

GENERAL SESSION

Monday, March 16, 2026

Team Norms

~ AACCS Board of Directors ~



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- We all commit to having integrity before, during and after meetings.
 - We commit to listening, hearing and respecting each person's point of view.
 - We commit to coming prepared, being engaged and professional in all our meetings.
 - We will all fulfill our commitments and obligations.
 - We will review our norms every meeting and evaluate ourselves twice a year.

Created March 2014

A team is a group of people working interdependently to achieve a common goal for which members are mutually accountable.



Board of Directors
General Meeting
January 12, 2026

Meeting called to order at 6:03 pm

- I. Preliminary
 - a. No Visitors
 - b. Roll Call for Directors and Administration
 - i. Ms. Akerly (presiding)
 - ii. Ms. Manuel
 - iii. Ms. Lang
 - iv. Ms. Horne (via zoom)
 - v. Ms. Tracy (administrator)
 - c. Reading of team norms by Ms. Manuel
 - d. Approval of last meetings minutes
 - i. Motion to approve Dec 1st and special meeting 30th, 2025 Meeting Minutes by Ms. Manuel, unanimously approved
 - e. Approval of Tonight's agenda
 - i. Motion to approve agenda by Ms. Akerly, unanimously approved
- II. Committee Reports
 - a. Parent Tour
 - i. Considering slide shows for Parent Tours. Some St. Elizabeth parents with education background, therefore the questions were more academically aimed questions. A lot more parents than normal.
 - ii. Most Parent came from postcards
 - iii. Feb 4th, March 4th
 - a. Board of Directors Evaluation
 - i. To be completed Feb 2nd
 - b. Coffee and Donuts with the Board event
 - i. Chrome books and hard copies available for families to take survey
 - ii. Wednesday January 21, 2026 8-9am
 - c. Flacon Flash - Recommended to create a sign up sheet for our Coffee and Pastries with the Board
 - iv. Begin Town Hall Strategy
 - b. Ms. Manuel is going to email our Board our Town Hall plan from two years ago.
 - c. Ms. Akerly, Ms. Manuel and Ms. Tracy work collaboratively to finalize the communication plan
 - v. Legal Bylaw and Board Book
 - A. Board to review and read memo

- b. Finance
 - i. Motion to approve Fund Expenditure Budgets, appropriating budget from original amount \$10,043,311 to revised amount \$ 10,863,834 by Ms Akerly, second by Ms Manuel
 - c. RDC
 - i. Charter third reading
 - ii. RUN FOR FUNDS
 - d. Growth Feasibility
 - i. Ms Akerly to bring bids for Combined Exterior and sealant project to Finance meeting
 - ii. Ms Akerly and Ms Lang to review Facilities Rental agreement
 - e. Personnel
 - i. No recommendations
 - f. School Accountability
 - i. No recommendations- Next meeting March 19, 2026
- III. Administrators Report
- a. Technology Update - Gadellnet our environment is a small/medium sized network which is based on running devices. Knowing that we want to upgrade our security system, moving to a cloud based phone network, and interactive smart boards for all classrooms moves us to the enterprise level.
 - b. Firewall is expiring in June, 2026 and the recommendation is to replace our firewall in June. Shante is working to get the firewall approved by March. There will need to be quick decisions made once the pieces start to come together with cost
 - c. Board members received Gadellnet overview and full discussion of suggested upgrade
 - d. Expansion includes increased ISP bandwidth from 500 Mbps to 1 Gbps. Replace the existing ISP Ethernet and multi-mode fiber, installing cabling and replacing damaged structured cabling. Firewall and UniFis are all expired.
 - e. Recommendation is to get fiber through the building and with an Erate discount it is estimated to about 140K
- IV. Public Comment
- a. No public comments
- V. Discussion Items
- a. Administrative Staffing Capacity and Organizational Needs
 - b. Motion to restructure administrative staff by adding third assistant principal by Ms Akerly, unanimously approved
- VI. For the Good of the Cause
- a. Racquel wants to thank Nicole Striker for hosting and organizing the holiday party. Food was delicious and vast activities creating a fun environment
 - b. Tonoa wants to shout out to success with parent tours thus far
 - c. Racquel wants to thank all Board Members for dedication, commitment and collaboration to attend special meeting
 - d. Tonoa shout out to Ms Tracy for hosting and organizing Martha's retirement party

Adjournment of General Session 7:44pm

Next Meeting Date:
General Session - Monday February 9, 2026

January 29, 2026

Attendees:

Bart Skidmore

Racquel Akerly (Editor & Board Recommendation Author)

Salvador Mendoza

Amy Tracy (Recorder)

Board Recommendation:

BEST Grant 15% match discussion, possibly creating considerations in putting a pause on the parking lot project.

Notes:

- Resolution signature: Deadline, isn't a problem because the Board has already approved and documented the resolution, the sooner the better.
 - Question - Are bond dollars included in the resolution
 - Take out bond dollars what is the variance
 - Technology this and last year after November 2024
 - Est. of Revenue for this year \$284,000
 - General Fund Balance \$1.3 MM
- Bart and Kristine BEST Grant Meeting Update
 - \$3-4MM
 - We can match \$1MM up to \$1.5
 - *Should we wait on completing the parking lot*
 - No issues on having enough on record for the match portion
 - Spend appropriation
 - Move it up to capital spend
- Dec. Financials
 - Rev. 50% - Last Year Matched
 - Salaries Benefits 43.5% / Last Year 41%
 - Purchased services 55% / Last Year 64%
 - Doesn't include other purchasing services and contracts, but we still are tracking less spend than previous year
 - Building 61% / Last Year 46 %
 - Paying down Debt
 - *acceleration of debt services paid over 9 months instead of 12*
 - Supplies 30% / Last Year 45%
 - Capital Tech - 32% / Last Year 97%
 - Last Year's High Ticket Line Items
 - Janitorial and Maintenance Supplies
 - Office and administrative supplies and software
 - Instructional software

- Fund balance
 - Putting in 1.5MM
 - 3.7MM in overall fund balance
- Expenses Overall 39% - Last Year 52%
- Building Corp
 - Interest Income - 25K
 - Lowering of interest rates
- Debt Service is set for the year
- Labor 4.478MM
- Operating Budget
 - Positive variance of about 30K

School year 2026-2027 Budget Considerations

- 1.2MM Margin
- Enrollment
 - Need 80 kids
 - AACCS can go as low as 445 on enrollment to get a break even budget
- Finance formula under discussion
 - Taking into consideration at risk kiddos
 - Little over 3% increase in PPR
- APS salary comparison review
- Staffing plan review
- Ongoing Enrollment Projection

Jan 14, 2026 | Facilities Planning Team Meetings

Attendees: Amy Tracy Garrett Hoch Racquel Akerly Megan Lang ~~James Kamb~~

Board Recommendations

- No recommendations at this time

Notes

- Thoroughly explored all quotes for the asphalt
 - Rob's quote includes all the items we are looking to improve.
- Looked through the Exterior envelope project
 - Difficult to find a company that can answer to our facility needs
- Updates for HVAC Maintenance contract
 - Electrical box has been moved away from the water tank - Thank you Garrett Hoch
 - Garrett has been exploring options and may already have a recommendation
- Exterior Lights
 - Doesn't seem to get light enough- front of building
 - Add to the BEST GRANT
 - Security issue
 - Ordered a second light timer
 - The light by the gym is struggling to function correctly
- Racquel Akerly and Garrett Hoch connected Jan 16, 2026
 - Exterior Lights at the back of the building
 - Garrett is getting a bid from a light company to change out all lights on the poles and against the building
 - Jan 23, 2026
 - HVAC Maintenance bid
 - TCR Mechanical
 - Jan 23, 2026

Action items

- ~~Racquel Akerly~~ - Push quotes to Bart for review
- ~~Racquel Akerly~~ - Contact Rob Van Vleet for scheduling
- ~~Racquel Akerly~~ and ~~Megan Lang~~ - Review Rental Agreement
- Garrett Hoch - HVAC recommendation

Facilities Rental Agreement



Aurora Academy Charter School
10251 East First Avenue
Aurora, Colorado 80010
(303) 367 - 5983

Facilities Rental Agreement Form

Activities conducted in Aurora Academy Charter School (“AACs”) facilities must comply with all applicable AACs policies, Aurora Public Schools regulations, Board of Directors policies, and all state and local laws. Renters are responsible for reviewing the attached **Rental Facilities Guidelines** prior to submitting an application. See the attached Rental Information Packet

The following must be on file (submitted and approved) prior to facility scheduling. If any changes occur, the Coordinator of Services must be notified immediately.

- Completed Facilities Rental Agreement
- Completed Facilities Information Form
- \$500 refundable security deposit
- Signed Release of Liability
- Certificate of Liability Insurance naming Aurora Academy Charter School as Additional Insured
- Minimum \$1,000,000 Combined Single Limit
- Proof of 501(c)(3) status (if applicable)

The undersigned agrees to assume full responsibility for the care, use, and condition of all rented facilities and to comply with all AACs policies and guidelines.

Signature: _____

Printed Name / Title: _____

Date: _____

Phone: _____

Email: _____

Address: _____

Approved by AACs _____



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Facilities Rental Information Form

Organization: _____

Activity Description: _____

Activity Date Request: _____

Non Profit Status

(Proof of 501©(3) required for nonprofit rates)

- Yes
- No

Primary Contact: _____

Phone: _____

Email: _____

Address: _____

Facility Area Request: _____

Days of the Week (if recurring): _____

Access Time: _____ Vacate Time: _____

Estimated Attendance: _____

Equipment Requests: _____



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Release of Liability

The undersigned agrees to release and hold Aurora Academy Charter School, its Board of Directors, employees, agents, and volunteers from any liability from non-school use of facilities

Signature: _____

Printed Name / Title: _____

Date: _____



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Rental Facilities Guidelines

1. All facility rentals are coordinated through the Coordinator of Services.
2. Applications must be submitted at least 21 days prior to the event.
3. Full payment is due 14 days prior to the scheduled event.
4. Long-term rentals require monthly payment in advance.
5. Rental time is billed from unlock to final vacate.
6. Renters are responsible for supervision, conduct, and cleanup.
7. Any damages will be assessed against the security deposit.
8. AACCS reserves the right to deny or terminate rentals due to:
 - a. Policy violations
 - b. Non-payment
 - c. Safety concerns
 - d. Excessive wear or damage

Insurance Requirements

All renters must provide a Certificate of Insurance with

- Minimum \$1,000,000 Combined Single Limit
- AACCS listed as Additional Insured
- Carrier rated B+ or better (A.M. Best)

Insurance may be waived only for AACCS sponsored organizations with written Board approval

Security Deposit

A \$500 refundable security deposit is required for all rentals and will be returned if the facility is left in satisfactory condition.



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Rental Regulations

- No alcohol, tobacco, or open flames
- No food or drink in gym areas
- No access to non-approved equipment
- No electrical appliances
- Decorations require prior approval
- Children must be supervised (**1 adult per 20 children**)
- No storage of renter property on site

Rental Categories and Fees

CATEGORY A – *AACS AFFILIATED NONPROFITS*

(PTO, PTA, Booster Clubs, school-sponsored student groups)

Facility	Fee
Gymnasium	\$0 (school days, ends by 9:00 PM)
Cafeteria	\$0
Library	\$0

CATEGORY B – *NON PROFIT ORGANIZATIONS*

Facility	Rate
Gymnasium	\$ 90/hr (2-hr minimum)
Cafeteria	\$ 85 per session
Library	\$ 50 per session

CATEGORY C – *FOR PROFIT / PRIVATE USE*

Facility	Rate
Gymnasium	\$ 125/hr (2-hr minimum)
Cafeteria	\$ 125 per session
Library	\$ 75 per session

Security Deposit: \$500 (Categories B and C)



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Long Term Rentals

Maximum term contract: 12 Months
Subject to annual review and adjustments
Rates may be adjusted to reflect operational costs

Signage

No Signage before 7:00 PM the day before
No additional external lighting
All signage must be removed immediately after the event

Facilities Rental Agreement Changes

Feb 6, 2026 | 📅 Finalize Rental Document [TENATIVE]

Attendees: Megan Lang Racquel Akerly

Notes

- Updated facilities rental agreement to modernize the overall agreement, guidelines, and fee schedule to reflect current economic conditions and risk exposure
 - Insurance language still needs to be reviewed by the Board and possibly considerations for Finance Committee review and/or legal
- Fees aligned with current Aurora market rates as well as possible liability towards additional wear and tear of our facilities
 - More clarification was added to define payment timelines
- Deposit increased to reflect actual damage risk or cleanup cost
- Added categories
 - School affiliated organizations under Category A to cover full basis
 - We already have a rental request, but I feel this will help protect the school and keep everyone on the same page (especially parent volunteer groups)
- Stronger long-term rental controls

Action items





Principal's Report

February 9, 2026

Prepared by: Amy Tracy

Academics:

Assessment:

School Events:

- SOAR Event Rescheduled
- Movie Night Rescheduled April 9th

Other:

- 26/27 SY Calendar
- Salary Schedule
- Enrollment Projection
- Staffing Plan
- Policy (New) Payment timeline for hourly employees