Prepare | Explore | Empower

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.

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 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
    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
   i. 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.
   ii. 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.
   iii. 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.