Swallows Charter Academy
Regular Board Meeting Minutes

Mission

The mission of Swallows Charter Academy is to encourage all students to strive for academic excellence by providing content-rich curriculum in a safe environment that nurtures character development and supports creative expression.

Date & Time:
Monday, April 9, 2026
5:30 Regular Meeting
and Executive Session

EXECUTIVE SESSION – PERSUANT TO CRS24-6-402(4): AN EXECUTIVE SESSION WILL BE CONDUCTED TO DISCUSS PROPERTY (A), TO RECEIVE LEGAL ADVICE FROM AN ATTORNEY (B), CONFIDENTIAL MATTERS REQUIRED BY STATE OR FEDERAL LAW (C), SECURITY ARRANGEMENTS OR INVESTIGATIONS (D), CONTRACT NEGOTIATIONS (E), PERSONNEL MATTERS (F), PROTECTED DOCUMENTS CONSIDERATIONS (G), AND STUDENT PERSONNEL (H).

Location:
101 Civic Center Dr.
Pueblo West, CO 81007
(High School Commons)

- K. Roberts calls meeting to order and Pledge of Allegiance at 5:30 pm
- **Roll Call - Board Members Present:** K. Roberts, President, L. DeHerrera, Vice President, S. Sandstrom, Treasurer, E. McWhorter, Secretary, J. Reese, Board Member, **Administration/Staff Present:** Mr. Hawken, Dr. Meyer, Dr. Compton, T. Edson assisting with minutes.
- **Motion to approve/amend agenda**
  Motion made by K. Roberts, with second by Jen Reese
  Resolved by roll call
- **Open forum**
- **Presentations/Good News**
  1. **PTO Update – Megan Storm**
     - Jen Reese serving as Treasurer
     - Reviewed current financial standings
     - Focus on increasing student activities and engagement
     - Upcoming and ongoing activities outlined
     - Supporting 8th Grade Continuation Day
     - Planning Staff Appreciation efforts
     - Currently working on obtaining raffle license
     - Collaboration with NJHS and Student Council (StuCo), who have been assisting with initiatives
  2. **Student Activities & Achievements**
     - Cast recognized for performance of *Anastasia, the musical* and performed *"St. Petersburg"*
     - High School Ovation Choir participated in state competition
     - Intermediate Choir earned 2nd place in Advanced division
- **Information from the Board**
  1. **Budget Report**
     - Proposed budget currently being reviewed in a work session
     - District is under budget in several areas
     - No major concerns noted at this time
     - Question raised by Sarah Sandstrom regarding whether a vote is needed to cover track expenses

2.Programs & Operations

- Camp Jackson: discussion about renaming and returning the program to 5th grade
- Food Service: currently catching up financially
    - Final payment expected in June or July

3. Election Planning

- Six board candidates confirmed
- Candidate biography submission deadline: Wednesday
- "Meet the Candidates" Open House scheduled for the 28th from 6:00–8:00 PM
- Five questions will be used during the event
- Vote counting to be conducted by Cheryl Vincent and Mary Cabrera after voting occurs on May 6th and 7th.

- **Information from the Executive Director/Administration**
    1. **Board Elections Update**
        - **Ongoing updates shared regarding board election process and timeline**

    2. Enrollment Updates

    - **Online Enrollment: Numbers are increasing with a few additional students enrolling**
    - **Homeschool Enrollment:**
        - **10 new students enrolled**
        - **Potential to explore a tuition-based model**
        - **Anticipated need for additional teachers if growth continues**

    3. Other Updates

    - **Preschool Project**
        - **Water rights have been purchased**
        - **Site preparation underway (curbs and gutters cleaned)**
        - **Weekly meetings being held for design and budget planning**
        - **Groundbreaking anticipated in August**
        - **Question raised regarding when pricing will be locked in**
        - **Estimated 2-week window dependent on permitting timeline**
- **Work Session**
    1. **First look at the 2026-27 Budget Draft:2026–27 Budget Draft (First Look)**
        - **Draft budget currently shows a $465,000 deficit**
        - **Shortfall partially offset by:**
            - **Addition of 5th and 8th grade classrooms**
            - **Estimated 10 additional homeschool students**
        - **Budget currently excludes preschool revenue**
        - **Reductions made in cleaning and legal fees**
        - **Budget will be readjusted in May**
        - **This item will return as an action item in May**
        - **Current year described as a "cushioned budget"**
        - **Next year projected as a "skeleton budget"**
    2. **Second Reading:** Facility Usage Policy - added square footage on the attachment

3. **First Readings:** 2 Background Check Policies summary - separation of background and volunteers.
4. **Schedule Fall Board Retreat:** Table to finalize board retreat until June
5. **Executive Director (ED) Eval Tool Revisions: Strategic Plan will be reviewed at the February Board meeting and during the Board Retreat**
    - **The Strategic Plan is intended to align directly with organizational goals**

Process Overview (3 Key Documents/Stages)

1. **Post–Board Retreat**
    - **Board provides document to the ED outlining priorities identified at the retreat**
    - **ED begins development of goals and implementation plan**
2. **August Presentation**
    - **ED presents objectives and outlines how goals will be achieved**
3. **Ongoing Evaluation Timeline**
    - **December: ED provides progress report; Board gives feedback and support as needed**
    - **January meeting: Board provides additional feedback**
    - **April: ED presents evidence demonstrating completion of goals**
    - **May: Board President provides final feedback to ED**

Documentation & Accountability

- **Board will maintain records of goals and supporting evidence throughout the process**
- **Board members are encouraged to review documents and provide feedback/comments**

Additional Notes

- **Evaluation timeline should be incorporated into the hiring process**
- **All personnel-related matters will be handled in Executive Session**
- **Process is intended as a tool for growth, development, and accountability**

6. Board Self-Evaluation- Clarification needed on the objective of the Board Self-Evaluation process

- Question raised: Is this intended to be a **team-based evaluation or an individual evaluation activity?**
    - Item to be added to the **Board Retreat agenda** for discussion and clarification

- **Consent Agenda** Motion made by K. Roberts, with second byLaura DeHerrera
  Resolved by roll call
    1. Approval of Minutes from Board Meeting on February 9, 2026
    2. Approval of Minutes from Board Meeting on February 11, 2026
    3. Approval of Minutes from Special Board Meeting on March 9, 2026
    4. Approval of the Facility Usage Policy

5. Acceptance of Resignations

- **Action Items**
  1. Do self assessment
  2. Look over new evaluation tool
  3. Think about volunteers when it comes to background checks
  4. Be here on April 28th for the Meet the Candidates Night
  5. Post new policy

- **Executive Session:** *PERSUANT TO CRS24-6-402(4): AN EXECUTIVE SESSION WILL BE CONDUCTED TO CONFIDENTIAL MATTERS REQUIRED BY STATE OR FEDERAL LAW (C)*
- **Assignments Recap**
- **Adjourn Motion:** Motion made by K. Roberts, with seconded by L. DeHerrera, Resolved by roll call adjourned at 7:17 p.m.

5.11.26
Date Approved

President

Secretary