Swallows Charter Academy
Regular Board Meeting

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, May 11, 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)

1. **Board President K. Roberts called the meeting to order at 5:30 PM, followed by the Pledge of Allegiance.**
2. **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.
3. **Approval of Agenda:Motion to approve the agenda was made by K. Roberts and seconded by L. DeHerrera. Motion carried.**
4. **Voting Open for the Membership**
5. **Open forum - None**
6. **Presentations/Good News**
    1. Art awards were recognized and presented by Dr. Compton.
    2. Laura DeHerrera was recognized for three years of service as a Board Member and thanked as she now transitions to a 2nd Grade teacher at Swallows Charter Academy.
7. **Information from the Board**
    1. Budget Report
        - No finance meeting was held.
        - The annual audit is upcoming.
        - End-of-year budget projections remain on target.
        - Kathryn was commended for her work managing the budget
        - Advertising and equipment expenses are currently over budget; all other categories remain at or significantly below budget projections.
        - Discussion occurred regarding land and improvement expenditures related to the preschool project, including land survey costs.
    2. **Election Results**
        - Emma McWhorter and Josh Gurley were elected as Board Members
    3. **Updated new class enrollment**
        - Enrollment updates for new classes were reviewed.
    4. **Others**
        - Jennifer Reese requested future reporting regarding students who have left the school and any potential correlation to survey findings and staff
8. **Information from the Executive Director/Administration**

1. **Enrollment Update**
    - The school is approximately halfway to its enrollment goal for 5th and 8th grades
    - Discussion occurred regarding waitlist availability and enrollment decisions
    - Administration reported that waitlisted families are still considering enrollment options and that outreach calls have been completed
2. **Online Program**
    - An online program flyer was presented
    - Five students are currently enrolled at the high school level
3. **D60 SCAPC Update**
    - Administration discussed the upcoming D60 SCAPC presentation
    - Talking points include data-driven results, core knowledge curriculum, and the school's educational impact
    - A ten-minute presentation is planned
4. **Graduation Details**
    - Graduation expectations and logistics were reviewed.
    - Board Members were encouraged to wear solid colors on stage
    - Rehearsal is scheduled for 10:00 AM on the morning of graduation
    - Board and administration photos are scheduled for 5:15 PM
5. **Athletics Updates**
    - Four students qualified for state swimming competitions
    - Oren Myer set a new school record
    - Greyson Garcia also set a new school record
    - Student athletes compete through the Pueblo County Hornets swim program
    - Kailey Pearson and Aiden Black from Swallows Charter qualified for state track competition, Kailey as the returning high jump champion defending her title
    - One student is a possible state qualifier in girls golf
    - S. Sandstrom noted that middle school track was well represented

9. **Work Session**
    1. **Second Readings: 2 Background Check Policies**
        - Background check policies were reviewed during second reading.
    2. **ED Eval Tool Revisions**
        - Additional revisions are needed before final approval
        - A shared Google document has been created for collaborative edits
        - The Board plans to revisit the item next month in order to establish an updated policy before the next school year
        - Current policy language was noted as outdated
        - Discussion occurred regarding employment agreement timelines, with most employee agreements finalized in July
    3. **Board Self-Evaluation**
        - Board members were encouraged to complete self-evaluations if they had not already done so.
        - Discussion focused on improving onboarding procedures for new board members.
        - Suggestions included:
            - Creating a formal onboarding checklist
            - Establishing a new board member committee

- Providing training on school budgeting and governmental accounting procedures
- Including meetings with legal counsel and administration during onboarding
- Discussion also included avoiding meetings during July when possible.

4. **SHEP Tuition**
   - Discussion occurred regarding tuition for the Friday homeschool enrichment program
   - State funding regulations prohibit participation in more than one state-funded program simultaneously
   - Some families have expressed interest in participating in multiple programs
   - Proposed tuition rate discussed was $125 per day, with additional discussion planned for the June meeting.
   - State rate was noted as $140 per day
   - Comparable programs at Villa Bella and Family Worship Center were referenced
5. **First Reading: Online Program Policy**
   - Board members were asked to review the policy prior to the June meeting.
   - Discussion included:
     - Students may not bypass waitlists
     - Enrollment policy adjustments related to the online program
     - Funding structures within the general fund
     - Alignment with the Extension Program
     - Curriculum considerations
     - Adding medical situation exceptions to policy language
6. **Staff Handbook Changes**
   - Proposed updates to the staff handbook were reviewed.
   - Changes included:
     - Annual leave policy updates
     - Professional responsibilities related to unemployment purposes
     - Recommendation to include chronological revision records at the bottom of each policy
7. **Amended FY 2026-27 Budget**
   - Administration reported an increase in Per Pupil Revenue (PPR) from the state
   - Salary schedule increases were discussed
   - District 70 salary increases were referenced for comparison
   - Administration stated the budget can remain conservative while still supporting salary increases
   - Three salary schedule adjustments are included in the amended budget
   - Experience and educational lane placement procedures were discussed
   - Approval of the budget would include approval of step increases and a 4% salary increase
   - Finance Resolution was reviewed

10. **Consent Agenda - K. Roberts motioned to approve, S. Sandtrom seconded. Laura DeHerrera abstained from voting. Resolved by roll call, motion carried.**
    1. Approval of Minutes from Board Meeting on April 13, 2026

2. Approval of the Background Check Policies
3. Acceptance of Resignations
4. Approval of New Hires
5. Amendments to the staff handbook

11. Action Items - K. Roberts motioned to approve, E. McWhorter seconded. Laura DeHerrera abstained from voting. Resolved by roll call, motion carried.

1. Approval of Amended Budget

- The amended FY 2026–2027 budget was presented for approval

12. Assignments Recap

- Assignments and responsibilities were reviewed by the Board.

13. Adjourn

- Motion to adjourn was made by K. Roberts and seconded by L. DeHerrera. The meeting adjourned at 7:01 PM.

6-1-26 Emma S. McWhorter

Date Approved President Secretary