

Caprock Academy Board of Directors
Tuesday, May 12, 2026
Regular Business Meeting at 6:00 p.m.
Caprock Academy - 714 24 1/2 Rd, Grand Junction, CO 81505

Meeting can be viewed virtually via Zoom.

In order to attend the meeting via video conference, use the link below:

In order to attend the meeting by phone, dial the number below and follow the prompts:

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Meeting ID: 863 5020 6719

Passcode: 707033

If you are attending virtually and have a public comment, please fill out the Board Meeting Public Comment form located on the Board of Directors page on the school's website no later than one hour prior to the start of the meeting. During the public comment period, any forms submitted will be read aloud by a board member.
All virtual participants will be muted by the host.

Mission: We help all students achieve their highest academic and character potential, using proven accelerated academic programs while providing a safe environment.

I. Pledge

II. Call to Order: KJ Kline, CABOD President @6.03pm

Board Member in attendance in person: KJ Kline, Ryan McCulley, Jenna Coffman, Randy Wilkens.

Board Member in attendance via zoom: Ryan Schramm.

5/6 Board members present. Quorum met.

New Board Member in attendance in person: Josh Quigley.

Others in attendance in person: Matt Diers, Nicky Quinlan, Torin Perrett, Dana Thomas, Elizabeth Thomas, Jeff Phillips, Kerry Phillips, Taylor Phillips, Shannon Tokos, Taylor Smith, Caroline McGlade, Kerri Schulze, Candice Freeman, David Rojas.

Others in attendance via zoom: Brandy Mustoe, Bridgette Lauricella, Megan Salazar, Tonja Combs, Kim Melancon, Jessica Rix, Andrea Simonds-Cummings, Shannon, Katie Smith, Robert Fenske, Takara Montover, Raluca Perrett, Tara Barnes, Tracee Flenard, Darlene Rice, Jenaye Powell, Kandy Poff, Jennifer Buniger, Michael McManus, Noah Palmen, Christine Santisteban, David Rojas, Brian Goodbar, Unidentified user - Samsung SMS906U.

III. Agenda Adoption

A motion was made to adopt the agenda. **1st Ryan McCulley, 2nd Jenna Coffman.**

5/5 Board members present agreed. Motion carried.

IV. Vision

Vision: Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence

and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

V. Presentation of Excellence: Tisha Moore

Mr. Diers commended Tisha Moore, Director of Communications, for her work with the new website and the process she has completed with getting our brand out into the community. She has worked hard to promote the school on different platforms and in new ways.

VI. Volunteer of the Month : Senior Flag caretakers: Taylor Smith, Taylor Phillips, Zoey Polson, Avery Brophy, Emma Chavez, Elizabeth Thomas

These 6 seniors were commended with their dedication to raising and lowering the flags every day. Taylor Smith, Taylor Phillips and Elizabeth Thomas were here in person to accept their certificates presented by Mr. Diers.

VII. General Public Comments

Members of the public may address the Board during this portion of the agenda on any topic. **Please fill out the check-in form prior to the start of the meeting indicating your interest in addressing the board.** This comment period is not limited to items on the agenda. **Public Comments are limited to three (3) minutes and the total general public comment time is limited to twenty (20) minutes total.** *The Board will not respond to comments during this period but may direct staff to follow up as appropriate.* The Board reserves the right to limit or end public comment that it deems to be defamatory, insulting, abusive, disruptive, or does not comply with character expectations of the Caprock community. Please note that this Public Comment time is separate and distinct from a parent's opportunity to seek Board review of a matter concerning a specific student and a particular class and/or a specific circumstance of administration of a policy (see the Family Handbook, Grievance Policy SE8.5). Similarly, this opportunity is separate and distinct from a Caprock employee requesting Board review of a specific employment matter (see the Employee Handbook, Grievance Policy E 15.0).

1 public comment was made regarding technology use for students.

- Mr. Perrett spoke regarding the use of technology and the age of the laptops that HS students use. He believes that more should be done to support students when they are expected to use computers to submit homework, but we teach no computer skills.

VIII. Consent Agenda

- i. Consent Agenda (CABOD Members may request any item(s) be removed to be considered in full at meeting)
 - i. April 14, 2026 Regular Board Meeting Minutes
 - ii. April 27, 2026 Special Board Meeting Minutes
 - iii. PTO
 - iv. CASAC
 - v. Treasurer's Report

A motion was made to accept the consent agenda as supplied. **1st Jenna Coffman, 2nd Randy Wilkens. 5/5 Board members present agreed. Motion carried.**

IX. Financial

Mr. Wilkens mentioned that the current year budget as presented in the Treasurers Report has changes due to the Mineral Lease Grant money.

A motion to approve the revised 2025/2026 budget was made by reading the 2025-2026 supplemental Budget Appropriation Resolution dated April 28, 2026, with the value of \$12,029,766. **1st Ryan McCulley, 2nd Jenna Coffman. 5/5 Board members present agreed. Motion carried.**

- i. Consideration and possible approval of February and March 2026 Financial Reports as submitted

Mr. Wilkens presented the February and March 2026 Financial Reports. He discussed changes that were made and where corrections were made.

A motion was made to accept the February and March 2026 financial report as presented in the work packet. **1st Jenna Coffman, 2nd Ryan McCulley. 5/5 Board members present agreed. Motion carried.**

- i. Resolutions
- ii. Consideration and possible approval of 2026/2027 School Year Budget

This is not ready for approval now, but there have been changes made recently by the finance committee. The vehicle money is reduced from \$300,000 to \$100,000 due to the purchase of a new vehicle this year. The substitute salary was reduced to \$111,000. There is \$20,000 added for the transportation expense for low-income families. We will also save money on books, as we are using class sets not giving them individually to students to keep.

X. Old Business Discussion

- i. None

XI. Old business Action

- i. Policies for review and possible vote
 - i. Family Handbook
 1. Policy AP 10.5 Graduation Requirements

A motion was made to adopt policy AP 10.5 Graduation Requirements as presented in the packet. **1st Jenna Coffman, 2nd Ryan McCulley. 5/5 Board members present agreed. Motion carried.**

2. Policy Family Handbook TBE State Assessment and Parental Refusal

A motion was made to adopt the State Assessment and Parental Refusal Policy. **1st Ryan McCulley, 2nd Jenna Coffman. 5/5 Board members present agreed. Motion carried.**

XII. Executive Session pursuant to:

- i. Pursuant to C.R.S. § 24-6-402(4)(f)(I), to discuss personnel matters related to the annual performance evaluation of the Head of School.

A motion was made to enter executive session Pursuant to C.R.S. § 24-6-402(4)(f)(I), to discuss personnel matters related to the annual performance evaluation of the Head of School. **1st KJ Kline, 2nd Jenna Coffman. 5/5 Board members present agreed. Motion carried.**

Entered Executive Session at 6.50pm.

People invited into executive session: Jenna Coffman, Randy Wilkens, Ryan McCulley, KJ Kline, Ryan Schramm, Matt Diers.

The executive session is to perform, in private, the annual performance evaluation for Mr. Diers at the end of the 2025/2026 school year.

- ii. Return to open session

Returned to open session at 7.21pm

XIII. New Business Discussion

- i. Change of Board Members

Ryan Schramm and Jenna Coffman have come to the end of their terms. Ryan Schramm is being replaced by Josh Quigley and Jenna Coffman is going to complete another term.

- ii. Recognition of Outgoing Board Members & Mr. Diers

Ryan Schramm was awarded a plaque for his dedication to the board from August 2022 to May 2026.

Mr. Carlo was awarded a plaque for his dedication to the board from May 2024 to April 2026.

Mr. Kline recognized Mr. Diers as his term as Head of School is coming to an end. He was praised for his willingness to serve Caprock and for his help within the school.

- iii. Seating and Oath of New Incoming Board Members

Jenna Coffman and Josh Quigley both took the board oath, to be repeated later with the notary.

Mr. Quigley took his board seat for the rest of the board meeting, while Mr. Schramm left the meeting.

- iv. Consideration and Possible Vote of Board Officer Positions

A motion was made to vote KJ Kline as Board President, Ryan McCulley as Vice President, Randy Wilkens as Treasurer and Jenna Coffman as Secretary. **1st Jenna Coffman, 2nd Randy Wilkens.**

v. CSI Resolution Charter Renewal Presentation from CSI

The Charter Renewal is in progress. Mr. McManus presented the detailed timeline associated with the renewal and we are on track with submissions, with more deadlines coming. CSI has a site visit here on September 2nd.

vi. CASAC Annual survey presentation

CASAC presented the findings of their surveys that have recently been completed. Their findings showed that the main issue is communication. Better communication is needed across the school and from admin to teachers and parents. Consistency between classes and between realms is needed, also between each staff member and all students. The next point was enforcement of rules and policies, like the dress code and behavior expectations, across all teachers, all grades and all administrators. The fourth recommendation related to High School Growth opportunities and student experience. This was regarding increasing opportunities to increase retention. With ideas like concurrent enrollment, increased electives and more extracurricular opportunities. The last finding was to make sure the 20th anniversary of Caprock is celebrated during the 2026-2027 school year.

vii. 2025-2026 student fee schedule – 1st Look

The student fee schedule has a few changes this year. The new SIS platform – Infinite Campus, will help with the fee management and make it easier to collect fees. The fees go towards consumable costs in the classrooms. At the end of each year, student fees are zeroed out and new fees are applied in July.

viii. 26/27 Board meeting Dates

New board meeting dates have been proposed for next year, so they can be posted to the website. There were no issues with any of the proposed dates.

ix. Summer Reading for the Board

In the hope of increasing the knowledge of the board with regard to duties, roles and responsibilities for board members, Mr. Kline proposed a new book for the board and Head of School to read.

x. Board Retreat

The board retreat is proposed for the week of June 15th. During the board retreat, there will be discussions regarding the new book for the board members and to see if it is a good fit. If so, it will become part of the package for a new member. Mr. Kline has a selection of things to discuss during the retreat for the next school year. An agenda will follow soon.

XIV. Reports

i. HOS update

Mr. Diers talked about the 20th anniversary of Caprock and how we should promote the school and our mission with the aim to get our brand into the community and see if we can increase enrollment and retention.

Testing is coming to an end, with just a few AP tests remaining. With this being the 1st time testing was online, there were no real issues or technology problems.

Track is done with 12 athletes going to the state meet in Denver.

Included in the packet is the Caprock enrollment advertising strategy. This is what has been done as a team to increase enrollment and increase brand awareness. There are some new logos in the process of being created to rebrand for the 20th anniversary and also to update the brand and make it more elegant.

The Caprock mileage reimbursement plan will be starting in July. There has been \$20,000 allocated for the program, to help cover some cost of travel for the free/reduced lunch population.

Graduation is May 20th, everyone is invited to attend. Of the 33 graduates this year, 14 are staying in town and are going to CMU. A CMU rep was here last week and presented over \$5.5 million of scholarship awards to those going to CMU.

The last performance for the theater department is this week.

Infinite Campus is up and running. Training for staff starts in June. Data is starting to be transferred.

ii. Board dashboard

The dashboard was reviewed by the board. They commented on the STAR testing data from the recent STAR tests that have just been completed.

iii. Enrollment Report

1. Intent to enroll/waitlist

Now, enrollment numbers are at 777 for the start of the next school year. This will change as the summer progresses.

iv. CSI Charter Renewal Status

There were no follow-up questions regarding the presentation from Mr. McManus from CSI.

XV. Policies – 1st look

i. Family Handbook

1. Family Handbook TBD: Remote Learning & Emergency Closure Policy

It was suggested that the statute number be added to the policy. This policy is ready for approval next month.

2. Academic Program Policies-AP 1.0

There are a few minor grammatical fixes needed, and this policy is ready for approval next month.

3. Family Handbook TBD CORA Requests

There were a few wording/formatting changes needed, and a couple of minor grammatical edits needed. This policy is ready for approval next month.

4. Policy SE 23.0 Cell Phone Policy

There was a discussion regarding methods of application for a CORA request to be discussed by the Governance Committee next time they meet. This policy is ready for approval next month.

ii. Employee Handbook

1. PTO Policy Addendum: Accrual Guidelines

There were some questions and discussions regarding how much PTO can be taken per year in relation to the capped amount, and some clarification regarding the rollover of PTO and how PTO is paid out at separation. This policy is ready for approval next month.

2. Policy E 3.0 Business Hours

There was a discussion to see if this policy could be combined elsewhere in the handbook. This will go back to the Governance Committee for discussion. This policy is ready for approval next month is needed.

ii. Vacant Seat update

Due to Mr. Carlos resignation, the empty seat is still needing to be filled. Candidates are still welcome to apply.

XVI. New Business Action

XVII. Future Agenda Items

XVIII. Adjourn @ 9.29pm

A motion was made to adjourn. **1st Jenna Coffman, 2nd Ryan McCulley. 5/5 members present agreed. Motion carried.**