Prepare | Explore | Empower

The Academy
Board of Directors

Board Meeting
Monday, September 28, 2026
6:00pm

Agenda

I. Open Meeting
The Academy's mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with personal empowerment to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion. With this in mind, the Board of Directors welcomes all members of our community to this meeting and invites each person to begin our time together in whatever way will help ground you for thoughtful and productive discussion - a few deep breaths, a prayer, a moment to organize your thoughts, or whatever meets your needs.

II. Consent Agenda
a. Approve Agenda
b. Approval of August 31, 2026 minutes.

III. Public Comment
The chairperson will recognize anyone who signs the request form before the meeting time. Public comment and input shall be limited to fifteen minutes total, ten minutes per topic, and 2 minutes per speaker. Neither Board members nor Academy staff is obligated to respond to comments or input. The Board will provide written responses as deemed appropriate.

IV. Reports from Directors, Principals, and Committees
a. Executive Director Report – *Expectation: The ED will update the Board on progress toward financial and operational strategic priorities.*
b. Chief Academic Officer Report - *Expectation: The CAO will update the Board on progress toward instructional and cultural strategic priorities.*
c. Committee Reports – *Expectation: Committee Chairs will update the Board on progress with each committee.*
    i. Finance – See meeting minutes.
    ii. SACademic – See meeting minutes.
    iii. PTO – PTO is currently on hold.

V. Presentation and Discussion
   a. After School Care Programming - *Expectation: The ED will update the Board on changes currently being considered for After School Care programming structures.*
   b. Supporting Appropriate Staff-to-Student Relationships – *Expectation: The CAO will provide an update on the Board's ongoing work supporting appropriate staff-to-student relationships.*
   c. Niche.com School Rankings Report – *Expectation: The ED will review the latest school rankings through Niche.com.*
   d. Open Records Request Policy Updates - *The CAO will present final updates to the Open Records Request Policy.*
   e. Executive Session C.R.S. §24-6-402(4) – *Expectation: As needed, the Board may call an executive session for one of the specific topics identified below via a 2/3 majority.*
      i. Discussions regarding buying or selling property;
      ii. Conferences with an attorney to receive legal advice;
      iii. Matters required to be kept confidential by state or federal law (e.g., student academic records);
      iv. Security arrangements or investigations;
      v. Determining contract negotiation strategies;
      vi. Personnel matters;
      vii. Consideration of documents protected from disclosure under the Open Records Act; or
      viii. Discussion of individual students where public discussion would adversely affect the student involved.
   f. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

VI. Executive Summary
   a. Open Records Request Policy – *Board members will vote to approve the updated Open Records Request Policy.*

VII. Adjourn Meeting

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Prepare | Explore | Empower

The Academy
Board of Directors

Board Meeting Minutes
Monday, August 31, 2026

Board Members Present:	
Sarah Drewlow	Chairperson
Kevin Sanchez	Vice Chair
Dan Klenjoski	Treasurer
Kristen Cofrades	Secretary
Larissa Fransua	Board Member
Autumn Coffee	Board Member-online

Also Present:	
Brent Reckman	Executive Director
Sarah Gramarossa	Chief Academic Officer
Stacy McCleskey	Exec. Admin. Manager

Minutes of the regular Board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on August 31, 2026.

I. Open Meeting
A quorum being present, Sarah Drewlow called the meeting to order at 6:04 pm.

II. Consent Agenda
a. Kevin Sanchez moved to approve the July 31, 2026, minutes. Seconded by Larissa Fransua

Discussion:	None
Ayes:	Sarah Drew, Dan Klenjoski, Kristen Cofrades, Autumn Coffee
Nays:	None

III. Public Comment
There was no public comment this month.

IV. Reports from Directors, Principals, and Committees
a. Executive Director Report
i. Finance

1. Enrollment is on track with our budgeted expectations and slightly ahead with 1827 students and 40 PreK students currently enrolled. There are approximately 20 students more than this time last year.
2. The Registrar is currently tracking students on our rosters but have not been in attendance. Students cannot be removed until they are absent for 10 consequtive days. Registrar has been calling and there are only three families left that have not returned communication.

ii. Operations
1. There was lots of summer work done at main campus and north campus. At main campus there was the expansion of kitchen, remodeling done in all the gyms, repainted hallways, cleaned classrooms, refreshed landscaping, repaved parking lots. North campus classrooms and hallways were all cleaned and had turf installed on the playground.
2. We are fully staffed across K-12 and are adequately staffed in Aftercare.

iii. Facilities Master Plan
1. The addition and kitchen renovation were completed on time and under budget.
2. The field project has a December completion date. We are still going through permit steps for the dirt lot practice field.

iv. Scorecard
1. Instruction & Culture Scorecard – will be presented in October and February when principals join the meeting with their data.
2. Finance Operations and Governance Scorecard – the same format will be used as in the past.
    a. It has been decided that enrollment is directly linked to Finance and should be part of this scorecard.
    b. This scorecard will have mid-year and end of year check in.

b. Chief Academic Officer Report
i. The graduation trajectory and attendance data will be updated in September.
ii. State data was reviewed in the CARS report.

c. Committee Reports
iv. Finance – No Finance Committee meeting this month.
v. SACademic – No SACademic Committee meeting this month.
vi. PTO – PTO is currently on hold.

V. Presentation and Discussion
a. After School Care Programming
1. Administratively, we are actively considering a partnership with Right at School because we do not currently have a Program Supervisor or Site Leader. There are not many qualified candidates who have applied for either position.
2. We have found that there is value in bringing in an external provider due to state licensing requirements.
3. Right at School offers a total operations packet. This includes student registration, staff recruitment/ hiring, training. They also provide quality curriculum for aftercare and summer camp programs.
4. There would also be an opportunity to create additional after school enrichment programs, as well as before school and holiday programming.
5. Pricing would be similar to what we charge families now. There would are also be a drop-in rate option and a punch pass.
6. Our current staff would have the ability to transition to Right at School.

7. The curriculum supports homework help and social/emotional themes.
8. With this program, it's possible that they could increase student participation numbers.
9. It's possible that the change could happen at semester.

b. Supporting Appropriate Staff-to-Student Relationships
   1. From past conversations we found that there was nothing in the employee handbook regarding social media guidelines for staff-to-student relationships. The handbook has now been updated.
   2. Further discussion will be had about coaches and other staff. There is nothing in the athletic handbook right now, but the Athletic Director will begin to add the same social media guidelines for their handbook.
   3. "Band App" and "Teen Snap App" are currently used to communicate with players. There is oversight by the Athletic Director and administration, and they are part of all conversation threads. "Huddle" may take the place of the other two. Huddle is currently the program that runs our live stream videos and we already have a school subscription.
   4. Next steps will be to continue conversations with monthly updates.

c. CARS Report
   1. This preliminary report is the academic piece and the final version will be available in November and December.
   2. It captures the external perspective on the school's performance and gives valuable standardized external comparison to Adams 12.
      a. In 2025 The Academy 3-8 ELA score was 747 points. In 2026 it was 747 points while Adams 12 scored 741 points. We are currently meeting expectations at grade level.
      b. The ELA scores received from PSAT/SAT dropped but were still higher than the district average.

d. Work Session Summary
   1. Monthly Board communications were reviewed.
   2. Ongoing policy review
   3. Governance annual work plan was discussed

VI. Adjourn Meeting – Sarah Drewlow adjourned the meeting at 7:04 pm.

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Executive Director Board Report – September 2026 Meeting

Expectation: Share information about ongoing implementation of initiatives in support of the Finance & Operations section of The Academy's 5-year Strategic Plan and other Board priorities.

Finance & Operations

No major updates since the August meeting. The Finance Committee held its first meeting of the year earlier this month, and the annual financial audit is close to being finalized.

The Board will finalize the 2026-27 Data Dashboard at the August meeting. The Executive Director will present a mid-year update as it pertains to the Bi-Annual Finance & Operations Scorecard at the semester break.

Facilities Master Plan Update

Work continues to move forward steadily on the athletics main field renovation. The permit approval process for the athletics practice field development is in the final steps. We have received final approval of our Original Development Plan amendment and are hoping to receive our Land Disturbance Permit within the next week or so. We will continue to share updates on that work throughout the school year.

Enrollment Update

To start the 26-27 school year, our PK-12 enrollment currently sits at 1863 (1823 K-12 plus 40 PK). Those numbers were 1861 (1821 K-12 plus 40 PK) at this time last year. Movement on enrollment numbers has slowed down as we near the end of September. The 26-27 budget is based on 1865 (1825 K-12 and 40 PK).

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Chief Academic Officer Board Report –September 2026 Meeting

Expectation: Share information about ongoing implementation of initiatives in support of the Instruction & Culture section of The Academy's 5-year Strategic Plan and other Board priorities.

Instruction & Culture Scorecard

Students have completed baseline assessments (Star & MAPs) to start the year. Principals will present on their beginning-of-year data as it pertains to the Bi-Annual Instruction & Culture Scorecard at the October Special Meeting.

CAO September Snapshot

- Analyze state data and BOY data with principals and ED.
- Ensure correct coding and data submissions for October Count for Sped, ELD, GT, and 504.
- Onboard and train on new data dashboard platform, LinkIt. (MLL Plans and READ Plans)
- Review draft UIP and Family, School, Community Partnerships Plan to the SACademic Committee.

25-26 School Performance Framework Summary:

Strong Overall Performance (Performance Plan Rating) achieved with an overall score of 68.5% (68.5/100 points), earning the highest accreditation category of Performance Plan. The high school level led performance with an overall rating of 77.1%, followed by the elementary school (58.5%) and middle school (57.0%).

Graduation Trajectory (Percent of seniors on track to graduate.)

The cohort (Class of 2027) has 119 students.

At this time, 117 students are on track to graduate in May 2027. 11 students are on a watch list and 1 student is not on track to graduate in May 2027.

CDE and all schools in Colorado account for students who are in programs where they are taking 5, 6, or 7 years to meet the graduation requirements. These include postsecondary programs (ASCENT, Gateway, TREP) or Special Education 18-21 Transition services. For the students in this group (6 students currently), 100% are on track to graduate in May 2027.

Attendance Update

93% attendance rate year to date. Trending a touch higher than this time last year.

Chronic Absence Rate- 24% for Elementary and 19% for Secondary

Attendance Communications (monthly “postcards” and 5 absences letters) will go out at the end of the month. Admin will begin setting up meetings and implementing support plans for identified students.

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Finance Committee

September 2026 Agenda & Meeting Minutes

"Fueling lifelong success through preparation, exploration, and empowerment."

The Academy's mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with personal empowerment to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion.

Scoring Rubric	
1	Unsatisfactory
2	Complete, looking for significant improvement
3	Complete, improving but still below expectations
4	Complete, meets expectations

Members Present:

Dan Klenjoski, Jen Halford, Kris Kelley, Tony Marola, Kris Jackson, Andrea Foust, Brent Reckman

1. **Welcome and Review Protocols**

   Expectation: All committee members will review norms and start the meeting together with focus.

   Meeting Protocols

   - Start on time; end on time
   - Members arrive prepared
   - Technology for meeting use
   - No sidebar conversations
   - Focus eyes, ears, and heart on speaker and topic

   Notes:

   n/a

2. **Introductions**

   Expectation: Introduce committee members and review responsibilities for upcoming year.

   Notes:

   No new committee members this year. Key responsibilities include funding of athletics facilities improvements, finishing main field project on budget, and ensuring adequate cash on hand for practice field project. Addition annual tasks include review of financial audit and budget development.

3. **2026-27 Strategic Goals**

Expecta

tion: The Executive Director will present strategic goals for the upcoming year.

Notes:

The new strategic plan includes the following financial goals: 1) Meet all financial compliance and transparency requirements (by maintaining an effective Finance Committee and using a bi-annual scorecard to monitor financial performance) and 2) Compensation for all staff will meet or exceed local comparisons (by engaging in best practices for student recruitment and retention and regularly reviewing facilities & operational costs to ensure efficiency).

4. **Construction Budget Update**

Expecta

tion: The Executive Director will provide regular updates on current status of the budget for the ongoing construction project.

Notes:

The addition and renovation projects finished with $1,985,538 left in unspent contingency funds. These dollars will be put toward the athletics project.

5. **Athletics Project Budgeting**

Expecta

tion: The Executive Director will outline a process for determining cash available to spend on completing the final phase of the athletics facility upgrade. Committee members will provide feedback

Notes:

- Addition & Renovation Phase 100% complete
    - $764,208.10 remaining in builder contingency
    - $1,221,330 remaining in owner contingency
- Athletics Main Field Project
    - $9,880,172 guaranteed maximum price
    - $8,000,000 approved use of fund balance + $1,985,538.10 in contingency funds
    - $300,000 in builder contingency included
- Athletics Practice Field Project
    - $1,600,000 built into FY27 budget
    - ~$1,700,000 total project budget
    - $120,000 in builder contingency included

6. **Financial Report Review**

Expecta

tion: The August Financial Report was shared in advance. Committee members will review and discuss current position and any open questions.

Notes:

Revenue mostly tracks expectations

- 17% YTD for FY27 vs. 18.3% YTD for FY26
- Under on 1700 - Pupil Activities
    - Bingo closeout
- Enrollment currently at 1824 (+40 PK)

Expenses mostly track expectations
- 8.8% YTD for FY27 vs. 13.9% YTD for FY26
- Over on 0700 - Total Property
    - Construction payments

7. Self-Assessment

Expectation: The committee will self-assess on the effectiveness of today's meeting.

Notes:

4

Next Meeting: October 8, 2026

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SACademic Committee

September 2026 Agenda & Meeting Minutes

"Fueling lifelong success through preparation, exploration, and empowerment."

The Academy's mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with personal empowerment to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion.

Scoring Rubric	
1	Unsatisfactory
2	Complete, looking for significant improvement
3	Complete, improving but still below expectations
4	Complete, meets expectations

Members Present: Anna Gregory, Min Cho, Ioana Dutchievici, Jennifer Zaccone, Kristen Cofrades, Lisa Lefevbre, Sarah Gramarossa, Kent Smith

1. Welcome and Review Protocols

Expectation: All committee members will start the meeting together with focus. Meeting

Protocols

· Start on time; end on time

· Members arrive prepared

· Technology for meeting use

· No sidebar conversations

· Focus eyes, ears, and heart on speaker and topic

Notes:

2. Review 2026-2027 Unified Improvement Plan Draft

Expectation: Committee members will review the draft UIP and provide feedback to shape The Academy's final submission.

· UIP Process from a 10,000' Level

- What questions does the committee have about the purpose of a UIP?
- What questions does the committee have about The Academy's process for drafting the UIP?
- What questions does the committee have about how the UIP is used after it is written and submitted?

· Feedback for the Final Draft

- What questions does the committee have about the analysis of The Academy's current performance?
- What feedback does the committee have for the final draft of the following sections?
  - Current Performance
  - Priority Performance Challenges
  - Major Improvement Strategies
  - Target Setting

Notes: Committee discussed the READ Plan Priority and the increase in student's being identified with a READ Plan at K-3. Ideas were discussed around supporting those students including increasing staffing if needed and the school's participation in the Early Literacy Cohort through CDE this school year.

3. Family, School, & Community Partnerships Plan

Expectation: The committee will revisit the Family, School, & Community Partnerships Plan that was finalized last spring and discuss upcoming priorities for the 2026-2027 school year.

Notes: The committee reviewed the Track it Forward data for volunteering and asked if Athletics would begin using Track it Forward. Currently Athletics is using their app through coaches/teams.

4. Self-Assessment

Expectation: The committee will self-assess on the effectiveness of today's meeting.

Notes:

Next Meeting: October 19, 2026

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The Academy Open Records Request Policy

This regulation applies to all requests submitted pursuant to C.R.S. § 24-72-201 et seq., to inspect public records in the custody or control of The Academy. The Academy is committed to the guiding principles of openness, transparency, accountability and responsiveness.

This policy is intended to balance the demands of the Colorado Open Records Act (CORA) and The Academy's obligations as a public school within the State of Colorado.

Protocols for Requests

Before making a request for records pursuant to this policy, requesters should refer to the school's website, https://www.theacademyk12.org to determine if the information sought is posted and publicly available. If there are any questions regarding what type of information is posted on The Academy's website please contact the Custodian of Records (contact information below).

Requests for Records:

The Academy is required to produce records in response to qualifying requests made pursuant to CORA. The Academy strives to be as transparent as possible; however, not all documents maintained by the school are available for public inspection. Some documents must be kept confidential to respect the privacy of students and families or otherwise comply with relevant federal and state laws. All documents restricted from disclosure under C.R.S. § 24-72-204 shall not be released.

For the fastest and best response, requesters should avoid vaguely worded inquiries. Each request must be as specific, clear, and narrow as possible. Requests should include:

- Requestor's name and mailing address;
- Requestor's phone number or email address so that The Academy can contact requestor if clarification is needed;
- A detailed list or description of the specific records sought, including search terms and date range.

A statement explaining the requester's reason for making the request is helpful for The Academy to fulfill the request but is not required.

If a request fails to meet these guidelines, the school may be unable to fulfill the request. If more information is needed to process the request, or if the records requested do not exist at the school, The Academy will make reasonable efforts to contact the requester at the contact information provided within the timeframe for responding to the request.

Requests to inspect public records must be in writing and mailed or emailed to the Custodian of Records (contact information below). If a request is sent via email to anyone other than the Custodian, or if the Custodian does not accept such an email request, it will not be considered received by The Academy.

CORA is not a record retention statute, and the school is not obligated to create records that do not exist or maintain records outside of relevant legal guidelines or school's policy on records retention.

General Questions and Requests for Information

General questions and requests for information that are not submitted in writing pursuant to this policy are not requests for "public records" as defined by the law. Therefore, the school is not required to respond to them according to CORA's specifications. Although it is not required, the school may respond to all such questions and requests for information.

Responses to Requests

Time for response to records requests shall be as follows:

- The normal time for production shall be three (3) working days, beginning on the first business day after the request is received.
- Such a period may be extended upon determination by The Academy that extenuating circumstances exist. Such period of extension shall not normally exceed seven (7) working days. The requestor shall be notified of the extension within the three-day period.

Requests to inspect records will not take priority over the regular work activities of The Academy's employees. Charges for copies of requested records shall be as follows:

- The normal cost for requested documents shall be $.25 per page or, for documents in non-standard formats, the actual duplication costs. SCHOOL will not charge for the first 25 pages of printing and will not charge a per-page fee for records that are provided in a digital or electronic format.
- The Academy may charge a research and retrieval fee based on the actual cost of responding to the request. The hourly rate for employee time is $41.37 per hour, and there shall be no charge for the first hour of employee time. If the custodian charges research and retrieval fees under this paragraph, copying shall be charged at a rate of $.25 per page.
- Payment must be received prior to the requestor receiving copies. The Academy must accept credit card or other electronic payments if The Academy accepts such payment types for other charges.

If charges are expected to exceed $25, The Academy will provide the requestor with an estimate of the cost of responding prior to responding and may require a deposit. If the requestor wishes to proceed once receiving an estimate, they must respond in writing. By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the custodian's estimate and the receipt by the custodian of a written response to proceed will not be counted against the time period set forth above for responding to the CORA request.

If a requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during normal SCHOOL working hours. Such inspection must be supervised by a school representative and the requestor may be charged for any employee time exceeding one hour associated with such inspection.

Manipulation of Records

The school may manipulate existing records to redact or exclude information not subject to disclosure. If the school is required to manipulate data to generate the record, the school may charge an hourly fee that applies in the same manner as the research or retrieval of records. The Academy has the right to redact electronic mail addresses, telephone numbers or home addresses on the ground that disclosure to the applicant would be contrary to the public interest.

A record stored in a digital format will be shared via email, or by another mutually-agreed upon method if the size of the record prevents transmission via email. The document will be provided in a searchable or sortable format except when it is not technologically or practically feasible to do so or when it is not feasible to

permanently remove any information that is excluded from the request without the use of additional software or programming.

For questions related to CORA requests please contact:

Custodian of Records/Registrar

helpdesk@theacademyk12.org

303-289-8088

Requests to inspect public records must be in writing to the Custodian of Records. Requests may be mailed or emailed to:

The Academy

ATTN: Custodian of Records/Registrar

11800 Lowell Blvd. Westminster, CO 80031

helpdesk@theacademyk12.org

Adopted: September 28, 2026

LEGAL REFS.: CRS 24-72-201 et seq.

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