Swallows Charter Academy

Regular Board Meeting Minutes

August 10, 2026 **SCA HS Commons** **5:00 p.m.**

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.

1. Opening — 5:00 p.m.

1.1 The meeting was called to order by President Kjirstin Roberts at 5:06pm
1.2 Pledge of Allegiance was conducted
1.3 Roll Call and Establishment of Quorum
Members in attendance: Kjirstin Roberts, President, Jennifer Reese, Vice President, Emma McWhorter, Secretary, Sarah Sandstrom, Treasurer, Josh Gurley, Board Member.
A quorum was established.
Administration: Cindy Compton, Matt Hawken. Others in attendance: Taryn Edson assisting with minutes, Dustin Sparks, legal counsel.
1.4 Approval of Agenda - Kjirstin Roberts moved to approve the agenda, Jennifer Reese seconded. All in favor, motion carried.

2. Open Forum — 5:05 p.m.

Members of the public may address the Board in accordance with the Board's public comment procedures. No public comments were made.

3. Executive Director and Administrative Update — 5:15 p.m.

The Executive Director will provide updates and supporting information regarding:

- The Executive Director and administration provided the following updates: The first day of school went very well, with kindergarten signing highlighted as a particularly successful moment.
- The PTO was thanked for its support.
- The Board reviewed committee rosters and assignments. Potential date changes for the Wellness Committee were noted.
- The proposed annual schedule of regular Board meetings was reviewed for posting on the school website.

4. Work Session — 5:20 p.m.

The Board received information and discussed the following items. No formal action was taken during the work session.

4.1 Legal and Legislative Update: Presentation and discussion with legal counsel, presented by Dustin Sparks:

• School Finance Act provisions affecting part-time enrollment and homeschool enrichment programs.

• Private-school students may not enroll part time; Notices of Intent (NOIs) should be retained.

• Limitations on reimbursable services for part-time students, including services outsourced to third parties.

• Teacher-of-record requirements. For individuals who do not qualify, roles may need to be structured as aides or instructional coaches.

• Opportunities to reduce administrative burden and increase flexibility.

• Changes involving disability and special education enforcement, including movement of certain federal requirements to state-level enforcement. A free lunch-and-learn was noted for September 16.

• Reduction of seventh-grade social studies testing beginning this school year.

• Optional kindergarten readiness plans when requested by parents.

• Anticipated increases in audits and Colorado Department of Education oversight, together with a less charter-friendly and School of Innovation-friendly environment.

• Dyslexia screening begins next school year, with screening timelines of 60 days for kindergarten and 90 days for grades 1–3.

• Whether the Board will function as a governing board or an operational board, and the need for a policy defining the Board's role and delegated authority.

• Updated vaccination schedules under an executive order. Mr. Sparks advised that no action is required until CDE issues guidance.

4.2 Student Handbook Revisions:

The Board reviewed proposed revisions highlighted in yellow in the Board Packet. Topics included excused absences, academic probation, truancy, tardiness clarification, legislative changes, and high school graduation credits. The proposal removes the technology-credit requirement and adds financial literacy. Sarah Sandstrom asked about the delivery method for absence letters. Jennifer Reese requested review of other policies that may be affected. The financial-literacy requirement must be included in the handbook this year for it to apply to the incoming freshman class.

4.3 Background Check Policy:

The Board completed a second reading and final discussion. Cindy Compton noted that the policy needs a policy number and that the revision resulted from the audit. Jennifer Reese asked whether related policies could be merged. The Board discussed removing individual names and referring to positions or titles instead.

4.4 Policy E7 — Colorado Bureau of Investigation Requirements -

The Board reviewed revisions to Policy E7 concerning Colorado Bureau of Investigation requirements.

4.5 Hot Work Policy - First reading:

The Board conducted a first reading of a proposed Hot Work Policy. The policy applies to the facilities department and vendors and was prompted by health-department requirements. The Board requested input from legal counsel Dustin Sparks.

4.6 Conflict-of-Interest Discussion:

The Board discussed potential conflicts involving a board member's spouse serving as a substitute and a board member's child. Discussion included disclosure, waiver, recusal, administrative discretion, and clarification of the bylaws. Key points recorded were:

• Jennifer Reese recommended preparing a waiver, evaluating the circumstances, and continuing the discussion.

• Emma McWhorter noted that the Executive Director is the Board's only employee and favored relying on administrators discretion.

• Cindy Compton asked whether the Board may waive a conflict and raised questions concerning bylaws and board candidates.

• The Board agreed that the policy and related expectations should be clearer.

• Mr. Sparks discussed a policy interpreting the bylaws, the Board's relationship to its sole employee, and the expectation that a member not vote when a conflict exists.

• Emma McWhorter asked Executive Director Cindy Compton to draft language for a first reading.

5. Consent Agenda — 6:20 p.m.

Kjirstin Roberts moved to approve the Consent Agenda, and Josh Gurley seconded. A roll-call vote was taken, and the motion carried. The Consent Agenda included:

• June 1, 2026, Board meeting minutes

• August 3, 2026, Board meeting minutes

• Student Handbook revisions

• Background Check Policy

• Revisions to Policy E7 (CBI)

• Annual Board meeting schedule

6. Action Items — 6:25 p.m.

No separate action items were recorded beyond approval of the Consent Agenda.

7. Board Assignments and Follow-Up — 6:25 p.m.

• Board: Continue work on the Hot Work Policy.

• Executive Director: Develop a Governing Board Policy.

• President: Confirm with Dr. Compton additional assignment.

• Executive Director: Address changes concerning teacher and teacher-aide roles in the homeschool enrichment program.

• Administration/Board: Follow up on the legal and legislative changes presented by Dustin Sparks.

• Communications: Prepare a social-media post or highlight reel featuring offered electives to increase parent awareness and highlight opportunities to collaborate with Pueblo West High School and Early College.

8. Adjournment — 6:30 p.m.

Kjirstin Roberts moved to adjourn, and Jennifer Reese seconded. A roll-call vote was taken, and the motion carried. The meeting adjourned at 6:31 p.m.

9.14.26 — Date Approved

President

Emma L. McWhorter — Secretary