

Jefferson Academy - Board Agenda | April 25, 2023

Mission Statement:

The mission of Jefferson Academy is to help students attain their highest academic and character potential through an academically rigorous, content-rich educational program.

Vision Statement:

Jefferson Academy envisions a community of parents, teachers, students and educational and business leaders working together to create a learning environment that engenders academic achievement, growth in character, and the love of learning, resulting in responsible, productive citizens.

Agenda for the Joint Board of Directors of Jefferson Academy A Colorado Non-profit Corporation

In Person: Held at Summit Academy 7575 W. 103rd Avenue Suite #100

Zoom Link: [Join the virtual meeting of the Board of Directors](#)

Start Time: 6:00 pm

Agenda Item	Who	Action	Time	End Time
Preliminary				
A	Call to Order	Chair		6:00 pm
B	Welcome to Guests			
C	Roll Call			
D	Pledge of Allegiance			
E	Approval of Agenda	Board	Vote	0:05 6:05 pm
F	Public Comment		0:10	6:15 pm

*Public Comment - PLEASE READ:

The Board has determined that public comment will be held at the beginning of all meetings for the following reasons:

- It is essential for Board members to hear and consider all public comment prior to making decisions on agenda items so that the Board members are informed of the views of the public participants.
- An agenda is posted in advance of every Board meeting. Every effort has been made to add additional detail to the agenda items to help public participants understand what will be discussed at the meeting in order for participants to better shape and present their comments. Please take note if a topic says Vote, Discuss or Discuss/Vote.
- Having public comment at the beginning of the meeting allows for a designated, clear, and transparent opportunity when public comment may be provided on any of the agenda items. It also provides participants a chance to voice their concerns, issues, and ideas without being obligated to sit through what can be a very lengthy meeting of non-related topics.
- The regular monthly meetings are designed to allow the Board to conduct the policy business of the school and to do so in an efficient manner. For this reason, it would not be feasible from a time perspective to distribute public comment throughout the agenda.

Jefferson Academy - Board Agenda | April 25, 2023

Your voice is important! We encourage all members of the public to review this agenda in detail in order to provide public comment to Board members at the beginning of each meeting so that Board members can better represent our members. **The Board appreciates and encourages all public comments and respectfully requests that individuals turn their cameras ON and keep their comments as brief and concise as possible (2 to 3 minutes) to allow time for everyone to participate.**

Consent Agenda					
<i>The JA Board has adopted a consent agenda. The consent agenda consists of committee reports and the Executive Director report. All Board members have received these reports prior to this meeting and can pull an item out of the consent agenda when those items need further discussion during the agenda discussion at the beginning of this meeting. The following items are included in this month's consent agenda:</i>					
<ul style="list-style-type: none"> PTO Report Boosters Report School Accountability Committee Facilities Committee Capital Development Committee/ JA Foundation 			<ul style="list-style-type: none"> Communications Committee Neighborhood Committee Finance Committee Principal Reports Executive Director's Report Meeting Minutes (Restricted until approved) 		
A	Review & Approve	Board	Vote	0:05	6:20 pm

General Agenda					
Items moved to the front of the agenda at the time of the meeting due to presenters					
	Parent survey results	SAC	Discuss	0:30	6:50 pm
	Policy & Governance Committee Chair Introduction	Katie Ruske, ME, AM	Discuss	0:10	7:00 pm
	Foundation for JA Grant announcements	TB, MG	Discuss	0:05	7:10 pm
Items moved from the consent agenda to the general agenda for further discussion					

A	Informational				
<i>In an effort to gain a more in-depth perspective of each of our campuses and programs, the Board invites presentations from principals and faculty to discuss day-to-day activities occurring in the buildings and highlight special projects and programs.</i>					
1	Principal Presentation and Faculty Introduction	AT	Discuss	0:15	7:15 pm
2	General Executive Director update - Hope House / JA MOU ⇒ Success Stories - Mr. Stadler / Mrs. Stadler Policy 4.4 - Elementary Principal Hiring Update	TM	Discuss/Vote	0:15	7:30 pm
3	General principal updates (not covered in the consent agenda)	SS, DO, HG	Discuss	0:15	7:45 pm
4	Update on staff survey progress	TM	Discuss	0:05	7:50 pm

Jefferson Academy - Board Agenda | April 25, 2023

Jefferson Academy has identified five strategic goals. The strategic portion of the agenda is centered around these goals. The Jefferson Academy Strategic Plan 2021-2024 can be accessed at www.jajags.com.

B	Strategic				
1	Strategic Plan- Comprehensive Communications, Innovative Academic Environment, Healing from Covid, Multiple Pathways to Success, Character and Values				
a	Bi-annual Strategic Plan Review/Update	TM	Discuss	0:10	8:00 pm
C	General Board Governance				
<i>1: General</i>					
a	Schedule SRC meetings at each campus per policy 2.11	Board	Discuss	0:05	8:05 pm
b	Distribute Board Self-Evaluation (Restricted till approved)	AV	Discuss	0:05	8:10 pm
c	Distribute Board Matrix (Restricted till approved)	AV	Discuss	0:05	8:15 pm
d	Graduation attendance by board members	Board	Discuss	0:05	8:20 pm
e	Reminder of elections in May 2023- update on scheduled communication	ME, JL	Discuss	0:05	8:25 pm
<p><u>Planned Schedule for Communication</u> Notification #1 - Open board seats and call for candidates - Sent 1/31/23 Notification #2 - Open board seats and call for candidates – Sent 3/13/23 Notification #3 - Open board seats and call for candidates – 4/3/23 Notification #4 - Open board seats and call for candidates – 4/11/23 CANDIDATE LETTERS WILL BE DUE BY 4/18/23 Notification #5 - Meet the candidates – 5/1/23 Notification #6 - Voting is open - 8:00 am 5/8/22 Online voting open from 8:00 am on Monday May 8, 2022 through 4:00 pm on Tuesday May 16, 2022 Notification #7 - Additional reminder to vote - 5/12/23 Notification #8 - Voting closes today at 4:00 pm - 8:00 am on 5/16/23 Notification #9 - Winners should be announced in Board Top 5 after May meeting</p>					
<i>2: Financials</i>					
a	Brief update	AV, CM, LH	Discuss	0:05	8:30 pm
<i>3: Committees</i>					
a	Update from committee leads on committee activities	Board	Discuss	0:05	8:35 pm
D	Policy				
1	First Reading of Board Manual	ME	Discuss/Vote	0:10	8:45 pm

Jefferson Academy - Board Agenda April 25, 2023

E	Task-Oriented				
1	Approve minutes from March 14, 2023 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	8:50 pm
2	Action Items	Board	Discuss	0:05	8:55 pm
3	Board communication to parents (Top 5)	Board	Discuss	0:05	9:00 pm

F	Executive Session				
	Executive Session pursuant to C.R.S. §24-6-402(4)(f) for the purpose of discussing personnel matters: Executive Director annual review and employment agreement extension. Contract expires in June 2023.	Board	Discuss	1:00	10:00 pm

Adjournment - Estimated	10:00 pm
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Consent Agenda

The consent agenda consists of committee reports, principal reports, and the Executive Director report. The items in the consent agenda will not be discussed in the board meeting unless Board members pull an item out of the consent agenda for further discussion during the agenda discussion.

PTO Report

PTO meeting was held April 5, 2023. Full meeting minutes can be found at <https://www.japto.info/about/membership-meetings> Some highlights include:

- The installation for the gala ball pit will commence the first weekend of May.
- The membership approved \$500 to the Foundation for a JA grant to ensure all applicants received funding.
- A proposal to use \$1550 from the book fair to purchase books from other vendors was approved.
- The Butterbraid fundraiser has concluded and raised nearly \$5400 in profit.
- Thank you PTO for putting on an outstanding Timehop event!!!
- Board member letters of intent are due April 25th. We have 4 positions open - president, vice president and two parent-at-large positions. This is an excellent way to get involved and contribute to the community that works so hard to provide the best education environment for your children.

Boosters Report

Boosters meeting was held on Zoom on April 11, 2023. Next meeting is scheduled for May 8 in person at Secondary.

- Next meeting will nominate roles
- Need more help on concessions
- Discussed future of Boosters (need more parent participation)

Student Accountability Committee (SAC) Report

Policy & Governance

The P&G committee meeting was held on Wed April 12th. The next monthly meeting is scheduled for Wednesday May 10th.

- Roman presented the spreadsheet that will be used to track policy changes and notes explaining why changes are being made and what are the changes..
- The committee finalized wording for Policy 2.6 (h) Training. Final wording will be presented to JA BOD for 1st reading during the May meeting.
- The committee will be presenting a revision to Policy 2.11 (h) Capital Development Committee to the JA BOD for 1st reading during the May meeting.
- Ms. Grantham attended the meeting to provide information and content on the various policy changes she proposed.
- The P&G committee agreed to start first with reviewing and recommending changes to policies that are out of compliance with CO statutes. Second set of recommended policy changes will be those that are not aligned with current practices.

Facilities Committee

Capital Development Committee / JA Foundation

JA Foundation met on March 28th

Updates from this meeting:

Grants: There were 6 applicants. The foundation had 4 grants available and business partner MTech had 1 grant, reached out to PTO to cover the 6th grant, and that was approved at their April meeting so all grants were able to be approved.

30-Year Gala: Planning is beginning for this event based on input from all support organizations. January 27th, 2024 is the date that worked best so is what is being planned for.

At the Next JA Foundation meeting the foundation members are planning go into more detail on getting this event planned to include what committees and volunteers will be needed to pull this event off. Initial plans are for an alumni event in the morning where alumni can connect and tour the school and the larger gala event that evening.

Urban Air Adventures: This new partner or JA will host a fundraiser for the foundation on May 4th from 4-8 PM.

Bricks: Working on promoting this again as a fundraiser for the foundation.

Committee Members: Has been difficult to get all who have expressed interest in the committee to attend meetings so looking at ways to increase participation.

Communications Committee

Communications Committee met on April 20th. We are making good progress on consistent branding for communications. At the April meeting the committee reviewed designs for letterhead, email signatures and business cards and is moving forward with these new designs to launch in the 2023-2024 school year.

Next item will be to develop a template for Google slides using the branding guidelines also to launch for the 2023-2023.

Neighborhood Committee

The spring meeting is scheduled for Thursday, April 27th at 6:00pm

Finance Committee

The finance committee met on Tuesday, April 18, 2023. The following committee members were present: Tim Matlick, Dr. O'Neill, Allycia Taussig , Kathy Seybert , Craig Melville , Luke Holocher , and Agnessa Vartanova .

The committee reviewed the most recent budget-to-actuals:

Secondary: Course fee collection continues well. Tech and software fees came in high were higher than budgeted but will be partially covered by ESSER funds. The budget for next year will need to be adjusted accordingly. The library redesign continues and exciting progress has been made: the project is coming in under budget, and the team is hoping to have bookshelves in before the end of the school year. This space will be amazing for our students and their needs!

Elementary: Only \$9,000 fees have not been collected to date and the school is hoping to get it down below \$8,000 - this is much better than the last three years! JagCare revenues came in above budget - over \$15,000, not counting the COVID grant that was used to install new carpets, purchase new furniture, desks, books, and fix the HVAC. 68 students signed up for the summer program (a per day cap is 50 students, and not all students signed up for 5 day weeks). Phone and internet needed updating, which will be ~\$2,800 over budget. Utilities are also higher than budgeted due to inflation. For all schools, FY24 budgets will be adjusted accordingly to account for inflation. The school also built a ramp for one of the temp buildings to be in compliance with ADA and create an inclusive environment for our students. The cost of the ramp was \$14,000.

Summit South: The school is hosting a homeschool conference, collaborating with Montessori Peaks and Two Roads. They're using ESSER funds to help fund this important event for our homeschool community, which will enable parents to better support their kids on their learning journey. Additional software costs of ~\$4,000 will be covered by ESSER. The school is planning for a carryforward.

Summit Westminster: All line items are looking great. 58 students are walking for graduation this year, which is more than in previous years!

The committee also reviewed updates to the dashboard, which addressed enhanced presentation consistency and formatting.

The State legislature passed the Long Bill, approving an 8.4% increase to state school budgets. The School Finance Act has not yet been introduced, so the final PPR numbers are not known at this time.

The finance committee is continuing the information gathering phase for strategic financing options for the bond paydown vs. carryover investment. Representatives of Sunflower Bank will be visiting to share investment options.

Principal's Reports

Jefferson Academy Elementary

Jefferson Academy Secondary

The Summit Academy

The Summit Academy South

Executive Director's Report

Principal Stadler: As Mr. Stadler moves into the secondary principal role next year we need to address Policy 4.4 in relation to Mrs. Stadler being an existing teacher in the secondary.

Policy 4.4 - Staff Conflicts of Interest

(A) (b) Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees may not be permitted to work in the same department or under the direct supervision of each other because of employee morale, security, or other legitimate business reasons, unless pre-approved by the Principal and the Board of Directors of Jefferson Academy. In addition, Jefferson Academy administration may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

To resolve the matter, a motion for consideration is included below:

Motion: To meet Board Policy 4.4 (A) (b), for the school year 2023-24 and beyond, Mr. Stadler will not directly supervise Ms. Stadler. Rather, Mrs. Stadler will report directly to Mrs. Porreco (Assistant Principal) or another AP as assigned by the Executive Director. The assigned AP will supervise and make performance decisions regarding Mrs. Stadler and will be assisted by the Executive Director if necessary.

Revising School Codes: We continue in discussions with Jefferson County Schools regarding the possible realignment of school codes for JA & Summit. With the change in administration and how our authorizer is currently handling charter schools, I felt it prudent to seek guidance from our attorney. As a result, we are currently discussing the

issuance of an MOU between JA and Jeffco in which the district would recognize that 1) the change is being made at their request and 2) even though our homeschool programs would have a CDE school code, the district would stipulate to recognize them as programs under JA and would not now or in the future make a claim that they are schools. Without an MOU or addendum to our contract, we feel we might put our homeschool programs and possibly our contract at risk. This week I started discussions with the Executive Director for Data Services to see if there are other options we could pursue which would solve the district's reporting challenges without making changes to school codes. I will continue to keep the board updated throughout this process.

Hope House: We are excited about our partnership with Hope House of Colorado, a program that helps pregnant teens and new moms under the age of 21 earn their GED or high school diploma. Hope House director, Lisa Stevens, is very supportive of the partnership and is looking forward to working together again next year. She has provided a short document with a couple success stories ([Click Here](#)) about teen moms that have benefited from the JA / Hope House program. It is so encouraging to put faces and stories to our work. This month's agenda includes an MOU for the 2023-24 school year that requires board approval. There are no changes to last year's MOU except updated dates and a spelling revision.

Economies of Scale: Starting this summer and heading into next year we will compile information regarding commonly used software programs and infrastructure supports in our various buildings. Our goal is to identify areas where, with some coordination between programs, we can begin to make organizational purchases instead of site based purchases. We want to leverage our size, reduce costs, and increase efficiencies if and when possible.

Mark Your Calendars:

All Organizational Meeting: With regulations regarding large gatherings returning to normal, we are restarting multi campus staff events which we started just prior to the shut down. On August 10th we will be hosting a Welcome Back meeting for all 260+ JA Elementary, JA Secondary, Summit Westminster and Summit South staff members. Mark your calendars as we would love to have JA Board members join us for this event. Our learning will center on JA's Mission/Vision, Core Values, Principles of Rigor and the value we create for families and each other through our diverse learning options. I am excited to bring everyone back together as we continue to focus on what has and will continue to make JA and Summit great!

Jeffco Charter School Consortium (JCSC): Due to the district's changing policies and practices regarding charter schools, the JCSC has started meeting again. The JCSC is an organization designed to bring Jeffco's charter schools together so we can speak with one voice. Meetings are open to everyone. Charter board members and leaders are requested to attend. The next JCSC meeting is Wednesday, May 10th at 5:30pm at Mountain Phoenix, 4725 Miller St. Wheat Ridge, CO. Brenna Copeland (Jeffco CFO) and Julie Tolleson (Chief Legal Counsel) have agreed to attend. [Click here for the April JCSC Newsletter](#)

Community Conversations: Superintendent Dorland is hosting a Charter & Option school based meeting on April 27th from 5:30-7:00. This will be a virtual meeting co-hosted by a charter member of the District Accountability Committee. I highly encourage as many interested members of our community as possible to attend this event. A link to the event should be released soon. [Click for meeting webpage](#)