

Jefferson Academy - Board Agenda | April 16, 2024

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 Ave, Unit 100, Westminster

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 16, 2024

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 Policy & Governance 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					
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	BF	Informational	0:10	6:30 pm
2	Student Presentation and Club/Activity Introduction	RJ & 2 Students	Informational	0:10	6:40 pm
3	General Executive Director update	TM	Discuss	0:10	6:50 pm
4	General principal updates (not covered in the consent agenda)	AT, SS, RS	Discuss	0:15	7:05 pm

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

Jefferson Academy - Board Agenda April 16, 2024

	a	Semi-annual Executive Director Update	TM	Discuss	0:10	7:15 pm
	b	Elementary PreK Program	BF	Discuss/Vote	0:10	7:25 pm
C General Board Governance						
<i>1: General</i>						
	a	Board Self Evaluations	AV	Discuss	0:05	7:30 pm
	b	Board Matrix	AV, JL	Discuss	0:05	7:35 pm
	c	Staff Review Committee (SRC) Process	AV, TM	Discuss	0:05	7:40 pm
	d	JA-CCC School Calendar 2024/25	TM	Discuss/Vote	0:05	7:45 pm
	e	Reminder of elections in May 2024 - update on scheduled communications Schedule of communications: 1 st notice – January 31 - sent 2 nd notice – March 13 3 rd notice – April 2 4 th – Reminder letters due – April 16 (letters are due April 23) 5 th – Meet the Candidates – April 30 6 th – Voting is open – May 6 (open May 6 – May 14) 7 th – Voting reminder from Tim – May 10 8 th – Voting closes – May 14, 4 pm	JL	Discuss	0:05	7:50 pm
<i>2: Financials</i>						
	a	2024-2025 JA-CCC Fees	JN	Discuss/Vote	0:10	8:00 pm
	b	Insurance Broker - Update	TM	Discuss	0:05	8:05 pm
<i>3: Committees</i>						
	a	Spring Survey Results Review	JL, TP, MW	Discuss	0:30	8:35 pm
	b	Update from committee leads on committee activities	Board	Discuss	0:05	8:40 pm
D Policy						
	1	Next Steps: Reading Materials Policy	AM, AV	Discuss	0:10	8:50 pm
	2	Next Steps: By-Laws/Policy Update Following JA-CCC Addition	AM, AV	Discuss	0:10	9:00 pm
	3	Preview process for updating Policy Manual	AV, TM	Discuss	0:05	9:05 pm
	4	Update on Board Training Modules	AV, JL	Discuss	0:05	9:10 pm

Jefferson Academy - Board Agenda | April 16, 2024

E	Task-Oriented				
1	Approve minutes from March 12, 2024 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	9:15 pm
2	Graduation Attendance	Board	Discuss	0:05	9:20 pm
3	Action Items	Board	Discuss	0:05	9:25 pm
4	Board communication to parents (Top 5)	Board	Discuss	0:05	9:30 pm

F	Executive Session				
	Executive Session pursuant to C.R.S. §24-6-402(4)(f) for the purpose of discussing personnel matters - Review Ex. Dir. performance	Board	Discuss	0:15	9:45 pm

Adjournment - Estimated	9:45 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 3, 2023. Full meeting minutes can be found following approval at the May meeting at <https://www.japto.info/about/membership-meetings>

Some highlights from this month's meeting:

- Open PTO board seats and committee leads for next year
- Budget approval for next year to take place at May meeting

- May 13 5280 burger fundraiser
- Book fair moved to May 13
- Timehop April 25

Boosters Report

Student Accountability Committee (SAC) Report

Spring survey results to be presented at this board meeting. Potentially looking for new chair for next year and committee members.

Policy & Governance

Facilities Committee

Capital Development Committee / JA Foundation

April meeting will be held on the 18th after the April BOD meeting.

Communications Committee

April meeting will be held on the 17th after the April BOD meeting.

Neighborhood Committee

Finance Committee

- **Committee met on 4/9 and campuses reported their monthly financials. All campuses are on track with minor overages in areas like training, software licensing, and custodial services. Committee requests board approval regarding outsourced custodial services versus staff custodial costs that may exceed 5% budgeted overage.**
- **Committee discussed budget transfers as requested by the District, some of which relate to the timing of spending ESSER funds in the current purchasing cycle.**
- **Business team met with lender, Sunflower Bank to discuss org health rating. JA has received the highest practical rating including debt coverage ratio and cash on hand. Also discussed was approval from the District and Sunflower to safely**

invest reserves (i.e. CD's, money market) to gain interest income. The committee believes it is wise to leverage current savings to generate income where practical.

Principal's Reports

Jefferson Academy Elementary

Jefferson Academy Secondary

The Summit Academy

The Summit Academy South  Summit South Board Report April 2024

Executive Director's Report

Coal Creek Canyon: The JACCC program continues to build momentum. We were recently informed that a couple of families from the Three Creeks area are enrolled and generating enthusiasm for the program in that area. We are also making significant progress in a variety of areas:

- Principal interviews were conducted on Thursday, April 11 with 3 representatives from JA (Ex. Dir, BOD Member, Pam Yoder) and 3 from CCC (Principal, Teacher Rep, Parent Rep)
- 8 staff members from CCC have applied for positions next year
- Enrollment is up slightly to 63 traditional and 14 homeschool students
- Transitioning the website and Infinite Campus is under way
- CCC staff are excited that our staff (HR, Business Manager, Community Engagement) are visiting campus and working with them
- There is a good possibility that we will shift from a SuperFriday to a SuperMonday program so that Summit Westminster can develop that program and their teachers can lead classes
- The CCSP grant received final approval on Thursday, April 11 with a maximum disbursement of \$580,000

Alignment Across Campuses: This year we have made significant progress in aligning practices across campus. Some of this work is organization wide, with other parts are JA or Summit based alignment. We are on track to provide Offer Letters to returning staff, regardless of campus, during the week of April 15th instead of toward

the end of May as in previous years. Other areas of alignment include but are not limited to:

- Communication Pathways documents for Summit programs that mirror the document in place for the JA programs
- Approved pay scale for JA & Summit salaries
- JA school calendars for the elementary and secondary
- "Number Days Worked" for teachers for JA and separately for Summit
- Standard performance documents
- Pay scale calculations/demonstration documents for like campuses
- A variety of items that are in the process but not yet completed.

Jeffco Bond Funds: When Jeffco voters approved the last bond issue (during the secondary phase II construction and elementary playground/water mitigation projects at JA), each Jeffco charter school received approximately 3.5M for construction projects. JA received one share for the elementary school and another for the secondary, totalling about 7M. Two charters in Jeffco had not been open long enough to qualify for the funds, so those funds were set aside for the schools to use once they had been open 4 years. Of the 2, one is still open and received their funds. The second school closed. We were notified that the funds from the closed school are able to be split between each Jeffco charter school. The funds are available to each school so we should receive 2 shares totalling just over \$500,000. There was a very rapid turn around to apply for these funds. Our Principals, Business Managers and Finance Committee jumped in and identified capital projects that are already planned/budgeted which will spend 100% of the new bond money. This will allow us to shift the \$500,000 to the purchase of the church or other projects down the road. We expect to bring a formal proposal to the May BOD meeting to approve accepting these funds.

Sunflower Bank - Bond Review & Investments: On Monday, April 8th, we met the Managing Director from Sunflower Bank who works with JA and oversees our bond. He was very complimentary towards JA. We also discussed next steps in our plan to begin investing financial reserves. See the "Sunflower Meeting" document in this month's board folder for more information about the bond review and next steps in the investment process.

HB 24-1363: On Thursday April 11, the House Education Committee reviewed HB 24-1363, the "Charter Accountability" Bill that would have devastated school choice. The bill was defeated by an 8-3 vote. Over 50,000 emails in opposition to this bill were sent to legislators in the weeks preceding the vote. This is the bill that was mentioned in both the Quarterly Newsletter and the Call to Action email.