

Jefferson Academy - Board Agenda | August 22, 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

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.

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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					
<p><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></p>					
<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 Voting Items Included: 1. Policy 13.6 High School Graduation Requirements Update	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					
<p><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></p>					
1	General principal updates (not covered in the consent agenda) -	AT, SS, BF, RS	Discuss	0:25	6:45 pm
2	General Executive Director update	TM	Discuss	0:10	6:55 pm
3	School Data Comparison	TM	Discuss	0:20	7:15 pm
4	Insurance Update	TM	Discuss	0:05	7:20 pm
5	Committee Assignments, Review, Next Steps Agnessa Vartanova - P&G, Neighborhood, SRC Anil Mathai - P&G, Foundation (Capital Development), SRC Flavio Quintana - Audit, Facilities, Finance, SRC Kirsten Mills - Communications, Neighborhood, SRC	Board	Discuss	0:05	7:25 pm

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	John - Audit, Finance, Facilities, SRC Jerrilynn Lilyblade - Boosters, Communications, SAC, SRC Tristina - SAC, Neighborhood, PTO, SRC				

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	<i>Strategic Plan- Comprehensive Communications, Innovative Academic Environment, Healing from Covid, Multiple Pathways to Success, Character and Values</i>				
a	2021-2024 Strategic Plan: getting to the finish line	TM	Informational	0:10	7:35 pm
b	2024-2027 Strategic Plan: path forward	TM, AV	Discuss	0:05	7:40 pm

C General Board Governance					
<i>1: General</i>					
a	Legal services	TM	Discuss	0:05	7:45 pm
b	2023-2024 Board Calendar & Location: September 19, 2023 October 17, 2023 November 28, 2023 December 12, 2023 - Strategic Plan working session only January 23, 2024 February 20, 2024 March 12, 2024 April 16, 2024 May 21, 2024 June 18, 2024	AV, FQ	Discuss/Vote	0:05	7:50 pm
c	Board Training	AV, TM	Discuss	0:05	7:55 pm
<i>2: Financials</i>					
a	Audit services	FQ, JN	Discuss	0:05	8:00 pm
b	Bond Presentation	CM	Informational	0:10	8:10 pm

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C	General Board Governance				
c	COLA	TM, JN, FQ	Discuss/Vote	0:10	8:20 pm
<i>3: Committees</i>					
a	Update from committee leads on committee activities	Board	Discuss	0:05	8:25 pm

D	Policy				
1	2.6h - Training - First Reading of Proposed Changes	AM, AV	Discuss/Vote	0:05	8:30 pm
2	2.11h - Capital Development Committee vs. JA Foundation - vision & direction sense of the Board	AM, AV	Discuss	0:15	8:45 pm
3	13.1 - Postsecondary Enrollment Options - First Reading of Proposed Changes	AM, AV	Discuss/Vote	0:05	8:50 pm
4	Board Request: Policy on Auditor and Attorney periodic review and approval	AV	Discuss/Vote	0:05	8:55 pm

E	Task-Oriented				
1	Approve minutes from June 20, 2023 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	9:00 pm
2	Action Items	Board	Discuss	0:05	9:05 pm
3	Board communication to parents (Top 5)	Board	Discuss	0:05	9:10 pm

F	Executive Session				
	None planned this meeting				

Adjournment - Estimated					9:10 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

No Meetings - first meeting of the school year is 9/6.

Boosters Report

Student Accountability Committee (SAC) Report

Policy & Governance

Facilities Committee

Capital Development Committee / JA Foundation

JA Foundation met on August 17th, 2023. In attendance were Tim Matlick, Teresa Lindberg, Michael Garioto, Kirsten Mills, Reese Evenson and Matt Abell.

- Approval of minutes from July 27, 2023 meeting
- Jag Jog Status: Jag Jog will be held on Saturday September 16th at the Elementary School - discussion on getting more sponsors for the vendor fair, getting volunteer signups setup and out, promotion of the event and prizes for the winners
- Gala Update - discussed next steps for organizing the volunteers and committees with the first step being an all volunteer meeting to be held in the upcoming weeks and then split up into individual committees to plan.
- Gala Pricing: Reese brought up some feedback about the pricing of the gala but looking at the cost to cover the event the current pricing will be kept in place
- JA Foundation Board: Reese Evenson was voted in as Secretary and Matt Abell as Vice President this now fills the board for the foundation but still looking for more members

- As Secretary of the foundation Reese will be providing monthly reports to the Boosters and will work with them to keep them updated and work together as needed.
- Next meeting: September 14th @ 6:30

Communications Committee

No Meetings

Neighborhood Committee

No Meetings

Finance Committee

The Finance Committee Meeting was held via Google Meets on 8/15/23 at 9:30am. Those in attendance were Tim Matlick, John Nunnally, Flavio Quintana, Luke Holocher, Craig Melville, Allycia Taussig, Kathy Seybert, and Brendon Feddema.

Provided to the Committee were the “all organizational” budgets for 2022-2023 and 2023-2024 school years in addition to the agenda for this meeting. The committee followed the agenda items in order and discussed these 6 items.

1. Staff COLA update – The committee discussed at length the administration’s desire to keep JA teachers’ compensation very near the district average. Specifically, the current goal is for teachers’ compensation to reach 92% of district averages. Pay raises were given during the prior few years, and this year’s economic conditions necessitate a cost-of-living adjustment (COLA) be issued as well. In addition to the “step and lane” increase of 2.5%, the committee recommends a 5.25% COLA for JA teachers this school year, and some functional equivalent for Summit staff. This COLA will be funded exclusively through the increased PPR, and therefore will not negatively impact budget projections nor the proportion of overall revenue devoted to salary/benefits.

2. Monthly Financials – The administration is working to provide financial reporting on an ongoing monthly basis that show actual financial data. The committee discussed the value of providing a financial “dashboard” that is more graphically depicted for general review and consumption as well as detailed reports to substantiate the dashboard style reporting. It is anticipated that in September the Committee and the Board will have financials for August and moving forward.

3. \$25k Voucher approvals - The Committee is seeking ways to streamline approval and payments of bills/invoices that exceed the \$25K threshold for secondary approval, but are either on a recurring basis (like monthly rental payments) or have already been approved through other means (such as insurance premiums). We are not seeking to circumvent the rule, but only exploring ways to expedite the process for payments in the ordinary course of business.

4. Audit update – The same auditor will be performing this year's audit and will be working closely with administration. Anticipated start will be the week of Sept. 11th. The reporting from the auditor will be available to this committee and the board approximately one month later. One item of review will be current contracts of IT services/subscriptions.

5. Bond presentation update – The current bond is set to mature in May, 2030, at which time a balloon payment (and likely new bond) will be due. Very likely, the new interest rate on that bond will be significantly higher than current (3.5%). Ongoing discussions are needed as to whether excess funds from increased PPR should be allocated to accelerate the bond paydown, rebuild reserves, or reinvest in the current facility improvements.

6. Employee Retention Credit – As a 501(c)(3), JA seemed poised to benefit from the ERC, but IRS rules for qualification make it fairly clear that JA as a public school is an agent or “instrumentality” of the state government, and therefore prohibits JA from receiving the credit.

Principal’s Reports

Jefferson Academy Elementary - an in-person update will be provided at the meeting

Jefferson Academy Secondary - an in-person update will be provided at the meeting

The Summit Academy - an in-person update will be provided at the meeting

The Summit Academy South - an in-person update will be provided at the meeting

Executive Director’s Report

Summer JagCare: The elementary school recently completed their first Summer Jag Care program. From all indications this program was a huge success. The program consisted of on-campus activities as well as off-campus field trips. Early reports from both Jag Care staff and Facilities staff indicate there were no major issues with Jag Care operating on site while the building was going through all their summer renovations. A post-program debriefing meeting is scheduled for August 25 where school leaders and the program director will review the program capturing what went well and what may need to be adjusted for next year.

Employee Retention Credit: The IRS implemented the ERC program designed to reimburse qualified employers impacted during COVID for a portion of the wages they paid to employees that were not laid off during the pandemic. The highest potential reimbursement is \$21,000 per employee after which it is scaled down based on pay rates. Charter schools across the country have qualified for this reimbursement. We are working with Bottom Line Concepts (BLC) to navigate the qualification and application process. Their fee is based on a percentage of actual funds reimbursed with no out of pocket expense. No agreement has been signed at this time. Originally it looked like JA would be eligible for a significant reimbursement. However, the recent passage of the C.R.S. 22-30.5-104.9 establishing charter schools as governmental entities seems to have disqualified Colorado charter schools. Attorneys at BLC are still researching this situation since we were not a designated governmental entity during the 2020-21 school year.

C.R.S. 22-30.5-104.9 Charter schools as public entities: The recent passage of this statute requires charter schools to register as governmental entities with the Department of Local Affairs (DOLA) and submit board member's Oaths of Office to the County Clerk who then sends them to Secretary of State's office. Our Oaths of Office have been submitted as per the requirement. We are in contact with DOLA and waiting to hear back if what we submitted to the Secretary of State (through the Jeffco County Clerk) is enough to register JA as a governmental entity or if there is another step we need to take to meet that requirement.

Facilities Work: A huge Thank You goes out to our facilities teams for the tremendous amount of work this summer preparing our campuses for the first day of school. If you have ever visited a campus during the summer, you know

just how much furniture is moved out and back in, how many walls are fixed and painted, carpets cleaned and a wide variety of other work throughout the buildings. Thank you to all our FM's and their teams!

Charter Contract Renewal:

As of the writing of this report, we have not received the final version of the district's new Charter Renewal Application. We continue to face 2 challenges:

- Our contract stipulates that the district may change the renewal process as long as we are provided with the new process before July 1 of the renewal year, which did not happen. However the draft we saw of the renewal process would make the process easier and seems better than the previous process.
- The Jeffco Board of Education changed the Renewal Application Deadline from December 1 to October 1. Our contract stipulates that the renewal must be submitted no later than December 1.

I notified district legal counsel that they missed the July 1 deadline but we were interested in a conversation around the new process, if finalized on time, under the mutual consent clause in our contract. I also let them know that our contract contained the "no later than December 1" submittal deadline, that October 1 does not seem feasible due to the delay in their process and we might be open to selecting a different date that works for both parties, also under the mutual consent clause. There is a possibility that the district will claim the contract allows them to unilaterally change that date. I will be attending a meeting Friday afternoon with a district representative to discuss the charter renewal process. An update will be provided at the Board meeting.

I do not foresee any challenges with JA receiving a new 5 year charter contract. The district has presented us with a Charter Network Contract that is in keeping with their request to revise our school codes as presented in our last meeting. We will be working with our attorney on these questions to ensure that JA and all our campuses are protected now and in the future.

Board Training Links:

- [Link to JA Board Member Training](#)
- [Link to NEW CDE/CLCS Board Training Modules](#) (scroll to the bottom)
- [Core Knowledge Sequence](#)
- “Cultural Literacy” (1 copy available)
- “The Schools We Need and Why We Don’t Have Them” (2 copies available)

Updates:

- *Board Signatures:* All forms are complete and uploaded to the Board Folder except 4 Conflict of Interest forms.
- *Oath of Office:* Submitted to Jefferson County Clerk
- *Research new CDE/CLCS Training Modules:* Link to new modules provided
- *Comparison Presentation regarding JA, Stargate & Liberty Commons:* Presentation provided this month. Goals and targets are developed by each school and submitted through CDE’s Unified Improvement Process.
- *On-boarding process for new staff:* Implemented fall of 2023
- *From Hire to Retire website/supports:* Implemented fall of 2023
- *Form based Principal Evaluations:* Implemented spring of 2023
- *Mini-blocks for 7/8 grade Math and ELA:* Implemented fall of 2023
- *BOD Staff and Principal Recognition Process:* Implemented spring of 2023
- *All Organizational Kickoff:* Implemented fall of 2023
- *Free Lunch for all:* Appear to be prepared but will need to see how it works