

**Minutes for the Joint Board of Directors of Jefferson Academy**  
**A Colorado Non-profit Corporation**  
**September 19, 2023 6:00 p.m.**  
**Summit Academy & Zoom**

**Preliminary A., B., C., D., E., F.**

Mr. Quintana called the meeting to order at 6:00 p.m. The guests were welcomed. The following Board members were present: Ms. Lilyblade, Mr. Mathai, Ms. Mills, Mr. Nunnally, Ms. Pontiagos, Mr. Quintana and Ms. Vartanova. The following ex-officio Board members were present: Mr. Feddema, Mr. Matlick, Ms. Scarato, Mr. Stadler and Ms. Taussig. Mr. Mathai led the guests and the Board of Directors in saying the Pledge of Allegiance. Mr. Quintana presented the agenda. Mr. Mathai requested to add Discussion of 2022-2023 CMAS math and science scores, and private fundraising to meet JA needs. Ms. Vartanova requested to add section D for Policy 13.6 Graduation Requirements and to move up the School Accountability Committee survey. Mr. Matlick requested to move up the Schedule Campus visits to the beginning of the agenda. Ms. Vartanova moved to approve the agenda as amended. Ms. Mills seconded the motion. The motion passed unanimously.

**Public Comment**

Mr. McClure introduced himself as a new JA parent. He read a section from a book that was read aloud to his student's freshman class. He stated his concerns with the content. He noted that he had previously brought his concerns to the teacher and administration.

**Consent Agenda**

**A Review & Approve**

Mr. Quintana presented the consent agenda. Ms. Vartanova moved to approve the consent agenda as presented. Ms. Lilyblade seconded the motion. The motion passed unanimously.

**General Agenda**

**A Informational**

**1 Principal Presentation and Faculty Introduction**

Ms. Scarato provided an update on the new classes. A meeting was held with the athletic students to review the graduation requirements and assist them with time management. She acknowledged the work provided by Dr. O'Neill. She explained that there is a team to develop a community to bring parents together. Ms. Scarato introduced Jack, one of the seniors at Summit Westminster. Jack shared that he is the President of the National Honor Society, and his experience at Summit as he has attended since 2nd grade. He noted that he attends Front Range for college classes, is involved in community projects, plays soccer, and participates in theater and choir.

**2 General Executive Director update**

Mr. Matlick reported that in the principals meeting they reviewed the Core Values, Learning Through Growth, and how they can bring that value to their staff. Mr. Matlick mentioned the charter renewal and addressed state and district waivers. He spoke about the human sexuality waiver. Discussion ensued with the Board members. Mr. Matlick will meet with the Policy and Governance Committee, and may then reach out to our attorney to craft a policy to be reviewed by the committee before presenting it to the Board. Mr. Matlick reported that the summer program in JagCare was successful. Mr. Matlick shared that the district is closing Coal Creek Canyon grades

6, 7 and 8, and K-5 the following year. The district reached out to charters to inquire about implementing a homeschool program. Mr. Matlick explained the challenges. Mr. Matlick will pursue this further.

**3 General principal updates (not covered in the consent agenda)**

None.

**4 Year Long professional plan for staff**

Mr. Stadler reported that they will focus on social emotional learning and effective lesson design in the classroom. He stated their professional learning plan is in his report. The time during late starts will be for teacher collaborative meetings and aligning standards. He shared the professional learning classes that teachers will attend.

Mr. Feddema referred to the UIP and SPF. Their focus is on PLC and MTSS work and vertical alignment with attacking the prompt, and standard driven instruction with a book study around grading practices. Specials teachers use the late starts to vertically align. He noted new teacher instruction and professional development for EAs.

Ms. Scarato reported that they reviewed seven topics from prior years and expanded on time management. She mentioned the teacher meetings and professional development. They also have specific meetings for new teachers.

Ms. Taussig implemented stand up meetings before school starts with business issues. Their focus for staff development is going back to basics. Also, with helping their students be responsible and accountable.

**5 2022-2023 CMAS Scores**

Mr. Quintana noted that the principals will provide detailed information at the October meeting. Mr. Mathai referred to the ELA, science and math scores and compared them to other schools. Mr. Mathai questioned how we can improve these numbers and what our goals are. It was suggested that these items be addressed in developing the strategic plan.

**6 Fundraising Efforts**

Mr. Mathai pointed out that 96% of our revenue is taxpayer funded. He shared his concern if the state has problems. He suggested that we diversify and seek other revenue streams that we could incorporate. It was suggested that we look at other charter schools regarding their foundations and fundraising.

**B Strategic**

**1 Strategic plan**

**a None**

**C General**

**a Board Training**

Mr. Matlick reported that the modules on the Charter League's website are no longer available. He will follow up and provide an update.

**b Board meeting calendar amendment**

Discussion ensued. Mr. Mathai moved to amend the May meeting to May 14. Ms. Vartanova seconded the motion. The motion passed unanimously.

**2 Financials**

**a Update from committee leads on committee activities**

Mr. Nunnally reviewed the budgets and presented the Dashboard. He provided an explanation of the Dashboard. Mr. Melville reported that the audit has begun.

**b SAC Fall parent survey**

Ms. Westfield and Ms. Lilyblade reviewed the questions on the survey. Discussion ensued with the number of parents completing the survey and its effectiveness. It was suggested that the draft be sent to Board members and be presented in October.

Ms. Blakely explained the process that is in place with connecting volunteers with their areas of interest and provided that list to the staff. Mr. Matlick shared that the charter renewal does not require the number of volunteer hours. He also noted that we cannot require parents to volunteer.

**D Policy**

**1 2.6(h) Training - Second Reading of the proposed changes**

Mr. Quintana presented Policy 2.6(h). Mr. Mathai reviewed the proposed changes. Ms. Vartanova moved to approve 2.6(h) as presented on second reading. Ms. Mills seconded the motion. The motion passed unanimously.

**2 13.1 - Postsecondary Enrollment Options - Second Reading of the proposed changes**

Mr. Quintana presented Policy 13.1. Mr. Mathai reviewed the proposed changes. Ms. Vartanova moved to approve policy 13.1 as presented on second reading. Ms. Lilyblade seconded the motion. The motion passed unanimously.

**3 13.6 - High School Requirements**

Mr. Quintana presented Policy 13.6. Ms. Vartanova moved to approve Policy 13.6 as presented on second reading. Ms. Pontiakos seconded the motion. The motion passed unanimously.

**4 2.11(h) - Capital Development Committee vs. JA Foundation - First Reading of the proposed changes**

Mr. Quintana presented Policy 2.11(h). Mr. Mathai reported that the Policy and Governance Committee requires more time. This will be on next month's agenda.

**5 Sections 6, 14 and 15**

Ms. Vartanova reported that these sections are blank in the policy manual. This will be followed up with the Policy and Governance Committee.

**E Task-Oriented**

**1 Schedule visits at all campuses and programs by board members**

The principals provided possible dates for the visits. Board members stated their choice for visiting

the different campuses.

## **2 Approve minutes from August 22, 2023 meeting**

Mr. Quintana presented the Minutes of August 22, 2023. Revisions were made. Ms. Vartanova moved to approve the Minutes of August 22, 2023 as amended. Mr. Mathai seconded the motion. The motion passed unanimously.

## **3 Action Items**

These were reviewed and revised.

Discussion ensued with Board training. Ms. Vartanova made a motion to provide a temporary exception to Policy 2.6(h) on Board training to allow new Board members to complete the training 90 days after it becomes available by the district. Ms. Mills seconded the motion. Mr. Matlick made a friendly amendment by the League of Charter Schools. Ms. Vartanova accepted the friendly amendment. The motion passed unanimously.

## **4 Board communication to parents (Top 5)**

It was suggested that the following be included in the Top 5: volunteers, May meeting, Summer JagCare, principals professional development plans, the Board's study session, Dashboard, JA Jog.

The JA Foundation was acknowledged for the success of the JA Jog, and to these individuals: Michael, Karissa, Tiffany and Tim. Also to the Board members and parents for their participation.

Discussion ensued with upcoming school events. Board members were encouraged to attend.

## **F Executive Session**

**None**

## **Adjournment**

Ms. Vartanova moved that the Board adjourn at 8:52 p.m. Mr. Mathai seconded the motion. The motion passed unanimously.

Respectfully submitted,

Shelly Cohen, Clerk  
Jefferson Academy Board of Directors