

Jefferson Academy - Board Agenda | May 17, 2022

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 Annual Member Meeting of Jefferson Academy

A Colorado Non-profit Corporation

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/83806876301?pwd=c21aU2RMWWtJTm1naDhaSWdjQmxxZz09>

May 17, 2022 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	Members	Vote	0:05 6:05 pm
F	Public Comment		0:15	6:20 pm
General Agenda				
A	Board Candidate Introduction and Appreciation	Members	Discuss	0:05 6:25 pm
B	Board Election Results	Members and Board Election Committee	Discuss	0:05 6:30 pm
Adjournment - Estimated				6:30 pm

The May Board Meeting will follow the Annual Member Meeting and may start earlier than 6:45 pm if the Annual Member Meeting ends earlier.

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Jefferson Academy - Board Agenda | May 17, 2022

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Vision Statement:

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Agenda for the Joint Board of Directors of Jefferson Academy

A Colorado Non-profit Corporation

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/83806876301?pwd=c21aU2RMWWtJTm1naDhaSWdjQmxxZz09>

May 17, 2022 6:45 pm

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Preliminary				
A	Call to Order	Chair		6:30 pm
B	Welcome to Guests			
C	Roll Call			
D	Pledge of Allegiance			
E	Approval of Agenda	Board	Vote	0:05 6:35 pm
F	Public Comment		0:10	6:45 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.

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

Jefferson Academy - Board Agenda May 17, 2022

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:

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| <ul style="list-style-type: none"> • PTO Report • Boosters Report • School Accountability Committee • Policy and 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 |
|--|---|

A	Review & Approve	Board	Vote	0:05	6:50 pm
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General Agenda					
Items moved to the front of the agenda at the time of the meeting					
<i>General</i>					
1	Recognition of Joan Larson retirement	Board	Discuss	0:10	7:00 pm
2	JA Foundation: Announcement of winners of the spring grant cycle, thank you to sponsors and donors, and report on Foundation fund uses.	Board	Discuss	0:10	7:10 pm
<p><u>Board Vacancy:</u> <i>Per Policy 2.6(j): Vacancies. Any director may resign at any time by giving written notice to the president or to the secretary of the corporation. Such resignation shall take effect at the time specified therein or immediately if no time is specified; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A vacancy may also occur if a board member is incapacitated or unable to fulfill their duties or was removed from office.</i></p> <p><i>Additionally, a vacancy may occur when an election occurs and more vacancies exist than candidates. The chairman of the board shall then declare a vacancy. The board will accept letters of candidacy for a time period determined by the board, not to exceed 60 days after the declared vacancy. All letters of candidacy submitted shall comply with the requirements of subsection (a) above. Letters received during this period shall be distributed to board members prior to the next board meeting occurring after the closure of the candidacy period, whether a regularly scheduled board meeting or a special meeting called specifically for such purpose. Any vacancy occurring in the board of directors shall be filled by the affirmative vote of the majority of directors then in office, even if less than a quorum. Such appointment shall occur at a regular or special board meeting following the closure of the candidacy period as designated by the board of directors. A director appointed to fill a vacancy shall be appointed for the unexpired term of that vacancy. If there is less than a year remaining of the unexpired term of a vacant director position, the board for any reason, by a majority vote, may leave the position open until the next annual election of directors. Additionally, if no applications are received, or no nominations are made from the received applications to fill a vacancy, the board may re-open the process to fill such vacancy in accordance with the procedures and time frames set forth in policy, from time to time, or the board may, at its discretion, determine to allow the vacancy to remain by a majority vote until another candidacy period is declared.</i></p>					
2	Declare Board Vacancy	CLa	Discuss	0:05	7:15 pm

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A	Informational				
<i>This agenda item is set aside for additional discussion with principals and the facilities director regarding issues not covered in the consent agenda.</i>					
1	General principal updates and updates from facilities director as needed (not covered in the consent agenda) - possible elementary staff presentation due to technical difficulties at April meeting	HG, DO, SS, AT, CB	Discuss	0:10	7:25 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	Comprehensive Communications: Jefferson Academy will develop a comprehensive organizational communications plan that includes guiding principles; incorporation of mission, vision, and values; and branding expectations for internal and external communications.				
a	Review results of parent survey	Board	Discuss	0:30	7:55 pm
2	Innovative Academic Environment: Jefferson Academy will provide an innovative academic environment that honors the varied needs of our students. By clearly defining expectations, presenting intentional communication, and providing access to support programs, we can help ALL students achieve their highest academic potential.				
<p><i>The Jefferson Academy Board of Directors conducted two study sessions to clarify and support academic rigor at Jefferson Academy. The study session approach began with a recognition of the mission of providing "...an academically rigorous, content-rich educational program" and how living this mission would lead to the realization of the vision of our students becoming "responsible, productive citizens."</i></p> <p><i>During session one, on March 9, 2022, the Board of Directors made great strides toward collectively establishing what academic rigor means for Jefferson Academy; however, additional work was needed in session two prior to discussing conceptual ideas for implementation. At the end of session one, all Board members individually compiled thoughts and ideas regarding their definition of academic rigor based on pre-read resources (articles, surveys, data), team exercises, and in-depth discussions.</i></p> <p><i>During session two, on April 12, 2022, these individual thoughts were compiled into a bulleted list of beliefs and commitments toward the goal of formulating a set of guiding principles.</i></p> <p><i>During the board meeting, the compiled bulleted lists were coalesced into one united draft set of guiding principles that articulated academic rigor for JA. As these guiding principles will invariably influence the curriculum, educational practices and approaches, philosophy, leadership, and other aspects of Jefferson Academy, school leaders were asked to review the draft set and provide comments.</i></p> <p><i>During the May 2022 meeting, school leaders will present recommended changes to the Board and the Board will vote on the final guiding principles. The goal of this work is to continue to uphold JA's mission of providing an academically rigorous content-rich educational program at Jefferson Academy. This is an ongoing objective and implementation approaches will be discussed at follow-on board sessions.</i></p>					
a	Recommendations from school leaders on academic rigor guiding principles. Board to vote on final guiding principles after discussion.	TS, CL, DO, HG, TM	Discuss/Vote	0:20	8:15 pm
4	Multiple Pathways to Success: As an organization with multiple campuses and programs, we recognize that there are many pathways to success for our students. We seek to fully embrace and communicate these pathways with our current and potential families and embrace them as a key strength at JA while continuing to grow and expand our offerings.				
a	New Memorandum of Agreement for Hope House for 2022-2023. 2 corrections - HH Addendum 2022-23	TM	Discuss/Vote	0:05	8:20 pm

5	<p>Character and Values: Jefferson Academy will develop core values that speak to the ways we live out our mission and vision each day. These core values will be used to strengthen our commitment to character education for both students and staff through incorporation into our curriculum, staff development, and overall organizational culture.</p>					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">None planned at this meeting</td> <td style="width: 16.5%;"></td> <td style="width: 16.5%;"></td> <td style="width: 16.5%;"></td> <td style="width: 16.5%;"></td> </tr> </table>	None planned at this meeting				
None planned at this meeting						
6	<p>Overall Strategic Plan Progress Report and Review</p> <p><u>Strategic Plan End of Year Review</u> In 2021 the JA Board adopted a Strategic Plan with the following five areas of focus and timelines for milestones:</p> <div style="background-color: #333; color: white; padding: 5px;">COMPREHENSIVE COMMUNICATIONS</div> <p>Jefferson Academy will develop a comprehensive organizational communications plan that includes guiding principles; incorporation of mission, vision, and values; and branding expectations for internal and external communications.</p> <ul style="list-style-type: none"> • June 2022 - Design: All JA families, staff, faculty, and students will recognize the face of the JA brand and a clear communications framework will be complete. • June 2023 - Build: Communications will meet the branding expectations, incorporate the mission, vision, and values of JA, and the JA brand will be fully rolled out into the community. • June 2024 - Evaluate: Communications strategies will be fully dialed in through feedback obtained from staff, faculty, parents, students, and community members and the JA brand will be easily recognizable in the community. <div style="background-color: #333; color: white; padding: 5px;">INNOVATIVE ACADEMIC ENVIRONMENT</div> <p>Jefferson Academy will provide an innovative academic environment that honors the varied needs of our students. By clearly defining expectations, presenting intentional communication, and providing access to support programs, we can help ALL students achieve their highest academic potential.</p> <ul style="list-style-type: none"> • June 2022 - Design: JA will have identified challenges that hinder academic growth and develop pathways for students who need support to grow into their academic potential. • June 2023 - Build: JA will clearly define the different program and support options that are available to current students & families as well as those who apply for enrollment. • June 2024 - Evaluate: Support systems and academic practices will be systematically implemented that provide students varied pathways <div style="background-color: #333; color: white; padding: 5px;">HEALING FROM COVID</div> <p>In order to ensure that our community is attaining its highest potential, Jefferson Academy will attend to the academic progress and overall wellness of its students and staff as they recover from a difficult time of isolation, economic hardships, and mental health challenges due to COVID-19.</p> <ul style="list-style-type: none"> • June 2022 - Design: JA will remain in full compliance with health orders and, depending on the pandemic situation, continue supporting students or begin processes to recover from the pandemic. • June 2023 - Build: Assuming the pandemic is under control, JA will deploy resources to better understand and address the academic, social and emotional needs of our community. • June 2024 - Evaluate: Achievement gaps will have been addressed and students and staff will have begun their recovery process from the impacts of the pandemic. <div style="background-color: #333; color: white; padding: 5px;">MULTIPLE PATHWAYS TO SUCCESS</div> <p>As an organization with multiple campuses and programs, we recognize that there are many pathways to success for our students. We seek to fully embrace and communicate these pathways with our current and potential families, and embrace them as a key strength at JA while continuing to grow and expand our offerings.</p> <ul style="list-style-type: none"> • June 2022 - Design: Summit and Hope House programs will have successfully integrated their current expanded offerings and work toward further growth. • June 2023 - Build: Additional pathways for our K-12 students will have been researched with appropriate offerings being implemented or coordinated between campuses. 					

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<ul style="list-style-type: none"> June 2024 - Evaluate: The JA Board will have reviewed additional educational choices, including continued expansion of current programs and/or the potential addition of new programs or schools. 					
<p>CHARACTER AND VALUES</p> <p>Jefferson Academy will develop core values that speak to the ways we live out our mission and vision each day. These core values will be used to strengthen our commitment to character education for both students and staff through incorporation into our curriculum, staff development, and overall organizational culture.</p>					
<ul style="list-style-type: none"> June 2022 - Design: The Core Values will be finalized and approved by the JA Board of directors. June 2023 - Build: The Core Values will be integrated into learning structures and clearly disseminated to families for a unified message to students. June 2024 - Evaluate: The effectiveness of the Core Values project will be reviewed both internally and externally to determine the success of the program and adjusted as needed to positively impact students. 					
<p>The Board is responsible for assessing the Executive Director's performance in advancing the goals of the strategic plan. Both the Executive Director perspective as well as the Board perspective will be discussed at this meeting to develop a shared understanding of our end of year accomplishments.</p>					
a	Strategic Plan Progress Report and Presentation	Board	Discuss	0:20	8:40 pm

C General Board Governance / Updates / Other Issues					
1: General					
	SRC Reports	Board	Discuss	0:10	8:50 pm
2: Financials					
a	General financial questions	Board	Discuss	0:05	8:55 pm
b	Any change in auditor for next year	Board	Discuss	0:05	9:00 pm
c	15% Contingency Set Aside: Compliance issue for non-profits done annually.	AV	Discuss/Vote	0:05	9:05 pm
d	Approve continuation of joint-use agreement with Broomfield	Board	Discuss/Vote	0:05	9:10 pm
3: Committees					
a	Update from committee leads on committee activities not covered in consent agenda	Board	Discuss	0:05	9:15 pm
4, Evaluations					
a	Conduct Board self-evaluation per policy 2.4	Board	Discuss	0:10	9:25 pm

D Task-Oriented					
1	Action Items	Board	Discuss	0:05	9:30 pm
2	Board communication to parents (Top 5)	Board	Discuss	0:05	9:35 pm

E Policy					
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Jefferson Academy - Board Agenda | May 17, 2022

A procedural error was made in the April 2022 meeting when First Readings of the "Public Attendance at Board Meetings Policy 2.5" and "Board Member Conflicts of Interest Policy 2.8" were conducted. While all Board members indicated agreement with the revisions, a formal motion and vote was not made or tallied.

Per policy 2.7 (c) "Except in cases of emergencies, the board shall follow the following procedure in adopting, repealing or amending policies for Jefferson Academy:

(i) First Reading. The proposed policy shall be submitted for approval on first reading at a regular or special meeting of the board called for that purpose. The proposed policy shall be contained in the board packet distributed prior to the meeting. At first reading the board may receive public comment and comments from the sponsor of the proposed policy.

(ii) Second Reading. If the proposed policy is approved on first reading as set forth in the previous sub-sub section, it will be placed on the agenda and considered at the next ensuing regular or special meeting of the board called for that purpose. No amendment shall be adopted at second reading unless the amendment receives a two-thirds vote of the directors present at the meeting. If the proposed policy is adopted upon second reading it shall become a policy of Jefferson Academy, and the Policy Manual shall be amended accordingly.

Due to the procedural error, a retroactive motion will be requested at the May meeting for consideration of the Board Members to approve the First Readings for both policies prior to moving to the Second Reading of each policy.

1	Retroactive motion to approve First Readings of Public Attendance at Board Meetings Policy 2.5 and Board Member Conflicts of Interest Policy 2.8 from April meeting	TS,NH	Discuss/Vote	0:05	9:40 pm
2	Second Reading: Public Attendance at Board Meetings Policy 2.5	TS, NH	Discuss/Vote	0:05	9:45 pm
3.	Second Reading: Board Member Conflicts of Interest Policy 2.8	TS, NH	Discuss/Vote	0:05	9:50 pm

F	Miscellaneous Board Items				
1	Approve Minutes from April 19, 2022	Board	Discuss/Vote	0:05	9:55 pm

G	Executive Session				
1	Executive Session pursuant to C.R.S. § 24-6-402(4)(h) Student confidentiality - first grade delayed enrollment	Board	Discuss	0:10	10:05 pm
2	Executive Session pursuant to C.R.S. § 24-6-402(4)(f) for the purpose of discussing personnel matters: Executive Director annual review and contract extension. Contract expires in June 2022	Board	Discuss	1:00	11:05 pm

Adjournment - Estimated					11:05 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

Boosters Report

Student Accountability Committee (SAC) Report

The SAC met on Wednesday, May 11, 2022, to discuss the presentation of the spring family survey results to the Board. The following committee members were present: Michael Westfield, Jerrilynn Lilyblade, Brad Moloney, and Agnessa Vartanova.

Policy & Governance

The Policy & Governance committee was scheduled to meet May 12, 2022 and canceled that meeting given the remaining ripe issue to discuss for the 2021-2022 academic year is the Board composition. Given the time sensitive nature of the other topics on the agenda, the Policy & Governance committee will be in recess until the fall. Thank you everyone for all your great work!

Facilities Committee

The Facilities committee met on March 17. No additional meetings occurred in April or May.

Capital Development Committee / JA Foundation

Communications Committee

Neighborhood Committee

Welcome/Introductions:

Neighbors: Julie Steen

Staff: Rich Schuman, Clint Bott, Tim Matlick

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School Garden: A couple of teachers are spearheading a school garden on the southeast corner. They are partnering with Front Range Gardens just north of the convenience store. The garden should be completed in the coming weeks.

Summer Track/Playground Access: There were no issues last year. The plan is to repeat the same process. The school will start opening up the playground on June 6th using the same gate as last year.

Bike Path/Cross Walk: The school may be able to partner with Westminster and Jeffco Schools to put in solar crosswalk at the bike path. However, we don't know if it would be bothersome to neighbors. Clint will try and meet up with some neighbors to get their input.

Neighborhood Traffic: There have been a few adjustments to drop off and pick up that have sped up the process. No concerns were raised during the meeting

Announcements: One neighbor reported, by email, that they were hearing announcements. Another neighbor reported that they have not heard any announcements. Facilities has tested the system and it does not seem to be a problem.

Adjournment

Finance Committee

The Finance Committee met on Tuesday, May 10, 2022. The following committee members were present: Joan Larson, Luke Holocher, Kathy Seybert, Tim Matlick, Allycia Taussig, Deb O'Neill, Sam Kim, and Agnessa Vartanova.

Elementary | Summit Westminster | Summit South: in good standing, not much to report.

Secondary: fully funded! Athletics is back in the black! The Secondary is in the process of spending the consumable (course fees) budget as well as filling wish lists with remaining funds. This is the fun part of the year! There is a plan to spend down as many accounts as we can (Textbooks, Instructional Equipment, Facilities, etc.) and there will still be a healthy carry forward at the end of the year.

Other business: ESSER3 budgets came back and the Principals will be identifying areas of need to spend those funds.

JA completed our annual renewal for Pinnacol (Workman's Comp). The renewal was amended to include student interns which will increase monthly premiums slightly.

JA initiated the process to bring a new audit firm to the Board for approval. Bids were requested for services from three audit firms. Two have reached out and said they did not have the capacity to take on new client requests. We're waiting for the third, The Adams Group, who said they would present a bid.

Two invoices from the Cost of Issuance from Bond refinance have not been paid: TEFRA and the Loan Origination Fee. JA reached out to the new account manager at Sunflower Bank to get those paid. The funds are still sitting in the COA Account.

At the May meeting, the Board will need to make a motion to appropriate the reserves according to Colorado Revised Statute 22-44-106. Amount to be appropriated is \$1,378,096.

The Committee discussed the potential technology fee increase for the Elementary campus to support the purchase of Chromebooks. It was determined that additional information is needed before presenting the business case to the Board.

The Committee also discussed the updated MOU with Hope House, which will be presented to the Board for approval at the May 17, 2022 meeting.

Principal Reports

Jefferson Academy Elementary

Hiring Updates: We have hired 4 new teachers for open positions in 2nd and 3rd grade. We have hired a clinic aide and 4 new educational assistants. We also hired a part time coordinator for developing our tiered intervention program and a 10 hour per week math interventionist. We have only a couple of positions left to fill.

End of Year MAP and DIBELS testing: Preliminary results from our EOY testing shows remarkable student growth. I am so very proud of our teachers and their incredible work with students.

Systemic Structures: We have had a successful year of each grade level having a Team Lead plan and run grade level professional learning communities. This group will expand into a Building Advisory Team. We are working to develop systems that are more co-dependent than independent to build more cohesiveness in the organization.

Jefferson Academy Secondary

The Summit Academy

Graduation – May 23, 2022, 7:30pm at The Summit Academy

Professional Development 2022-2023: Coaching and Rigor - Stephanie and Maren are studying and learning about various aspects of both coaching and rigor. Our plan is twofold. The first is to come alongside teachers and coach them in how to hone and improve their teaching skills, how to incorporate more rigor in their classroom, and how to continue to be life-long learners. The second is to show teachers through our coaching how they, in turn, can coach their students on some of these same skills including rigor, critical thinking, and life-long learning. We have adopted the idea of "coaching" because of the nature of a coach -- one who comes alongside, who encourages, while also giving thoughts and tips on improvement.

Upcoming Seniors Counseling: Maren, Summit Assistant Principal, is creating a guide for our current juniors (about to be seniors) to help them prepare for their senior year. This will include timelines, materials, and tips for their senior year and their post-secondary plans. Whether students are planning on going to a 4-year college, finding an internship, attending a trade school, taking community college classes, joining the military, or joining the workforce, this guide will provide them with helpful information.

Standardized Testing: 150 Summit students in grades 1-8 completed the Iowa Test of Basic Skills in April. Tests were sent in for scoring, however, they did not all arrive at the testing center. A couple of answer sheets were returned to Summit in a plain envelope. UPDATE: THEY HAVE BEEN FOUND!!! Scoring is delayed but will be completed. PSAT and SAT were successfully administered.

Hiring Needs for 2022-2023: We have hired for Secondary Social Studies and three elementary positions. We are still looking for a Physical Education.

Prom and After Prom will be held at Summit on May 21.

Spring Performances: We have had spring performances for Musical Theater (Grades 8-12), Drama for grades 4-7, Creative Drama for grade 2-3, Elementary, Middle and High

School Choir, World Percussion, Piano, and Guitar. Belt promotions for martial arts was completed on May 13. Received several positive comments about the kids being able to perform without Covid restrictions.

Enroll Jeffco 2022-2023:

Current Enrollment: 810 students Current FTE: 405 (Does not include full time students.) There is usually an additional FTE of about 25 for full time students. There are usually about 50 full time students.)

The Summit Academy South

We are finishing up the year and working on registration for classes. Graduation on 5/20. The end of the year has been busy with lots of fun community building events such as “A Day at Idrahaje,” Spring Formal, Field Day and an amazing performance of Lion King.

Executive Director’s Report

Bond Principal Buy Down: In planning ahead for a potential pay down of bond principal in the future, we have reached out to Sunflower Bank to better understand the process. The banker who has worked with JA for many years and finalized our current bond has moved to another organization. The first responses we received from the bank indicated that they were not aware of or did not understand the “carve outs” put into the bond documents to allow for penalty free pre-payments. Rather, they indicated that the bank expected to receive a 5% premium penalty if paid in year 1, decreasing by 1% per year through the first 5 years. This is standard practice for charter school bonds and is in our bond documents should the school pay off the bond in its entirety during those first 5 years. The bank reached out to our Bond Counsel who clarified for the bank where the pay down allowance is identified in our bond. We have not received a final statement from the bank yet. We will continue to monitor this as our bank and our Bond Counsel work toward clarity.

Summer NewsLetter: As you know, we rolled out a quarterly newsletter this year for all our families. This has been very well received by our families. This summer we are going to publish a shortened version of the newsletter that will be sent to our community partners and alumni for whom we have email addresses. Articles will be selected that might peak the reader’s interest in our schools and programs. This is the next step forward as we continue developing awareness of JA/Summit, the wonderful work of our students and building deeper and broader relationships within our surrounding communities.

Board Document Structure We are currently developing a well thought out process for handling our board's live documents, archives and meeting videos. Many of the documents are "owned" by the board president in Google docs. This presents challenges as the account is linked to their email which, if closed, will cause the documents to be lost. Work started on this prior to the pandemic but subsequently took a back seat to the dealing with Covid and now the end of school. We expect to pick up shortly and complete the transition by the start of school next year.

Site Visits for Summit South With news from DPS that they would not support the proposed move of our Littleton program to a building residing in both Jeffco and DPS, we started looking for alternative locations. No move is planned at this time, but we identified 6 locations in our target area that might be large enough to host the program.

End of year activities It is so exciting to see so many end of year activities in our buildings! Every location is busy with drama and music productions, field trips, prom/dances and/or a plethora of other activities. After such a long spell where students did not get to show their talents and teachers were not able to publicly celebrate student achievement, it is wonderful to once again experience school in its proper format. We have wonderful students and staff who finally get to showcase their talents.

**Minutes of the Joint Board of Directors
A Colorado Non-profit Corporation
April 19, 2022 6:00 p.m.
Zoom Meeting**

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

Ms. Sorice called the meeting to order at 6:02 p.m. The guests were welcomed. The following Board members were present: Mr. Ennis, Mr. Hawk, Mr. Kim, Ms. LaBerge and Ms. Sorice. Ms. Vartanova had an excused tardy. Ms. Quillen had an excused absence. The following ex-officio Board members were present: Ms. Grantham, Mr. Matlick, Dr. O'Neill, Ms. Scarato and Ms. Taussig. Ms. Sorice presented the agenda. Ms. Sorice requested that the review for Results of the Parent Survey be tabled for the May meeting. Ms. Sorice requested that in the Policy section, Policy 2.5 and 2.8 be a discuss and not a discuss/vote. Ms. LaBerge requested to add in Financials, Elementary Chromebooks. Mr. Hawk moved that the Board approve the agenda as amended. Mr. Kim seconded the motion. The motion passed unanimously. There was no Public Comment.

Consent Agenda

A Review & Approve

Ms. Sorice presented the Consent Agenda. Ms. LaBerge requested that the report from Summit Academy be pulled from the agenda. Mr. Hawk moved to approve the agenda as amended. Mr. Kim seconded the motion. The motion passed unanimously.

General Agenda

Review of draft communication plan

Kim Daly, Chair of the Communications Committee, provided a brief presentation explaining the priority of this committee is to provide branding for JA and having it recognizable as a K-12 school, while allowing for individuality at both campuses. Ms. Daly noted that the committee is in the design portion with this project. Ms. Daly shared the logo lock-up using the interlocking JA for the elementary and secondary. Then using the individual logos with the bookend for the elementary and the crest for the secondary. Ms. Daly pointed out the jaguar that is used for the secondary athletics is the same as the Jacksonville Jaguars. Discussion ensued about continuing

to use this jaguar. Ms. Daly shared a draft communications manual that included the color palette with the original colors, along with a secondary palate and the fonts. Board members shared their thoughts and suggestions.

Mr. Hawk moved that the Board approve the brand manual and style guide as presented as a guideline for JA marketing. Mr. Kim seconded the motion. A vote was taken. The motion did not pass with a vote for 3 yes and 3 no. This agenda will be placed on the May agenda. Board members will meet with Ms. Grantham to review the secondary logo.

A Informational

1 Principal and faculty presentation

Dr. O'Neill introduced Raechelle Tucker, Elementary Librarian. Dr. O'Neill noted that the library was closed for two years due to COVID. Dr. O'Neill reported that Ms. Tucker has performed an outstanding job in the library. Board members that have toured the library shared their positive experiences. Due to technical difficulties, Ms. Tucker was not able to join the meeting.

2 General principal updates and updates from facilities director as needed (not covered in the consent agenda)

Ms. Grantham shared their many events this spring. She pointed out that the anniversary of Columbine is tomorrow and they are working with security to ensure the safety of students.

Dr. O'Neill reported that CMAS testing is almost complete, end of year testing is in May, she has hired a 2nd and 3rd grade teacher, acknowledged the team leads and shared the spring events.

Ms. Scarato reported that this is a busy and fun time of year with many events, working on enrollment for next year, hiring for open teaching positions for next year and spring testing. Ms. Scarato shared that they have a student who was awarded the Daniel's Scholarship.

Ms. Taussig reported that they had spring testing last week, they are hiring for next year's open positions and working on spring events.

B Strategic

a Recap of Board visitation days at Summit Westminster, Summit Conifer, and Summit Littleton

Mr. Hawk reported on his visit at the Summit Westminster campus and noted the positive changes. Ms. LaBerge and Ms. Sorice shared their experiences at Summit Westminster and enjoyed seeing their program first hand.

2 Innovative Academic Environment

a Recap of both study sessions and establishment of path forward to continue momentum

Ms. LaBerge shared the results of the two study sessions. She provided the draft statements of the guiding principles for Academic Rigor. These were reviewed and revised by Board members. Discussion ensued with Board members and leaders with their concerns. It was determined that the original and revised version be reviewed by the leaders and present any suggestions to the Board in May.

3 Healing From COVID

a Updates and resources needed for next year to continue to support student and staff overall wellness

Mr. Matlick reported that the school leaders are looking to continue to bring support to the students with mental health issues.

Ms. Grantham reported that they are in year two with the unified improvement plan with social and emotional support. They are working on finding common language and training for the teachers. Ms. Grantham shared that she has contracted a social worker for the remainder of the school year and hired a full time social worker for next year.

Dr. O'Neill reported on the SEL classes and K-6 social and emotional learning. She shared that next year a staff wellness committee will be developed to support staff. Dr. O'Neill reported that she has hired a MTSS coordinator, Pam Yoder. Ms. Yoder will also be on staff next year.

Ms. Scarato reported that they will continue with the success program for students. They are looking for mental health resources and are planning sessions for parents.

Ms. Taussig reported they will have a one day conference this summer for parents. They are reevaluating everything as things have returned to somewhat normal. They are also looking at supporting high school students in dealing with social issues.

4 Multiple Pathways to Success

a None

5 Character and Values

a Core Values report from principals and administrators on thoughts/responses from staff on draft Core Values and establish next steps to maintain momentum

This item will be tabled for the June meeting.

C General Board Governance/Updates/Other Issues

a Reminder of elections in May 2022 - update on scheduled communications

Ms. LaBerge reported that only one candidate letter has been received. The schedule was reviewed.

b Determine which Board members attend which graduation ceremonies

The graduation schedules were reviewed and Board members noted ceremonies that they could attend. The elementary on May, 25 at 6:00 p.m. at the secondary school. The secondary on May 26 at 10:30 a.m. at the Green Center. Summit Westminster May 23 at 7:30 p.m. and Summit South on May 20, 10:00 a.m.

c Schedule SRC meetings at each campus per Policy 2.11

Ms. LaBerge explained the role of the Staff Review Committee. Mr. Kim and Ms. Sorice will meet with Dr. O'Neill on May 13 at 2:00 p.m. Ms. LaBerge and Ms. Vartanova will meet with Ms. Grantham on May 6 at 2:00 p.m.

2 Financials

a General financial questions

None

b Approve joint-use agreement

This was tabled for May.

c Elementary Chromebooks

Dr. O'Neill pointed out that the elementary school is operating with about 16 or 17 chromebooks per classroom. Dr. O'Neill reported that area public and charter schools already incorporate a fee for chromebooks. Dr. O'Neill proposed to include a \$50 school fee to go toward chromebooks. The goal would be to have a chromebook for each student and to be able to replace chromebooks as they become outdated. The chromebooks would be kept at school. This item will be on the May agenda. The Board requested additional information; how many chromebooks the school has currently, how many were purchased with Esser funds and the percentage of school fees that were paid this year.

3 Committees

a Update from committee leads on committee activities not coerced in consent agenda

Ms. Vartanova reviewed the PPR and the updates in the secondary. Summit is currently testing systems to pay fees online. Ms. Vartanova reported that overall the budgets were in balance. The grants for Jag Care were reviewed. Also, the staff was very thankful for their raise.

4 Evaluations

a Distribute board self-evaluations per policy 2.4

Ms. LaBerge shared the self-evaluation document and reviewed the form.

b Strategic plan progress report will serve as Executive Director self-evaluation

Ms. LaBerge shared this document and reviewed the process in filling out the evaluation form.

D Task-Oriented

1 Action Items

These were reviewed and revised.

2 Board communication to parents

None. It was suggested that Board members send one statement about how rewarding it is to serve on the Board. These will be sent out to families via email, social media and each member will personally send these out to someone they feel would be a good candidate for the Board.

E Policy

1 Summit Academy parent representation on Board

Mr. Hawk reported that the Policy and Governance Committee are working to clarify this policy.

2 Public Attendance at Board Meeting Policy 2.5

Ms. Sorice presented Policy 2.5 with redlines. This will be on May's agenda for approval.

3 Board Member Conflicts of Interest Policy 2.8

Ms. Sorice presented Policy 2.8 with redlines. This will be on May's agenda for approval.

F Miscellaneous Board Items

1 Approve Minutes March 15, 2022

Ms. Sorice presented the Minutes of March 15, 2022. Ms Vartanova moved that the Board approve the Minutes of March 15, 2022 as presented. Mr. Ennis seconded the motion.. The motion passed unanimously.

G Executive Session

None

Adjournment

Ms. Vartanova moved to adjourn at 10:32 p.m. Mr. Ennis seconded the motion. The motion passed unanimously.

Respectfully submitted,

Shelly Cohen, Clerk

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Jefferson Academy Board of Directors