

Jefferson Academy - Board Agenda | February 21, 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 | February 21, 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					
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	HG	Discuss	0:15	6:35 pm
2	General Executive Director update <ul style="list-style-type: none"> - Hiring status for secondary principal - Insurance/Risk management - ELL services 	TM	Discuss	0:15	6:50 pm
3	General principal updates (not covered in the consent agenda)	AT, SS, DO, HG	Discuss	0:25	7:15 pm
4	Prevalence of vaping at schools and programs	TM, HG, DO, SS, AT	Discuss	0:20	7:35 pm

Jefferson Academy - Board Agenda | February 21, 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	<i>Strategic Plan- Comprehensive Communications, Innovative Academic Environment, Healing from Covid, Multiple Pathways to Success, Character and Values</i>				
a	Review Staff Survey Results	AV	Discuss	0:20	7:55 pm
b	Update on Branding Expectations for Internal and External Committee	KM, TM	Discuss	0:05	8:00 pm
C	General Board Governance				
<i>1: General</i>					
a	Reminder of elections in May 2023 - update on scheduled communications	JL	Discuss	0:05	8:05 pm
Schedule for Next Communication: Notification #1 - Open board seats and call for candidates - Sent 1/31/23 Notification #2 - Open board seats and call for candidates - 3/13/23					
b	SAC Spring Parent Survey	AV, JL, Michael Westfield	Discuss/Vote	0:10	8:15 pm
<i>2: Financials</i>					
a	Treasurer's report	FQ	Discuss	0:05	8:20 pm
b	Budget line item adjustment	FQ, CM	Discuss	0:05	8:25 pm
<i>3: Committees</i>					
a	Update from committee leads on committee activities	Board	Discuss	0:05	8:30 pm
D	Policy				
1	Update on Capital Development and JA Foundation	AM, FQ, ME	Discuss	0:05	8:35 pm
2	Update on JA Policy Manual Clean-Up	TM, TB	Discuss	0:05	8:40 pm
E	Task-Oriented				
1	Board visits at schools and programs	Board	Discuss	0:05	8:45 pm
2	Approve minutes from January 24, 2023 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	8:50 pm
3	Action Items	Board	Discuss	0:05	8:55 pm
4	Board communication to parents (Top 5)	Board	Discuss	0:05	9:00 pm
F	Executive Session				

Jefferson Academy - Board Agenda | February 21, 2023

1	24-6-402(4)(h), C.R.S. Request for student(s) receive enrollment exception	Board	Discuss/Vote	0:20	9:20 pm
---	--	-------	--------------	------	---------

Adjournment - Estimated					9:20 pm
--------------------------------	--	--	--	--	----------------

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 February 1, 2023. Full meeting minutes can be found at <https://www.japto.info/about/membership-meetings>

Boosters Report

Boosters meeting was held at the Secondary on February 13, 2023. Some highlights include a new location secured for After Prom, met our athletic trainer Anna and approved a request from her for supplies, as well Boosters will look into getting a portable AUD (or two) for the field.

School Accountability Committee (SAC) Report

SAC meeting was held on February 9 on Zoom. We placed final changes and suggestions from each campus to present the Spring surveys at the February board meeting. Surveys will run in March/April following parent/teacher conferences.

Policy & Governance

Any updates will be addressed during the board meeting.

Facilities Committee

MEETING DATE: February 8, 2023

MEETING DURATION: 6:00 pm to appx. 6:45 pm

IN ATTENDANCE: Flavio Quintana, Tim Matlick, Graham Pierce, Heather Woody, and Jessica Evans

AGENDA ITEMS:

Tim brought the committee update on items that have been completed recently and items currently on Future Wants and Needs list.

Jefferson Academy - Board Agenda | February 21, 2023

ELEMENTARY:

- **Security:**
 - Keys replaced by fob and code system on 15 entrances – last year Working with 4 police groups to get fobs situated so they can all have fob access.
 - Crash bars on order for 6th grade entrance and 3rd grade entrance
 - All doors are push button locks – only locks connecting classrooms are keyed locks.
 - Panic buttons not an option due to retrofit and would have to re-wire
 - This summer, the elementary school will move to a different key schedule. This will allow for better access for police in an emergency situation.
 - Radios work throughout the building – 4 channels dedicated to JA, 1 district channel, 1 channel connected to police and emergency services
- **Maintenance** - Update on Cameras – 32 to 38 cameras – ESSER funds approved – getting final bids and then will do a final walk through – Camera install anticipated for the Summer
- **Maintenance** - RTU and HVAC – ESSER funds approved – will start getting bids to see how many RTU's can be funded
- **Future Want** - Rework north temps to add a bathroom and move JagCare so that the program can accommodate more students. If this is done, then JA could also look at adding in Pre-K.
 - North temps are currently where 4 special ed teachers are located and they would have to be relocated.

SECONDARY:

- **Maintenance** - Need to address the seal coat and crack seal at the secondary school sooner rather than later to protect the ground beneath it
- **Future Want** - Would like all-weather track and bleachers to be able to host athletic events

PLAN OF ACTION:

- Get an updated list of future wants/needs so that we can prioritize them.
- Collaborate with the Finance Committee and Jefferson Foundation regarding funding.
- May need to present to the board for approval depending on funding – do we need long-term fundraising??
- Get input with 1-1 with principles, survey – long term visions?? Maker space??

NEXT MEETING: TBD

ACTION ITEM:	TO BE COMPLETED BY:
Speak with principles at JA Elementary and Secondary to see what their “want” items are and get an idea of their visions	Tim and/or Graham, and possibly Jess if additional presence needed

Send contact information for principals to Graham to schedule meetings	Tim
Schedule next committee meeting after meeting with the principals of both schools	Graham
Update future wants and needs in the database after meeting with the principals of both schools	Graham and/or Tim

Capital Development Committee / JA Foundation

Any updates will be addressed during the board meeting.

Communications Committee

Any updates will be addressed during the board meeting.

Neighborhood Committee

Any updates will be addressed during the board meeting.

Finance Committee

The Finance Committee met on Tuesday, February 14, 2023. The following committee members were present: Tim Matlick, Heather Grantham, Craig Melville, Luke Holocher, Kathy Seybert, Flavio Quintana, and Agnessa Vartanova.

Financials Update: The financials through January 2023 were reviewed and staff answered questions on the monthly financials. There are no concerns.

New Budget Dashboard: The JA staff have continued their work on the new dashboard. It was reviewed during the meeting with some additional work needing to be done before it will be used and presented to the Board later this school year.

JA's Administration has begun soliciting quotes for JA's own risk management insurance. This effort is due to Jeffco's notice to charter schools that they will have to acquire their own risk management insurance as Jeffco will not allow schools to be on Jeffco's policy. JA is also looking at working with other charter schools to see if they can team up and get a policy for charter schools. ED Matlick is attending a meeting with Jeffco's Superintendent scheduled for February 28 to get information and background on the change in direction Jeffco is taking with items such as not allowing charter schools to be Jeffco's insurance policy.

Next Year's Budget: The budget team will be preparing the first draft of the 2023-2024 school budget. This budget will be presented to the Board at its March 2023 meeting. The budget is due to Jeffco by April 1, 2023.

Principal's Reports

Jefferson Academy Elementary

- Reading Data as compared to the district linked below. We feel encouraged about our Acadience data and the nice growth we are seeing K-3
 - [BOY to MOY Comparison with Acadience](#)
- Feb 10 PD Day
 - We participated in training around Effective Direct Instruction and completed some writing alignment work
- Administration is busy with lots of teacher evaluations right now
- We had lots of parents in the building with our Valentine's Day parties which created a really nice community feeling.

Jefferson Academy Secondary

The Summit Academy

The Summit Academy South

Executive Director's Report

Jeffco Updates: The following information was provided to Jeffco leaders earlier this month:

- District managed school enrollment projected decrease: 65,960 to 64,846
- Charter school enrollment projected decrease: 8,803 to 8,635
- Jeffco is working to cut 10M from their budget next year
- *JA & Summit enrollment trends are showing stable or increasing enrollment*
- *JA & Summit do not expect to make budget cuts next year*

Insurance Update: Jeffco Risk Management held a meeting with charter leaders in which they provided information about a potential group plan through the district's current broker. At the same time, we are beginning to secure quotes from several

agencies as we look to secure non-district coverage for next year. More information will be provided during the board meeting.

ELL/ESL Services: Currently JA and all charter schools except New America School are required to purchase ELL services from the district. Combined, JA & Summit currently have 36 students who qualify for services. Due to the district's method of calculating the cost, as an organization we are paying \$254,865 for services this year. I recently met with the ESL dept, Chief of Schools, district legal counsel and our Community Superintendent to discuss moving away from the district provided services in the same way they moved away from Risk Management services. They were open but I would say not enthusiastic about the idea. More information will be provided during the board meeting.

Jeffco Charter School Consortium (JCSC) Update: The purpose of the JCSC is to provide a mechanism for charter schools to speak with one voice in addressing questions with the district. In the past this has served charters and the district well in navigating the challenges of bond issues/charter allocations and other situations. Late last month the JCSC called a meeting to discuss the new direction Jeffco is taking regarding charter schools. Over the last several years, with the district-charter partnership working well, the JCSC has not been active. Based on some recent decisions by Jeffco, the JCSC is re-activating in order to better engage in discussions with district leadership. The organization is made of school leaders, board members and other interested parties. I would encourage at least one board member to represent JA and engage with the JCSC as things move forward.

CDE School Codes: Currently JA has 3 CDE assigned school codes as follows:

- 1 for K-6 / elementary students
- 1 for 7-8th graders, Summit W, Summit S and Hope House
- 1 for 9-12th graders

Several years ago we had preliminary discussions as to whether or not this was still the best structure to use. Recently we entered into conversations with Jeffco and CDE about the possibility of moving to 4 school codes in order to clarify roles and make state date reporting easier. This is very preliminary but the last conversation was about reorganizing as follows:

- School Code #1: K - 6 / JA Elementary
- School Code #2: 7-12 / JA Secondary
- School Code #3: All part-time (homeschooled) Summit and Hope House students
- School Code #4: All full-time/concurrent enrollment Summit & Hope House students

Jefferson Academy - Board Agenda | **February 21, 2023**

We are still looking at long-term ramifications, but this does seem to fit well with the Board's Strategic Plan of continuing to offer alternative educational pathways to families. More information will be provided as conversations continue.