

# Jefferson Academy - Board Agenda | January 23, 2024

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## 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
<b>Preliminary</b>				
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.

**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.

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**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.**

<b>Consent Agenda</b>					
<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"> <li><a href="#">PTO Report</a></li> <li><a href="#">Boosters Report</a></li> <li><a href="#">School Accountability Committee</a></li> <li><a href="#">Policy &amp; Governance</a></li> <li><a href="#">Facilities Committee</a></li> <li><a href="#">Capital Development Committee/ JA Foundation</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Communications Committee</a></li> <li><a href="#">Neighborhood Committee</a></li> <li><a href="#">Finance Committee</a></li> <li><a href="#">Principal Reports</a></li> <li><a href="#">Executive Director's Report</a></li> <li><a href="#">Meeting Minutes</a> (Restricted until approved)</li> </ul>			
A	Review & Approve	Board	Vote	0:05	6:20 pm

<b>General Agenda</b>					
<b>Items moved to the front of the agenda at the time of the meeting due to presenters</b>					
<b>Items moved from the consent agenda to the general agenda for further discussion</b>					

A	<b>Informational</b>				
<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 Student Introduction	RS	Discuss	0:15	6:35 pm
2	Student Withdrawal Updates	BF, RS, AT, TM	Discuss	0:10	6:45 pm
3	General Executive Director update	TM	Discuss	0:10	6:55 pm
4	General principal updates (not covered in the consent agenda)	BF, RS, AT	Discuss	0:25	7:20 pm
5	JCSC Meeting	TM	Discuss	0:05	7:25 pm
6	Community Cares Project	TB	Informational	0:10	7:35 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.ijags.com](http://www.ijags.com).**

B	<b>Strategic</b>
1	<b>Strategic Plan- Comprehensive Communications, Innovative Academic Environment, Healing from Covid, Multiple Pathways to Success, Character and Values</b>

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	a	Debrief on the January 11, 2024 Strategic Plan Study Session	AV	Informational	0:15	7:50 pm
	b	CCC K-8 Jeffco Contract Condition	TM	Discuss/Vote	0:10	8:00 pm
	c	CCC K-8 Jeffco Enrollment Policy	TM	Discuss/Vote	0:10	8:10 pm
	d	Review and endorse the operational structural overview of rigor at JA and core values (check in to ensure the principles of academic rigor and core values are working for the schools and programs)	Board; BF, RS, AT, TM	Discuss	0:15	8:25 pm

<b>C General Board Governance</b>						
<i>1: General</i>						
	a	Charter Renewal	TM	Informational	0:05	8:30 pm
	b	Board elections May 2024 (3 seats)	JL	Discuss	0:05	8:35 pm
	c	Review Class Size	BF, RS	Discuss/Vote	0:10	8:45 pm
	d	Approve 2024-2025 School Calendar	Board	Discuss/Vote	0:05	8:50 pm
<i>2: Financials</i>						
	a	none				
<i>3: Committees</i>						
	a	Update from committee leads on committee activities	Board	Informational	0:10	9:00 pm

<b>D Policy</b>						
	1	2.11(j) Audit Committee - First Reading	AV, AM	Discuss/Vote	0:05	9:05 pm
	2	Propose to table: - 2.11 (g) for P&G Committee responsibilities - 2.11(h) Capital Development Committee	AM, RS	Discuss	0:05	9:10 pm

<b>E Task-Oriented</b>						
	1	Approve minutes from November 28, 2023 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	9:15 pm
	2	Action Items	Board	Discuss	0:05	9:20 pm
	3	Board communication to parents (Top 5)	Board	Discuss	0:05	9:25 pm
	4	Board visits at schools and programs	Board	Discuss	0:10	9:30 pm

<b>F Executive Session</b>						
		None planned this meeting				

Adjournment - Estimated

9:30 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 January 10, 2024. Full meeting minutes can be found at

<https://www.japto.info/about/membership-meetings>

although minutes from the last meeting will not be released until they are approved at the February meeting.

Some highlights from this month's meeting:

-Approved special funds request for 4th grade books.

-Timehop will be April 25th.

-Bect year's Fun Run will be held November 1, 2024 with the Boosterthon kickoff set for October 25, 2024.

-Holiday treats and gift wrap for staff were both a huge success.

### **Boosters Report**

Boosters meeting was held January 8, 2024. Highlights include:

- Boosters officers are streamlining/updating processes to make it easier for future, will update Boosters web site
- Ms Ferb requested and Boosters approved funds to establish a chapter for Science National Honor Society (SNHS) and to fund Mock Trial.
- Concessions are being updated with better signage, and a new outdoor refrigerator by Spring. They are hoping to replace the warmer at some point.
- Next meeting is February 12, 6pm in the Secondary conference room

### **Student Accountability Committee (SAC) Report**

SAC met 1/11 to discuss Spring surveys. The principals were instrumental in helping us understand significance of the questions we are asking. Several

questions will be removed or modified pending board approval. Discussion will continue in regard to overhauling surveys for next year.

## **Policy & Governance**

## **Facilities Committee**

## **Capital Development Committee / JA Foundation**

January meeting was held on January 11th. Items discussed are as follows:

- Colorado Gives Day raised \$1900
- The Gala while being cancelled did raise over \$800
- Feedback on the Gala was mainly cost (too expensive) and timing (right after Christmas/Holidays)
- Looking into other ideas for a celebration that would be less cost-prohibitive for people as well as at a better time of year

## **Communications Committee**

January meeting was held on January 17th. Full meeting agenda is here:

[https://docs.google.com/document/d/1E044b8RuaEgHO\\_3T-5bfWjQCaEmhmSYkQCeOSXzDVFY/edit?usp=sharing](https://docs.google.com/document/d/1E044b8RuaEgHO_3T-5bfWjQCaEmhmSYkQCeOSXzDVFY/edit?usp=sharing)

*Highlights from the meeting:*

- New school websites for Jeffco are being launched slower than expected so waiting for more information on when JA's website will be updated.
- Working on a consolidated recommended vendor lists to help with consistency of brand
- Discussion on AI and specifically with regards to how it affects internet searches there will be a high focus on things like google reviews, consistent messaging and key words in staff bios
- Discussion on developing that consistent messaging through value proposition

## **Neighborhood Committee**



## **Finance Committee**


- Finance committee met on Jan. 18th, and reviewed current operational budgets from each school. Expenses are on track for mid-year, and clean-up of line items and streamlining utility payments is in process.
- Administration is considering improving the process of delivering teacher offer letters so that teachers have a clearer picture of their compensation for the coming year approximately a month earlier than in previous years. Finance committee is involved because offers relate to state revenue projections and therefore impacts budget forecasting.
- To approve the replication application regarding Coal Creek Canyon, the District placed a couple of conditions that require financial and staffing consideration and ultimately JA Board approval.
- Finally, in line with the revised budget, Secondary, Elementary, and Summit have begun utilizing funds for outside professional evaluation of proposed facilities improvements to better understand scope of work and feasibility.

## Principal's Reports

**Jefferson Academy Elementary**  
[Elementary School Update](#)

**Jefferson Academy Secondary**

**The Summit Academy**  Summit Academy Westminster Board Report JAN 2024  
 2024-2025 Master Calendar.xlsx

**The Summit Academy South**  Summit South Board Report January 2024

## Executive Director's Report