

Jefferson Academy - Board Agenda | January 24, 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: The Summit Academy
7575 West 103rd Avenue, Suite 100, Westminster, CO 80021

Zoom Link: [Join the virtual meeting of the Board of Directors](#)

Start Time: 6:00 pm

Agenda Item	Who	Action	Time	End Time
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Preliminary					
Agenda Item	Who	Action	Time	End Time	
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	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.

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- 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					
<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 • 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	6:25 pm

General Agenda					
Items moved to the front of the agenda at the time of the meeting					

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	Principal Presentation and Faculty Introduction	DO	Discuss	0:15	6:40 pm
2	JA Facilities Committee	AM, FQ	Discuss	0:10	6:50 pm
3	General Executive Director update <ul style="list-style-type: none"> - Summer Jag Care - Summit Sports Program - Community Cares Presentation 	TM	Discuss	0:15	7:05 pm
4	General principal updates (not covered in the consent agenda) <ul style="list-style-type: none"> a. Student Withdraw Updates b. Enroll JeffCo Updates 	AT, SS, DO, HG	Discuss	0:25	7:30 pm
5	Review and endorse the operational structural overview of rigor at JA	DO, HG, AT, SS	Discuss	0:15	7:45 pm
6	Recall of Board Members- C.R.S. 7-128-108	TM, TS	Discuss	0:05	7:50 pm

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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					
<i>Strategic Plan- Comprehensive Communications, Innovative Academic Environment, Healing from Covid, Multiple Pathways to Success, Character and Values</i>					
1	Review and Update of the Strategic Plan	TM	Discuss	00:15	8:05 pm
a	<i>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.</i>				
b	<i>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.</i>				
c	<i>Healing From COVID: 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.</i>				
d	<i>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.</i>				
e	<i>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.</i>				
2	Self-ranking metrics for JA compared to other Charter Schools	TM, AM	Discuss	0:05	8:10 pm
C General Board Governance					
1: General					
a	Review and approve staff survey	AV, FQ, ME	Discuss/Vote	0:10	8:20 pm
b	Board elections May 2023 (2 seats)	JL	Discuss	0:05	8:25 pm
2: Financials					
a	Approve 2022-2023 revised budget	FQ	Discuss/Vote	0:10	8:35 pm
3: Committees					
a	Update from committee leads on committee activities	Board	Discuss	0:10	8:45 pm
D Policy					
1	Faculty salary compensation - salary scale - Summit Academy	TM	Discuss	0:05	8:50 pm

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E	Task-Oriented				
1	Board visits at schools and programs	Board	Discuss	0:05	9:00 pm
2	Review and approve board meeting posting locations	TM, TB	Discuss	0:05	9:05 pm
3	Approve minutes from November 15, 2022 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	9:10 pm
4	Action Items	Board	Discuss	0:05	9:15 pm
5	Board communication to parents (Top 5)	Board	Discuss	0:05	9:20 pm

F	Executive Session				
1	24-6-402(4)(h), C.R.S. Request for student(s) receive enrollment exception	Board	Discuss/Vote	0:10	9:30 pm
2	24-6-402(4)(f)(l), C.R.S. Executive Director salary review	Board	Discuss/Vote	0:15	9:45 pm

Adjournment - Estimated	9:45 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

PTO meeting was held January 4, 2023. Full meeting minutes can be found at <https://www.japto.info/about/membership-meetings>

Some highlights: The teachers have a wonderful, new, updated lounge. Thank you PTO!!!
A venue has been secured for the Spring Fling.
WatchDOGS is going strong. Thank you to everyone who participates in
this great group for JA.
Keep an eye out for Valentine's Grams

Boosters Report

Student Accountability Committee (SAC) Report

Policy & Governance

Facilities Committee

MEETING DATE: December 7, 2022

MEETING DURATION: 6:30 pm to appx. 7:15 pm

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

AGENDA ITEMS:

- Introductions: All members took a brief moment to introduce themselves and share with the committee their relationship to JA.
- Purpose of the Committee: Tim took a few moments to explain the purpose of the Facilities committee and what the expectations of the committee are.
- Committee Officers: Flavio recommended that we elect committee members to act as President and Secretary.

- Graham Pierce was appointed President
- Jessica Evans was appointed Secretary
- Current Facility Needs: Tim reviewed the current facility needs spreadsheets with the committee.

NEXT MEETING: TBD for a date in January

ACTION ITEM:	TO BE COMPLETED BY:
Attend a board meeting to establish a relationship between the board and Facilities Committee	Graham
Schedule next committee meeting after attending the board meeting	Graham

Capital Development Committee / JA Foundation

Foundation Meeting Minutes: December 15, 2022

Meeting called to order at 6:30PM. In attendance were Tim Matlik, Teresa Lindberg, Michael Garioto, Tiffany Blakely, Jeff Wilhite (guest)

- **Approval of minutes from November 10.**
- **President Discussion**
 - Introductions
 - Guest - Jeff Wilhite: worked with Tim previously and started Foundations at other charter school locations;
 - Mike gave debrief on his attendance at Board Meeting
 - Reiterated K-12/remote-onsite community
 - Tim noted that the Capital Committee of Board has been suggested to merge with the Foundation.
 - Tiffany asked about grants' timeframe and if there was funds in the Community Cares program for teachers
 - Noted no additional funds needed for 2022
 - For 2023, plan on October planning meeting and rollout
 - Kim noted that Colorado Gives Day is in the fundraising phase now and is accepting donations at this time.
 - For 2022, preliminary reports show \$2800 in giving
- **Budget:**
 - Michael reminded the group we have the 30th Anniversary Gala coming as well.

- Is this in 2024 or 2023? August 1994 opening - so 2023-2024 is our 30th year of operation
- Can we start planning to bring back former star athlete teams, former administration/teachers
- Multi-day event with an adult-only function night (Top Golf, Silent Auction, Gala, Golf Tournament)
- Tiffany noted she can connect with the prior grantors and others that have previously pledged financial support
- Grant program for Teachers:
 - [Board voted to keep with \\$2K for 2023, move up timing \(all in favor\)](#)
- **Housekeeping.**
 - Website needs to be updated with officers.
 - Prepare now for the 30th anniversary of JA
- **Action Item:**
 - Mike to create checklist/timeline for next year's Jag Jog
 - Mike and Teresa meeting December 29th to get Mike on the bank account
- **Next meeting:** Set for January 19 at 6:30pm. Meeting adjourned at 8:15PM.

Communications Committee

Neighborhood Committee

Finance Committee

The Finance Committee met on Tuesday, January 17, 2023. The following committee members were present: Tim Matlick, Craig Melville, Luke Holocher, Deb O'Neill, Kathy Seybert, Allycia Taussig, Julie Jordening, Flavio Quintana, and Agnessa Vartanova.

Financials Update: The financials through December 2022 were reviewed with no issues noted. The amended budget's changes were discussed and will be presented for Board approval at the January 2023 meeting.

New Budget Dashboard: The financial team at JA has been working on a new financial dashboard that will be provided to the Board at its regular meetings. The new dashboard provides an executive overview of the finances at JA. The financial team estimates the new dashboard will be available for the February 2023 Board meeting. This is excellent work by all involved!

Jeffco’s administration has notified charter schools of some changes for the next school year. JA will have to pay for its own risk management insurance and conduct its own Title Nine investigations. JA’s administration is assessing these financial and human resource impacts and will provide more information later this spring. While the changes were presented as finalized, Jeffco’s administration agreed to go back and internally discuss the impacts brought up by charter schools.

Principal’s Reports

Jefferson Academy Elementary

Jefferson Academy Secondary

Lottery enrollment is beginning with the closure of the first round window. We will build a budget based on 650-660 for the 2023-2024 school year.

Grade (applications received)	Number Enrolled in Prior Grade 2022-2023	Number of Spots offered	June Forecast	August Forecast
7 (46)	111	30	130	125
8 (21)	130	20	130	125
9 (85)	124	50	155	130
10 (10)	125	10	130	110
11 (6)	114	0	100	100
12 (3)	98	0	90	90
Total	702	110	735	680

The Summit Academy

The Summit Academy South

We are currently working on re-enrollment like everyone else. We are excited to see so many tours being scheduled by families interested in SAS. At the beginning of the month, we had a field trip to the DMNS and we had a lot of families attend. It is a great community building experience. Currently we are working on planning more community building activities. In the classroom, we are working on implementing and perfecting our

craft to align with the core values of JA. Teachers are coming up with amazing class ideas for the 2023-24 school year. It is so exciting to see!

Executive Director's Report

State & JeffCo Enrollment Projections:

In December at the Executive Leadership Meeting, Jeffco's CFO and Superintendent presented enrollment projections for the coming years. Two interesting points were presented:

- Over the last couple of years, Jeffco enrolls about 4,500 kindergarten students and graduates about 6,500 students
- For the 2023-34 school year, Jeffco is projecting a 1.5% loss of enrollment at the elementary level (no secondary information was presented)

Statewide enrollment trends published in January are also quite interesting:

- Over 2 years kindergarten enrollment dropped by 2,373 students (3.8%)
- Homeschool student enrollment dropped by 2,622 students over the last 2 years
 - Total Homeschool enrollment 10,052 to 7,880
 - *I'm not confident this is accurate as some families don't submit the required "Intent to Homeschool" letter to their district or other provider*
 - *If these numbers are accurate, JA/Summit would be hosting 12.7% of all homeschooled students statewide*
- Charter school enrollment is up 2,500 over the last 2 years (135,000 total)

Changes to Jeffco's Service Offerings:

On January 10th, Jeffco held a meeting for charter schools in which they announced that starting next year they would no longer offer Risk Management (Insurance) to charters as a purchased service. Their new counsel believes that it creates too much exposure for the district. On the positive side, Risk Management is working with their current underwriter to help put together a group package for Jeffco charters that could result in better coverage at lower premiums. We have also identified 3 other carriers that provide insurance to non-Jeffco charters. The downside is that when purchasing insurance through Jeffco, we have always been able to approach situations as partners. I am very disappointed in the decision especially since this went to Cabinet for a determination without notifying charter schools.

Another change is that Jeffco determined charter schools will need to provide their own primary contact for Title IX issues that may arise. Once again, until now we have been able to partner with the district to navigate these situations together. I will

continue working with our Community Superintendent as we work with the changing landscape.

Jeffco Charter School Consortium (JCSC):

As a result of the situation outlined above, the JCSC has called a meeting for Tuesday, January 31 at 5:00 pm. The meeting will be held at Addenbrook Classical Academy. The purpose of the JCSC has always been to bring Jeffco charters together in order to speak with one voice and develop partnerships with the district. The JCSC is open to school leaders, board members and other interested parties. On Thursday I forwarded an email to you with more information about this meeting.

Secondary Principal Hiring Process:

The open secondary principal position was posted on Thursday, January 12th. As of the writing of this report, we have received 12 applications. I am working with Ms. Porreco and Ms. Fox to develop the committee process, guidelines and flow chart that we will be using. Current plans are to include stakeholder representation/input to help inform the decision making process. More information will be provided as we refine and begin finalizing the timeline.