

# Jefferson Academy - Board Agenda | March 14, 2023

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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 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
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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.

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**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.**

<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="#">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 <i>Voting Items Included:</i> 1.	Board	Vote	0:05	6:25 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 Faculty Introduction	DO, PTO	Discuss	0:15	6:50 pm
2	General Executive Director update	TM	Discuss	0:10	7:00 pm
3	General principal updates (not covered in the consent agenda)	AT, SS, DO, HG	Discuss	0:25	7:25 pm
4	Board member visits to schools and programs	Board	Discuss	0:10	7:35 pm
5	Update on Staff Survey	Board	Discuss	0:05	7:40 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](http://www.jajags.com).**

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<b>B</b>	<b>Strategic</b>				
<b>1</b>	<b>Strategic Plan- Comprehensive Communications, Innovative Academic Environment, Healing from Covid, Multiple Pathways to Success, Character and Values</b>				
a	No update to report at this meeting				
<b>C</b>	<b>General Board Governance</b>				
1: General					
a	2023-2024 School Calendar- Review and Approve: <a href="#">JA Elementary</a> , <a href="#">JA Secondary</a> , <a href="#">Summit Westminster</a> , <a href="#">Summit South</a>	Board	Discuss/Vote	0:10	7:50 pm
b	Executive Director Performance Evaluation	Board	Discuss	0:05	7:55 pm
c	Reminder of elections in May 2023 - update on scheduled communications - April 18th deadline	JL	Discuss	0:05	8:00 pm
<p><u>Planned Schedule for Communication</u>            Notification #1 - Open board seats and call for candidates - Sent 1/31/23            Notification #2 - Open board seats and call for candidates – Sent 3/13/23            Notification #3 - Open board seats and call for candidates – 4/3/23            Notification #4 - Open board seats and call for candidates – 4/11/23  <b>CANDIDATE LETTERS WILL BE DUE BY 4/18/23</b>            Notification #5 - Meet the candidates – 5/1/23            Notification #6 - Voting is open - 8:00 am 5/8/22  <b>Online voting open from 8:00 am on Monday May 8, 2022 through 4:00 pm on Tuesday May 16, 2022</b>            Notification #7 - Additional reminder to vote - 5/12/23            Notification #8 - Voting closes today at 4:00 pm - 8:00 am on 5/16/23            Notification #9 - Winners should be announced in Board Top 5 after May meeting</p>					
2: Financials					
a	2023-2024 Approval School Year Budget (preliminary) <a href="#">JA Elementary</a> , JA Secondary & Summit	TM, LH, CM	Discuss	0:15	8:15 pm
3: Committees					
a	Update from committee leads on committee activities	Board	Discuss	0:05	8:20 pm
<b>D</b>	<b>Policy</b>				
1	Policy Manual - Plan moving forward	ME, AM	Discuss	0:05	8:25 pm
<b>E</b>	<b>Task-Oriented</b>				
1	Approve minutes from February 21, 2023 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	8:30 pm
2	Action Items	Board	Discuss	0:05	8:35 pm
3	Board communication to parents (Top 5)	Board	Discuss	0:05	8:40 pm

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<b>F</b>	<b>Executive Session</b>				
1	None planned				

<b>Adjournment - Estimated</b>					<b>8:40 pm</b>
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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 March 1, 2023. Full meeting minutes can be found at <https://www.japto.info/about/membership-meetings>

### **Boosters Report**

March meeting is scheduled Monday 3/13. Any updates to be provided during the board meeting.

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

Any updates to be provided during the board meeting.

### **Policy & Governance Committee**

The P&G Committee held two meetings in the month of March.

**March 1st** - Committee discussed the many versions of the JA Policy Manual and the numerous approvals. The committee agreed upon a current version of the Policy Manual that needs to be presented to the JA BOD. We also discussed and agreed upon a process for documenting revisions, approvals, and notes. Roman S agreed to take on the Secretary role for the P&G committee.

**March 8th** - The committee agreed upon the revised Policy 2.6 (h) Training for 1st reading. The committee agreed upon the revised Policy 2.11 (h) Capital Development Committee for 1st reading.

### **Facilities Committee**

Any updates to be provided during the board meeting.

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

Any updates to be provided during the board meeting.

## **Communications Committee**

Any updates to be provided during the board meeting.

## **Neighborhood Committee**

Any updates to be provided during the board meeting.

## **Finance Committee**

The Finance Committee met on Tuesday, March 7, 2023. The following committee members were present: Tim Matlick, Heather Grantham, Craig Melville, Luke Holocher, Kathy Seybert, Allycia Taussig, Julie Jordening, and Flavio Quintana.

Financials Update: The financials through February 2023 were reviewed. Staff are researching questions on the monthly financials and will provide an update to the committee on those questions once the research has been completed.

JA's Administration continues its solicitation work to obtain quotes for JA's own risk management insurance. The District did advise JA that we have until June 30 to obtain our own risk management insurance. ED Matlick attended a meeting with Jeffco's Superintendent on 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. Jeffco acknowledged there was poor communication on the changes in direction and time afforded to charter schools to obtain their own insurance. Ed Matlick will provide a summary of that meeting to the Board.

Staff will be working on an executive presentation for the Board on the school's debt service. The overview will inform the Board of the covenants of the debt and responsibilities associated with servicing the debt. This presentation is tentatively scheduled to be provided at the August meeting.

Next Year's Budget: The proposed budget will be presented at the March Board meeting for approval in order to meet the district's deadline to submit the budget by April 1, 2023. An executive presentation of the proposed budget will be provided to the Board.

## **Principal's Reports**

**Jefferson Academy Elementary**

**Jefferson Academy Secondary**

**The Summit Academy**

**The Summit Academy South**

## **Executive Director's Report**

**Meeting with Superintendent Dorlan:** In light of the changing dynamics at the school district, several of us met with Superintendent Dorlan last week. She was joined by the Deputy Superintendent, Chief Legal Counsel and the Chief of Schools present. The focus of the meetings was opening better lines of communication between the district and charters as well as to seek understanding of the impetus and direction of the changes in practice and policy we are experiencing. It was a good meeting with an acknowledgement that the manner in which the Risk Management decision was reached and subsequent timeline created unnecessary angst and challenges for charter schools. Leadership stated that the underlying purpose for looking at charter contracts is so they can better understand what supports and obligations are built into the cost structure for charters. With the substantial turnover in leadership the last 2 years and with Jeffco's processes being different than new leadership staff experienced previously, it appears they will be working to recreate the Jeffco process in a manner to which they are more accustomed. They did state that they would begin to include charter representatives on committees that are reviewing charter policies.

**Charter Contract Renewal:** Next year we will enter the last year of our charter contract. To renew our contract we will submit a Charter Renewal Application. Traditionally this has been due prior to December 1 in the last year of the contract. On Friday, (3/10/2023) we were notified that the district moved the charter renewal application deadline from December 1 to October 1 effective immediately. Additionally, the district has notified us they are revising some metrics that renewing schools must address, but those have not yet been determined. The renewal application process is very time consuming. As a result, we will begin working on this much sooner than expected. I will continue to press the district for a tiered process in the hopes that high performing schools without concerns are able to move forward more quickly than those schools that need to address challenges.

**English Language Learners Update:** Following up on this topic from last month, after some research I do not believe that neither the Charter School Act nor our Charter Contract supports the district's position of this being a required purchased service. As I

understand it, we must comply with federal regulations and use the district's reporting processes only. I have reached out to our attorney and will consider next steps based on his response.

**Summer Jag Care:** On Friday, (3/10/2023) we determined that based on pre-enrollment commitments and staffing levels our new Summer Jag Care program could move forward this year. 68 total students are scheduled to participate with a daily enrollment count of between 38 and 49 students. These figures are based on actual days parents have selected for their students to attend. A HUGE Thank You goes out to our Jag Care director, Kevin Mesch, for working tirelessly over the last several months to secure great staff, design a great program and create a budget that has some flexibility in order to meet unexpected costs. We are excited about this new program that will support both our students and staff over the summer.