

# Jefferson Academy - Board Agenda | May 14, 2024

**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

**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**

<b>Agenda Item</b>	<b>Who</b>	<b>Action</b>	<b>Time</b>	<b>End Time</b>
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Preliminary					
A	Call to Order	FQ			6:00 pm
B	Welcome to Members and Guests				
D	Pledge of Allegiance				
E	Approval of Agenda	Members	Vote	0:05	6:05 pm
F	Public Comment			0:05	6:10 pm

General Agenda					
A	Board Candidate Introduction and Appreciation	AV	Discuss	0:10	6:20 pm
B	Board Election Results	TP / AV	Discuss	0:05	6:25 pm

<b>Adjournment - Estimated</b>	<b>6:25 pm</b>
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**The May Board Meeting will follow the Annual Member Meeting and may start earlier than 6:25 pm if the Annual Member Meeting ends earlier.**

**Mission Statement:**

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**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: 6:25 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		6:20 pm	
B	Welcome to Guests				
C	Roll Call				
D	Pledge of Allegiance				
E	Approval of Agenda	Board	Vote	0:05	6:25 pm
F	Public Comment			0:10	6:35 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

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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.**

<b><u>Consent Agenda</u></b>					
<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"> <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 <i>Voting Items Included:</i> 1.	Board	Vote	0:05	6:40 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>					
<b>A</b>	<b>Informational</b>				
<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	RS	Discuss	0:15	6:55 pm
2	Student Presentation and Club/Activity Introduction		Discuss	0:10	7:05 pm

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3	General Executive Director update	TM	Discuss	0:10	7:15 pm
4	General principal updates (not covered in the consent agenda)	BF, AT, SS, CM	Discuss	0:20	7:35 pm

<b>B</b>	<b>Strategic</b>				
<b>1</b>	<b>Strategic Plan</b>				
a	Strategic Plan 2024-2027	Board	Discuss/Vote	0:15	7:50 pm

<b>C</b>	<b>General Board Governance</b>				
<i>1: General</i>					
a	Charter Network Contract	TM	Discuss/Vote	0:05	7:55 pm
b	SRC Reports per Policy 2.11	Board	Discuss	0:10	8:05 pm
c	Board Self-Evaluation and Matrix	Board	Discuss	0:05	8:10 pm
<i>2: Financials</i>					
a	Affirm audit firm for 2024-2025	JN	Discuss/Vote	0:05	8:15 pm
b	JA CCC budget adoption 2024-2025	JN	Discuss/Vote	0:10	8:25 pm
c	JA CCC Fees 2024-2025	JN	Discuss/Vote	0:10	8:35 pm
d	Final budget adoption for 2024-2025	JN	Discuss/Vote	0:05	8:40 pm
e	Shared Bond Proceeds - 2018 Ballot Initiative	TM	Discuss/Vote	0:10	8:50 pm
<i>3: Committees</i>					
a	Update from committee leads on committee activities	Board	Discuss	0:10	9:00 pm

<b>D</b>	<b>Policy</b>				
1	Next Steps: Reading Materials Policy	TM	Discuss	0:05	9:05 pm

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<b>E</b>	<b>Task-Oriented</b>				
1	Approve minutes from April 16, 2024 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	9:10 pm
2	Action Items	Board	Discuss	0:05	9:15 pm
3	Board communication to parents (Top 5)	Board	Discuss	0:05	9:20 pm

<b>F</b>	<b>Executive Session</b>				
	Executive Session pursuant to C.R.S. §24-6-402(4)(f) for the purpose of discussing personnel matters: Executive Director annual review and employment agreement extension. Contract expires in June 2024.	Board	Discuss	0:30	9:50 pm

<b>G</b>	<b>General Board Governance (continued)</b>				
1	Executive Director Contract Extension	Board	Discuss/Vote	0:05	9:55 pm

<b>Adjournment - Estimated</b>	<b>9:55 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

## Boosters Report

No Boosters meeting in April. The next meeting is May 13.

## Student Accountability Committee (SAC) Report

SAC met on May 1 to discuss the end of the year and ideas for next year. The committee plans to move back to the tasks originally outlined in the Bylaws and grow to the appropriate amount

of members (and types). Discussed changing how we survey our parents and how often. We are looking forward to adding the JA CCC community.

## **Policy & Governance**

### **Facilities Committee**

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

The last Foundation meeting was April 18th the May meeting will be after this board meeting on May 16th. At the April meeting the foundation discussed the initial planning of the Jag Jog to be held in August, 30 year celebration event beginning of school year, and how the foundation can help with large strategic fundraising for capital development projects such as the track and the church acquisition.

### **Communications Committee**

The last Communications Committee meeting was April 16th the May meeting will be after this board meeting on May 15th. At the April meeting discussed online accessibility ([HB21-1110](#)) bill and that the deadline to be compliant with this has been extended to July 2025. Scheduled a meeting in June 2024 to discuss next steps and a plan to make JA communications compliant with this bill. Discussed status of the new websites, templates and branding for JA CCC.

### **Neighborhood Committee**

### **Finance Committee**

- The committee met on May 7<sup>th</sup> and welcomed new member, Principal Mott!
- Overall, this was another healthy year financially with budgets staying conservative and revenue exceeding expectations. Next year's budget looks healthy as well, and we anticipate around 6% increase funding.
- Each campus reported monthly updates and all were within expectations. Some campuses experienced higher than anticipated expenses this year for substitutes, para's, EA's, and contracted services, but not at concerning levels. District services are being reviewed to better set future budgets.
- Business team reviewed the State's "15% carryforward" requirements but no action was needed.
- The District plans to redistribute funds earmarked for charter schools that have closed to existing charters, but those funds have been reduced by approx. \$25k per share.

- The budget and fee structure for Coal Creek Canyon were discussed and will need board approval.
- Per CDE, the business team is reviewing requirements to use different or additional revenue codes between the various campuses to delineate full-time vs part-time students. Revenue stays the same, but will be coded differently in subsequent years.

## Principal's Reports

### Jefferson Academy Coal Creek Canyon

[Jefferson Academy Elementary](#) - attached.

### Jefferson Academy Secondary

### The Summit Academy

### The Summit Academy South

## Executive Director's Report

### Facility Upgrades:

- Secondary Track and Bleachers:
  - 3 bleacher conceptual drawing should arrive soon
  - May 29th there is a pre-application meeting with CCOBroomfield
  - Site plan drawings are expected the middle of June
- Elementary Church:
  - Civil Engineering survey is complete
  - City of Westminster is providing details to support the site requirement plans/costs which will be completed once that information is received
  - Site surveys for Fire and PreK & Jag Care accessibility in process
- Summit Conifer:
  - Architectural drawings are complete
  - Waiting on plumbing, electrical and HVAC drawings
  - Will put the project out to bid once the final drawing are in

Once the information is compiled for each project, we will present the project information to the board for review and a vote.

### English Language Learners Contract:

On May 1st, Jeffco presented charter schools with an ELL Opt Out contract addendum that was quite surprising. As a result, I worked with our attorney to respond with significant revisions to the contract. I also contacted both the Ex. Director of Charter Partnerships and the Chief of Schools regarding the change in direction. Currently the contracting process is on hold while Jeffco holds internal conversation about their change in course. I believe this issue was created by Jeffco Legal Services and is not representative of the direction Jeffco leadership intended. I believe the Chief of Schools was as surprised by the language in the addendum as we were.

If the addendum does not change, there is a strong possibility that we will need to purchase the service from Jeffco again this year (\$280,000) as the addendum made it almost impossible for us to meet our federal obligation if we did not purchase the district's services.

### **Investing JA Reserves:**

I met with Jeffco's CFO last week with the purpose of developing a process around investing our surplus funds in a manner that would support both JA and Jeffco's needs. During the meeting Jeffco presented us with an unexpected hurdle stating that if we choose to invest our reserves, they may change the funding process which would reduce Q1 and Q2 funding by about 50%, catching up in Q3 & being fully funded in Q4. It is their new position that the state funds 50% of PPR throughout the year while the county funds the other 50% in March/April resulting in the district "fronting" the county's share and using interest from our cash on hand to fund the "advance". We continue to work with the district to understand this new position. At the same time, we will begin working on a Cash Flow Analysis to determine the impact this would have on JA. As a result, it does not look like we will be able to present an investment strategy to the board in the June/July time frame as previously anticipated.

### **Coal Creek Canyon:**

Ms. Mott hit the ground running and is doing a great job fully integrating herself into the Coal Creek Canyon school/community and developing programing details. She did a fantastic job at the Meet the Principal Night and was readily accepted by the Welcoming Committee first and then by the parents who attended the larger meeting. Ms. Mott will provide more updates in her report.

The Daniels Fund Executive Committee gave final approval to our grant application on April 30th. The agreement was executed on May 6th. They expect to remit the \$75,000 before the end of the month.



Spending of the CCSP grant funds (\$580K) is in process. Due to our expedited time frame all Year 0 funds must be spent before June 30th. We were recently notified by CDE that due to transitioning the grant to the Colorado League of Charter schools, they will be closing their books early and are requiring us to spend all Year 1 funds by September 30th. We did not expect to spend down 2 years worth of funds in 4 months but have adjusted and are planning to spend all available funds for their designated projects before each deadline.

**All Organizational Meeting:**

Mark your calendars! We will be hosting our 2nd annual All Organizational Meeting on Thursday, August 8th, from 8:00 to noon. We received great feedback about this event last year and would love to have you join as we bring everyone together to start the school year with a unified vision.