

**Minutes for the Joint Board of Directors of Jefferson Academy**  
**A Colorado Non-profit Corporation**  
**April 25, 2023 6:00 p.m.**  
**Summit Academy & Zoom**

**Preliminary A., B., C., D., E., F.**

Ms. Vartanova called the meeting to order at 6:00 p.m. The guests were welcomed. Roll call was taken and the following Board members were present: Mr. Ennis, Ms. Lilyblade, Mr. Mathai, Ms. Mills, Mr. Quintana, Ms. Sorice and Ms. Vartanova. The following ex-officio Board members were present: Ms. Grantham, Mr. Matlick, Dr. O’Neill, Ms. Scarato and Ms. Taussig. Mr. Ennis led the guests and the Board of Directors in saying the Pledge of Allegiance. Ms. Vartanova presented the agenda. Mr. Matlick requested that the Foundation for JA Grant Announcements be first in the General Agenda. Ms. Taussig requested to remove the faculty presentation. Ms. Sorice moved to approve the agenda as amended. Mr. Ennis seconded the motion. The motion passed unanimously. There was no public comment.

**Consent Agenda**

**A Review & Approve**

Ms. Vartanova presented the Consent Agenda. Mr. Ennis requested that the Policy & Governance Committee be added to the agenda. Mr. Quintana moved to approve the Consent Agenda as amended. Ms. Lilyblade seconded the motion. The motion passed unanimously.

**General Agenda**

**A Foundation for JA Grant announcements**

Tiffany Blakely reported that the Foundation provided the opportunity to JA and Summit staff members to apply for mini grants. Ms. Blakely shared that the grants are \$500 each and explained the rubric. Mr. Garioto pointed out that the Foundation is funded through donations given by the JA community through Colorado Gives Day and other fundraisers. There were six groups that submitted grant proposals. Mr. Garioto shared that four grants from the Foundation were given to: Claire Stone for flexible seating in her classroom; Dawson Lang, Ceteria Foster and Ryan Mellott for a pitching machine for the secondary; Debra Hansen at Summit South for a large ukulele; and Marcella Dasta for funding for Sources of Strength. Mr. Everett was awarded a grant from MTech for microscopes and slides. The PTO awarded a grant to Katie Seidel for an outdoor community garden.

**b Parent Survey Results**

Michael Westfield presented the results from the elementary, secondary, Summit South and Summit Westminster. It was pointed out that the surveys are in policy and results are used in our charter renewal.

**c Policy & Governance Committee Chair Introduction**

Mr. Ennis introduced Katie Ruske as the chair for the Policy & Governance Committee. Ms. Ruske shared information about herself and her views in updating and managing the policies.

**A Informational**

**1 Principal Presentation**

Ms. Taussig shared that her teacher, Debra Hansen, was not available to present. Ms. Hansen was awarded the grant for the large ukulele. Ms. Taussig reported enrollment is about 270 for next year. She shared their upcoming events: field trip to ID-RA-HA-JE, musicals, graduation, project for Lead the Way, and working on getting MCAA clearance for student athletics.

## **2 General Executive Director Update**

Mr. Matlick reported that things are going very well in all buildings with many activities.

### **Hope House & Success Stories**

Mr. Matlick noted some of the success stories with Hope House. Hope House requested to continue the MOU with JA. Ms. Sorice moved to approve the MOU for the 2023-2024 school year. Mr. Quintana seconded the motion. Discussion ensued. The motion passed unanimously.

### **Mr. Stadler/Mrs. Stadler Policy 4.4**

Mr. Matlick shared Policy 4.4. Mr. Stadler will be the principal at the secondary school next year. The proposal will have Ms. Porreco supervise Mrs. Stadler. Discussion ensued. Ms. Sorice moved in accordance to Board Policy 4.4 (a)(b), for as long as Mr. Stadler holds the principalship at Jefferson Academy Secondary and Mrs. Stadler is a staff member at Jefferson Academy Secondary, Mrs. Stadler will be supervised by the assistant principal or other administrator as designated by the executive director and not Mr. Stadler. The assigned assistant principal or other administrator as designated by the executive director will supervise and make performance decisions regarding Mrs. Stadler and will be assisted by the executive director when necessary to include if performance issues arise. Discussion ensued about retaliation. Ms. Fox, Human Resources, shared that there is a policy in the Employee Handbook that includes a retaliation clause. Ms. Sorice added to her motion, Any action under this motion shall comply with section 6 of the Employee Handbook. Mr. Ennis seconded the motion. The motion passed unanimously.

### **Elementary Principal Hiring Update**

Mr. Matlick reported that first round and second round interviews have been conducted. Discussion will continue to take place with the current candidates.

## **3 General Principal Updates (not covered in the consent agenda)**

Dr. O'Neill reported that she just came from the elementary after watching the second night of the Little Mermaid play at school. Dr. O'Neill shared the upcoming assessment days and many end of year activities. Dr. O'Neill provided an update with new hires and teachers changing positions. She explained that teachers are given an opportunity to change grade levels when there are open positions.

Ms. Grantham shared the many activities at the secondary including the 4th - 12th band concert next week. She noted that many elementary teachers attended the senior luncheon.

Ms. Scarato reported on the many upcoming performances, activities, and that their enrollment is going well. She noted that they are looking for a few teachers and hiring for the Athletic Academy.

#### **4 Update on Staff Survey Progress**

Mr. Matlick mentioned one of the roles of the executive director is newsletters highlighting the different items in each building. Also, taking a much more intentional approach with academic rigor, core values and K-12 events. Mr. Matlick reported that there will be an all-organizational meeting with all JA and Summit employees on August 10, and Board members were invited to attend. This meeting will focus on JA's Mission and Vision, and Core Values.

#### **B Strategic**

##### **1 Strategic Plan**

###### **a Bi-annual Strategic Plan Review/Update**

Mr. Matlick noted this in his report.

#### **C General Board Governance**

##### **1 General**

###### **a Schedule SRC meetings at each campus per Policy 2.11**

It was determined that the SRC meeting at the secondary will be on May 17 and Ms. Mills and Mr. Quintana will attend. The SRC meeting at the elementary will be on May 8 and Mr. Ennis and Ms. Lilyblade will attend.

###### **b Distribute Board Self-Evaluation (Restricted till approved)**

Ms. Vartanova noted that this is on the shared drive and requested that Board members complete the evaluation and send it back to her.

###### **c Distribute Board Matrix (Restricted till approved)**

Ms. Vartanova noted that this is in the Board documents. This is for each member's individual skills. Board members may make revisions.

###### **d Graduation attendance by Board Members**

The elementary graduation will be May 24 and Mr. Quintana will attend. The secondary will be on May 25 and Ms. Sorice will attend. Summit Westminster is on May 23 and Ms. Mills will attend. Summit South in Conifer on May 13 and Mr. Ennis will attend.

###### **e Reminder of elections in May 2023 - update on schedule communication**

Ms. Vartanova reported that there were no letters of interest submitted for the open positions. Ms. Vartanova referred to Policy 2.6 where the process requires vacancies to be declared. The Board may appoint individuals to the vacancies. Ms. Vartanova proposed that letters be accepted for candidacy until May 10. The candidates will be asked to attend the Board meeting on May 16 to introduce themselves. Board members will then vote on the candidates. Ms. Sorice will generate the communications to the families and Board members may email her with any revisions.

#### **2 Financials**

##### **a Brief update**

Mr. Melville noted the library project is almost completed and they are looking at additional maintenance items. Mr. Holocher reported that things are going well with the elementary budget and noted the new math curriculum bill will be updated for the July billing. Ms. Vartanova mentioned the financial Dashboard and that the elementary school collected the highest amount

in school fees. Ms. Vartanova reported that there are no current PPR numbers yet. Mr. Matlick shared the updated numbers and items on the DashBoard.

### **3 Committees**

#### **A Update from committed leads on committee activities**

No updates.

### **D Policy**

#### **1 First Reading of Board Manual**

Mr. Ennis stated that the proposed manual would provide a starting point. Discussion ensued. Mr. Quintana moved that the Board approve the proposed 2023 Board Policy Manual in first reading with amendments as proposed adding the revision of 1.2 and removal of all the parenthesized (a) and (p). Ms. Lilyblade seconded the motion. The motion passed unanimously.

### **E Task-Oriented**

#### **1 Approve Minutes from March 14, 2023 (Restricted until approved)**

Ms. Vartanova presented the Minutes from March 14, 2023. Mr. Ennis moved to approve the Minutes of March 14, 2023. Ms. Lilyblade seconded the motion. Revisions were made. Mr. Ennis accepted the changes. The motion passed unanimously.

#### **2 Action Items**

These were reviewed and revised.

#### **3 Board communication to parents (Top 5)**

The following items will be included in the communication: Foundation grants, survey, JagCare summer program, Hope House success stories and Board vacancies.

Ms. Sorice moved that the Board take a five-minute break at 9:47 p.m. and when the Board returns they will go into Executive Session for the purpose of C.R. S. 2-6-402 (4)(f) discussing personnel matters: Executive Director annual review and employment agreement extension. Contract expires in June 2023. Mr. Ennis seconded the motion. The motion passed unanimously.

### **F Executive Session**

Mr. Quintana motioned that the Board exit the Executive Session at 11:20 p.m. Mr. Mathai seconded the motion. The motion passed unanimously.

### **Adjournment**

Mr. Ennis moved to adjourn at 11:21 p.m. Ms. Lilyblade seconded the motion. The motion passed unanimously.

Respectfully submitted,

Shelly Cohen, Clerk  
Jefferson Academy Board of Directors