

**Minutes for the Joint Board of Directors of Jefferson Academy**  
**A Colorado Non-profit Corporation**  
**August 22, 2023 6:00 p.m.**  
**Summit Academy & Zoom**

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

Mr. Quintana called the meeting to order at 6:00 p.m. The guests were welcomed. Ms. Mills led the guests and the Board of Directors in saying the Pledge of Allegiance. The following Board members were present: Ms. Lilyblade, Mr. Mathai, Ms. Mills, Mr. Nunnally, Ms. Pontiakos, Mr. Quintana and Ms. Vartanova. The following ex-officio Board members were present: Mr. Feddema, Mr. Matlick, Ms. Scarato, Mr. Stadler and Ms. Taussig. Mr. Quintana presented the agenda. Mr. Mathai moved to approve the agenda as presented. Ms. Lilyblade seconded the motion. The motion passed unanimously. There was no Public Comment.

**Consent Agenda**

**A Review & Approve**

Mr. Quintana presented the consent agenda noting that Policy 13.6 was previously pulled from the agenda. Ms. Mills moved to approve the consent agenda as presented. Ms. Lilyblade seconded the motion. The motion passed unanimously.

**General Agenda**

**A Informational**

**1 General principal updates (not covered in consent agenda)**

Mr. Stadler reported their enrollment at the secondary is 714 and they are fully staffed. The staff concentrated early on with the school's mission and vision, and the core values. He stated that the staff connected with families during their open house, back-to-school night, senior meetings and athletic parent night. Mr. Stadler spoke about the IGA and the completion of the library project. He noted they are working on standard alignment, SEL and explained the split schedules.

Ms. Scarato reported that their students just started this week. Parents were invited to attend the first day with the students, traveling with them to classes to hear the expectations from the teachers. Their enrollment is at 890 students with 49 students in the athletic program. Dr. O'Neill is working a couple of days a week as an instructional specialist. Ms. Scarato mentioned that they still need an IT person. Ms. Scarato stated that during their professional development, her staff reviewed the past years topics and have chosen to work on these throughout the year.

Mr. Feddema shared the theme for the year, 'Every Jag, Every Day'. He noted that the Meet-n-Greet, and Tears & Cheers for Kindergarten families was well attended. He thanked the PTO for all their help. He noted that the elementary is fully staffed. The enrollment is fluctuating with approximately 735 students. Mr. Feddema reported that the focus areas include student growth, new math curriculum, professional committee meetings, and language arts. Vertical teams will be working on annotating. He noted other areas that the staff will work on: writing, MTSS, climate and culture with a prevention and intervention manual. Leadership teams completed grade level meetings. Also, professional development with EAs to work more with students. Intramural sports will be starting and possibly adding more clubs. During late starts on

Wednesdays, discussion will involve grading practice, committee meetings, vertical teams meetings, and staff meetings.

Ms. Taussig reported that they had their first day today. She shared they had their annual BBQ last week for families and it was well attended. They are looking at improving their technology with virtual reality goggles, programming and drones. They have a total of 280 students at Summit South. She noted that they have 21 senior high students this year and had only five last year. She shared their goal is getting back to the basics, meeting with staff every day and assisting families that need additional support. They still need a math teacher.

## **2 General Executive Update**

Mr. Matlick reported the annual kickoff meeting that was held for both schools and programs was very successful. The principals provided an overview of their schools and programs. Mr. Matlick shared that during the kickoff meeting, common language was provided when discussing academic rigor, our core values, and the mission and visions statements.

Mr. Matlick reported that the elementary school has new cameras. The building is going to be rekeyed to limit the number of keys.

Mr. Matlick mentioned the charter renewal date has been moved up to October 1. He explained the new process. He met with the district with a proposal and is still waiting to hear back.

## **3 School Data comparison**

Mr. Matlick provided a presentation with the state data. He reviewed the performance framework results of the elementary school, junior high and high school. He also provided data and comparisons from a couple of other charter schools.

## **4 Insurance Update**

Mr. Matlick reported our new broker is Gallagher Insurance. Our annual cost is \$142,500 that includes the \$50,000 buy down on the wind/hail. The previous cost was \$224,000. Our support organizations also have liability coverage: JA Foundation, Boosters and PTO. He explained the student accident coverage protection that allows for catastrophic incidents.

## **5 Committee Assignments**

Mr. Quintana encouraged Board members to meet with their committees as soon as possible.

### **B Strategic**

#### **A 2021-2024 Strategic Plan**

Mr. Matlick provided an update regarding the strategic plan with the five components: Comprehensive Communications, Innovative Academic Environment, Healing from COVID, Multiple Pathways to Success, and Character and Values.

#### **B 2024-2027 Strategic plan**

Ms. Vartanova reported that Board members have shared their thoughts and questions for the strategic plan. She suggested they have an informational session in December and draft the strategic plan in January and February. She noted the plan must be voted on by the May meeting.

She would like to schedule a guest speaker before the start of the September meeting who is a college coach.

## **C General Board Governance**

### **a Legal Services**

Mr. Matlick reported that our current attorney retired from working with charter schools. He explained the process that JA has used before which is to interview three attorneys and then select one. The Board agreed to the same process. Mr. Matlick reached out to three attorneys that work with charter schools. Mr. Matlick suggested scheduling off-cycle meetings to interview the attorneys via Zoom. Mr. Matlick will send the candidates' websites to the Board members. Ms. Blakely will set up a Doodle poll.

### **b 2023-2024 Board Calendar & Location**

Mr. Quintana presented the dates and locations for the 2023-2024 meetings. Mr. Mathai moved to approve the calendar as presented with the option to amend any date if needed. Ms. Mills seconded the motion. The motion passed unanimously.

### **c Board training**

It was highly encouraged for Board members to take part in the training that is available on the website. The district provides legal training in the fall. CDE and League of Charter Schools have training modules.

## **2 Financials**

### **a Audit service**

Mr. Nunnally stated that we are using the same firm for our audit and that the audit will begin September 11.

### **b Bond Presentation**

Mr. Melville provided a presentation about state/district funding, allocations and bond payments. He explained the PPR, capital construction and mill levy override. He reviewed the current bond and payments. It was noted that JA is financially stable.

### **c COLA**

Mr. Nunnally reported that the finance committee worked on an increase in staff pay with COLA. Mr. Matlick provided a presentation and explained the salaries with Jeffco Schools and Jefferson Academy. He provided the history of salary increases, JA's metrics and the projected revenue. The proposal would be a 5.25% increase effective immediately and be retroactive to the start of this year's employment agreements for all staff. Discussion ensued with Board members about the sustainability of the increase, future enrollment, and looking at other possible revenue resources in the future. Mr. Nunnally moved to approve the 5.25% COLA increase. Mr. Mathai seconded the motion. Mr. Nunnally moved to approve the 5.25% COLA increase retroactive to the beginning of the year so that the onset of the new salaries are reflected on the employment contract. Mr. Mathai seconded the motion. The motion passed unanimously.

## **3 Committees**

### **a Update from committees leads on committee activities**

None

## **D Policy**

### **1 2.6(h) - Training - First Reading of Proposed Changes**

Mr. Mathai presented Policy 2.6(h). Discussion ensued and suggestions were made. Ms. Vartanova moved to accept Policy 2.6 (h) with the proposed changes. Ms. Lilyblade seconded the motion. The motion passed unanimously.

### **2 2.11(h) - Capital Development Committee vs. JA Foundation - vision & direction senses of the Board**

Mr. Mathai presented Policy 2.11(1h). Discussion ensued that the Capital Development committee has not been utilized for many years. This policy will go back to the Policy and Governance Committee and the JA Foundation.

### **3 13.1 - Postsecondary Enrollment Options - First Reading of the Proposed Changes**

Ms. Vartanova presented the proposed changes of 13.1. Revisions were made. Mr. Mathai made a motion to accept 13.1 Postsecondary Enrollment Options as revised. Ms. Lilyblade seconded the motion. The motion passed unanimously.

### **4 13.6 - High School Graduation Requirements**

Ms. Vartanova presented the 13.6 High School Graduation Requirements with the proposed changes. Ms. Lilyblade moved to approve Policy 13.6 High School Graduation Requirements as presented. Ms. Mills seconded the motion. The motion passed unanimously.

### **5 Board Request - Policy on Auditor and Attorney periodic review and approval**

Ms. Vartanova made a formal request that the Policy and Governance committee would like to add a clause to the auditor's periodic review and approval. The committee proposed that this does not need to be approved every year if they are performing well, and the action required if they are not performing well. Also, a similar request for the attorney. Board members were all in favor.

## **E Task-Oriented**

### **1 Approve Minutes of June 20, 2023**

Mr. Quintana presented the Minutes of June 20, 2023. Revisions were made. Ms. Vartanova moved to approve the Minutes of June 20, 2023 as revised. Mr. Mathai seconded the motion. The motion passed unanimously

It was brought to the Board's attention that the motion to approve the 5.25% COLA increase did not have the correct language. Mr. Mathai moved that the Board remove the previous approved motion on the 5.25% COLA increase. Mr. Nunnally seconded the motion. The motion passed unanimously.

Mr. Nunnally moved to approve the 5.25% COLA increase for all staff effective immediately and retroactive to the start of this year's employment agreements. Ms. Mills seconded the motion. The motion passed unanimously.

## **2 Action Items**

These items were reviewed and revised.

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

It was determined that the following items be included in the Top 5: Back to school, committees, staff COLA increase, strategic plan and school data.

## **F Executive Session**

None

## **Adjournment**

Ms. Mills moved to adjourn at 9:41 p.m. Ms. Vartanova seconded the motion. The motion passed unanimously.

Respectfully submitted,

Shelly Cohen, Clerk  
Jefferson Academy Board of Directors