

**Minutes for the Joint Board of Directors of Jefferson Academy**  
**A Colorado Non-profit Corporation**  
**January 23, 2024 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. 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, Mr. Stadler and Ms. Taussig. Ms. Pontiakos led the guests and the Board of Directors in saying the Pledge of Allegiance. Mr. Quintana presented the agenda. Ms. Vartanova requested to add in the General Board Governance a discussion Naming of School Buildings. Ms. Lilyblade moved to approve the agenda as amended. Ms. Vartanova seconded the motion. The motion passed unanimously.

During Public Comment, Sarah Jensen expressed her appreciation to the secondary English department for sending out the book titles over the holiday break. She did suggest that permission slips also be included starting next fall.

**Consent Agenda**

**A Review & Approve**

Mr. Quintana presented the consent agenda. Ms. Vartanova moved to approve the consent agenda as submitted. Ms. Pontiakos seconded the motion. The motion passed unanimously.

**General Agenda**

**A Informational**

**1 Principal Presentation and Student Introduction**

Mr. Stadler gave an overview of the first semester stating that they had a 98% pass rate in the high school courses and 150 students took classes at Front Range Community College. He noted the increase in their NWEA scores.

Mr. Stadler introduced two students from the secondary, Ari Kowzlowski and Tyler Fix. Ari shared her appreciation for being able to take college courses and the sports opportunities. She discussed her internship program with the CU digital content team. Tyler Fix stated that he started JA in Kindergarten. He left JA and attended Broomfield for his junior year, but came back as a senior. Tyler shared his enthusiasm with coming back to JA and the variety of involvement allotted to students.

**2 Student Withdrawal Updates**

Mr. Matlick reported for Ms. Scarato, Summit Westminster, that they had 18 students withdraw and most of those students chose a homeschool program without an enrichment program and a few went to traditional schools to support the student's IEP. Ms. Muller reported that the elementary school had three students leave, two chose to go to homeschool and one moved. Ms. Taussig, Summit South, reported for the first semester that they had 15 students withdraw and 28 students were added, and most of the students that withdrew moved out of state. Mr. Stadler

reported that the secondary school had three students withdraw, possibly due to the academic rigor, and have two more that may transfer.

### **3 General Executive Director updates**

Mr. Matlick reported that there is movement with some of the construction projects. The track and bleachers at the secondary, potentially purchasing the church at the elementary, a building upstairs in Conifer. Mr Matlick will work with the facilities and finance committees and will bring updates back to the Board.

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

Mr. Stadler acknowledged Chris Cloonan and Michelle Fox for their assistance in hiring an in-house sub during the winter break. He thanked the elementary art department for the use of their kilns. Ms. Muller pointed out in Mr. Feddema's report the success that the teachers have achieved in working with students with Read plans.

### **5 JCSC Meeting**

Mr. Matlick explained that the JCSC (Jeffco Charter School Consortium) was formed years ago to help charters get ahead of bond and mill levy issues. He pointed out that the new Jeffco board had not seen the partnership that Jeffco had with charter schools in working in unison over the last many years. In the JCSC meeting the idea was brought up about formalizing the JCSC, incorporating and making it a membership organization. He explained the benefits of this action.

Mr. Matlick mentioned the League of Charter School conference at the end of February. Board members interested in attending should contact Mr Matlick.

Mr. Matlick acknowledged Ms. Pontiakos work at their grant meeting. It was noted that she went through all the new board modules. New Board members are required to complete the modules.

### **6 Community Cares Project**

Ms. Blakely provided a presentation sharing the Community Cares holiday project's success. The number of families increased from 28 last year to 41 this year. The total amount donated this year was \$38,000 and last year it was \$15,300. She shared the ongoing need for support and that families can reach out throughout the year for assistance. Donations are accepted all year long.

## **B Strategic**

### **1 Strategic Plan**

#### **a Debrief on the January 11, 2024 Strategic plan Study Session**

Ms. Vartanova reported that the Board met to develop the Strategic plan for 2024-2027. She explained that the board is led by this plan. She reported that an update on their SWOT analysis was an action item to follow up with the JA community in getting feedback from the families and staff. There will be a survey sent out on Thursday. The next session on February 12 will be to define the SWOT analysis.

#### **b CCC K-8 Jeffco Contract Condition**

Mr. Matlick provided a presentation JA Coal Creek Canyon. Mr. Matlick reported that Jeffco approved the replication with the condition that the contract needs to be signed within 90 days. The JA Board will set aside \$250,000 in reserves to ensure the sustainability of the educational program and we need to better describe the MTSS (Multi-Tiered Systems of Support Plan) by May 5, 2024. He provided information on the CCSP grant and the updates needed going forward. One of the conditions of the grant that the JA Board put into policy for Coal Creek Canyon is that no more than 20% of the students would be from founding families or staff. Mr. Matlick shared that he has a meeting with the Daniels Fund. He noted that the CCSP grant would not assist with part time students but the Daniels Fund is potentially helping in that area.

Mr. Matlick explained that in order to get funded by the CCSP grant, we need to have a contract in place. He is working on getting a one-page contract or letter of intent and expediting this process. He reviewed the facility use agreement. Mr. Matlick shared the current number of students enrolled and letters of intent. He provided a financial picture using different scenarios with possible enrollment numbers, grant money and possible money from JA. He noted items in transition planning that would include immediately hiring a principal, providing a calendar to the district and reviewing the cost projections. Discussion ensued with Board members.

Ms. Vartanova moved that the Board approve the contract condition and to set aside \$250,000 for the purpose of Coal Creek Canyon. Ms. Mills seconded the motion. Discussion ensued. The motion passed with majority vote. Mr Mathai abstained.

**c CCC K-8 Jeffco Enrollment Policy**

Mr. Matlick presented the policy (e) that no more than 20% of students enrolled in Coal Creek Canyon would be from staff members and founding families. Discussion ensued regarding this policy is just for Coal Creek Canyon or does it also include JA. The Board requested that Mr. Matlick clarify whether this would include JA as a whole or only Coal Creek Canyon. It was also requested that Mr. Matlick determine how many JA staff and founding members have students at JA. Mr. Nunnally moved to approve the policy that no more than 20% of the students enrolled will be from staff members and founding members. Mr. Mathai seconded the motion. Ms. Vartanova made a friendly amendment that this would be approved on first reading and this will be presented in February for the second reading. Mr. Nunnally accepted the friendly amendment. The motion was passed. It was noted that this was a unanimous vote with no conditions.

Discussion ensued with regard to hiring a principal. The Board was in approval of hiring an interim principal.

**d Review and endorse the operational structural overview of rigor at JA and Core Values (check in to ensure the principles of academic rigor and core values are working for the schools and programs)**

Mr. Matlick spoke about embedding practices with administrators. The principals shared their overall implementation of the core values and professional development with academic rigor. Discussion ensued with continuing to monitor this item.

**C General Board Governance**

**1 General**

**a Charter Renewal**

Mr. Matlick reported that the Jeffco Board passed the charter renewal on consent and there were no issues or concerns. He shared that the new network contract and redlines are still taking place. Once these are clarified, this will be brought to the Board. He pointed out the school codes will be revised with a K-6, 7-12, part-time homeschool, full time homeschool and possibly one for Coal Creek Canyon.

**b Board elections May 2024 (3 seats)**

It was mentioned that there are three seats open. Ms. Vartanova is term limited. Ms. Lilyblade and Ms. Mills are eligible to run again. The timeline for notifications, candidacy letters and voting was reviewed.

**c Review Class Size**

Mr. Matlick reviewed in policy that the Board may approve up to 22 students in Kindergarten and up to 28 students in 1st through 6th grade. In policy the junior high is listed for 240 students, but would like that number to increase to 265, and in the high school 430 students but would like that number to increase to 450. Mr. Mathai moved that the Board approve the class sizes for up to 22 students in Kindergarten and 28 students in 1st through 6th grade, 265 students in the junior high and 450 students in the high school Ms. Pontiakos seconded the motion. The motion passed unanimously.

**d Approve 2024-2025 School Calendars**

Mr. Quintana presented the 2024-2025 school calendars. Ms. Vartanova moved to approve the calendars as submitted. Ms. Lilyblade seconded the motion. The motion passed unanimously.

**e Renaming School Building or Areas**

Ms. Mills mentioned that the Foundation Committee brought forward the idea of possibly honorarily renaming parts of school buildings or areas. It was determined that the Policy and Governance Committee will follow up with this item.

**2 Financials**

**a None**

**3 Committees**

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

The principals were acknowledged for their work on the SAC committee with the surveys.

**D Policy**

**1 2.11(j) Audit Committee - First Reading**

Ms. Vartanova provided background information on this committee. Discussion ensued. Mr. Mathai moved that the Board approve 2.11(j) Audit Committee as submitted on first reading. Ms. Lilyblade seconded the motion. The motion passed unanimously.

**2 Propose to table 2.11 (g) for P & G Committee responsibilities and 3.11(h) Capital Development Committee**

Mr. Mathai provided the background on 2.11(g) with giving the committee the authority to make non-substantial change. These would be included in the Consent Agenda and anyone could pull those changes out of the agenda. The committee will table 2.11(g) from the Policy and Governance Committee. The committee would also like to table 3.11(h) until after the strategic plan with regard to finances.

**E Task-Oriented**

**1 Approve Minutes from November 28, 2023**

Mr. Quintana presented the Minutes of November 28 2023. Mr. Mathai moved to approve the Minutes of November 28, 2023 as submitted. Ms. Mills seconded the motion. The motion passed unanimously.

**2 Action Items**

These were reviewed and revised.

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

It was determined that the following items be included in the Top 5: governance, celebrating school success, community cares, Board elections and the strategic plan.

**4 Board visits at school and programs**

It was determined that the principals will provide dates and members will sign up with a Doodle Poll.

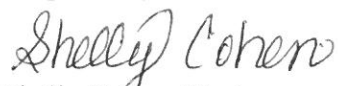
**F Executive Session**

None

**Adjournment**

Ms. Vartanova moved to adjourn at 9:17 p.m. Mr. Mathai seconded the motion. The motion passed unanimously.

Respectfully submitted,



Shelly Cohen, Clerk

Jefferson Academy Board of Directors