

Minutes for the Joint Board of Directors of Jefferson Academy
A Colorado Non-profit Corporation
January 24, 2023 6:00 p.m.
Summit Academy & Zoom

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

Ms. Vartanova called the meeting to order at 6:02 p.m. The guests were welcomed. The following Board members were present: Mr. Ennis, Ms. Lilyblade, Mr. Mathai, Ms. Mills, Mr. Quintana and Ms. Vartanova. Ms. Sorice had an excused tardy. The following ex-officio Board members were present: Ms. Grantham, Mr. Matlick, Dr. O'Neill, Ms. Scarato and Ms. Taussig. Ms. Lilyblade led the guests and the Board of Directors in saying the Pledge of Allegiance. Ms. Vartanova presented the agenda. Mr. Matlick requested that Secondary Calendar 2022-2023 be added to Informational. Mr. Ennis 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

Ms. Vartanova presented the Consent Agenda. Mr. Ennis moved to approve the Consent Agenda as presented. Ms. Mills seconded the motion. The motion passed unanimously.

General Agenda

A Informational

1 Principal Presentation and Faculty Introduction

Stephanie Scarato introduced Rose O'Connor as a reading teacher at Summit Academy. She is also an alumni from Summit Academy. Ms. O'Connor stated that she has been with Summit for seven years. She shared her educational background and her passion for homeschool teaching. Ms. O'Connor works with all grade levels with reading disabilities. She develops a specific program for each student while the parents do the instruction at home. Ms. O'Connor shared her experience as a student at Summit.

2 JA Facilities Committee

Mr. Quintana reported for the committee and introduced Graham Price as the president of the committee. Mr. Price provided information on his background. Mr. Price introduced his committee members, Heather Nuanes and Jessica Evans. Ms. Nuanes provided her background information and her decision to be part of the committee. Mr. Price gave background information on Ms. Evans. Mr. Price requested that Board members send ideas to the committee.

3 General executive Director Update: Summer Jag Care, Summit Sports Program, Community Cares Presentation

Summer Jag Care

Mr. Matlick reported that Jag Care is looking at operating a summer program that could accommodate up to 50 students. This is only open to JA students. An email was sent out to

families to gather interest. Kevin Mesch, Jag Care Director, has already received confirmation for 30 students. This program will stand financially on its own.

Summit Sports Program

Ms. Scarato shared that Summit Academy is looking at offering a program for elite athletes. Ms. Scarato shared that this would be offered to students in 6th-12th grade. Students would be in the homeschool program or concurrent enrollment. The program would accommodate the students' sports schedule. Ms. Scarato explained that many students are from other states and will live with a host family. Currently, there are about 40-60 families that are interested. This number will go up as tryouts take place this spring. Mr. Matlick explained the IB program at the district level and that Summit is in the process of developing the same criteria.

Community Care Presentation

Ms. Blakely shared the community cares holiday project. She explained that emails were sent out to JA and Summit families in need. The community donated over \$15,000. Ms. Blakely reported that 28 families benefited which included 48 adults and 84 children. She reported a JA family was nominated and won a free truck donated by Fine Tuned Auto.

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

a Student Withdraw Updates and EnrollJeffco Updates

Ms. Taussig reported that they are having issues with EnrollJeffco and could not provide an enrollment number. She shared that they are working with Conifer to open up more space to increase enrollment.

Ms Scarato reported that they are also having many issues with EnrollJeffco. Part time students who are currently enrolled are also included in the lottery with new students. Ms. Scarato shared that they have up to 900 students enrolled and that 182 are new applicants.

Dr. O'Neill referred to the table in her report. The biggest challenge is enrolling first graders as Kindergarten was under enrolled this year. Currently, there are 197 students that have applied for Kindergarten and she is hopeful that Kindergarten classes will fill in the upcoming school year.

Ms. Grantham reported that they have received 170 applications in grades 7-12 with the majority in 7th and 9th grade. She referred to the table in her report with a forecast of 680 students.

b EnrollJeffco Updates

Reported above.

5 Review and endorse the operational structural overview of rigor at JA

Mr. Matlick reported that both buildings have started this program. Dr. O'Neill reported about the different structures that were put in place. She noted the implementation and support provided to the teachers, along with hiring a MTSS teacher. Dr O'Neill shared that her staff have embraced the direction and instruction.

Ms. Grantham stated that the work that the Board did last year validated their work at the secondary. She stated they have reinforced the idea of research based and evidence based practice. On February 10th, they will review mid year data and growth.

Ms. Taussig reported that they have incorporated this into the observation form and it has been well received.

Ms. Scarato shared that the emphasis is helping her teachers understand the structure. They are meeting in vertical teams and discussing how academic rigor is being endorsed.

6 Recall of Board Members C.R.S. 7-128-108

Ms. Vartanova explained that Board members are volunteers who represent the school in the best way possible. Parents are encouraged to speak up should the community feel that the members are not operating in the way they see fit. The community has the authority to recall members. Ms. Sorice noted the grievance policy.

7 Secondary Calendar

Ms. Grantham shared that the secondary has two international trips scheduled. There is one trip to Europe for seniors. There is also a trip to Peru that was postponed due to COVID. That trip due to travel warnings has been changed to Portugal and Spain. The trips depart within a day of each other. A third of the teaching staff and half of the administration will be going on these trips. Ms. Grantham proposed the Wednesday, Thursday and Friday before Spring Break be remote learning days. Ms. Sorice moved to make March 15, 16 and 17, 2023 to be converted to synchronous remote days. Mr. Ennis seconded the motion. Ms. Sorice qualified that this is for the secondary calendar for all grades 7th - 12th. The motion passed unanimously

B Strategic

1 Review and updates of the Strategic Plan

a Comprehensive Communications

Mr. Matlick noted that the colors and fonts are aligned.

b Innovative Academic Environment

Mr. Matlick reported that the buildings have additional support for teachers.

c Healing from COVID

Mr. Matlick shared that inside the buildings the staff continue to monitor the mental health of the students. The principals stated that support is offered in their buildings.

d Multiple Pathways to Success

Mr. Matlick noted the summer Jag Care program, the elite program at Summit Academy and the internships at the secondary school.

e Character and Values

Mr. Matlick reported that these are embedded on the websites.

2 Self-ranking metrics for JA compared to other Charter Schools

Mr. Matlick stated that he would be working on this item.

C General Board Governance

1 General

a Review and approve staff survey

Ms. Vartanova presented the survey. Discussion ensued and revisions were made. Mr. Ennis moved that the Board approve the spring 2023 staff surveys with the modifications as discussed, to be adopted after the vote. Ms. Lilyblade seconded the motion. The motion passed unanimously. Ms. Vartanova will send this out on January 30 and the survey will remain open through February 10.

b Board elections May 2023 (2 seats)

Ms. Lilyblade stated that there are two seats that are open. Ms. Sorice and Mr. Ennis terms are up. Ms. Sorice is eligible to run again. Mr. Ennis is term limited. Ms. Lilyblade reviewed the schedule of sending out notifications. Ms. Vartanova explained the matrix that is in place noting the skill sets needed. Ms. Sorice pointed out that the matrix is not all encompassing. Board members may update the matrix. Ms. Lilyblade will revise the election letter to be sent out to the community.

2 Financials

a Approve 2022-2023 revised budget

Mr. Quintana presented the revised 2022-2023 budget. Mr. Holocher had no changes in the elementary budget that was presented in October and reported that there are no issues. Mr. Melville reported that the secondary budget had an adjustment in PPR and noted most of the changes are in anticipation of future projects. Mr. Quintana moved that the Board approve amended budgets as presented. Mr. Ennis seconded the motion. The motion passed unanimously.

3 Committees

a Update from committee leads on committee activities

Mr. Ennis reported that the Policy and Governance Committee have been reviewing policies that may need to be updated.

Mr. Quintana stated that he met with previous members from the Capitol Development Committee. It was pointed out that this committee may be in conflict with the Foundation. It was determined that the Capitol Development Committee be dissolved.

D Policy

1 Faculty salary compensation - salary scale-Summit Academy

Mr. Matlick reported that a Summit teacher who works three days a week received a full step raise. Teachers working less than three days received a half step raise. Mr. Matlick stated this aligned with JA's scale. Ms. Scarato and Ms. Taussig reported that this was well received by their teachers.

E Task-Oriented

1 Board visits at schools and programs

Dr. O'Neill suggested that members visit on February 15 and join the PTO breakfast at 7:00 a.m. or March 1 in the morning as this is a late start day. Ms. Grantham stated that members may visit any day but to notify her by email. Ms. Scarato suggested members visit on any Wednesday, Thursday or Friday. Ms. Taussig suggested members visit on a Tuesday at the Littleton campus or Thursday in Conifer.

2 Review and approve board meeting posting locations

Mr. Quintana moved to continue to post at the elementary school and secondary school and online. Mr. Mathai seconded the motion. Mr. Quintana made a friendly amendment to add email. The friendly amendment was accepted. The motion passed unanimously.

3 Approve Minutes from November 15, 2022 meeting

Ms. Vartanova presented the Minutes from November 15, 2022. Revisions were made. Mr. Ennis moved to approve the Minutes from November 15, 2022 as amended. Ms. Lilyblade seconded the motion. The motion passed unanimously. Ms. Vartanova abstained.

4 Action Items

These were reviewed and revised.

5 Board communication to parents (Top 5)

The following items were suggested: Committee Cares project, JA facility committee, staff survey, upcoming election, strategic plan and academic rigor.

Ms. Sorice moved that the Board move into Executive Session at 9:28 p.m for the purpose of C.R.S. Request for student(s) to receive enrollment exception. Dr. O'Neill and Shelly Cohen were invited into the session. Mr. Mathai seconded the motion. The motion passed unanimously.

Ms. Sorice moved to exit the executive session at 9:56 p.m. Mr. Quintana seconded the motion. The motion passed unanimously.

General Agenda

Ms. Sorice moved to approve the enrollment exception for the family in EnrollJeffco for the 2024-2025 school year to be placed at the top of the priority list for that academic year.

Executive Session

The Board went back into Executive Session at 10:04 p.m. for the purpose of C.R.S. 24-402(4)(i) for the purpose of Executive Director salary review.

Mr. Ennis moved to exit the Executive Session at 10:45 p.m. Ms. Mills seconded the motion. The motion passed unanimously.

Adjournment

Mr. Quintana moved to adjourn at 10:46 p.m. Mr. Mathai seconded the motion. The motion passed unanimously.

Respectfully submitted,

Shelly Cohen, Clerk
Jefferson Academy Board of Directors