

**Minutes for the Joint Board of Directors of Jefferson Academy**  
**A Colorado Non-profit Corporation**  
**June 20, 2023 6:00 p.m.**  
**General Meeting - following Annual Meeting**  
**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. The following Board members were present: Ms. Lilyblade, Mr. Mathai, Ms. Mills, Mr. Quintana, Ms. Sorice and Ms. Vartanova. Mr. Ennis had an excused absence. The following ex-officio Board members were present: Mr. Matlick, Dr. O'Neill and Ms. Scarato. Mr. Quintana led the guests and the Board of Directors in saying the Pledge of Allegiance. Ms. Vartanova presented the agenda. Ms. Sorice moved to approve the agenda as presented. Mr. Quintana seconded the motion. The motion passed unanimously. There was no Public Comment.

**Consent Agenda**

**A Review & Approve**

Ms. Vartanova presented the Consent Agenda. Mr. Quintana moved to approve the Consent Agenda, noting the voting measure included in the agenda. Ms. Mills seconded the motion. The motion passed unanimously.

**General Agenda**

**1 Approve Minutes from May 16, 2023 (annual and general meeting)**

Ms. Vartanova presented the Minutes from May 16, 2023 for both the annual and general minutes. Ms. Sorice moved to approve both the annual and general Minutes from May 16, 2023. Ms. Lilyblade seconded the motion. The motion passed unanimously.

**Honoring outgoing principals and teaching staff**

Ms. Blakley provided a presentation honoring staff members who have 5 years of service and every 5 years after that milestone. After 15 years, staff members will get a plaque at their campus when they leave JA. After 25 years of service, a star will be added to your name plate and plaque when they leave. Retiring staff who have 20 or more years will receive an engraved award at the May or June Board meeting. Principals will have a plaque at the campus with their name and date of service along with their picture, and take home an engraved award. Board members will receive an engraved award after their three years of service term. Ms. Blakley read the names of staff with 5, 10, 15, 20 and 25 years of service. Ms. Grantham was recognized for her 17 years of service. Dr. Deb O'Neill was recognized with 5 years of service. Joan Larson was recognized with 27 years of service. Bentley Ryberg was recognized for 29 years of service. The board members expressed their gratitude to the outgoing principals.

**Second Reading of Board Policy manual**

Ms. Vartanova presented the Board Policy manual. Mr. Quintana moved to approve the Board Policy manual as presented. Ms. Mills seconded the motion. The motion passed unanimously.

**Board Composition**

**1 Thank you to outgoing board members**

Board members shared their appreciation to Ms. Sorice for her time and effort on the Board and was given her award. Mr. Ennis was previously recognized during the May meeting.

## **2 Appointment of vacant positions**

Ms. Vartanova requested an official vote of the new board members: John Nunnally and Tristiana Pontiakos serving 2023 until 2026 for a three year term. Mr. Mathai moved to approve the appointment of John Nunnally and Tristina Pontiakos. Ms. Lilyblade seconded the motion. The motion passed unanimously.

## **3 All board members take an oath**

Mr. Matlick shared that this is now required by the state. Each board member verbally took an oath and signed documentation.

## **4 Election of Board Officers and Rules and Responsibilities**

Ms. Vartanova noted Board members had previously expressed interest in specific roles. Members were encouraged during the meeting to nominate themselves for an office. Mr. Quintana and Mr. Mathai nominated themselves for Chairperson, Kirsten Mills nominated herself for Vice Chairperson, John Nunnally nominated himself for Treasurer. Mr. Quintana and Mr. Mathai provided their experience and interest in this position of Chairperson. Board members took a vote by ballot. Mr. Quintana received the majority vote. Mr. Mathai nominated himself for Vice President.

Ms. Vartanova presented the following roles of officers: Mr. Quintana as Chairperson, Kirsten Mills as Vice Chairperson, Agnessa Vartanova for President, Anil Mathai for Vice President, John Nunnally for Treasurer, Jerrilyn Lilyblade for Secretary, and Tristiana Pontiakos for Assistant Secretary. Mr. Quintana moved to accept these nominations for officers as presented. Ms. Lilyblade seconded the motion. The motion passed unanimously.

## **5 Board member committee appointments**

Board members signed up for committees. Ms. Vartanova read the appointments. Mr. Mathai moved to accept the appointments. Ms. Lilyblade seconded the motion. The motion passed unanimously.

## **6 Appointment of Building Corporation Members**

Ms. Vartanova explained the requirements for this appointment. James Suckow has agreed to continue to serve on the committee. Mr. Matlick explained the responsibilities. Ms. Vartanova and Mr. Quintana noted their willingness to serve on the committee. Ms. Mills moved to accept the appointment of the members as discussed. Mr. Quintana seconded the motion. The motion passed unanimously.

## **A Informational**

### **1 General Executive Director updates**

Mr. Matlick provided an update that Summit Westminster is hiring teachers for the Rough Riders program. One of the Kindergarten teachers in the elementary school took a different position and they are in the process of hiring for that opening. The secondary has an opening for ELA. Ms. Taussig provided a homeschool seminar.

It was requested to see how JA compares academically with other charter schools. Mr. Matlick suggested reviewing data on the CDE website. It was noted that the Strategic Plan will be reviewed and updated to include this item. Discussion ensued with getting more parental involvement. Mr. Matlick noted that some of the data will be captured for our charter renewal.

**B Strategic**

**1 Strategic Plan**

**a Review of 2021-2024 Strategic Plan**

It was suggested that members provide a list of topics to Ms. Vartanova by mid July.

**C General Board Governance Updates/Other Issues**

**1 General**

**a All board members sign board manual**

This document was signed by each board member.

**b All board members submit conflict of interest form**

Ms. Vartanova distributed this form to members and requested that it be returned to her at the next meeting or scanned and emailed to her. A confidentiality form was also distributed to each board member to sign.

**c CDE School Codes**

Mr. Matlick provided a presentation with CDE school codes explaining the data matrix. Mr. Matlick pointed out the challenges with students in Summit and Hope House in the state accountability system, and also EnrollJeffco. He submitted a proposed new configuration plan. Applying for a new school code must take place by June 30th for it to be in effect for this school year. Mr. Matlick is working with legal counsel. Discussion ensued with board members. It was determined that JA will not take action on this item at this time.

**2 Financials**

**a Insurance coverage**

Mr. Matlick shared that the current cost of JA's workers compensation premium is lower due to reduction in claims and cost containment. Mr. Matlick reviewed that Risk Management at the district will no longer be offering JA coverage. He reviewed the coverage previously offered by the district. Mr. Matlick presented the proposals from Gallagher and HUB. Discussion ensued with Board members. Mr. Mathai made a motion that the Board approve the wind/hail buy down with the \$10,000 deductible with umbrella coverage greater than 3 million and less than 10 million, allowing the executive director and Mr. Quintana to represent. In Mr. Quintana's absence, Ms. Vartanova to make the conclusion on this issue. Ms. Lilyblade seconded the motion. The motion passed unanimously.

**b Fee Schedule Approval**

Mr. Melville presented the fees for the secondary, noting the changes are highlighted. Mr. Holocher reviewed the elementary fees and explained increases. Mr. Quintana moved that the Board approve the fee schedules as presented. Ms. Pontiagos seconded the motion. The motion passed unanimously.

### **3 Committees**

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

This is listed in the consent agenda.

### **D Policy**

#### **1 P & G Committee Tasks**

Mr. Mathai reported that the Policy & Governance committee may have an update for the next meeting.

### **E Task-Oriented**

#### **1 Action items.**

These were reviewed and updated.

#### **2 Board communications to parents (Top 5)**

It was determined that the following be in the communication to parents: recognition program; welcome to new board members; 30th anniversary gala; school fees for elementary chromebooks; July and August meetings.

#### **3 Set July or August Meeting Dates**

Ms. Vartanova noted that the third Tuesday in August is the 15th, which is the night before the first day of school. It was determined that the August meeting would be held on the 1st or the 22nd.

### **Adjournment**

Ms. Lilyblade moved to adjourn the meeting at 9:36 p.m. Mr. Mathai seconded the motion. The motion passed unanimously.

Respectfully submitted,

Shelly Cohen, Clerk  
Jefferson Academy Board of Directors