

Minutes for the Joint Board of Directors of Jefferson Academy
A Colorado Non-profit Corporation
October 18, 2022 6:00 p.m.
Jefferson Academy Elementary & Zoom

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

Ms. Vartanova called the meeting to order at 6:01 p.m. The guests were welcomed. Roll call was taken and 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: Ms. Grantham, Mr. Matlick, Dr. O'Neill and Ms. Scarato. Ms. Lilyblade led the guests and Board of Directors in saying the Pledge of Allegiance. Ms. Vartanova presented the agenda. Mr. Mathai requested that Appointment of P & G Chair by Board Chair pursuant to Policy 2.11(g) be added to the agenda in Committees. Mr. Matlick requested that in the Consent Agenda the FRCC invoice amount should reflect \$300K. Ms. Sorice moved to approve the agenda as amended. Ms. Lilyblade seconded the motion. The motion passed unanimously. There was no Public Comment.

Consent Agenda

A Review & Approve

Voting Items Included:

1 FRCC Invoices not to exceed \$300K

Mr. Matlick pointed out that the FRCC invoice is included in this agenda Ms. Vartanova presented the Consent Agenda. Ms. Sorice 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

Dr. O'Neill introduced Tammi Williams as the SEL teacher for the intermediate students. Ms. Williams shared her professional background. Ms. Williams shared the curriculum, Purposeful People, and explained the activities that build from grade to grade. She provided examples of the lessons and how students are provided opportunities to share and interact with each other.

Dr. O'Neill provided a slideshow on Structures and Processes that support Academic Rigor. Team leads were created in each grade level including specials. The objective is to increase feedback and growth in student achievement. Assistant team leads in the future will take over the lead position allowing a sustainable process. The building advisory committee is made of team leads representing the school. This committee is an advisory to Dr. O'Neill. She explained different support committees, their responsibilities, and shared examples of PLC work.

2 General Executive Director update

Mr. Matlick reviewed the Board books that were distributed to the members and its content that included the Board manual, policies, bylaws, strategic plan, our charter contract and waivers. Mr. Matlick noted the 'normalcy' in the buildings and activities.

3 General principal update (not covered in the consent agenda). Student withdrawal update

Dr. O'Neill reported that 11 students withdrew in the first quarter. Six students moved out of the area, two students went to a charter school, two students to their neighborhood school and one student to a private school.

Ms. Grantham reported that six students withdrew. One moved out of state, one student returned to a K-12 school, two students withdrew because a cousin could not attend, one for a sports program and one to a larger school.

Ms. Taussig reported that three students withdrew. One student moved, one for a different program and one that did not show.

Ms. Scarato shared that fewer students withdrew than in years prior. They had six students withdraw. One student went to an online program and five to charter schools.

B Strategic

1 strategic plan

a Core Values update

Mr. Matlick and Ms. Sorice provided the background on how the Core Values were generated. Discussion ensued with Board members and principals. Mr. Mathai moved to approve the Core Values as presented. Mr. Quintana seconded the motion. The motion passed unanimously.

b Review and approve SAC fall parent survey

Ms. Vartanova reviewed last year's survey. She noted that the fall survey has only been sent out to the elementary and secondary schools, and not sent to Summit families. Ms. Vartanova explained the format and structure of the survey. It was suggested that the survey be sent out after parent/teacher conferences. Ms. Vartanova, subject to modifications, moved that the Board approve the fall parent survey as presented by the SAC committee. Ms. Lilyblade seconded the motion. The motion passed unanimously.

C General Board Governance

a Board visits at campuses and programs

Ms Sorice shared her experience in visiting the Summit south campus, noting the amazing atmosphere and energy in the building. Ms. Mills and Mr. Quintana reported that they had visited Summit Westminster and were enlightened by their programs and facilities. Ms. Vartanova and Ms. Lilyblade visited the elementary school campus. Ms. Lilyblade shared that she had not been in the building since the pandemic. She was impressed by the artwork and the motor room. Ms. Vartanova was impressed with the innovations in the classrooms. Mr. Mathi had the opportunity to visit multiple campuses and came away with an appreciation and understanding of the different campuses.

2 Financials

a Presentation of the Draft Audit and Management Discussion and Analysis

Mr. Quintana provided an overview. Ms. Larson shared that she was impressed with the auditor and reported that we have a good clean audit. Mr. Quintana moved that the Board approve the draft audit as presented. Mr. Mathai seconded the motion. The motion passed unanimously.

b Review and approve Elementary Chromebook proposal

Dr. O'Neill reviewed the proposal that was sent to the finance committee. She shared the many daily uses for chromebooks. The proposal includes a fee of approximately \$75. These chromebooks would possibly roll up with the students into the secondary or roll back down to a primary grade. The suggested yearly technology fee of \$75 would include necessary applications, internet filtering and bandwidth. Dr. O'Neill reviewed Jeffco's technology fees. Currently, there are 763 chromebooks but not all are suitable for testing and many are outdated. Chromebooks for students in Kindergarten through fourth grade would remain on campus. Ms. Sorice moved to allow the elementary school to assess a technology fee to meet the needs of a one-to-one ratio of chromebooks to students. Ms. Lilyblade seconded the motion. The motion passed unanimously. It was clarified that the motion did not include a specific amount.

3 Committees

a Update from committee leads on committee activities not covered in consent agenda

Ms. Vartanova noted that Ms. Blakely sent out the email requesting volunteers for the committees. Ms. Vartanova requested that the committee chair reach out to these volunteers.

b Appointment to JA Foundation

Mr. Quintana reviewed the policy on this appointment. Ms. Grantham provided the background on the Capitol Development Committee and the establishment of the JA Foundation. Ms. Vartanova moved to appoint Kirsten Mills to be on the JA Foundation. Ms. Sorice seconded the motion. The motion passed unanimously.

c Appointment of P & G Chair by Board Chair pursuant to policy 2.11(g)

Mr. Mathai reviewed the policy. Ms. Vartanova appointed Katie Ruske to chair the Policy and Governance Committee. Ms. Sorice seconded the motion. The motion passed unanimously.

D Policy

a Update board manual

Ms. Lilyblade moved to accept Policy 1.2 School Legal Status (A) clarification on Second Reading. Mr. Mathai seconded the motion. The motion passed unanimously.

b Request P & G Committee to update the Secretary responsibilities to include monitoring changes to and ensuring updates of Board Policies and Manual

Ms. Vartanova moved to accept the request of the P & G Committee to update the Secretary responsibilities to include monitoring changes to and ensuring updates of Board Policies and Manual. Ms. Lilyblade seconded the motion. Ms. Sorice made a friendly amendment that the secretary also monitor who should and should not have access to the committee folders and to permit/deny access accordingly. Ms. Vartanova accepted the friendly amendment. The motion passed unanimously.

E Task-Oriented

a Approve Minutes from 9/20/2022

Ms. Vartanova presented the Minutes of 9/20/2022. Ms. Sorice moved to approve the Minutes of 9/20/22 as presented. Ms. Lilyblade seconded the motion. Mr. Mathi abstained. The motion passed with a majority vote.

b Action Items

These were reviewed and updated.

c Board communication to parents (Top 5)

The following was suggested to be included in the communication to parents: Core Values, parent survey, policy update, board visits and the audit.

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F Executive session

None

Adjournment

Ms. Sorice moved that the Board adjourn at 8:43 p.m. Mr. Quintana seconded the motion. The motion passed unanimously.

Respectfully submitted,

Shelly Cohen, Clerk
Jefferson Academy Board of Directors