

Jefferson Academy - Board Agenda | November 15, 2022

Mission Statement:

The mission of Jefferson Academy is to help students attain their highest academic and character potential through an academically rigorous, content-rich educational program.

Vision Statement:

Jefferson Academy envisions a community of parents, teachers, students and educational and business leaders working together to create a learning environment that engenders academic achievement, growth in character, and the love of learning, resulting in responsible, productive citizens.

Agenda for the Joint Board of Directors of Jefferson Academy A Colorado Non-profit Corporation

In Person: Held at The Summit Academy Westminster
7575 W. 103rd Avenue, Suite 100 Westminster, Colorado

Zoom Link: [Join the virtual meeting of the Board of Directors](#)

Start Time: 6:00 pm

Agenda Item	Who	Action	Time	End Time
Preliminary				
A	Call to Order	Chair		6:00 pm
B	Welcome to Guests			
C	Roll Call			
D	Pledge of Allegiance			
E	Approval of Agenda	Board	Vote	0:05 6:05 pm
F	Public Comment			0:10 6:15 pm

***Public Comment - PLEASE READ:**

The Board has determined that **public comment will be held at the beginning of all meetings for the following reasons:**

- It is essential for Board members to hear and consider all public comment prior to making decisions on agenda items so that the Board members are informed of the views of the public participants.
- An agenda is posted in advance of every Board meeting. Every effort has been made to add additional detail to the agenda items to help public participants understand what will be discussed at the meeting in order for participants to better shape and present their comments. Please take note if a topic says Vote, Discuss or Discuss/Vote.
- Having public comment at the beginning of the meeting allows for a designated, clear, and transparent opportunity when public comment may be provided on any of the agenda items. It also provides participants a chance to voice their concerns, issues, and ideas without being obligated to sit through what can be a very lengthy meeting of non-related topics.
- The regular monthly meetings are designed to allow the Board to conduct the policy business of the school and to do so in an efficient manner. For this reason, it would not be feasible from a time perspective to distribute public comment throughout the agenda.

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Your voice is important! We encourage all members of the public to review this agenda in detail in order to provide public comment to Board members at the beginning of each meeting so that Board members can better represent our members. **The Board appreciates and encourages all public comments and respectfully requests that individuals turn their cameras ON and keep their comments as brief and concise as possible (2 to 3 minutes) to allow time for everyone to participate.**

Consent Agenda					
<p>The JA Board has adopted a consent agenda. The consent agenda consists of committee reports and the Executive Director report. All Board members have received these reports prior to this meeting and can pull an item out of the consent agenda when those items need further discussion during the agenda discussion at the beginning of this meeting. The following items are included in this month's consent agenda:</p>					
<ul style="list-style-type: none"> • PTO Report • Boosters Report • School Accountability Committee • Facilities Committee • Capital Development Committee/ JA Foundation 			<ul style="list-style-type: none"> • Communications Committee • Neighborhood Committee • Finance Committee • Principal Reports • Executive Director's Report • Meeting Minutes (Restricted until approved) 		
A	Review & Approve	Board	Vote	0:05	6:20 pm

General Agenda					
Items moved to the front of the agenda at the time of the meeting					
1	JA K-12 Foundation Presentation	MG, TL, KD	Presentation	0:10	6:30 pm

A Informational					
<p><i>In an effort to gain a more in-depth perspective of each of our campuses and programs, the Board invites presentations from principals and faculty to discuss day-to-day activities occurring in the buildings and highlight special projects and programs.</i></p>					
1	Principal Presentation and Facility Introduction	AT	Discuss	0:15	6:45 pm
2	General Executive Director update	TM	Discuss	0:10	6:55 pm
3	General principal updates (not covered in the consent agenda) - Metrics and goals compared to other schools	AT, SS, DO, HG	Discuss	0:25	7:20 pm

Jefferson Academy has identified five strategic goals. The strategic portion of the agenda is centered around these goals. The Jefferson Academy Strategic Plan 2021-2024 can be accessed at www.jajags.com.

B Strategic					
1	Strategic Plan- Comprehensive Communications, Innovative Academic Environment, Healing from Covid, Multiple Pathways to Success, Character and Values				
a	Strategic plan- update on progress	TM	Discuss	0:20	7:40 pm

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C General Board Governance					
<i>1: General</i>					
a	Review class size	TM	Discuss	0:10	7:50 pm
b	Resolution to prioritize students from closing Jeffco schools	TM	Discuss/Vote	0:15	8:05 pm
c	Colorado's Family & Medical Leave Insurance Act	MF, JL, TM	Discuss/Vote	0:10	8:15 pm
d	Review and approve staff survey to be sent out in January	AV	Discuss/Vote	0:10	8:25 pm
e	Create executive director's annual goals to be included in next employment agreement	Board/TM	Discuss	0:20	8:45 pm
Goals in current employment agreement: <ul style="list-style-type: none"> - Further advance the fulfillment of the Strategic Plan - Timely inform the Board of performance concerns of Executive Director's direct reports - Create a succession plan for all leadership employees - Engage in reoccurring one on ones with the Executive Director's direct reports - Complete annual written evaluations of all Executive Director's direct reports - Maintain accurate, and robust communication with the board and direct reports - Continue to strengthen a K-12 community - Participate in appropriate training(s) that will further enhance the Executive Director's skillset 					
<i>2: Financials</i>					
a	JA Compensation Schedule	JL, CM, LH, AV, FQ	Discuss/vote	0:15	9:00 pm
b	2022/23 Amended Budget (October 1 count)	JL, CM, LH, AV, FQ	Discuss	0:05	9:05 pm
<i>3: Committees</i>					
a	Update from committee leads on committee activities- if needed	Board	Discuss	0:10	9:15 pm
b	Review Parent Survey Results	AV, MW, JL	Discuss	0:20	9:35 pm
D Policy					
1	None planned for this meeting				
E Task-Oriented					
1	Approve minutes from October 18, 2022 (Restricted until approved)	Board	Discuss/Vote	0:05	9:40 pm
2	Action Items	Board	Discuss	0:05	9:45 pm
3	Board communication to parents (Top 5)	Board	Discuss	0:05	9:50 pm
F Executive Session					

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	None planned this meeting				
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Adjournment - Estimated	9:50 pm
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Consent Agenda

The consent agenda consists of committee reports, principal reports, and the Executive Director report. The items in the consent agenda will not be discussed in the board meeting unless Board members pull an item out of the consent agenda for further discussion during the agenda discussion.

PTO Report

PTO meeting was held November 2, 2022. Full meeting minutes can be found at <https://www.japto.info/about/membership-meetings>

Some highlights:

- A chrome book proposal has been approved which would enable a 1:1 student to technology ratio.
- The PTO committees have been working so diligently to raise funds for PTO that support projects and initiatives for the school to include BOOSTERTHON that had a total profit of \$92,500. Way to go PTO!!!
- Thank you PTO for all the amazing efforts in front and behind scenes!

Boosters Report

Boosters meets the 14th, the night before November board meeting.

Student Accountability Committee (SAC) Report

SAC met by Zoom 11/9. We went over what the School Accountability Committee does (largely centered around the Fall and Spring surveys) and had good questions from new members on things like 'What are examples of things SAC has brought to the Board/Admin and what was the action/outcome?'

Things that were shared as examples were:

- student safety at Elementary in regards to crosswalk and improving traffic flow at dropoff/pickup to get so many cars/kids through in 15 mins each morning
- Academic Rigor - that became a large piece the board and admin worked on to clearly meet and define through many workshops/meetings and ultimately communicate back to the JA Community
- additionally last year SAC served as a sounding board on the idea of a late start to improve training and implementation vs the full day trainings
- plus more!

We heard from Heather (Ms. Grantham) and Angie (Ms. Keedy) at the secondary on how important contextualizing the data was, especially on the open ended comments - including tallies of how many times a particular topic or sentiment came up.

We reviewed a question from the survey and looked at how we compile this into a year over year file and then into a PPT that is presented to the board.

Policy & Governance

No written report this month.

Facilities Committee

No written report this month.

Capital Development Committee / JA Foundation

The JA Foundation met on Wednesday, November 10, 2022. Kirsten Mills attended as the BOD representative. Matt Abell attended for the first time.

The Foundation Board discussed different fundraising opportunities and upcoming events. They started promoting Colorado Gives Day last week and have received a few donations. This year the focus of Colorado Give Day will be; 1) Supporting JA/Summit Families in needs and 2) Continuing to fund the Teacher Grant Program that has been so successful the last couple of years.

The Foundation will continue to meet monthly as they discuss the possibility of hosting a 30 Year Anniversary Gala. Additionally they are discussing reactivating the Buy a Brick program for 6th and 12th graders.

Communications Committee

No written report this month.

Neighborhood Committee

No written report this month.

Finance Committee

The Finance Committee met on Tuesday, November 8, 2022. The following committee members were present: Tim Matlick, Joan Larson, Craig Melville, Luke Holocher, Deb O'Neill, Kathy Seybert, Allycia Taussig, Flavio Quintana, and Agnessa Vartanova.

Financials Update: The financials through October 2022 were reviewed and questions were answered by the business managers with no issues noted. The budget's proposed changes were discussed and as is customary, the proposed budget changes will be presented to the Board at its meeting on November 15 for consideration.

Compensation Committee: The Compensation Committee (Committee) completed its work and provided a recommendation to the Finance Committee to move to a lane and step pay structure that pays staff at 92% of the scale Jeffco uses. The recommendation was based on feedback from teachers at both the elementary and secondary. The Finance Committee has reviewed the recommendation and met on October 18, and November 1, 2022 to review the recommendation and look at the affordability and sustainability of the proposal. The Finance Committee is recommending Board approval of the Compensation Committee's proposal and this recommendation will be presented at the Board's November 15 meeting for consideration. A big thank you to all Compensation Committee members that participated and worked so hard to bring forward this proposal!

Elementary and Secondary School Emergency Relief (ESSER) Funds. The Secondary has received district approval to include these funds into the budget; however, the elementary is still working with the district to get these funds formally approved and inputted into their budget.

Bond Debt: Tim provided the Finance Committee projections on investing reserves JA currently has versus paying down the bond debt. Based on rising interest rates, the interest income earned is higher than the interest expense saved by paying down the bonds. The Finance Committee agreed that it makes financial sense to invest and earn interest income and asked Tim to research with the District how JA could proceed with this direction.

Joan Larson: This was the last formal Finance Committee meeting that Joan will be attending. She was thanked for her work, service, and dedication to JA. She will be missed, but she is available to help answer questions as we navigate JA's finances without her. Thank you Joan!

Principal's Reports

Jefferson Academy Elementary

Jefferson Academy Secondary

The Summit Academy

The Summit Academy South

Executive Director's Report

JeffCo Public Schools Priority Enrollment Request:

On Thursday night the Jeffco Board of Education unanimously voted to close 16 elementary schools next year. This will impact 2 schools in our area; Sheridan Green Elementary whose students will attend Ryan Elementary, and Witt Elementary whose students will attend Lukas Elementary. (Several years ago Jeffco closed Zerger Elementary, another school in our area whose building has been leased by Doral Academy the last 7 years.) In order to help students who are impacted, Jeffco is asking charter school Boards to approve a one year (2023-24 only) amendment to their enrollment process allowing displaced students priority just before non-displaced district students. I recommend that JA accept the district's request and approve the one year amendment as it will not impact class sizes and will provide displaced students more options as they search for a new school home. The following depicts how this one-year change would impact JA:

Enrollment Priority:

1. Staff Children
2. Sibling priority (in county 1st then out of county)
3. Current Summit Academy students (and vice versa)
4. First Round Choice Enrollment applications
 - a. Insert ⇒ Displace students
 - b. Non-displaced students in county
 - c. Non-displaced student out of county

JeffCo Public Schools and Charter Schools:

As mentioned previously, Jeffco has seen significant turnover in their central office staff as long-time leaders retired at a higher rate than in the past. This has resulted in a knowledge gap regarding the Jeffco - Charter partnership and understanding of the charter contract. Recently Tom McMillen, Community Superintendent for Charter Schools, and I have started meeting with different departmental leads in order to build relationships and develop a better understanding of Jeffco's processes with new staff. Last week we met with Health Support Services who seem to embrace our proposal of moving to a tiered purchases service plan instead of the current "all or nothing" plan. We expect this to be included in the 2023-24 Purchased Services Agreement.

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Previously we met with the Chief Operations Officer to better understand the impact of school closures.

On Wednesday, we will be meeting Jeffco's new Chief Legal Officer and her lead attorney for charter schools. Both are new to Jeffco. They both have positive experience with charter schools. However, they have a slightly different understanding of the authorizer - charter relationship as most districts do not partner as closely with charter schools as does Jeffco. We hope to help them understand the background and benefits of Jeffco's processes before they begin a deep dive into the Charter Contract and Purchased Services Agreement.

In the coming weeks we will be meeting with the Chief Financial Officers to review the Purchased Services Agreement and to discuss the possibility of JA following the district's policy regarding investments in order to provide long-term financial stability for the school. Also, thanks to the elementary PTO and secondary CHAOS fund, this week we are delivering "Thank you" notes and a small box of chocolate to 20-25 different departments/teams with whom we partner on a regular basis.

Safety & Security:

On Tuesday we completed the last Lock Down for this semester. Throughout all our locations we held 7 different drills (Secondary - 1, Elementary - 1, Summit Westminster - 3 for Wed, Thur & Friday students, and Summit South - 2 for Littleton and Conifer students.) Jeffco Security and their partnering law enforcement agencies who attended provided great feedback and were very complimentary of every location. We continuously review our practices and look for ways to improve security without negatively impacting our students, staff and parents. Next year, I would like to offer the opportunity for a board member to attend a Lock Down drill in order to better understand the process and the partnership with law enforcement.

Sneak Peak at the [Core Values](#) and [Academic Rigor](#) flyers.