

Jefferson Academy - Board Agenda | November 16, 2021

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

TWO IMPORTANT CHANGES FOR THIS MEETING

*There will be a **study session from 5:30pm to 6:30pm**. This meeting is open to parents and staff and can be attended virtually.*

*Due to the study session, the **regular board meeting will begin at 6:30pm**.*

A Colorado Non-profit Corporation

Join Zoom Meeting

<https://us02web.zoom.us/j/83806876301?pwd=c21aU2RMWWtJTm1naDhaSWdjQmxxZz09>

Meeting ID: 838 0687 6301 Passcode: 983026

Find your local number: <https://us02web.zoom.us/j/83806876301?pwd=c21aU2RMWWtJTm1naDhaSWdjQmxxZz09>

Agenda Item	Who	Action	Time	End Time
Preliminary				
A	Call to Order	Chair		6:30 pm
B	Welcome to Guests			
C	Roll Call			
D	Pledge of Allegiance			
E	Approval of Agenda	Board	Vote	0:05 6:35 pm
F	Public Comment		0:20	6:55 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

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participants to better shape <https://www.jeffco.us/DocumentCenter/View/28586/JCPH-PHO-21-002-Requiring-Masks-and-Routine-Testing-in-Schools-and-Childcare-Settings> 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.

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><i>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:</i></p>					
<ul style="list-style-type: none"> • PTO Report • Boosters Report • School Accountability Committee • Policy and Governance • Facilities Committee • Capital Development Committee / JA Foundation • Communications Committee 			<ul style="list-style-type: none"> • Neighborhood Committee • Finance Committee • Homeschool Updates • Executive Director's Report • Action Items • Motions - This section is NOT part of the Consent Agenda 		
A	Review & Approve	Board	Vote	0:05	7:00 pm

General Agenda					
Items moved to the front of the agenda at the time of the meeting					
	JA Foundation - Colorado Give Day	GQ	Presentation	0:05	7:05 pm
	PTO Report for Fundraising Events	PTO/Admin			

A Informational					
 <p><i>At Jefferson Academy, our main priority is providing a safe environment for students and staff while continuing to offer excellent educational opportunities. We will be developing, implementing and revising policies and practices that follow changing requirements, that take local health guidelines into consideration and that support the learning environment of each location individually. We are excited about the growing opportunities for a normal year as we FlexForward together.</i></p>					

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1	COVID update and JA's response	TM, DO, HG, SS, AT	Discuss	0:20	7:25 pm
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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	<i>Comprehensive Communications: Jefferson Academy will develop a comprehensive organizational communications plan that includes guiding principles; incorporation of mission, vision, and values; and branding expectations for internal and external communications.</i>				
a	Meeting with Executive Director	TS, ME	Discuss	0:15	7:40 pm
2	<i>Innovative Academic Environment: Jefferson Academy will provide an innovative academic environment that honors the varied needs of our students. By clearly defining expectations, presenting intentional communication, and providing access to support programs, we can help ALL students achieve their highest academic potential.</i>				
a	Standardized test results report from Elementary campus - Removed as presented in Study Session	DO	Discuss	0:10	7:50 pm
b	Standardized test results report from Secondary campus - Removed as presented in the Study Session	HG	Discuss	0:10	8:00 pm
3	<i>Healing From COVID: In order to ensure that our community is attaining its highest potential, Jefferson Academy will attend to the academic progress and overall wellness of its students and staff as they recover from a difficult time of isolation, economic hardships, and mental health challenges due to COVID-19.</i>				
a	Recovering from COVID staff survey - Postponed till next meeting	AV	Discuss	0:10	8:10 pm
4	<i>Multiple Pathways to Success: As an organization with multiple campuses and programs, we recognize that there are many pathways to success for our students. We seek to fully embrace and communicate these pathways with our current and potential families and embrace them as a key strength at JA while continuing to grow and expand our offerings.</i>				
a	Nothing additional than that addressed in study session				
5	<i>Character and Values: Jefferson Academy will develop core values that speak to the ways we live out our mission and vision each day. These core values will be used to strengthen our commitment to character education for both students and staff through incorporation into our curriculum, staff development, and overall organizational culture.</i>				
a	Core Value Committee meeting in person November 18, 2021	TS, AV	Discuss	0:05	8:15 pm
b	Update on TikTok challenges	TM,MW	Discuss	0:10	8:25 pm

C	General Board Governance / Updates / Other Issues				
<i>1: Financials</i>					
a	Approve annual audit	Board	Discuss/Vote	0:15	8:40 pm

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b	Approve Amended Budget	AV	Discuss/Vote		
2. Staff Survey					
a	Approve staff survey to be sent out by the Board in January	Board	Discuss/Vote	0:10	8:50 pm
3. Class Size					
a	Determine if any changes are needed to class size for open enrollment period beginning in January	Board	Discuss/Vote	0:20	9:10 pm

D	Task-Oriented				
	Determine Board visitation day(s) at campuses in January	Board	Discuss	0:15	9:25 pm
	Action Items	Board	Discuss	0:05	9:30 pm
	Board communication to parents	Board	Discuss	0:05	9:35 pm

E	Policy				
1	None planned for this meeting				

F	Miscellaneous Board Items				
1	Approve Minutes from October 19, 2021	Board	Discuss/Vote	0:05	9:40 pm

Adjournment - Estimated	9:40 pm
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PTO Report

The PTO met in-person on Wednesday, November 3, 2021, 6:30-7:30 pm at the JA Elementary School. Masks were worn during the meeting. Selected highlights from the meeting include:

- Fun Run was a huge success this year! Fundraiser netted approximately \$87,000, which in turn was used to purchase 185 Chromebooks for students.
- The PTO, JA school, and Girl Scouts are hosting a food drive for the neighborhood church that allows us to use their parking lot during the school year.
- Next community social and fundraiser will be held at BJ's Brewhouse on Wednesday, November 17, 2021 from 3 pm till close.
- The book fair was our biggest one yet! We sold over \$12,000 in books (\$8,000 has been typical for Fall) and earned about \$6,000 to spend on Scholastic materials.
- The Watch D.O.G.S. program is up and running again. Please visit this [website](#) to sign up for a volunteer slot.

You can visit the [PTO webpage](#) for the detailed meeting minutes from November 3rd. Next membership meeting will be held on Wednesday, January 12, 2022, 6:30 pm, Elementary School.

Sincerely,

Gia and Sam

Boosters Report

Student Accountability Committee (SAC) Report

The SAC did not meet since the last Board meeting.

Policy & Governance

Community members completed an e-form of interest to serve on this committee. Those new members were gathered and brought up to speed on the committee, its goals and purposes. The next meeting of new and older members will be held December 9, 2021 at 6:00pm. Lena Crawley is going through past policy changes to ensure those are memorialized in the policy manual. The compilation of this work will

be reviewed by the P&G committee to help ensure its accuracy. Additionally, the committee will start to discuss policies as it relates to board composition.

Facilities Committee

The facilities committee will likely meet for the first time this school year in January 2022.

Capital Development Committee / JA Foundation

Communications Committee

The Communications Committee met online via Google hangouts on Wednesday, November 10, 2021, 12-1 pm. Selected highlights from the meeting include:

- Introduction of new parent members: James Suckow, Michelle Abeyta and Chase Doelling
- Committee is still looking for a parent volunteer from the Secondary School.
- Appointment of new Committee Chair: Kim Daly
- Brief discussion of future meeting structure and goals for the committee
- Brief discussion of building a JA school app
- Review of Communications and Branding guidelines from other schools

Sincerely,

Gia & Sam

Neighborhood Committee

The Elementary Neighborhood Committee met on Wednesday, November 3rd. 3 JA staff members, 1 board member and 5 community members were in attendance. The topics and discussion were as follows:

- *Completed crosswalk* and sidewalk on the east side: the repairs made to the 99th Ave for the water leak are not holding. The city has been contacted about fixing the road.
- *Low water pressure*: only at JA & staff is working on it

- *Hail damage:* roof repair will start on all the temp and out buildings
- *Summer field/playground access:* Neighbors really appreciated being able to use the facilities over the summer. They helped keep an eye on the property and did not see anyone causing trouble.
- *Traffic at Pick Up:* This generated the most discussion as usual.
 - Staff have studied and timed the build up of congestion
 - Westminster staff observed the same process
 - JA and Westminster staff met to observe and discuss together
 - Both organizations have a few things they would like to try to help, but also understand that there are just a lot of cars at that time of day so there won't be a magic fix.

Finance Committee

The Finance Committee met on Tuesday, November 9, 2021. The following individuals were present: Tim Matlick, Joan Larson, Luke Holocher, Deb O'Neill, Stephanie Scarato, Allycia Tausig, Kathy Seybert, and Agnessa Vartanova.

The FY20 audit report has been completed. The Committee reviewed the results of the audit and the Management Discussion & Analysis content. It was noted that although the auditor missed the original deadline from the district, they did meet the extended deadline. The report will be presented to the JA Board for approval, which needs to be obtained by November 15, 2021.

All campuses are in a good financial position. It was noted that ESSER II funds can be applied to cover hazard pay and wellness stipend. Applications for ESSER III are due to the end of March. ESSER II funds must be spent by September 2023, and ESSER III funds must be spent by September 2024.

The October counts have been finalized. Secondary is down 9 from what we budgeted, but up 6 from last year. Summit W is down 18.5. Summit S is up 9!! Hope House is down 5.5. They've had a couple students age out and quite a few decide that they can make enough money working right now without the GED or diploma.

JA received the funds and the accounting needed to begin spending the ESSER II Funds. The breakdown is as follows:

Secondary - \$255,590.82
Elementary - \$292,624.87

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Summit W - \$145,065.06

Summit S - \$33,387.99

Hope House - \$5,756.55

Ms. Larson provided the following summary to the Committee:

Some of our grant spending will be directly billed to the grant and some will be in the form of reimbursements to the school. Ember Babcock wrote and was awarded a \$500 Grant from Westerra Credit Union! She asked for a new anatomical skeleton for the science department. The Athletic program is back in the black! Our volleyball team has advanced to the regional tournament and our boys soccer team is undefeated (one tie) and is making a run for the state championship. It is exciting to see the kids back in action. Our fine arts department is presenting a Fine Arts Festival in November and 2 Christmas shows in December, a Seussical Christmas and Shrek the Musical. All are designed to highlight the arts, and showcase our new fine arts wing. None will bring in much revenue, but the purpose is to let the art students shine in a "new normal". We will continue to spend down the City of Broomfield SEF Funds on equipment for the Fine Arts wing, related to those programs.

Our annual push for enrollment begins on November 10th with our open house for potential families. The elementary is hosting tours for prospective families. Shelly Cohen will provide the secondary with some materials for incoming 6th graders since we have a lot of families beginning to look for a middle school program and assume that we are a 6-12, modeling Jeffco. We anticipate a large crowd since we haven't been able to host an in-person event in a while. We've ramped up our social media presence and marketing and will do our best to over-enroll again, to bring our numbers back to where we like them.

We don't have any major projects on the horizon, with the exception of the refinishing of the gym floors, which is a bi-annual event. That will happen over Thanksgiving break.

Mr. Holocher provided the following summary to the Committee:

We are looking to move forward with exterior door keyless entry systems soon and are going to submit the project under ESSER. Clint is working with a company to get the supplies ordered and installed as soon and cost effective as possible. We are also looking at installing security cameras throughout the elementary, which can also be covered under ESSER.

Jagcare is performing right on budget so far as well.

With the October Count budget, we dropped 10.6 students and several lines were adjusted to compensate and maintain \$100,000 in reserves. Those lines had extra amounts allocated originally and have been brought down closer to actual. Not meeting the estimated enrollment is unfortunate, but should not have any major impacts on the school's budget this year.

Additionally, the Committee noted that Elementary's Fun Run was the highest grossing event yet! It is estimated that ~\$85,000 was pledged!

Updated budget will be presented to the Board at the November 16, 2021 meeting.

A huge THANK YOU to Joan and Luke for supporting the audit process!!!

Homeschool Updates

Executive Director's Report

Overview: Over the last several weeks our buildings continued settling into a more normal process. For the most part, admin and teachers say they are able to focus on traditional school issues with Covid challenges/changes taking up less time. Behaviors continue to be a bit escalated but are moving back toward more traditional levels.

It is exciting to see many after school performances re-starting as we move toward "Cautious Normality". Each performance establishes protocols in order to comply with Public Health Orders and ensure that the participants and audience members remain safe. This means that we will start using the secondary Fine Arts Auditorium which was closed for events shortly after opening. Additionally, we will be able to see and hear the impact made by the PTO sponsored sound panels in the elementary gym. Summit is using their new big room for puppeteering shows as well as their gym for other performances.

First round of Open Enrollment will start on December 15th. Each campus has re-started recruiting programs including an Open House at the secondary and Parent/Family Tours during school at the other campuses. It is nice being able to connect directly with prospective students and families.

Guest Teachers: Guest teachers continue to be a challenge for schools in the area and across the country. JA and Summit have taken a creative approach to recruiting new guest teachers and/or covering classes when needed. Though this continues to be a challenge, our programs are experiencing more success than earlier in the year. We will continue to recruit guest teachers that serve our students well.

Elementary Exterior Doors: Recently one of the elementary teachers had her car stolen with her school keys attached to her badge. The car was recovered but the keys were not. At the same time, the building was in the middle of being wired for key fobs on 11 exterior doors. The plan was to take back exterior door keys, issue fobs to staff and rekey all exterior doors. Due to the loss of the keys mentioned above, we moved ahead with re-keying all exterior doors on Monday (11/8) with the exception of the doors by 6th grade and 3rd grade which are behind our locked fence. This allows for staff access to the building in areas that the public can't access. We hope the key fobs will be installed by the end of Thanksgiving Break, but some parts are delayed.

Hail Damage: Insurance approved the replacement of hail damaged roofs on all 6 temps and every storage building at the elementary school. The roofs should be replaced within the next 2 weeks.

Principal Reports: When COVID-19 started I discontinued principal reports for monthly board meetings. The reason was twofold: 1) to allow principals more time to focus on the educational challenges of Covid in their building and 2) to ensure clear and consistent communication in managing Covid, which came directly from me. In this month's meeting with Tiffany and Michael we thought January would be a good time to bring back the principal reports. We are looking to move forward with the pre-Covid plan of having 3 written reports and one oral report each month.

Action Items

Motions - This section is NOT part of the Consent Agenda.

**Minutes of the Joint Board of Directors
A Colorado Non-profit Corporation
October 19, 2021
6:00 p.m.
Zoom Meeting**

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

Ms. Sorice called the meeting to order at 6:00 p.m. The guests were welcomed. Roll call was taken and the following Board members were present: Mr. Ennis, Mr. Kim, Ms. Quillen, Ms. Vartanova and Ms. Sorice. Mr. Hawk and Ms. LaBerge had an excused absence. The following ex-officio board members were present: Ms. Grantham, Mr. Matlick, Ms. Scarato and Ms. Taussig. Mr. Ennis led the guests and the Board of Directors in saying the Pledge of Allegiance. Ms. Sorice presented the agenda. Ms. Quillen moved to approve the agenda as presented. Mr. Ennis seconded the motion. The motion passed unanimously. There was no Public Comment.

Consent Agenda

Ms. Sorice presented the Consent Agenda. Ms. Quillen moved that the Board approve the Consent Agenda as presented. Mr. Ennis seconded the motion. The motion passed unanimously.

General Agenda

A Informational

1 COVID Update and JA's response

Mr. Matlick provided a presentation with an update on Jefferson County's positivity rate, hospital admission rate and vaccination status with the hospitalizations. He shared the JA COVID Dashboard noting the only quarantines were at the secondary and these numbers are lower than last year. Mr. Matlick pointed out that we remain on track with the four goals in the Flexing Forward plan. There are no updates for schools from JCPH or Broomfield Public Health orders. There have been no outbreaks in any of our facilities. Mr. Matlick reported that one of the biggest challenges so far are students acclimating to school norms, lack of substitute teachers and staff feeling tired. Mr. Matlick noted that unvaccinated staff will continue to test, but will now test at home. Mr. Matlick stated that music events may take place as long as they are considered to be part of their curriculum. It was clarified that when a staff member tests positive, all that information must be sent to JCPH.

B Strategic

1 Comprehensive Communications

a Approve and distribute staff survey

Ms. Quillen reported that the committee has developed six questions for the staff survey and five questions for the family survey. Ms. Quillen read the questions and noted that there are no open-ended questions. The Board members provided feedback. The specific campus will be noted in the survey. Ms. Vartanova moved that the Board approve the staff survey as presented. Mr. Kim seconded the motion. The motion passed unanimously. It was determined that the questions for the family survey be added to the SAC fall survey. This will be approved in SAC Committee-fall C3b.

b Overview of new website, communications progress

Ms. Crawley provided an overview of the communications committee. She shared that social media is merging into one account. The communications manual is in the beginning stages with the committee. Ms. Crawley shared that the K-12 website has moved over to the new design and invited everyone to provide feedback.

2 Innovative Academic Environment

a Unified Improvement Plan

Mr. Matlick noted the district and state moved up the due date to this week and administration has been working very hard to put together the plan. Ms. Grantham shared that her leadership team has met and is using this time to look at the data that is meaningful to the teachers to measure their effectiveness. They are streamlining the process and focusing on one or two goals in the school concentrating on each content area. The UIP does not apply to the Summit programs.

3 Healing from COVID

a Update on COVID survey

Previously covered.

4 Multiple Pathways to Success

a Student withdrawal updates

Ms. Cohen reported that the elementary school had two students withdrawn during the first quarter. The elementary school lost 86 students from the end of May to the beginning of this school year and added 77 new students for the 2021-2022 school year. The number of students leaving JA is much higher than normal.

Ms. Grantham reported seven high school students and six junior high students transferred during the first quarter.

Ms. Scarato reported 106 withdrawals since July 27, with 18 of those since the beginning of school. Ms. Scarato noted that this number is much higher than in past years. 53 students left due to the masking mandate. Ms. Scarato shared that about 20 students are in their remote program.

Ms. Taussig reported that they lost four students. She said that their highest enrollment was at 211 and their October count is 188. Ms. Taussig pointed out that most of the enrollment drop was in the south program and not in Conifer.

It was noted that the budget is not impacted by the loss of enrollment.

5 Character and Values

a Update from core values group

Mauice Williams shared that the next meeting is on the 28th and he will provide an update next month. Mr. Matlick shared that Michelle Fox, Human Resources, has been focusing on how to make staff members feel valued and cared for, and how she has been reaching out to each staff member in building relationships.

b Update on impact of Tik Tok challenges

Mr. Matlick noted that the only issue at the elementary school was a student trying to take the bathroom door off with scissors. Ms. Grantham shared that a boys' bathroom had to be closed for a period of time due to issues. Mr. Williams reported that there were three suspensions related to Tik Tok. Mr. Williams stated that a number of students came forward identifying the students attempting to do the challenges and it appears the number of incidents are declining. Parents have been very supportive of the administration.

Mr. Matlick explained that charter schools are not allowed to expel students. They must request an expulsion from the district and then a hearing is held at the district level. If a student is suspended and the parent questions the suspension, a hearing is held through the charter school board. The charter school board's decision on suspensions are final.

Ms Grantham shared that they receive a lot of support through their school resource officer. Ms. Grantham believes her staff to be informed of these possible situations and is confident that they will handle themselves in a professional manner.

C Generra Board Governance/Updates/Other issues

1 Facilities

A Update to JA Building Corporation Members

Ms. Sorice noted that Pat Wall needs to be removed from the Building Corporation and Ms. LaBerge requested to nominate James Suckow for the position. Ms. Vartanova moved that Pat Wall be removed from the JA Building Corporation. Mr. Kim seconded the motion. The motion passed unanimously. Mr. Kim nominated James Suckow as a member of the JA Building Corporation. Ms. Vartanova seconded the motion. The motion passed unanimously.

2 Financials

a Draft audit presentation

Ms. Vartanova reported that the audit is not yet completed. The deadline is October 31. This will be on next month's agenda.

b Approve FRCC invoice payment

Ms. Vartanova reported that the FRCC invoice has not come in yet. Ms. Vartanova suggested that the Board approve the invoice payments for fall 2021 and spring 2022 not to exceed \$175,000 each. As a point of reference these amounts would exceed the amounts paid last year. Ms. Larson reported that the invoice was not received last year until December 3 and the Board approved payment in advance. Ms. Vartanova moved that the Board approve in advance the invoice of the academic school year of 2021-2022 to be compensated but not to exceed \$350,000. Mr. Kim seconded the motion. The motion passed unanimously.

Ms. Vartanova noted that the updated budget needs to be approved by the Board and sent to the district in December. It was noted that the Board generally does not meet in December. It was determined that the budget will be presented for the November meeting.

3 Committees

a Update from committee leads on committee activities

Ms. Vartanova reported that parents have expressed interest in committees, and she noted that there are still openings on several committees.

b SAC committee - fall survey

Ms. Vartanova reported that the committee reviewed the questions from the prior year to provide consistency. She reiterated that the COVID questions will be incorporated into the fall survey. The survey will not be distributed to Summit due to their model. The Board had previously received the survey to review. Ms. Vartanova moved to approve the fall family survey for the elementary and secondary school to include the five COVID-related questions as presented to the Board. Ms. Quillen seconded the motion. The motion passed unanimously.

**D Task-Oriented
Action Items**

These were reviewed and revised.

Board communication to parents

It was determined that the following would be included in the communication to the families: no changes to the COVID protocol, Tik Tok challenges, website makeover, fall survey, and the strategic plan to support staff. Mr. Ennis will generate a draft and have it reviewed by Ms. LaBerge.

E Policy

1 None

F Miscellaneous Board items

1 Approve Minutes September 21, 2021

Ms. Sorice presented the Minutes of September 21, 2021. Mr. Ennis moved to approve the Minutes of September 21, 2021 as presented. Ms. Vartanova seconded the motion. Ms. Sorice abstained. The motion passed unanimously.

Ms. Vartanova moved to enter Executive Session at 8:11 p.m. for the purpose of discussing personnel matters pursuant to C.R.S. 24-6-402(4)(f). Mr. Kim seconded the motion. The motion passed unanimously.

G Executive Session

1 Executive Session for the purpose of discussing personnel matters pursuant to C.R.S. 24-6-402(4)(f)

Mr. Ennis moved that the Board exited the Executive Session at 9:08 p.m. Mr. Kim seconded the motion. The motion passed unanimously.

Adjournment

Mr. Ennis moved to adjourn at 9:08p.m. Mr. Kim seconded the motion. The motion passed unanimously.

Respectfully submitted,

Shelly Cohen, Clerk
Jefferson Academy Board of Directors