

Jefferson Academy - Board Agenda | October 17, 2023

***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.

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					
<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>					
<ul style="list-style-type: none"> • PTO Report • Boosters Report • School Accountability Committee • Policy & Governance • 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 <i>Voting Items Included:</i>	Board	Vote	0:05	6:25 pm
	1. FRCC Invoice Approval not to Exceed \$300,000 2. IdRaHaJe Invoice Approval not to Exceed \$36,000				

General Agenda					
Items moved to the front of the agenda at the time of the meeting due to presenters					
Items moved from the consent agenda to the general agenda for further discussion					
A	Informational				

Jefferson Academy - Board Agenda | October 17, 2023

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.

1	Principal Presentation and Faculty Introduction	BF, KW	Discuss	0:15	6:40 pm
2	General Executive Director update	TM	Discuss	0:10	6:50 pm
3	General principal updates (not covered in the consent agenda)	AT, SS, BF, RS	Discuss	0:25	7:15 pm
4	Student Withdrawal Update	AT, SS, BF, RS	Discuss	0:05	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	Data Presentation	BF, RS, SS	Discuss	0:30	7:50 pm
b	Coal Creek Canyon K-8	TM	Discuss	0:10	8:00 pm

C General Board Governance					
<i>1: General</i>					
a	Board School and Program Visits	Board	Informational	0:10	8:10 pm
b	Charter Renewal	TM	Informational	0:05	8:15 pm
<i>2: Financials</i>					
a	Treasurer Quarterly Report Finance Report - October 2023	JN	Informational	0:05	8:20 pm
<i>3: Committees</i>					
a	Update from committee leads on committee activities	Board	Informational	0:05	8:25 pm
b	SAC Membership pursuant to policy 2.11(i)	JL, TP	Discuss	0:05	8:30 pm
c	SAC Fall Family Survey	JL, TP, MW	Discuss/Vote	0:05	8:35 pm

D Policy					
1	2.11h - Capital Development Committee vs. JA Foundation - Second Reading of the Proposed Changes	AM, AV	Discuss/Vote	0:10	8:35 pm
2	2.11g - Non-Substantive Policy Changes - First Reading	AM, AV	Discuss/Vote	0:10	8:45 pm
3	Appointment of P & G Chair by Board Chair pursuant to policy 2.11(g)	AM, FQ	Discuss/Appoint	0:05	8:50 pm

Jefferson Academy - Board Agenda | October 17, 2023

4	JA Foundation Role and MOU	AM, AV	Discuss	0:05	8:55 pm
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E	Task-Oriented				
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1	Approve minutes from September 15, 2023 and September 19, 2023 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	9:00 pm
2	Action Items	Board	Discuss	0:05	9:05 pm
3	Board communication to parents (Top 5)	Board	Discuss	0:05	9:10 pm

F	Executive Session				
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	<p>C.R.S. § 24-6-402(4)(h),</p> <p>“Discussion of individual students where public disclosure would adversely affect the person or persons involved.”</p> <p>The topic is a request to allow a prospective student or students to receive priority status for JA’s Lottery.</p>	Board	Discuss	0:15	9:25 pm
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Adjournment - Estimated	9:25 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 October 4, 2023. Full meeting minutes can be found at <https://www.japto.info/about/membership-meetings>

Some highlights from this month's meeting:

- Work day at the elementary was very successful. The volunteers painted a giant map on the playground and repaired the fence between the school and neighborhood.
- The fun run is 10/13 and is the largest fundraiser for the elementary. PTO is raising money for classroom technology and a new sound system for performances.
- PTO is conducting a self audit for financials.
- Library has a new budget through PTO and a request for two Chromebook charging stations was approved.
- Snacks and lunches for staff during conferences will be provided by hospitality committee.
- Upcoming fundraiser dinners: October 25 - Noodles, November 14 - Quinto

Boosters Report

Boosters met 10/9 in person. Full minutes will be available on <https://boosters41.wixsite.com/jajags>

Next meeting will be 11/13 on Zoom.

Student Accountability Committee (SAC) Report

SAC met 10/4. There were 14 members in attendance including both principals and several staff members. There was a great discussion surrounding the purpose of SAC and changing the direction of the committee to coincide with school strategic planning. The teachers shared how they arrived at the improvement plan they are currently using and the reasoning behind "attacking the prompt". The principals would like for this committee to tackle more than surveys and be a more open dialogue for any problems that arise. Two areas that were discussed:

- Teacher communication
- More information needed on the website regarding core values, academic rigor, ALP, guidance for your student

*Survey changes should be approved by the board at the 10/17 meeting and sent out to parents beginning 10/18. Results to be presented at the November meeting.

Policy & Governance

Facilities Committee

Capital Development Committee / JA Foundation

The JA Foundation met on September 21st. Items on the agenda at this meeting were the MOU between the Foundation and the BOD, New Foundation Website and URL, 30th Anniversary Gala, Debrief on the 2023 Jag Jog and JA Brick Sales, 30th Anniversary Spirit Days and initial discussion on mini grants and scholarships that the Foundation would support and budget goals for 2024.

Communications Committee

The communications committee met on September 20th. The style guide was discussed and approved the final version is [here](#) and will also be put on the website for all to have access to. Tim will be working on rolling out the style guide to the administration.

Working on a new presentation template as the feedback on the existing one was it was very dark.

Also working on getting the email templates in messenger cleaned up and updated.

District will be launching the new websites on a school by school basis with anticipated launch of March 2024. The understanding is their will be little customization allowed but the committee agreed to wait and see the new system and website and then make decisions once it has been launched to see how well it meets JA's needs.

Neighborhood Committee

The fall meeting will be scheduled during the October/November time frame.

Finance Committee

Motion for FRCC: Motion to approve payment to Front Range Community College for concurrent enrollment costs incurred during the 2023-24 school year in an amount not to exceed \$300,000 for the year.

Motion for IdRaHaJe: Motion to approve payment to IdRaHaJe for Outdoor Lab costs incurred during the 2023-24 school year in an amount not to exceed \$36,000 for the year.

–Financial update from each school. All continuing in the normal course and on budget. Items such as student fees and parent contributions coming in boosts revenue above budgeted in the short term.

–Group discussion regarding chart of accounts and line items to group like items vs. splitting out sub-categories of revenue categories.

–Audit Update – The audit being performed by Adams Group is almost complete and report to the board should be available before November board meeting.

–Financial Calendar – The business team is preparing a calendar of financial deadlines and “big-ticket items” to help Board expectations of expenditures over course of the fiscal year.

–Long range financial planning needed to consider facility upgrades such as Track, Bleachers, and PA at Secondary and Elementary Jag-care, and Summit south (Conifer) is quite space limited and may need capital improvements.

–Discussion of Sick days for teachers who get quarantined (+ for covid) but have not built up personal sick time. Is it necessary to build a reserve for covering covid-related sick-days. Committee and administration will continue to monitor need as year progresses.

Principal’s Reports

Jefferson Academy Elementary

Presenting In person this month

Jefferson Academy Secondary

[Principal Report](#)

The Summit Academy

The Summit Academy South

[Summit South Board Report](#)

Executive Director's Report

Charter meeting with district Leadership: On Monday, October 10, district leadership held a meeting with charter school administrators to discuss the challenges we have encountered the last 2 years. The Superintendent, Deputy Superintendent, Chief of Schools and Chief Financial Officer were all in attendance. The district recognized that some matters could have been handled more effectively, were very complimentary to charter schools stating that they are some of the highest performing schools in the district and spoke to trying to reestablish the strong working relationship between the district and charter schools. They addressed the concern charter schools raised about the DAC (District Accountability Committee) appointing themselves to review charter renewals last year stating the Board of Education was not aware and stopped the process this year while they study the pros and cons going forward. Another big development is the district's hiring of an outside agency to conduct Title IX Investigations in all district buildings including charter schools for the 2023-24 school year. All in all it was a good meeting and I am hopeful that the district will be more inclusive and forthwrite with charter schools going forward.

Hire to Retire: Over the last year Ms. Fox has been gathering information and developing a "Hire to Retire" webpage for our staff and administrators. With collaboration from our campus leaders, we have been reviewing and aligning documents and practices between buildings. We have been quite clear that principals are not losing any authority/oversight of their campuses, but rather we are developing consistent supports that will streamline their work. The website will have information from recruiting plans to applications, on-boarding, job descriptions, and even supporting documents to help staff during their last couple of years before retirement. Though most of the information is organizationally aligned, there are pieces that will be separated between the traditional and homeschool programs such as pay scales and evaluations. We are excited about this work and hope to have it posted by Friday, October 20th.

Supporting Organizations Meeting: On Thursday, October 5th, Ms. Blakely brought together our support organizations (PTO, Foundation, Boosters) and our 2 JA principals & office staff for the first quarterly meeting. It was a great meeting where calendaring events was discussed in a very cooperative manner. The focus was: 1) start of the year scheduling challenges with the JA Jog, Fun Run/Boosterthon, Homecoming and early season athletics and 2) how to identify and calendar the “big items” on each campus first before adding smaller activities and 3) the continued work around aligning the academic calendar between the two campuses.

Documents links for pertinent documents:

[JA Charter Renewal Application](#)

[October 12, 2023: Board of Education memo regarding Coal Creek Canyon K-8 Jefferson Academy Letter of Intent: Coal Creek Canyon K-8](#)