

Jefferson Academy - Board Agenda | October 18, 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 JA Elementary 9955 Yarrow Street, Westminster

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 till approved) 		
A	Review & Approve <i>Voting Items Included:</i> 1. FRCC Invoices not to exceed \$300.00	Board	Vote	0:05	6:25 pm

General Agenda					
Items moved to the front of the agenda at the time of the meeting					

A Informational					
<p>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.</p>					
1	Principal Presentation and Faculty Introduction	DO	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) <ul style="list-style-type: none"> • Student withdrawal updates 	HG, DO, SS, AT	Discuss	0:25	7:15 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	Core Values - Update	TM, TS	Discuss	0:20	7:35 pm
<p>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</p>					

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<p>our curriculum, staff development, and overall organizational culture.</p> <ol style="list-style-type: none"> 1. We stand confident and unwavering in our mission and vision. 2. We communicate with candor, kindness and respect. 3. We are responsible for ourselves and accountable to each other. 4. We value learning through growth. 5. We embrace new ways to introduce, explore and understand. 6. We are invested in educational partnerships and intellectual curiosity. 7. We promote a supportive environment for the safety and well being of our community. 						
	b	Review and approve SAC fall parent survey	AV, JL	Discuss/Vote	0:10	7:45 pm
C General Board Governance						
<i>1: General</i>						
	a	Board visits at campuses and programs	Board	Discuss	0:10	7:55 pm
<i>2: Financials</i>						
	a	Presentation of the Draft Audit and Management Discussion & Analysis	JL, CM, LH, AV, FQ	Discuss	0:15	8:10 pm
	b	Review and approve Elementary Chromebook proposal	DO	Discuss/Vote	0:10	8:20 pm
<i>3: Committees</i>						
	a	Update from committee leads on committee activities not covered in consent agenda	Board	Discuss	00:10	8:30 pm
	b	Appointment to JA Foundation	AM, FQ	Vote	00:05	8:35 pm
D Policy						
	a	Update board manual	TM, Board	Discuss/Vote	0:10	8:45 pm
<p>Policy 1.2 - School Legal Status (A) clarification: Second Reading Jefferson Academy is a Colorado charter school organized pursuant to the Colorado Charter Schools Act, Colo.Rev.Stat.22.30.5.101 et seq. that encompasses all Jefferson Academy campuses and Jefferson Academy sponsored Educational Programs. Jefferson Academy operates pursuant to a charter grant by the Board of Education of the District on May 12, 1994. On May 17, 1994 Jefferson Academy incorporated as a nonprofit corporation under the Colorado Nonprofit Corporation Act, and on May 2, 1996 the Internal Revenue Service issued a determination letter recognizing Jefferson Academy's tax-exempt status under section 501(c)(3) of the Internal Revenue Code of 1986. Under the Charter Schools Act, Jefferson Academy is a public school within the District, and its status as a nonprofit corporation does not affect its status as a public school. However, for governance and administrative purposes, Jefferson Academy operates as a Colorado nonprofit corporation.</p>						
	b	Request P&G Committee to update the Secretary responsibilities to include monitoring changes to and ensuring updates of Board Policies and Manual	Board	Discuss	0:05	8:50 pm

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E Task-Oriented					
a	Approve Minutes from 9/20/2022 board meeting (Restricted till approved)	Board	Discuss/Vote	0:05	8:55 pm
b	Action Items	Board	Discuss	0:05	9:00 pm
c	Board communication to parents (Top 5)	Board	Discuss	0:05	9:05 pm
F Executive Session					
	None planned at this meeting				
Adjournment - Estimated					9:05 pm

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 5, 2022. Full meeting minutes can be found at <https://www.japto.info/about/membership-meetings>

Some highlights:

- 6th grade outdoor lab was another great success
- Parent surveys are coming soon so please provide your input
- Kidz Night Out (ages 7-12) Friday November 4th
- Trick-or-Treat Street October 27
- Fun Run was Friday October 14th. What a fabulous event for the kids and community and a great way to raise money for the school. Total raised amount...TBD
- Community Social November 9th at Mod Pizza (104th location)
- Mileage Club special charm day is October 25th
- WatchDOGS is in full swing and still have openings available to sign up
- Fall Book Fair October 19-20 during PTCs
- Greese-Monkey giveback October 29th
- Gratitude Grams delivery on November 16th
- Holiday Shop November 29th, 30th and December 1st after school

Thank you PTO for all that you do!!!

Boosters Report

Boosters met by Zoom October 10 to accommodate staff requests (busy week). Full minutes: <https://boosters41.wixsite.com/jajags>

Erin Kelso's presidents report:

- Craig checked with an electrician about running power to the proposed outdoor sound system (previously approved from Booster funds). The quote is around \$25k, so the sound system is on hold to check other options.
- Boosters now has a Costco membership, as well as Sams

- Met with JA's Community Engagement Coordinator, Tiffany Blakley, discussing how JA Foundation and Boosters can work together and support one another.

Marti Porreco's activities report:

- Busy and successful Homecoming week, planned by StuCo and NHS, as well as Jr High Community Club.
- StuCo has Trick or Treat Street next up on Oct 27.
- JHCC has a Fall social planned.
- JA Information night on Nov 3 - clubs will have info tables

Nicole Kraus and Teresa Stadler's Treasurer report:

- Working on moving away from Venmo and using Cheddar Up (less fees/better for non-profits). Marti and Ryan Stadler will work with clubs and sports.
- Encouraging using RaiseRight (formerly Shop with Scrip) to clubs and sports to allocate personal fundraising to your choice. Ryan is introducing it to Basketball.
- They request all information be given up front about any transactions to help them allocate where funds go.

Committee reports:

- Concessions need more people to help manage, as well as run stands during games. Boosters will plan trainings since it is required for health code.
- Hospitality held a chili cookout for staff on Parent Teacher conference night.
- Spirit Gear has piggybacked on athletics store, which allows it to be open all the time
- After Prom burying senior gifts and will book Boondocks

Boosters reports:

- Need to fill Secretary position
- Planning an off-site "meet the boosters" meeting, possibly Wonderland Brewery on Nov 1.

Next Boosters meeting: Nov 14.

Student Accountability Committee (SAC) Report

No written report this month.

Policy & Governance

No written report this month.

Facilities Committee

No written report this month.

Capital Development Committee / JA Foundation

No written report this month.

Communications Committee

No written report this month.

Neighborhood Committee

The Neighborhood Committee met on September 27 at 6:00pm. Rick Schuman, Tiffany Sorice, Kirsten Mills and Tim Matlick attended. No community members attended. An email was sent to community members several weeks prior to the meeting with an agenda and a request to pass the information along to any new families in the community. This is the same process we have been using for several years. Over the last couple of years community attendance has been dropping as concerns were recognized and addressed. The committee discussed the following:

- New traffic pattern on Old Wadsworth: no longer blocking traffic
- Summer access to the track/playground: no issues encountered
- Community email: notifying neighbors when drop/off and pick/up times would be different (late start dates) and of upcoming events
- New lights in the parking lot: better light coverage & on a timer
- Fun Run: the event ran on a Saturday without any issues or complaints

Finance Committee

The Finance Committee met on Tuesday, October 11, 2022. The following committee members were present: Tim Matlick, Joan Larson, Craig Melville, Luke Holoher, Stephanie Scarato, Heather Granthum, Deb O'Neill, Kathy Seybert, Flavio Quintana, and Agnessa Vartanova.

Financials Update: The financials were reviewed and questions were answered by the business managers. Even with the reduced revenue due to lower enrollment numbers for the elementary school, they will be able to cover expenses within their existing budget. No areas of concern were noted. Final student enrollment numbers were provided as follows:

Elementary:	Projected	770	Actual	733	Difference: -37
Secondary:	Projected	670	Actual	679	Difference: +9

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Summit West: Projected	400	Actual 429.5	Difference: +29.5
Summit South: Projected	103.5	Actual 124.5	Difference: +21
Total:	Projected 1,943.5	Actual 1,966	Difference: +22.5

Chromebook Proposal: Dr. O'Neill provided a proposal to provide a 1 to 1 chromebook to each student in the elementary. The proposal requires approval of a new technology fee of \$75 to fund the project. The Finance committee approved the proposal and Dr. O'Neill will be presenting the proposal to the JA Board at the October 2022 meeting.

FY22 Financial Audit: The Adams Group has completed the audit and JA will be receiving a clean audit. A draft copy of the audit is being finalized. Great work to the financial staff at JA!

Compensation Committee: The Compensation Committee (Committee) continues to meet twice a month to solicit input from stakeholders on how to move forward with a sustainable compensation strategy. A presentation with recommendations will be made to the JA Board at its February 21, 2023.

Bond Debt: Originally, the strategy was to pay down the debt by \$2 million this year with carryforward funds; however, the bank has indicated there would be a prepayment penalty. Advice from our legal counsel disagrees with the bank's position. Options are being explored to determine if it makes financial sense to invest the \$2 million due to the low interest rate we have on the bonds. Tim is exploring these options and will provide a side by side comparison on the financial impacts on paying down the debt or investing the money.

Other:

Tim is exploring if we can qualify for some grant money through an extension of the PPP loan program (Employee Retention Credit). Previously, JA did not participate in this program due to it being able to sustain itself through COVID. The program has significant funds available for a payroll tax credit.

Principal's Reports

Jefferson Academy Elementary - Will present in person.

Jefferson Academy Secondary

Enrollment & Recruitment Efforts

- Estimated October Count Enrollment for JA Secondary - 679 FTE
 - This number is 9 above the budget submitted in April 2023

- It is 8 FTE over last year's October count.
- IEP and 504 Caseload more than doubled from last year.
- Grade level distribution remained relatively unchanged.
 - Staffed for average class sizes to be set at 25 for grades 7,8, and 9
- Waitlists existed for every grade level when the choice enrollment window closed.
- Family Recruitment efforts
 - Information Night for Prospective Families is Thursday, November 3.
 - Placed an information ad within the School of Choice circular for the north metro area promoting Information night.
 - School tours will begin as the choice enrollment window opens.

Staffing/Personnel

- Searching for a Special Education Teacher to serve a temporary position due to an unexpected parental leave (celebrating for the staff member) set to go through February 2024.
 - Placed an announcement through the Jeffco Guest Teacher network.
 - Emailed the Jeffco Principal distribution list seeking a referral.
 - Requested a School Leadership Guest Teacher placement
 - Contacted two specialty staffing/placement companies
 - Reached out to former JA special education teachers for interest.
 - Asked all to place a request on their personal social media accounts for referrals.
 - Intend to hire for a temporary 1-year position or a long-term sub with the intent to be flexible for the qualified candidate.
- Still seeking two custodians to complete our facilities team from a 5-year shortage.
- Excited to announce we hired two DTL positions to share the duties of library management and in-house substitute teaching.
 - Jordan Javelet will be responsible for collection management and information literacy. She returns to JA from a teaching position in Japan.
 - Kimberly MacGregor will be responsible for technology integration, providing tech support to the community, and collaborating with teachers to enhance the student learning experience through technology. She is also excited about supporting the theater/auditorium with her Technical Theatre background.
- Professional Development is focused this year toward social-emotional learning and the multi-tiered system of support training. Vertical teams will meet throughout the year to align their curriculum across grade levels.

Student Experience

- Homecoming Week was a success! The Student Government believes that school spirit and participation was at an all-time high. They are currently working with administration to improve understanding about the expectations for putting on events.
 - La Familia - the theme of homecoming was controversial among the community due to the connection made to “mafia” culture. Stuco did a great job of navigating the controversy and acknowledging the concerns brought forth.
 - Teachers should be commended for their sportsmanship and good sense of humor as they were the center of a game developed by the students. They were amazing and it went far to build relationships.
 - The Homecoming Parade turned out to be a great community outreach event and partnership with Woodrow Wilson Academy. One staff member stated they would look forward to being the recipient of the parade next year. With only four days’ notice, the students appreciated their warm reception.
- Assessments were completed.
 - As part of the JA experience, all students in grades 9 to 11 are able to participate in PSAT testing. Juniors who participate are entered into the National Merit Scholarship program. This also gives all students an opportunity to practice for the SAT, a college admission test. Finally, it provides our teachers with insight about academic progress from Fall to Spring.
 - Teachers completed the SSIS SEL screener for all students in grades 7 to 11. We will use this data to inform our approach when working with different grade levels and schoolwide.
 - MAP testing will take place for grades 7 and 8 in December as a mid-year formative assessment to determine growth throughout the first semester and baseline data for second semester classes.
 - Senior Seminar (capstone graduation requirement) concluded for seniors with 3-days of presentations. Seniors presented their research and findings from their career experience and exploration of topics in their desired industry.
- Upcoming events for Students and Families
 - Honor Roll and Academic Letter Recognition night - October 19 at 6pm
 - Trick or Treat Street - October 27 at the Secondary
 - Career Day for Students - November 16

Facilities

- City of Westminster will be renting the auditorium on December 17 (after finals). In lieu of revenue, we are negotiating for field use for our JH Baseball Spring sports season in order to find fields closer to the school. Ultimately, it may lead to a joint use agreement.
- Working with an amazing parent volunteer who is putting together designs for a library improvement project in order to maximize the use of the space to serve our community more effectively.
- Another amazing parent volunteer is studying the exterior plans to determine if space is available for much needed athletics facilities (i.e. composite track, athletic stands, media box, baseball field). NOTE: Concern exists that our turf field is not suitable for competitions because of spectator management. JA has been reported at least twice to CHSAA with these concerns.

The Summit Academy -

1. October Count is complete. Summit has a total 810 students with a Full Time Equivalent (FTE) of 429.5. The 2022-2023 budget used an estimate of 400 FTE. 2021-2022 FTE was 381.5, so this is significant growth.
2. Second semester Concurrent Enrollment is underway. We have 78 students participating in CE.
3. PSAT for 11th graders is on October 15. The fall PSAT scores are used for National Merit Scholar Recognition.
4. On October 5-7 we completed lockdown drills. The biggest issue was that common rooms, like the copy room or supply closets were open. Many of those rooms are used for students in open spaces to lockdown. It was determined that we need to re-key our building using a tiered key system so that doors can be kept closed and locked, but teachers and students needing those rooms for everyday use or to lockdown can have access. Police were impressed with the ingenuity some teachers used to barricade the doors quickly and quietly.
5. Parent Teacher Conferences are on October 19-21.
6. Summit utilizes space in two buildings with two landlords. Both leases end in June 2023 and will be up for negotiation this year.
7. 229 K-12th grade students successfully completed an age-appropriate math challenge earning them a tshirt that only those completing the challenge can earn.
8. Our fall semi-formal Autumn Lights Dance for students in grades 9-12 is scheduled for November 4th.
9. Staffing: Summit has a job posting open for a registrar. This is a .6 FTE position

The Summit Academy South -

Thank you Tiffany for coming to visit SAS in Littleton this past week. It was awesome to have you on campus!

- Enrollment- 238 students enrolled with an FTE of 124.5
- Building- We are looking at ways to utilize more space at the Conifer campus as we are bursting at the seams in Conifer.
- Community Engagement- We had a movie night on 10/14. We are having a Fall Dance on 10/28. I am working on ways to develop committees in order to get more engagement from families and staff members.
- Staff Development- We are working on getting our peer groups, book groups and 1:1 going in order to help staff members feel better supported. Coming out of COVID, people feel like their buckets are very full and we are trying to create better support which will hopefully create more bandwidth.

Executive Director's Report

Training/Learning Opportunities for new Board members:

Jeffco Schools is hosting their annual *Board Legal Training* on Tuesday night, October 16th. This overlaps our board meeting. However, they are recording the training so board members are able to view the presentation at a later date. I will forward the link when we receive it.

The Colorado Department of Education is holding a training titled *Board Fundamentals* on Thursday, October 27th from 9:00-12:30. This is a zoom based training. If you would like to attend, [Register Here](#)

The *Jeffco Charter Schools Consortium (JCSC)* is restarting for the school year. Jeffco charters started this group over 15 years ago in order to build better relationships with the district. Originally it was founded to ensure charter schools were included in the early stages of bond issues and mill levy ballot initiatives. It has grown into a group that provides support/guidance for charter schools and, as a collective unit, can present challenges to district staff in order to design solutions that work for everyone. Prior to COVID, we were excited to have 2 Jeffco Board of Education members attend regularly. This is open to charter leadership, board members and other interested parties. I will forward meeting announcements when they are available.

School Safety: JA Secondary and Summit Westminster held their lockdown drills over the last month. Broomfield PD and Jeffco Security ran the secondary drill while Westminster PD ran drills all 3 days at Summit with Jeffco Security present the first day. (Summit runs 3 drills as they have new students each day W, Th, F.)

The Jeffco Sheriff and Jeffco Security attended Thursday's lockdown drill at Summit South - Conifer. Lakewood PD and Jeffco Security are planning to attend the Summit South - Lakewood drill in November.

JA Elementary is expecting to have the Jeffco Sheriff, Westminster PD and Jeffco Security attend their drill in November. Though Jeffco Sheriff is the law enforcement agency that oversees the elementary campus, Westminster PD is included since they would have a shorter response time.

Enrollment: As mentioned in the Finance Committee Report above, enrollment continues to grow in 3 of our 4 locations leading to an overall growth of 22.5 FTE across all campuses. JA elementary ended up 37 students below projection, most of which resulted from the Kindergarten challenge we experienced this year. To address this concern early, our Community Engagement Coordinator visited 10 Westminster preschools, handing them flyers to pass along to their parents. She will be visiting Broomfield and Adams 12 preschools in the coming weeks. Additionally, parent tours resumed with 22 parents attending the first campus tour. The school will continue marketing to young families in order to fill all open seats next year.

Consent Agenda: Requesting Approval

Jefferson Academy and Summit Academy students participate in Concurrent Enrollment classes with Front Range Community College. Each year JA receives once invoice per semester from FRCC for CE classes. The actual cost varies according to the number of students/classes enrolled at FRCC. Last year the invoices were for \$101K and \$109K. JA has not yet received the first invoice this year. Timing often makes it difficult to secure BOD approval while staying within the terms of the invoice. *As a result, JA Secondary is seeking prior approval to pay these invoices with the total of both payments not to exceed \$300K.* Should the total amount exceed \$300K, a follow up request will be presented to the BOD.