

Jefferson Academy - Board Agenda | September 19, 2023

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.

Study Session: 5:30 - 6:00

Jefferson Academy through the eyes of a college coach
Lisa Brussell, Peak Admissions

In Person: Held at Summit Academy

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

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

In Person: Held at Summit Academy

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

Start Time: 6:00 pm

Agenda Item	Who	Action	Time	End Time
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Preliminary				
A	Call to Order	Chair		6:00 pm
B	Welcome to Guests			

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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.

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 & 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> 1. 15% Contingency Reserve Allocation	Board	Vote	0:05	6:20 pm

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					

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A	Informational				
<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>					
1	Principal Presentation and Faculty Introduction	SS / Summit W	Discuss	0:15	6:35 pm
2	General Executive Director update	TM	Discuss	0:10	6:45 pm
3	General principal updates (not covered in the consent agenda)	AT, BF, RS	Discuss	0:15	7:00 pm
4	Yearlong professional development plan for staff	BF, RS, SS, AT	Discuss	0:20	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	None at this time				

C	General Board Governance				
<i>1: General</i>					
a	Board Training	TM, Board	Discuss/Vote	0:05	7:25 pm
b	Board Meeting Calendar Amendment: - May 23, 2023	AV	Discuss/Vote	0:05	7:30 pm
<i>2: Financials</i>					
a	Review year-end financial statements 2023-24 Financial Report	JN, FQ	Discuss	0:05	7:35 pm
<i>3: Committees</i>					
a	Update from committee leads on committee activities	Board	Discuss	0:05	7:45 pm
b	SAC - Fall Parent Survey	JL, TP, MW	Discuss	0:15	8:00 pm

D	Policy				
1	2.6h - Training - Second Reading of the Proposed Changes	AM, AV	Discuss/Vote	0:05	8:05 pm
2	13.1 - Postsecondary Enrollment Options - Second Reading of the Proposed Changes	AM, AV	Discuss Vote	0:05	8:10 pm

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3	2.11h - Capital Development Committee vs. JA Foundation - First Reading of the Proposed Changes	AM, AV	Discuss/Vote	0:05	8:15 pm
4	Sections 6, 14, and 15	AV, TB	Discuss	0:05	8:20 pm

E	Task-Oriented				
1	Schedule visits at all campuses and programs by board members	Board	Discuss	0:05	8:25 pm
2	Approve minutes from August 22, 2023 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	8:30 pm
3	Action Items	Board	Discuss	0:05	8:35 pm
4	Board communication to parents (Top 5)	Board	Discuss	0:05	8:40 pm

F	Executive Session				
	None planned this meeting				

Adjournment - Estimated	8:40 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 September 6, 2023. Full meeting minutes can be found at <https://www.jpto.info/about/membership-meetings>

Some highlights from this month's meeting:

The school year kicked off with several successful events run by PTO - party on the playground, tears and cheers, staff lunches. There was a Chromebook fee discussion led by Mrs. Chapman. A special project proposal was approved for a new rug for the front office at the Elementary. September 30th will be the first school project day. Volunteers will complete various projects around the elementary school. The fun run will be 10/14 and there will be monthly fundraising community socials.

9/27 - Chipotle

10/25 - Noodles and company

11/14 - Quinto

Boosters Report

Student Accountability Committee (SAC) Report

SAC had their first meeting of the school year on September 11, 2023. Michael Westfield will present the Fall survey to the board this evening. She was able to meet with all principals in advance to review and change the survey questions. The survey will be sent out to families 10/18 or 10/19 and results will be delivered to the board at the November meeting. Jerrilynn is taking over the survey monkey. SAC is in need of more committee members.

Policy & Governance

Facilities Committee

The Facilities Committee met on September 5, 2023. The members discussed taking the created spreadsheet with facility needs to categorize routine maintenance, facility item lifecycle replacement, future facilities needs and wants. The Committee also discussed developing a stakeholder list with the various facility needs and wants to ensure there is a voice for the JA community. The Committee's next step is to create and solicit feedback from stakeholders in order to make a priority list that can be submitted to the Board.

Capital Development Committee / JA Foundation

No update next meeting September 21st.

Communications Committee

No update next meeting September 20th.

Neighborhood Committee

Finance Committee

The Finance Committee met on September 14, 2023.

1. Audit update. Eric Miller with Adams Group is continuing JA's audit, and will dedicate time within the next two weeks to complete it. The annual workman's comp audit was completed with no issues noted. There will be a \$4k increase in premiums due to a correlation to additional staff. There is discussion if a field audit would be warranted for next year's audit.
2. Monthly financials. The business team reports that the organization is staying on track and working within our approved budget. The committee had an opportunity to review line items for the JA Secondary budget. All is satisfactory to the committee. Our business team is evaluating technology costs for JA Elementary and recommending ways to save on subscriptions through school licensing while also adding some protective measures against ransomware.
3. The committee discussed best ways to present the dashboard to the public and board. The committee believes that a graphical overview of the organizational financials will be beneficial.
4. Finance calendar. The committee is in the process of creating a financial calendar for monthly requirements throughout the year and for anticipated large expenses over the course of the year.

5. Finally, the committee discussed the 15% reserve requirement to remain in compliance with CRS 22-44-106. There will be a motion to allocate funds in the budget over the 15% requirement at the September board meeting.

Motion: Motion to remain in compliance with Colorado Revised Statute 22-44-106 by allocating school general fund reserves/carry forward that exceed 15% of expenditures to line item 8010 as Contingency Reserves.

Principal's Reports

Jefferson Academy Elementary

[JA Elementary Professional Development Calendar](#)

[September Written Report](#)

Jefferson Academy Secondary

[September Written Report](#)

[Professional Learning Plan](#)

The Summit Academy

The Summit Academy South

Executive Director's Report

Attorney of Record: Mr. Hall has been retained as JA's new Attorney of Record. The engagement letter included a statement that there is no conflict of interest as identified by their internal review. I inquired about a reduced bill rate as requested, but that is not something their firm makes available.

Charter Renewal Application: We have received and started working on JA's Charter Renewal Application which is due no later than November 1, 2023. The requirements in the revised renewal application are significantly better than those in prior applications. As this new process ties closely to staff pulling records and data that is readily available in school/district software, the workload for BOD members has been reduced to reviewing and approving the application. The

principals and I will develop the narratives regarding data, goals, Mission/Vision, projections, etc. Staff will have their sections completed by the end of September. The first week in October I will finalize the application and post it for board members to review. The board will vote on the application in the October meeting. I am planning to deliver the application to the district on Friday, October 24. The Jeffco Board of Education (BOE) will accept the renewal application in their November meeting, receive district feedback in December and vote on the approval in January.

I do not foresee any issues or challenges with our application as Jefferson Academy is a model school in the district, often outperforming district and charter schools in almost every metric. I am contemplating the following items and how they might impact our application:

- *Requesting a 10 year renewal vs a 5 year renewal.* This is allowed by statute, but authorizers and the State Board of Education have no obligation to grant a 5+ year renewal. I will discuss this with district and CDE staff prior to our October board meeting to determine if they are amenable to this request. If they are not, I will most likely not include this recommendation to our board as we don't want our application to contain anything that might cause a delay in approval.
- *Moving from a standard charter contract to a network contract.* This is in keeping with the discussion from earlier this year with CDE, Jeffco and our BOD. Our new attorney, Mr. Hall, believes this would be a good move for the school, does not feel like it puts JA or any of our schools/programs at risk and stated that we could continue to identify Summit as a program by building it into the contract. We will both be reviewing the proposed network contract. Contract negotiations start in full swing after the charter has been approved. However, district legal counsel has already sent over a draft network contract as I believe they don't see any challenges in our renewal at this time.

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Last year, for the first time ever, the District Accountability Committee (DAC) reviewed charter renewal applications. This created significant problems as the DAC does not understand charter law, did not realize that renewals are based on contract compliance and often presents as being hostile toward charters. Through conversations with the district, we were able to have the Jeffco BOE remove the DAC from reviewing renewal applications this cycle. They will reconsider the DAC's role next year. I firmly believe that the DAC does not and should not have a role in reviewing charter renewals.

Links to the following documents:

[JA's 2019 Charter Renewal Application](#)

[JA's 2019-2024 Charter Contract](#)

[JA's Current District Waivers and Replacement Plans](#)

[JA's Current State Waivers and Replacement Plans](#)

Title IX: Recently the district removed their Title IX Coordinator and Investigators as support for charter schools. As a result, each charter school is now required to identify and train their own Coordinator, Investigator and Decision Makers. Current plans are to have building based Coordinators, hire an outside investigator and use partner principals as decision makers (JA Elem and Summit W to support JA Sec for example). We are moving quickly to remain in compliance with the ever-changing Title IX requirements. The Jeffco Charter School Consortium is looking into collaborative agreements for outside Coordinators and Investigators as this might serve us better long-term.

Elem Facilities:

HVAC: The elementary is securing bids from 3 HVAC contractors to address needs in the 2 story building and possibly the 6th grade hall. All vendors have visited the school, one bid has been received and 2 are in process. \$300,000 of

ESSER Grant Funds has been earmarked and approved for this project. Work may start as early as Thanksgiving Break depending on bids, project scope and availability of product. All work must be completed by September 2024 to qualify for ESSER funding.

Kitchen/Lunch: Under the new state statute providing free lunch for all school students, the elementary school has almost doubled their daily servings from 250 to 500 meals. The kitchen has equipment that is quite old and was pieced together over the years. To help off-set the increased demand, we entered into conversations with the district regarding replacing older equipment with newer equipment from schools that are closing. Though the equipment would be free, we would need to upgrade our electrical systems and possibly open a new exterior protrusion for a walk-in fridge/freezer combination. These are very early conversations making it hard to predict how this will work out.

Jag Care/PreK: Prior to the pandemic the facilities team had started researching the idea of moving JagCare to the playground temps in order to increase the number of spots for students from 50 to 85. There were also conversations regarding possibly starting a PreK. In order for this to happen, a small addition to the main building would need to be built to house the Special Ed staff that are currently using the temps. Additionally, a restroom facility would need to be built to serve the temps. We recently walked the property with the GC who built out Summit Westminster's new addition to gather his thoughts about the challenges. We will meet with an architect to identify challenges and possibilities. No funds have been spent on this as we are simply gathering information at this point. Prior to the pandemic, we had identified that 2 new water taps would be needed, the number units required for each bathroom per day care code and some funds that have been set aside for a Jag Care project.

