

**Minutes of the Joint Board of Directors
A Colorado Non-profit Corporation
September 21, 2021
6:00 p.m.
Zoom Meeting**

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

Mr. Kim called the meeting to order at 6:02 p.m. The guests were welcomed. The following Board members were present: Mr. Ennis, Mr. Kim, Ms. LaBerge, Ms. Quillen and Ms. Vartanova. Mr. Hawk and Ms. Sorice had an excused absence. The following ex-officio Board members were present: Ms. Grantham, Mr. Matlick, Ms. Scarato and Dr. O'Neill. Mr. Ennis led the guests and the Board of Directors in saying the Pledge of Allegiance. Mr. Kim presented the agenda. Ms Vartanova moved to approve the agenda as presented. The motion passed unanimously.

During Public Comment:

Brian Ulmer noted that he is following the school rankings and noticed that the elementary is declining. He requested to know if there is any plan to address this issue.

Roman Sanchez questioned if the strategic plan on the agenda was a draft or if it is up for a vote. He reminded the Board that he was interested in providing input on the strategic plan. It was noted that Public comment will be taken after the plan is presented prior to taking a vote.

Sarah Cook commented on the agenda item on the survey as it relates to COVID and thanked the Board for their consideration. Sarah asked if JA students would participate in the free state COVID testing program. She questioned JA students' eligibility to participate. It was noted that this would be addressed later in the meeting.

Consent Agenda

Mr. Kim presented the Consent Agenda. Ms. LaBerge moved that the Board approve the Consent Agenda as presented. Ms. Vartanova seconded the motion. The motion passed unanimously.

A COVID update and JA's response

Mr. Matlick presented the current data for COVID for children in Jefferson County since March 2021 regarding positive cases, hospitalizations, and death rates. He noted that there were not any significant increases and that Jefferson County is below the statewide rate of school infections. Mr. Matlick reviewed the exemption for masks. Mr. Matlick reviews the goals of the schools and

having “Cautious Normality”. Mr. Matlick presented the Dashboard with positive COVID cases at each school. The Flexing Forward website lists all of the protocol helpful links and archives.

Mr. Matlick reported that weekly testing began September 7 for any unvaccinated staff member in the elementary school and Summit Schools. JA secondary is under Broomfield health Department. The tests being used are the BinaxNow kits. The data is not shared with outside entities to retain confidentiality. The results are tracked internally. Mr. Matlick shared that families may have the student tested at scheduled testing sites at Jeffco schools. He explained that due to testing requirements, schools have limited activities and events.

B Strategic
1 General
a Update

Ms. LaBerge presented the Strategic Plan 2021-2024. The goals are specific items for the executive director. Ms. LaBerge noted that this is not a tactical management plan. Ms. LaBerge gave an overview of the plan and shared portions of the SWOT analysis. Ms. LaBerge reviewed the strategic goals and the milestones for the next three years.

Public Comment:

Brian Ulmer questioned if the plan included specifics for academics. Ms. LaBerge noted that this is addressed in the goals focusing on programs and students not reaching their academic potential. This would be included in the academic data.

Roman Sanchez stated he would like to become more involved with the plan. Ms. LaBerge responded that she would send a copy to Mr. Sanchez and he was welcomed to contact Ms. Crawley.

It was noted that there are committees that parents could participate in to support these goals.

Tracy Bond stated that the Board did an excellent job.

It was noted that the plan was previously reviewed by Board members and provided additional feedback.

Ms. Vartanova moved that this item be changed from a discuss to a discuss/vote. Ms. LaBerge seconded the motion. Mr. Hawk and Ms. Sorice abstained. The motion passed unanimously.

Ms. LaBerge moved to adopt the Strategic Plan 2021-2024 as presented. Ms. Vartanova seconded the motion. The motion passed unanimously.

2 Survey JA Community Outreach

a Update

Ms. Quillen presented the Healing from COVID family survey and staff survey. Board members provided feedback and suggestions. It was determined that the survey questions be reduced to six or seven. Mr. Kim will assist Ms. Quillen with revising the survey. This may be included in the SAC survey for the parents that could be sent out in October.

C General Board Governance/Updates/Other Issues

A Update on water main issues and buildings

Mr. Bott reported that the Westminster water sewer project at the elementary school has been completed. They added an extra section of water line that limits the need to turn off our water when there are issues. Currently, the elementary is experiencing water pressure issues. Stephanie Scarato, Summit Academy, noted the temporary occupancy and small issues are being resolved.

B Update to JA Building Corporation Members

Ms. LaBerge explained that it is the building corporation that owns the buildings. The bylaws state that there needs to be three members. Ms. LaBerge and Ms. Vartanova are members. Ms. LaBerge stated that it would be appropriate to have Clint Bott for this position. Mr. Bott would like more time to consider this opportunity. This will be on the October agenda.

Staffing

A Update from administration on staffing for school year

Mr. Matlick provided a summary noting the difficulties in hiring teachers and custodial staff. He noted the fill rate for substitute teachers is only about 70-80%. Dr. O'Neill reported that she lost an intermediate PE teacher. They had interviews this week and made an offer to one of the candidates. Ms. Grantham reported that they have two open positions. One for junior high math that the current staff is currently teaching. They have a strong candidate for this position. Also, an opening for one full time substitute teacher. The current full time sub will be on maternity leave next semester. Ms. Scarato reported that all the teaching positions are filled. She is teaching a science class. She noted that they are having difficulty filling classes when substitute teachers are needed. Mr. Matlick reported that Summit South may have difficulties around testing and masks.

B Update from administration on professional development plan for staff

Ms. Grantham reported that the plan will have department heads discuss the professional needs. They will encourage teachers to go through the process to receive their culturally and linguistically diverse education endorsement. This is a requirement. The professional development hours will be used for the teachers to engage in their independent learning. Teachers are excited to have the evaluation process back for the feedback and observations.

Ms. Scarato reported that her teachers will go through Seven Habits for Highly Affected Teens and how to implement this plan for the students. Before COVID, we had started Charlotte Danielson's Framework for Teaching. This is an extensive evaluation tool. The goal is to have students take ownership for their own learning.

Dr. O'Neill reported that after the survey at the end of last year the teachers felt lost as a core knowledge school. She hired a facilitator to create our own internal mission statement and shared the draft. Focusing on how we will know when students are learning and what we do to respond when they don't. Looking at core instruction and aligning core knowledge.

C Board adopts strategic plan as annual goal for Executive Director

Ms. LaBerge suggested the Board needs to state what the goals are for the Executive Director and include the milestones in year one in the strategic plan and a formal succession plan. Board members were in agreement with this suggestion. Ms. LaBerge moved that the Board adopt two annual goals for the Executive Director for the 2021-2022 school year. The first as outlined in milestone year one in the Strategic Plan and the second the development of a formalized recurring succession plan to ensure effective leadership of Jefferson Academy. Ms. Quillen seconded the motion. The motion passed unanimously.

Academics

A Standardized testing report from past year status of standardized test results and schedule report out from campuses for October

Ms. LaBerge shared that historically the test results were reviewed in October from the elementary and secondary. Mr. Matlick noted that there was some testing performed last year and the principals have received the results. Mr. Matlick shared that the UIP date has been moved up and the principals have dedicated their time to this plan. It was determined that the item would be moved to November.

Financials

A Any updates on year-end financial statements

Ms. Vartanova noted that the financials are in a good place. Ms. Vartanova shared that there is some decline in enrollment but that has not impacted the financials significantly. Ms. Larson reported that the audit has begun and should be able to provide a draft in October. Ms. Larson was acknowledged for her work with all the schools as she supported four schools as business manager.

Committees

A Update from committee leads on committee activities

Ms. LaBerge noted that they did not follow their usual recruitment with committee members due to COVID. She suggested that information go out to the community about the committees and what they do. It was suggested that Ms. LaBerge work with Lena Crawley on this communication.

D Task-Oriented

1 Attorney of records - review and approve

Ms. LaBerge reported that this item must be approved this year. Ms. Vartanova moved that Barry Arrington be retained for our attorney of record. Ms. LaBerge seconded the motion. The motion passed unanimously.

2 Action items

These items were reviewed and revised.

3 Board communication to parents

The following items will be included in the Top 5 Board communications to families: recruiting committee members, approval of the strategic plan, parent surveys, new website and data discussion in November.

E Policy

None

F Miscellaneous Board Items

1 Approve Minutes August 5, 2021 and August 24, 2021

Ms. LaBerge moved that the Board approve the Minutes of August 5, 2021 and August 24, 2021 as presented. Mr. Ennis seconded the motion. The motion passed unanimously. The motion passed unanimously.

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Adjournment

Ms. Vartanova moved to adjourn at 9:07 p.m. Mr. Ennis seconded the motion. The motion passed unanimously.

Respectfully submitted,

Shelly Cohen
Shelly Cohen, Clerk

Jefferson Academy Board of Directors