

Jefferson Academy - Board Agenda | September 20, 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 Jefferson Academy Secondary
11251 Reed Way, Broomfield, CO

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				
C	Roll Call				
D	Pledge of Allegiance				
E	Approval of Agenda	Board	Vote	0:10	6:10 pm
F	Public Comment			0:10	6:20 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.

B Strategic					
1	Overall update on Strategic Plan- Comprehensive Communications, Innovative Academic Environment, Healing from COVID, Multiple Pathways to Success, Character and Values				
a	Core Values- update	TM	Discuss	0:05	7:15 pm
b	Academic Rigor- review	TM	Discuss	0:05	7:20 pm

- 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>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 		
A	Review & Approve	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	HG	Discuss	0:15	6:40 pm

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2	General Executive Director update (to include facilities update)	TM	Discuss	0:10	6:50 pm
3	General principal updates (not covered in the consent agenda)	HG, DO, SS, AT	Discuss	0:20	7:10pm

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.

C General Board Governance / Updates / Other Issues					
<i>1: General</i>					
a	Attorney of Record- review and approve (Barry Arrington- www.arringtonpc.com)	TM, TS	Discuss/Vote	0:05	7:25 pm
b	Annual goals set for Executive Director as set by board (last year board adopted strategic plan as annual goal for Executive Director)	TM, Board	Discuss/Vote	0:15	7:40 pm
<p>Goals outlined in Executive Director's 2021-2022 annual evaluation plus two additions in italics:</p> <ul style="list-style-type: none"> - Further advance the fulfillment of the Strategic Plan - Timely inform the Board of performance issues of the Executive Director's direct reports - Create a succession plan for all leadership employees - Engage in recurring one on ones with the Executive Director's direct reports - Complete annual written evaluations of all Executive Director's direct reports - Maintain accurate and robust communication with the board and the Executive Director's direct reports - Continue to strengthen a K-12 community - Participate in appropriate training(s) that will further enhance the Executive Director's skillset - <i>Maintain JA's healthy financial portfolio at all campuses/programs</i> - <i>Continue to fulfill policy 3.2-Job Description</i> 					
c	Update board manual	TM, Board	Discuss/Vote	0:10	7:50 pm
<p>Policy 1.2 - School Legal Status (A) clarification: First 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</p>					

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C General Board Governance / Updates / Other Issues					
<p>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>					
d	Board training- Colorado League of Charter Schools v. Inhouse	TM, Board	Discuss/Vote	0:05	7:55 pm
<i>2: Financials</i>					
a	Review year-end financial statements	JL, LH, CM, FQ	Discuss	0:05	8:00 pm
<i>3: Committees</i>					
a	Update from committee leads on committee activities not covered in consent agenda	Board	Discuss	00:10	8:10 pm

D Task-Oriented					
1	Board visits to school campuses and programs	Board	Discuss	0:05	8:15 pm
2	Action Items	Board	Discuss	0:05	8:20 pm
3	Board communication to parents (Top 5)	Board	Discuss	0:05	8:25 pm

E Policy					
None planned at this meeting					

F Miscellaneous Board Items					
1	Approve Minutes from 8/23/2022 board meeting	Board	Discuss/Vote	0:05	8:30 pm

G Executive Session					
	C.R.S. § 24-6-402(d). Meeting to review school based safety features, procedures and district based supports / training	TM	Discuss	0:15	8:45 pm

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Adjournment - Estimated	8:45 pm
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Consent Agenda

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PTO Report

PTO met September 7, 2022 at 6:00pm at the elementary commons. This is an incredible group filled with passionate individuals that dedicate so much time and energy to so many programs and activities at JA elementary. Thank you for all your contributions! Some highlights to mention include:

- The late start on the first Wednesday of the month has proven to be a huge value add for the administration and staff as this month they were able to dig into every student's data as well as focus on academia.
- As student enrollment declines at the District level, enrollment at JA has increased slightly over the past five years.
- Playground balls have been added for kids to enjoy during recess.
- Party on the Playground was a great success with a Kona Truck and Scavenger Hunt; as was Tears and Cheers breakfast for kindergarten families; thank you PTO for all the great welcome back signs.
- PTO is helping to fund character tags for the primary grades.
- PTO is purchasing a school-wide site license for Generation Genius, a website that contains supplemental science and math curriculum and videos.
- PTO is purchasing 38 additional books recommended to supplement the Purposeful People SEL Curriculum to extend the lessons that our SEL teachers are presenting.
- Boosterthon Fun Run is the biggest fundraiser for JA Elementary. Registration opens September 21st with an official kick-off October 5th. The fun run will be held October 14, 2022.
- Other PTO programs/committees are hard at work such as hospitality, community socials, dairy lids, mileage club and WatchDOGS, butterbraids, bridgebooks, bookfair, spring fling and outdoor lab fundraising.
- As a reminder, there are easy ways to donate to JA to include mentioning us at American Furniture Warehouse, indicating JA as your designated non-profit with Amazon Prime, King Soopers Rewards, Box Tops and Coke Rewards.

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Boosters Report

BOOSTERS MINUTES
September 12, 2022
Secondary Library

Meeting was called to order by Ms. Kelso at 6:02 pm.

Those in attendance were Ms. Kelso, Ms. Babcock, Ms. Stadler, Mr. Noble, Mr. Stadler, Ms. Monroe, Ms. Evenson, Mr. Fullerton, Ms. Leahy, Ms. Baker, Ms. Lilyblade and Ms. Beck.

Ms. Beck made a motion to approve the September agenda, Ms. Evenson seconded the motion that was approved unanimously. Ms. Stadler made a motion to approve the August minutes, with the addition that Reese Evenson was appointed High School parent-at-large, and Teresa Wilson was appointed Junior High parent-at-large. Ms. Babcock seconded the motion that was approved unanimously.

OFFICERS REPORT:

Ms. Kelso reported that the outdoor speaker system is awaiting decisions on how to power up. Suggestions included power from the scoreboard. Mr. Stadler and facilities are looking into solutions. She also reported that we are sharing the athletics online Spirit store. It is currently linked to the Boosters web page. Question came up why we don't have one store between Elementary and Secondary. Discussion that they separately fund Boosters and PTO.

ATHLETICS REPORT:

Mr. Stadler reported all is going well and Fall sports have been very busy. Question from the group came up about why we don't have a real track (not dirt). Suggestions included approaching the Foundation for funding.

GENERAL CLUBS/ACTIVITIES REPORT:

Ms. Babcock reported that StuCo is planning for Homecoming events (the dance is scheduled Oct 1 with other events the week prior including parade, powder puff and peach fuzz games, bonfire), and National Honor Society is planning Fall Fest (scheduled 9/30). We anticipated that StuCo will ask for Trick or Treat Street funding next month. Ms. Beck motioned to approve up to \$500 to StuCo for Trick or Treat Street, Ms. Kelso seconded the motion that was approved unanimously.

SCHOOL BOARD:

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Ms. Lilyblade reported that we are fully staffed, and that enrollment overall is good. The results from the Academic Rigor workshop in the Spring are now being put into action. Committees are looking for new members and will begin meeting shortly.

TREASURER REPORT:

Ms. Krout was absent but had sent out the budget report by email ahead of time. Ms Stadler went over the report. Fall is very busy with sports and club dues coming in. Ms. Stadler observed that some larger schools have individual Boosters for each sport. Discussion included splitting up the Treasurer duties for one person to cover Athletics and the other to cover Clubs. She reiterated that it wasn't difficult work, just very time consuming with so much going on at once. There was a question what the CAOS fund is on the budget. It is thought to be a Foundation donation, but Ms. Kelso will confirm. Ms. Stadler also mentioned that using Venmo might need to be addressed for future, as it isn't the best for non-profits due to the fees.

NEW BUSINESS:

Ms. Kelso asked for ideas for fundraising. Although Boosters is not a fundraising entity, we have lost income by eliminating the vending machines etc. One idea she presented was a Spirit Rock. This would be a large rock on the property that could be rented out (painted) by groups and individuals. She will propose this idea to administration and facilities. If approved, it would need a chair/committee to oversee the calendar and sales. Other suggestions mentioned include 50/50 split (but would likely need a raffle/gambling license), in-and-out burger trailer after school or during a game in addition to concessions (or other food trucks, such as iPie and Kona Ice), or hat day (students pay \$1 to be allowed to wear a hat or something similar). Ms. Kelso asked that everyone think about other ideas.

Ms. Kelso mentioned the Foundation's Jag Jog 5k and fun run are back on Sept. 24. They will have an expo during the event and Boosters will have a booth. Ms. Evenson offered to help.

COMMITTEE REPORTS:

- **Raise Right** – Ms. Nygren was absent, but Ms. Kelso reported Ms. Nygren has met with Mr. Stadler to work out how to bring in sports earning with the app.
- **Concessions** – Ms. Beck reported the committee and training are going very well, and concessions has been very busy. She will meet with the treasurers on how to split the credit card sales. She also reported that the stands passed the health department standards with flying colors.

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- Hospitality – Ms. Baker reported that all grades have at least one class parent. Both 10th and 12th have room for a second parent. She sent out a staff survey on type of food, meals etc. and got many responses. The next staff breakfast is on Sept. 28 sponsored by the sophomore class. Next is lunch during parent-teacher conferences on Oct 13. She will send out sign-up genius links and Venmo information. Ms. Babcock suggested that a chili cookoff would be fun for the teachers to judge, and a potential fundraiser (charge to enter).
- Spirit Gear – Ms. Kelso spoke about this earlier in the officers’ report. She asked what we thought about past stores. Quality, prices, shipping times (and cost) were all issues from past. The consensus was to have a store up all the time, rather than one that comes and goes. For now, we will use the athletics one that is already linked to Boosters web site. Other suggestions are to bring back stickers and possibly the car magnets (although some members reported those magnets were often stolen from cars), adding rain ponchos, umbrellas, beanies, or other hats. Discussion included rain ponchos and umbrellas could be generic (no logo) and be sold at concessions.
- After Prom – Ms. Kelso and Ms. Hughes have started purchasing senior gifts (hammocks from Costco). Ms. Kelso will call Boondocks to reserve after prom on April 29.
- Scholarship – No news
- Volunteers Committee – No news.

OLD BUSINESS:

Boosters still needs to place a secretary. No one present volunteered. In the interim, we will rotate duties.

Next meeting at JA Secondary Library October 10, 2022, at 6:00 pm.

Ms. Kelso would like to do an off-site social meeting at some point to generate more interest.

Ms. Beck made a motion to adjourn the meeting. Ms. Babcock seconded the motion. Meeting was adjourned at 7:12 pm.

Student Accountability Committee (SAC) Report

No written report this month.

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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

Meeting is scheduled for September 26, 2022 at 6:00 PM

Finance Committee

The Finance Committee met on Tuesday, September 6, 2022. The following committee members were present: Tim Matlick, Joan Larson, Craig Melville, Luke Holoher, Stephanie Scarato, Kathy Seybert, Flavio Quintana, and Agnessa Vartanova.

FY22 Year-End Update: The year end financials have been finalized with minor changes reviewed from prior financial statements but no issues of concern noted. The carryforward for this fiscal year will be \$6,922,772.

The financials for this fiscal year through August were discussed. As previously noted, there is an increase in Per Pupil Funding from the budgeted \$9k to \$9,300. We had budgeted enrollment of 770 and current enrollment numbers are at 741. The increased Per Pupil Funding will help offset the decrease in enrollment; however, the official student count will be done on October 1st. In the meantime, staff are working to understand the decrease in enrollment,

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which is mainly attributed to kindergarten and to market JA to families that may be affected by Jeffco’s pending school closures.

FY22 Financial Audit: The Adams Group re-scheduled to be on site during the second week of September (i.e. 9/12) for the financial audit. They were originally scheduled to be on site for the first week of September.

Family and Medical Leave Insurance (FAMLI) - This is a program that was approved by Colorado voters through Proposition 118 in November 2020. The program provides Colorado workers with access to paid leave in order to take care of themselves or their families during life circumstances that pull them away from their jobs. Employer and employee premiums will start in January 2023. Jeffco has opted out of this program due to funding uncertainties and program administrative challenges. JA is following Jeffco’s lead and will also opt out of the program.

Compensation Committee - The Compensation Committee (Committee) has been established to look at teacher compensation at JA. There will be representatives from the Finance Committee and teachers from both the elementary and secondary schools. The Committee will meet twice a month starting in September through January 2023. The Summit Schools will be engaged and included separately throughout the process due to their unique programs. The goal is to provide a final presentation to the JA Board at its February 21, 2023 meeting with recommendations on a sustainable compensation strategy.

Other:

The JA Elementary will be providing a presentation to the Finance Committee in October over a proposed fee for ChromeBooks. This presentation will ultimately come to the JA Board.

Principal’s Reports

Jefferson Academy Elementary -

- We had a very successful first late start with teachers using the time to analyze recent data/testing information

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- We have implemented/re-instated several communication structures beyond late start to inform our rigor work:
 - A new building advisory team
 - Job descriptions for both team leads and assistant team leads
 - Hired a MTSS Coordinator
 - Coordinated work with Angie Keedy (curriculum mapping coordinator at secondary) in our vertical team work (we will start with aligned writing expectation K-6 and beyond)
 - New teacher/New team professional learning
- PD for year will include improving our knowledge of core curriculum and associated resources, better support for advanced and struggling students in both academics and behavior, alignment of writing expectations.

Jefferson Academy Secondary - Will present in person

The Summit Academy -

Enrollment:

Part Time (0.5 FTE)	Full Time	Total	Full Time Equivalent
763	49	812	430.5

Successes:

1. Positive start to the year.
2. Drop off and Pickup running smoothly, even with the increase in students.
3. Safety:
 - a. Policies and procedures have been reviewed. Staff and families have accepted increased security and are abiding by procedures.
 - b. \$180 in \$5 increments has been given to students who can find the staff member not wearing a badge. After 3 weeks, students are more attentive to safety procedures.
4. New Staff have added increased interest to an already great lineup of classes. This year we added Speed and Agility, Chess, Middle School Musical Theater, Crime Scene Investigation (Scientific Method), Ceramics, and Logic.
5. Summit students invited to participate in JA Elementary Intramural program.

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Challenges:

1. The bell system stopped working the day before classes started. The system is no longer serviced, so we are trying to repair with used parts. We may be looking at a new system.
2. Internet service has not been consistent. After several attempts to repair/replace parts, Comcast is finally working with us to resolve the issue.

Coming Up:

1. The Summit Sign Choir will be performing at JA sporting events on September 22nd.
2. Summit will be negotiating a new lease/rent for our space. The term on both leases ends in June 2023.
3. Fall Dance in October for grades 9-12.

Professional Development:

Teachers will continue to learn and discuss strategies to incorporate rigor and coaching in their classroom lessons.

The Summit Academy South -

Summit South- we are off to a great start. Our enrollment is right around 240 between the 2 campuses. We had to close enrollment to our Conifer location and have started a wait list. Coming up next week is our Fall Field Day for K-8. We are planning a Fall Masquerade Dance for 7-12. It is so great to be back to “normal” with kids in the building and community building activities.

Executive Director’s Report

Enrollment Update: As you heard, Jeffco is currently experiencing declining enrollment leading to the potential closure of 16 elementary schools. The Board of Education will vote on the closure recommendation in November. Phase 2 of the plan will begin next year as they consider the closure or consolidations of middle and high schools. The district messaged that enrollment dropped to 69,000 students while buildings could hold up to 96,000 students. For those communications the district removed charter school enrollment in order to focus on district managed school enrollment and available capacity. The chart below shows the total enrollment (headcount) for Jeffco and the charter schools. The last column shows the enrollment (in FTE)

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for Jefferson Academy over the same time period. Our headcount last year hovered around the 2,400 mark.

Date	Jeffco	Charter	JA/Summit (FTE)	
FY 2018			Audited	1729.92
FY 2019	84,068	9,188	Audited	1818.20
FY 2020	80,088	9,092	Audited	1911.20
FY 2021	78,486	8,960	Audited	1928.50
FY 2022			Projected	1929.00

BOD Questions about EnrollJeffco: I spoke with Jeremy Felker, Executive Director of Student Data Privacy at Jeffco, about the 2 questions that came up in last month’s board meeting:

1. Could we contact students/families that are on our waitlist to build a long-term relationship/positive impression with those families.
2. Could we survey the 70-75 families that turned down spots in our kindergarten program to understand where families ended up and why they did not accept the spots when offered.

Regarding question #1: We are not able to reach out to the waitlist for several reasons including:

- Waitlists are district wide and not school specific
- JA may not be the families primary choice as they can select a variety of schools
- Reaching out would present as using EnrollJeffco as a recruiting tool when it is designed as an equity tool to improve parental access to choice especially for the underserved population.

Regarding question #2: The district was surprised and interested in what we experienced. We are working with them to determine where these students ended up attending school. They are also considering sending out a survey to all identified families from JA’s process and possibly expanding it to other district schools if their research shows a broader pattern. Future steps will be determined after EnrollJeffco closes for this year.

Facilities Update:

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Elementary:

- The compressor in the 6th grade hall was replaced with a similar compressor that was readily available as the original equipment was at least 38 days out
- Traffic at both drop off and pick continues to move much faster then previously
- Parking lot lights in the west parking lot were replaced with more and higher power LED lights
- Concrete was replaced in the east side and new drains are being cut for west side drainage
- Jag Care renovations are completed (funded through a grant from JCPH)

Secondary:

- Traffic continues to run smoothly. After school earlier this week it took 12 minutes from the bell till there were no cars in line to pick up students.
- The HVAC in the kitchen was installed with the final check running this week
- A HUGE thank you goes out to Amanda Beck who cleaned the concession stand and got it ready for the year. It passed their surprise inspection on the first try!

Summit Westminster:

- The buildings look great after this summer’s paint job
- They are having some trouble with a few exterior door handles but have found a new vendor that is responsive. This is not a safety issue as those doors remain locked while the mechanism is being serviced
- Their bell system went down but parts on are order and will be fixed next week

Summit South:

- They continue to have a great relationship with both buildings/churches
- At Lakewood, a few organizational changes in their storage area made a positive impact with building staff
- The Conifer campus is full to capacity and continues to grow. We are in conversations about next year.

New Board Member Training: Training was completed for all new and one returning board members. Jeffco’s Charters Leaders Legal Training will be recorded for our use as it falls on the same evening as our October board meeting.

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Annual Financial Audit: Our annual audit is under way with our new auditor from The Adams Group. He was on-site Wednesday and met with our financial teams. Though he has not completed his work, he did not see any “red flags” nor any practices that created concern. Rather, he was impressed with the controls in place to split duties, how the approval process worked inside JA and the additional oversight of the district.

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