

Jefferson Academy - Board Agenda | November 18, 2025

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 Charter Schools A Colorado Non-profit Corporation

In Person: Held at Summit Academy 7575 W. 103rd Avenue Suite #100
Westminster, CO 80021

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
F	Public Comment			0:10	6:15

***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

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:

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| <ul style="list-style-type: none"> • PTO Report • Boosters Report • School Accountability Committee • Policy & Governance • Facilities 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) |
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A	Review & Approve	Board	Vote	0:05	6:20 pm
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General Agenda

Items moved to the front of the agenda at the time of the meeting due to presenters

1					
2					

A Informational

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 Presentations	BF	Informational	0:10	6:30
2	General Executive Director update	TM	Informational	0:10	6:40

Jefferson Academy has identified four strategic pillars with focus areas. The strategic portion of the agenda is centered around these pillars. The Jefferson Academy Strategic Plan 2024-2027 can be accessed at www.jajags.com.

B Strategic Plan- Successful Students, Talented Team, Connected Community, Financial Fortitude

1 Strategic Plan

a	Bi-annual review by executive director	TM	Informational	0:05	6:45
b					

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C	General Board Governance				
1: General					
a	Campus Visit updates	TP	Informational	0:10	6:55
b	Review and approve staff survey to be sent out in January	JL	Discuss/Vote	0:10	7:05
c	Exec.Dir. Hiring Update and Search Committee	JN/TP	Discuss	0:10	7:15
d	Exec.Dir. Search Firm Selection	JN/TP	Discuss/Vote	0:10	7:25
2: Financials					
a	Audit Update	JD	Discuss	0:05	7:30
b	Amended Budgets are presented		Discuss/Vote	0:10	7:40
c	Summit Westminster - Fob and Door cameras		Discuss/Vote	0:05	7:45
d	Church HVAC Required Upgrades		Discuss/Vote	0:05	7:50
e	Goddard Road Property Due Diligence		Discuss/Vote	0:10	8:00
3: Committees					
a	SAC Survey Feedback	TP/JS	Discuss	0:10	8:10
b					
D	Policy				
1					
2					
E	Task-Oriented				
1	Action Items	TP	Informational	0:05	8:15
2	Approve Minutes of October 2025 meeting	TP	Discuss/Vote	0:15	8:20
3	Board communication to parents (Top 5)	TP	Discuss	0:10	8:30

Adjournment - Estimated	8:30 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 met 11/5/25. Congratulations to the PTO and the Elementary campus on a hugely successful Fun Run Boosterthon. They raised over \$100,400 for the school. PTO approved a \$2500 contribution to the Holiday Giving program. Budget amendments based on Fun Run profit will be presented in January.

Boosters Report

Student Accountability Committee (SAC) Report

SAC met 11/5/25. Parent surveys were reviewed from the prior year in preparation for this year's surveys. Summit surveys were discussed and alternative avenues were proposed. SAC will bring surveys to the board for approval in January to run in February.

Policy & Governance

Facilities Committee

The Facilities Committee has not met since our October 2025 Board meeting.

JA Foundation

Communications Committee

Neighborhood Committee

Finance Committee

The Finance Committee convened on November 12. We reviewed '25-'26 budget items and the amended budgets that will be put in front of the Board on November 18 for approval. We also discussed construction updates across multiple campuses.

Action Items for the November 18th Board Meeting

- We will be reviewing and voting on the amended budgets proposed for the '25-'26 fiscal year. Context is provided below, but please review in advance and be prepared to discuss.
- Related to the above, we will also be reviewing several key projects:
 - HVAC upgrades at JA Elementary
 - Door upgrades at Summit Westminster
 - Goddard Road property updates
- We will review and have the opportunity to accept the '24-'25 audit results.

Budget Discussions and Amended Budget Review

Generally, budgets are tracking as expected, and any larger overages are accounted for in the amended budget discussed below. One note, PPR/FTE updates are standard for amended budgets. We base our initial budget off of the PPR/FTE from the prior year, and we update them in November once the numbers are finalized by the district.

Coal Creek Canyon

- The only item of note is we've moved the [CSP Grant](#) out of revenue and adjusted the individual line items with increased amounts. This is consistent with how we've accounted for grants in the past. This won't meaningfully change the bottom line numbers, but it will change individual line items.

Summit South

- The only item of note is we've moved Allycia's salary to FTE.

Summit Westminster

- The primary item to note is 746 - Const., Maint, Bldg. Repair. The increased budget reflects the key fob and door camera improvements we would like to make across all of our doors. We originally planned to do this work in Spring '25, but the contractor backed

out. Our systems are so old now that we cannot issue new key fobs for teachers. As a result, some teachers do not have a way to get in the doors.

JA Elementary

- The amended budget reflects a significant increase in allotment for facilities improvements. Historically, our facilities spending has been very reactionary. We're catching up for past years and making improvements now that will set us up well for the future.
- 820 - Instructional Materials Fee Based represents the new reading curriculum that was [reviewed by the Board in April 2025](#).

JA Secondary

- 810001 - Office Equipment under \$5K is a necessary increase in our network capacity, specifically to support testing, which has all shifted online. This work will likely be completed over Summer '26.
- 820 - Instructional Materials: course fees represents equipment for the gym and new microscopes for our Science classes.
- 829 - Athletic Supplies represents new equipment for the track (e.g. pole vault equipment). Generally, track expenses have been slightly more than expected, but we've also made the intentional decision to invest in aspects like the press box, trainer room, and landscaping to make the facility even more useful for years to come. We also anticipate replacing the turf in the next 5 years so we're beginning to set aside funds for that future purchase. This is also related to 745 - Contract Maint. and Equipment Repair.

Other updates

- The District will be paying us the interest on our current fund balance. This should amount to over \$300k. We'll reflect this revenue in the final budget in Spring '26.
- During the November Board meeting, we'll hear a presentation regarding HVAC improvements for the church at JA Elementary. Our original impression was that exchange air would only be necessary for the bottom two rooms, but the scope of work has increased dramatically. As a result, we're requesting additional funds be approved. If we can get these funds approved on Tuesday, we can ideally complete this work by end of year.
- In November's Board meeting, we'll also hear a presentation about an alternate financing approach for the Goddard building for Summit South.

Principal's Reports

[Jefferson Academy Coal Creek Canyon](#)

Jefferson Academy Elementary - Presenting in person this month

[Jefferson Academy Secondary](#)

[The Summit Academy](#)

[The Summit Academy South](#)

Executive Director's Report

Cell Phone Policy: In accordance with House Bill 1135, each school district or charter school must establish a cell phone policy by July 1, 2026. As noted in last month's report, each of our campuses restricted cell phone use during the school day this year and reported their policies were working well without much negative reaction. Toward the end of this semester we will send out a very short survey to parents/guardians to gain their feedback on the policy implemented at their campus along with insights they may want to share. Next semester a formal policy will be developed and presented to the Policy & Governance Committee for review prior to coming before the Board of Directors.

Track & Grandstands: Last Saturday we had the pleasure of hosting the first on campus soccer game this year. It was exciting to see the grandstands full of enthusiastic fans for both teams. We were disappointed that permitting and contractor delays kept the soccer team off the field all season, but very excited to have hosted their playoff game win!

Campus Visits: We are excited to have hosted several district leaders at various campuses this last month. This is an important step to building relationships and understanding of our programs.

- Coal Creek Canyon: Dr. Varda, Jeffco BOE member
- JA Elementary: Tracy Dorlan, Superintendent
Dr. Adeeko, Executive Director of Charter Partnerships
- Summit South: Mary Parker, Jeffco BOE President
- Pending: Dr. Coleman, Chief of Schools (Secondary and SAW)

Lockdown Drills: Four of our campuses are holding lockdown drills between November 11th and November 18th while Summit South will hold their drills the first week of December. JA Elementary, Secondary & Coal Creek Canyon run one lockdown drill each fall semester. Summit South runs 2 drills; one for Tuesday/Littleton students and one for Thursday/Conifer students. Summit Westminster runs 4 drills so students

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from each of their 4 days (T, W, TH, F) can participate. These drills are run by Jeffco R1 and the local law enforcement. A huge Thank You goes out to Westminster PD as they have officers attend all 4 of SAW drills. They also support our JA Elementary campus even though it is not inside Westminster city limits.