

Jefferson Academy - Board Agenda | August 20, 2024

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 Summit Academy 7575 W. 103rd Avenue Suite #100, Westminster, CO 80021

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

Start Time: 5:15 pm

Agenda Item	Who	Action	Time	End Time
Preliminary				
A	Call to Order	Chair		5:15 pm
B	Welcome to Guests			
C	Roll Call			
D	Pledge of Allegiance			
E	Approval of Agenda	Board	Vote	0:05
	Executive Session (Item F)	Board/Attorney	Discussion	0:40
F	Public Comment		0:10	6:10 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.

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- 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

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 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. Summit Academy Lease - "Not to Exceed 600K" 2. Summit South Leases - "Not to Exceed 100K"	Board	Vote	0:05	6:15 pm
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F	Executive Session				
	Executive Session pursuant to C.R.S. §24-6-402(4)(b) for the purpose of receiving legal advice on contracts.	Board	Discuss	0:40	

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				

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 Presentation: JACCC	CM	Informational	0:10	6:20 pm

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2	Report on new staff members	BF, RS, AT, SS, CM, TM	Informational	0:10	6:30 pm
3	General Executive Director update	TM	Informational	0:10	6:40 pm
4	Committee Assignments, Review, Next Steps Flavio Quintana - Communications, Facilities, Building Corp, SRC Christopher Robbins - P&G, Foundation (Capital Development), SRC Tristina Pontiakos - PTO, SAC, Audit, SRC Anil Mathia - P&G, Foundation, Neighborhood,, SRC Jerrilynn Lilyblade - Boosters, Communications,, SRC John Nunally - Audit, Finance, Facilities, Building Corp, SRC James Suckow - PTO, Finance, SAC, SRC	Board	Discuss	0:05	6:45 pm

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				
1	Strategic Plan- Successful Students, Talented Team, Connected Community, Financial Fortitude				
a	2024-2027 Strategic Plan Process	FQ	Informational	0:05	6:50 pm
b	Communication Platform	TB	Informational	0:10	7:00 pm

C	General Board Governance				
1: General					
a	2023-2024 Board Calendar & Location: Summit Academy 7575 W. 103rd Avenue Suite #100, Westminster, CO 80021 September 17, 2024 October 22, 2024 November 19, 2024 December 17, 2024 January 21, 2025 February 11, 2025 March 11, 2025 April 15, 2025 May 13, 2025 June 10, 2025	FQ	Discuss/Vote	0:05	7:05 pm
b	Board Skill Matrix	FQ	Discuss	0:05	7:10 pm
2: Financials					
a	Review and Approve Audit Services	JN	Discuss/Vote	0:05	7:15 pm
3: Committees					

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C	General Board Governance				
a	Update from committee leads on committee activities	Board	Informational	0:05	7:20 pm
D	Policy				
1	Board Focus Areas: 1. MOU with Foundation 2. Policy update for new campus 3. Membership & Quorum	FQ	Discuss	0:10	7:30 pm
E	Task-Oriented				
1	Approve minutes from June 18, 2024 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	7:35 pm
2	Action Items	Board	Discuss	0:05	7:40 pm
3	Board communication to parents (Top 5)	Board	Discuss	0:05	7:45 pm
Adjournment - Estimated					

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

First meeting is September 4th.

Boosters Report

Student Accountability Committee (SAC) Report

First meeting will be 9/4 before the PTO meeting in the elementary library conservatory.

Policy & Governance

Facilities Committee

The Facilities Committee did not meet over the summer.

Capital Development Committee / JA Foundation

Communications Committee

The communications committee met once over the summer to discuss the new communications platform and website. Team members have volunteered to review the new websites looking for broken links and general feedback about functionality.

Neighborhood Committee

This annual meeting is scheduled later in the school year.

Finance Committee

Finance committee met on Tuesday, August 13th.

The Business team has been working diligently to update the financial dashboard in this transition period of new codes for the various campuses.

Campuses reported current revenue and expenses are all on track with currently approved budgets. Some additional purchasing of furniture and technology will be adjusted. Campuses report that enrollment is consistent and full, including JA-CCC(!) Staffing at JA-CCC is currently the more pressing challenge, yet JA-CCC leads all campuses in terms of donations.

Consent Agenda Motion:

1. The Summit Academy in Westminster leases 2 adjacent properties. This motion is made to allow The Summit Academy to continue leasing those properties at a cost not to exceed \$600,000 for the 2024/25 school year.
2. Summit Academy South rents two properties, one in Littleton and one in Conifer. This motion is made to allow Summit Academy South to continue renting those properties at a cost not to exceed \$100,000 for the 2024/25 school year.

Principal's Reports

[Jefferson Academy Elementary](#)

[Jefferson Academy Secondary](#)

[The Summit Academy](#)

[The Summit Academy South](#)

[JA Coal Creek Canyon](#)

Executive Director's Report

School has started! All 3 JA campuses (JA Elementary, JA Secondary and JA Coal Creek Canyon) started school on Wednesday, August 14th. A HUGE thank you goes out to all the staff and administration that worked tirelessly to make day 1 a successful

and exciting day for our students. We expect to serve over 1,500 students at our JA campuses this year.

The Summit Academy and Summit Academy South will be launching their years on the weeks of the 19 and 26th. Their staff are in full swing getting ready to receive the students for the first time this year. Our projections indicate that they will be supporting close to 1,200 homeschooled students.

A HUGE thank you goes out to the staff at all our campuses who have shown tremendous patience and resilience through the data roll over challenge just before school started! We have all learned quite a bit about the inner-workings of Jeffco's data stream and access protocols.

Data Challenges: As you may be aware, CDE requested that Jeffco and JA revise JA's school codes in order to alleviate CDE's student data and financial transparency challenges. Up until this year all of Summit Academy students lived in the JA 7-8th school code. The new set up is as follows:

- JA Elementary (PK-6)
- JA Secondary (7-12)
- Summit Academy Part-time (K-12)
- Summit Academy Full-time (9-12 Concurrent Enrollment)
- JA Coal Creek Canyon

The data challenge was created when rolling all the students and staff into their new school codes (JA 7 & 8th grades, Summit part-time, Summit full-time). Each person is assigned school code and a location code. In this case, their "location codes" did not roll into their new school codes leaving them in the system but not connected to the systems we use (Infinite Campus, Fees etc.). During this process, as the 7th & 8th grades moved to the Secondary code, all their school schedules were dropped as school calendars/schedules are school code specific. This resulted in staff having to rebuild every student's schedule by hand. Jeffco is still working on connecting their school schedules with the financial software package that generates school fees. Once that is resolved, fees will be generated.

As of now, most major issues have been resolved though we continue to find downstream challenges for specific situations. We are very thankful for the huge team that Jeffco immediately put on this project in order to expedite a solution.

Communication Platform/Websites: Since the beginning of August we have launched the new communication platform at 4 of our 5 campuses. We are excited to have websites that are significantly more aligned across the JA campuses, easy to use and will soon be tied into a comprehensive communication package. Our vendor and Jeffco are in final conversations around the Data Privacy Addendum, a legal document that stipulates how confidential data will be handled by our vendor. We do not anticipate any challenges with this other than the time it takes for both legal departments to complete their conversations/work.

Words Matter: On August 8th at the all staff and support organizations Kick Off meeting we welcomed 300 attendees to the elementary gym for a morning of learning. Each principal highlighted aspects of their campus that are unique and exciting to their work this year. Staff were recognized for their years of service at JA with Shelly Cohen (30 years!) and Sonja Netzer (Founder and Staff Member 30+ years) presenting on how JA started, how it has grown and what it meant to their families and children. We spent a few minutes focussing on the topic of “Words Matter”. We can build up or tear down our students/children simply by what we say and how we say it. We also want to ensure that as educators, we teach children how to think...not what to think, honoring the foundational principles of a charter school in partnering with parents in helping students achieve their highest academic and character potential. The morning ended with the now famous “Pinwheel Raffle” where attendees randomly received prizes.