Jefferson Academy - Board Agenda | September 17, 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 Jefferson Academy Elementary
9955 Yarrow Street,
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 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.**

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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:

- PTO Report
- Boosters Report
- School Accountability Committee
- Policy & Governance
- Facilities Committee
- Capital Development Committee/ JA Foundation
- Communications Committee
- Neighborhood Committee
- Finance Committee
- Principal Reports
- Executive Director's Report
- Meeting Minutes (Restricted until approved)

A	• Budget Adjustments 2023/24 • Elementary Promethean Boards	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				

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: JA Elementary	BF	Informational	0:10	6:30 pm
2	Report of Professional Development	BF, RS, AT, SS, CM, TM	Informational	0:20	6:50 pm
3	Retention/Hiring	MF	Informational	0:05	6:55 pm
4	General Executive Director update	TM	Information	0:10	7:05 pm

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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 Update	TM	Informational	0:05	7:10 pm

C	**General Board Governance**				
1: General					
a	Board Training	FQ	Discuss	0:05	7:15 pm
b	Review and approve attorney of record	Board	Discuss/Vote	0:05	7:20 pm
2: Financials					
a	Review year-end financial statements	JN/JS	Discuss	0:05	7:25 pm
b	Brokerage Agreement	JN	Discuss/Vote	0:05	7:30 pm
3: Committees					
a	Update from committee leads on committee activities	Board	Informational	0:05	7:35 pm
b	SAC - Fall Survey evaluation	TP/JS	Discuss	0:15	7:50 pm

D	**Policy**				
1	Nothing to Discuss				

E	**Task-Oriented**				
1	Schedule visits at all campuses and programs by board members	Board	Discuss	0:05	7:55 pm
2	Approve minutes from August 20, 2024 meeting (Restricted until approved)	Board	Discuss/Vote	0:05	8:00 pm
3	Action Items	Board	Discuss	0:05	8:05 pm
4	Board communication to parents (Top 5)	Board	Discuss	0:05	8:10 pm

F	**Executive Session**				
	Executive Session pursuant to §24-6-402(4)(d), C.R.S., Specialized details of security arrangements or investigations: Review JA & Summit safety protocols	Board	Discuss	0:10	8:20 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

PTO minutes from the 9/4/24 meeting (once approved in October) can be found here: https://sites.google.com/view/jeffersonacademypto/resources/membership-meetings?authuser=0
PTO has been busy! Party in the playground, Tears and Cheers, lunches for both JA elementary and Coal Creek were all very successful.
-Book fair will be 9/17-9/18
-Fun Run is 11/1
-Upcoming fundraising nights: 9/19 Noodles and Co, 10/7 Chick Fil A, 11/12 Qdoba
-Family movie night for PreK-2nd grade families 9/13
During new business, funding for jaguar jackets, band room chairs, and Orton Gillingham materials were approved.

Boosters Report

Student Accountability Committee (SAC) Report

Working on a new survey model which will consist of a single spring survey combining questions from the district survey and strategic plan questions. Beyond surveys, SAC will be an educational landing ground for things like vetting new curriculum and data presentations from the principals.

Policy & Governance

Facilities Committee

Capital Development Committee / JA Foundation

Communications Committee

Neighborhood Committee

Finance Committee

Consent Agenda Motions:

1. Prior to closing the fiscal year, the Board Finance Committee reviews and recommends adjustments to the budget, if needed, to ensure allocations and expenditures align. This motion is made to approve the budget adjustments outlined in Financial Item #1: 2023/24 Budget Adjust.
2. JA Elementary is in phase 2 of replacing old smart boards with new Promethean boards in every classroom. This purchase will complete the project for all core classrooms and several specials. This motion is made to approve the purchase of Promethean board as outlined in Financial Item #2: Counter Trade Invoice in an amount not to exceed $30,000.

- Finance committee met on Sept.10th. Business managers report that all budgets are on track. The District is still working diligently to correct the data disassociation incurred when the new coding directive went into effect Aug. 1st.
- Student fees have begun to be accepted and JA's business team made sure that no staff salary payments were delayed by the data disassociation.
- Campuses report that ESSER III funds have been fully spent as the end date for ARP-ESSER III funds is September 30, 2024.
- Committee reviewed '23-'24 final budget results to make adjustments for current year. Will need board approval for approx. 10 or 11 line item overages.
- Annual school audit by the Adams group is set to begin mid-September.

Principal's Reports

Jefferson Academy Elementary

Jefferson Academy Secondary

The Summit Academy

The Summit Academy South

JA Coal Creek Canyon

Executive Director's Report

CCSP Grant Update: Due to the late start of the JACCC project and the federal grant oversight moving from CDE to the Colorado League of Charter Schools, our expenditure timelines in years 1 & 2 of the grant are very tight. We continue to focus on expenditures that help long-term with the goal of spending all accessible funds. A quick updated follows:
Year 1: $193,000 available - spent $185,000 (2.5 months from approval to closing)
Year 2: $193,000 - 100% allocated - (2 months from approval to closing)
Year 3:: Oversight moving from CDE to CLCS - expect another $193,000 (9-12 months from approval to closing)

Communications Platform: All 6 new websites have now gone live! As planned, internal teams are continuing to develop their websites with an eye toward serving their community. At the same time, we continue working to align and brand the websites across the JA campuses. The overarching goal is to have websites that meet the needs of each campus individually within a framework that allows end users to easily jump between websites with key documents and links living in the same location across all JA campuses.

The primary functions of the communication platform require access to district student, family and staff data housed in InfiniteCampus. This is federal protected data that requires special agreements for sharing and protection. We provided comments for the Data Sharing Agreement between Jeffco and Apptegy last week. The agreement is now in final review with Jeffco's attorneys.

Enrollment: JA and Summit continue to have strong enrollment despite being in a declining enrollment district. JACCC met enrollment expectations for year 1 and yet must realize enrollment growth to be successful long term.

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	Students on Campus	FTE Funded 2024-25	FTE Budgeted 2024-25	FTE Funded 2023-24	
JA Elementary	738	738	745	728	20 Pre-Kindergarten
JA Secondary	694	699 (5 Ascent)	687	710	Traditional enrollment 670
JA Coal Creek Canyon	71	65.5	65		60 FT / 11 Homeschool
Summit Westminster	898	467	458.5	458.5	816 PT / 36 FT / 46 Athletic
Summit South	308	161.5	149	149	269 PT / 15 FT / 24 Aerolab

CDE State Waiver Approval: On August 28th we received final approval from the Colorado State Board of Education for our State Waivers & Replacement Plans. All the waivers & replacements plans we requested from the state were approved and will be in force throughout the life of our new charter contract (2024-2029).

Academic Rigor: Last year our leadership team focussed on our Core Values. This year our building leaders will be focusing on the Guiding Principles of Academic Rigor. In order to allow them the flexibility to correlate their Unified Improvement Plans, professional development plans for the year and our new Strategic Plan Pillars & Focus Areas, each leader will determine which guiding principle they will focus on each month. With so many pieces to tie together, selecting an organization wide principle would have been more detrimental than helpful. We are excited to continue the process of embedding the Core Values and Guiding Principles of Academic Rigor into our work.

Board Meetings: As requests in the August meeting, board meetings will be held at each campus this semester as shown below:

- August: Carrie Mott presented - Held at Summit Westminster
- September: Brendon Feddema presenting - Held at JA Elementary
- October: Stephanie Scarato presenting - Held at JA Coal Creek Canyon
- November: Allycia Taussig presenting - Held at Summit South Littleton
- December: Ryan Stadler presenting - Held at JA Secondary

Organization Fluidity: As an organization, in addition to focusing on “Words Matter”, our support team is actively pursuing “Organizational Fluidity. The goal of organizational fluidity is to create processes that work better for everyone and are consistent across the organization. The challenge of this work is to allow each campus to continue serving their staff and students in keeping with that education outlook, while refining the infrastructure in order to make things easier and more effective. This work started several years ago behind the scenes and is showing positive results as we roll out the various upgrades. From streamlined applications, aligned on-board for new

staff, revised and automated Offer Letters to the newly aligned teacher evaluations, new financial dashboard, website and communication platform, we are continuing to develop and update structures that better support our staff and building leaders.