

## MEETING MINUTES - Colorado Skies Academy

### Meeting

|                   |   |
|-------------------|---|
|                   | <b>Special meeting</b>  |
| <b>Date</b>       | Thursday, February 4, 2021  |
| <b>Started</b>    | 6:34 PM   |
| <b>Ended</b>      | 6:50 PM (PST)   |
| <b>Location</b>   | Colorado SKIES Academy<br>13025 Wings Way, Englewood, CO 80112<br>Zoom Meeting: <a href="https://zoom.us/j/7724665686">https://zoom.us/j/7724665686</a><br>Meeting ID: 772 466 5686<br>Dial in Number: 1-669-900-6833 |
| <b>Purpose</b>    | Revised 2020-2021 School Calendar   |
| <b>Chaired by</b> | Board Chair Christa Coryell   |
| <b>Recorder</b>   | Julie Halliday  |

### Meeting documents

### Minutes

## 1. Opening Items

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### 1.1. Call The Meeting To Order

The meeting was called to order at 6:34pm

**Status:** Completed

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### 1.2. Roll Call

Board Members Present: Christa Coryell, Christina Jeffrey, Ralph Forsythe, Chris Swathwood, Mark Van Tine, Chris West

**Status:** Completed

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### 1.3. Approve Agenda

- Motion to Approve the Agenda: Christa Coryell
- Second: Mark Van Tine
- Unanimously Approved

**Status:** Completed

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### 1.4. Approve Minutes December 17, 2020

- Motion to Approve the Minutes: Christa Coryell
- Second: Ralph Forsythe
- Unanimously Approved

**Status:** Completed

- Minutes-2020-12-17-v1 (1).pdf
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## 2. Public Comments

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### 2.1. Public Comments

No Public Comment was made.

**Status:** Completed

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## 3. Action Items

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### 3.1. Revised 2020-2021 School Calendar

Suzanne met with the Cherry Creek School District (CCSD) to review the current school calendar and actual learner attendance/hour numbers. It was determined that learners needed to make up some time for class hours that were missed. The following revisions to the current school calendar were requested:

April 14th, 15th and 16th, 2021 - become full days for learners

- Motion to approve the school calendar revisions as requested: Christa Coryell
- Second: Chris Swathwood
- Unanimously Approved

**Due date:**

**Status:** Completed (2/4/2021)

- 2020\_0827\_CSA 2020-21 School Calendar.pdf
  - Revised CSA 2020-21 Calendar.xlsx
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## 4. Board Comments

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### 4.1. Board Comments

Christa announced that Chris West submitted his letter of resignation from the Board. Chris was thanked for his service and for all the support he has provided.

**Status:** Completed

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## 5. Closing Items

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### 5.1. Next Meeting Date

February 25, 2021 5:30p.m.

The meeting will be held In-Person at the CSA School. The public will be invited and COVID Guidelines will be followed.

**Status:** Completed

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### 5.2. Adjournment

- Motion to Adjourn: Christa Coryell
- Second: Mark Van Tine
- Unanimously Approved

The meeting was adjourned at 6:50p.m.

Status: Completed

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Motion to approve the minutes.

Motion made by Christa Coryell

Seconded by April Lanotte

Approved  Yes  No

Declined  No  Yes

Tabled:  Return to committee named: \_\_\_\_\_  Further action needed:

Date Approve/Declined: February 25th, 2021 By: Christina Jeffrey

## MEETING MINUTES - Colorado Skies Academy

### Meeting

|                   |   |
|-------------------|---|
| <b>Date</b>       | Thursday, December 17, 2020   |
| <b>Started</b>    | 5:35 PM   |
| <b>Ended</b>      | 9:30 PM (MST)   |
| <b>Location</b>   | Colorado SKIES Academy<br>Due to COVID-19 restrictions this meeting will be held virtually only.<br>Zoom Meeting: <a href="https://zoom.us/j/7724665686">https://zoom.us/j/7724665686</a><br>Meeting ID: 772 466 5686<br>Dial in Number: 1-669-900-6833 |
| <b>Purpose</b>    | Regular scheduled meeting   |
| <b>Chaired by</b> | Christa Coryell   |
| <b>Recorder</b>   | Jenny Johnson Barker  |

### Attendance

|                 |   |
|-----------------|---|
| <b>Present:</b> | Suzanne Acheson, MLN Lynn Boop, Christa Coryell, Sean D'Auria, Lori Deacon, Ralph Forsythe, Jonelle Godfrey, MLN Julie Halliday, Julie Halliday, Christina Jeffrey, Jenny Johnson Barker, Carla Sanchez, Chris Swathwood, Mark Van Tine, Chris West |
| <b>Absent:</b>  | Shannon Barragan, Natasha Baugh, Espi Briones, Yvette Brown, April Cauthron, Dawn Evenson, April Lanotte, iLEAD Kim Lytle, Monique Myers, Manuel Ortega, Amber Raskin, Elaine Williamson  |

### Meeting documents

- November 2020 Colorado SKIES Academy Service Provider Report - Sheet1.pdf

### Minutes

## 1. Opening Items

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### 1.1. Call The Meeting To Order

Christa Coryell, Board Chair called the meeting to order at 5:35 p.m.

**Status:** Completed

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### 1.2. Roll Call

Board members present:

Mark Van Tine

Christa Coryell

Chris Swathwood

Chris West

Jenny Barker

Carla Sanchez

Ralph Forsythe

Christina Jeffrey joined at 5:57pm

Members absent:

April Lanotte

**Status:** Completed

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### 1.3. Approve Agenda

Motion to approve the agenda

Motion made by Christa Coryell

Second: Mark Van Tine

Motion passes unanimously

**Status:** Completed

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### 1.4. Approve Minutes

Motion to approve the minutes

Motion made by Christa Coryell

Second: Chris West

Motion to approve the minutes passes unanimously

**Status:** Completed

- CSA\_Meeting\_Minutes-2020-11-19-v2.pdf
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## 2. Curriculum Moment

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### 2.1. Curriculum Moment

Suzanne Acheson will give an additional update to the SEL curriculum in addition to the PD with staff.

On January 15, 2021 there will be a showcase of students on the website.

**Status:** Completed

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## 3. Public Comments

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### 3.1. Public Comments

Public comments can be permitted. Maintaining order and a professional environment while the public is respectfully heard protects the board's ability to efficiently accomplish the public's business.

If any members of the public would like to make a comment please put your name in the chat. This is an opportunity for the public to express their views. The board will not respond at this time to any specific comments.

**Status:** Completed

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## 4. Discussion And Communication Items

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#### 4.1. Financial Report

Lori Deacon, consultant for Maker Learning Network provided the financial update:

- The district has done their true up and the forecast is that there will not be a loss
- Mill Levy funds have come through and will be much higher than expected
- Finalizing CARE Act funding
- Staffing cost are at or below expected levels

**Status:** Completed

- CSA FY21 financials 202011.xlsx
- 

#### 4.2. Board Training

Lori Deacon will provide a training to the board.

Lori Deacon provided the board with a training on:

School Statement Formats and Basic Accounting Terms

- Looking at in-flows and out-flows;
- Cash based vs. Accrual based

**Status:** Completed

- Accounting 101 support doc.pdf
- 

#### 4.3. Committee Reports

Capital Campaign Committee

Outreach Committee

Facilities Committee

Safety and Security Committee

Board Development Committee

School Accountability Committee

**Capital Campaign Committee:** Mark Van Tine reported no updates

**Outreach Committee:** Christina Jeffrey and Jenny Barker had no updates

**Facilities Committee:** Ralph Forsythe asked for an update on the doors that had needed to be repaired. Suzanne confirmed that the doors had been repaired. Suzanne also provided an update on pest control that it has been effective in eliminating the problem.

**Safety and Security Committee:** Ralph Forsythe asked Suzanne to provide an update on Safety. She confirmed that all classrooms have a Red Bag and Facilitators have been trained. Suzanne also mentioned that Cherry Creek would be updating the Emergency Operation Plan to align with the district.

**Board Development Committee:** Chris West will provide an update during the action item

**School Accountability Committee:** Christina Jeffrey provided an update.

**Status:** Completed

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#### 4.4. Director Report

Suzanne Acheson, School Director will provide an update to the board.

Suzanne Acheson, School Director provided the following updates:

Curriculum Updates - SEL:

- CSA staff had a half day training on Capturing Kids Hearts in November

Marketing:

- Tuesday Tours are ongoing but the January 19th tour will be cancelled
- Recruitment efforts using a Charter School Guide Publication and a special charter school email will continue

Enrollment:

- Projected to meet the enrollment target for Y3
- Discussion around how to support staffing for meeting the enrollment target and how to manage possible COVID impacts

COVID Slide:

- An area of concern is there is a slip in reading with the 7th & 8th grade learners RIT scores as reflected on MAP scores.

**Status:** Completed

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## 5. Action Items

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### 5.1. Consider/Approve 3rd Quarter Reopening Plan

Suzanne Acheson made the recommendation to return to full-time on campus on January 19th and provided a survey results regarding the reopening plan.

- An update on the number of staff with children 12 and under
- Update on survey results - 75% want to return to Full day in-person
- Second choice was 32% want a 2-day hybrid
- Staff preferred half-day in-person with 56%

Discussion followed on how to manage staffing and coverage which has been extremely difficult. Mark Van Tine asked for clarification on the recommendations and to consider the impact on all stakeholders. Preserving planning time for teachers.

Suzanne presented from the Town Hall meeting

- Discussion around minimizing exposure and ingress/egress doors to control
- Necessary changes were discussed
- Supervision needs to be worked out to maintain proper distancing
- Lunchtime coverage seems to be the greatest struggle
- Half-day Friday's will continue

The CSA board and Maker Learning Network will work together to support the efforts to meet the staffing challenges.

Suggestion to look at temporary staffing agency

Motion: Colorado Skies Academy to return to full-time in-person on January 19, 2021 based on the original time schedule but one week Blue Schedule and one week Black Schedule.

Motion made by Mark Van Tine

Second: Chris Swathwood

Motion passes unanimously

**Status:** Completed

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## 5.2. Consider/Approve CSA Calendars for School year(s) 2021-2022 and 2022-2023

Suzanne Acheson provided a recommendation to the board to approve the recommended calendar that more closely aligns to CCSD with the following:

Number of Days = 168

Number of Hours = 1096

A discussion regarding snow day allowance: School Year 2021-2022 has 40 hours which equals roughly 5.5 days. School Year 2022-2023 has slightly less snow days

Motion: Motion to approve the SY 2021-2022 and SY 2022-2023 academic calendar

Motion made by: Christa Coryell

Second: Ralph Forsythe

Motion passes unanimously

**Status:** Completed

- CSA 2021-22 Calendar.xlsx
  - CSA 2022-23 Calendar.xlsx
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## 5.3. Consider/Approve Board Training Calendar SY2020-2021

Chris West provided a suggested a proposed Board Training Calendar for 2021.

Motion to approve the 2021 Board Training Calendar that will be modified as needed.

Motion made by: Christa Coryell

Second: Mark Van Tine

Motion passes unanimously

**Status:** Completed

- CSA Board Training Calendar.pdf
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## 6. Board Comments

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### 6.1. Board Comments

**Mark Van Tine:** He doesn't want to diminish the hard work of Suzanne, Josh and the facilitators and commend the students and parents. Thankful that the board worked to find a solution to help support the families. We are moving forward and appreciative of the work everyone has put in.

**Suzanne Acheson:** Thanked the board for support and being willing to ask the tough questions.

**Amer Kuric:** Congratulations on the award. Thanked the board for their work.

**Status:** Completed

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## 7. Closing Items

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7.1. Next Meeting Date: Thursday, January 28, 2021 @5:30 p.m.

Status: Completed

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7.2. Adjournment

Meeting adjourned at 8:08 p.m.

Status: Completed

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Motion to approve the minutes.

Motion made by Christa Coryell

Seconded by Ralph Forsythe

Approved  Yes  No

Declined  No  Yes

Tabled:  Return to committee named: \_\_\_\_\_  Further action needed:

Date Approve/Declined: February 4th, 2021 By: Christina M. Jeffrey



**Colorado SKIES Academy 2020-21 School Year Calendar**  
 Revised for Moving Days 9/10 and 9/11  
 Monday - Thursday 8:00 a.m. - 3:30 p.m.  
 Friday 8:00 a.m. - 1:00 p.m.

Board Approval 12/10/19  
 Reapproved 8/27/2020  
 Revision 2/4/2021

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
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| 5    | 6  | 7  | 8  | 9  | 10 | 11 |
| 12   | 13 | 14 | 15 | 16 | 17 | 18 |
| 19   | 20 | 21 | 22 | 23 | 24 | 25 |
| 26   | 27 | 28 | 29 | 30 | 31 |    |

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
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| 2      | 3  | 4  | 5  | 6  | 7  | 8  |
| 9      | 10 | 11 | 12 | 13 | 14 | 15 |
| 16     | 17 | 18 | 19 | 20 | 21 | 22 |
| 23     | 24 | 25 | 26 | 27 | 28 | 29 |
| 30     | 31 |    |    |    | 11 |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
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| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    | 20 |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |
|         |    |    |    |    | 17 |    |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 |    |    |    |    | 14 |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    | 13 |

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    | 18 |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       |    |    |    |    |    | 18 |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28    | 29 | 30 | 31 |    |    | 18 |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    | 1  | 2  | 3  |
| 4     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25    | 26 | 27 | 28 | 29 | 30 |    |
|       |    |    |    |    | 21 |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    |    |    |    | 1  |
| 2   | 3  | 4  | 5  | 6  | 7  | 8  |
| 9   | 10 | 11 | 12 | 13 | 14 | 15 |
| 16  | 17 | 18 | 19 | 20 | 21 | 22 |
| 23  | 24 | 25 | 26 | 27 | 28 | 29 |
| 30  | 31 |    |    |    | 19 |    |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    | 1  | 2  | 3  | 4  | 5  |
| 6    | 7  | 8  | 9  | 10 | 11 | 12 |
| 13   | 14 | 15 | 16 | 17 | 18 | 19 |
| 20   | 21 | 22 | 23 | 24 | 25 | 26 |
| 27   | 28 | 29 | 30 |    |    |    |

- School for Learners and Facilitators
- First and Last Days of School
- No School for Students and Staff (Holidays)
- LLCs 4/14 and 4/15 4:30pm - 7:00pm  
Learners in School Full Day

- End of Quarter/Semester
- Staff Professional Development - No Students
- Facilitator Work Days
- Presentations of Learning. (5:00 - 8:30 p.m.)  
10/23, 1/8, 3/12, 5/14 (plus full day classes)

5/22/21 - 8th Grade Continuation Ceremony