

MEETING MINUTES - Colorado Skies Academy

Meeting

Date	Thursday, September 23, 2021
Started	5:30 PM
Ended	8:45 PM (MST)
Location	Colorado SKIES Academy 13025 Wings Way, Englewood, CO 80112 Zoom Meeting: https://zoom.us/j/7724665686 Meeting ID: 772 466 5686 Dial in Number: 1-669-900-6833
Purpose	Regular scheduled meeting
Chaired by	Board Chair Christa Coryell
Recorder	Julie Halliday

Minutes

1. Opening Items

1.1. Call The Meeting To Order & Welcome

- CSA Mission Statement: Colorado SKIES Academy (CSA) provides a high-quality educational program that will prepare young people for advanced education and careers in the aviation and aerospace industries. Utilizing a rigorous project-based learning methodology, CSA will provide a high-quality STEAM (Science, Technology, Engineering, Arts/Design, and Mathematics) middle school education for students in grades 6-8.
- Board Chair Coryell called the meeting to order at 4:39 p.m. and read the School Mission Statement.

Status: Completed

1.2. Roll Call

- Board Chair Coryell noted a quorum was present. Members Present: Christa Coryell, April Lanotte, Christina Jeffrey, Ralph Forsythe, Keith Palmer and Chris Swathwood. Absent: Mark Van Tine

Status: Completed

1.3. Approve Agenda

- The Agenda was brought forward for consideration. Upon Motion to Amend the Agenda to add 5.4 Internet Monitoring & 5.5 Curriculum made by Board Chair Coryell to approve the Agenda, seconded by Member Jeffrey, the Motion passed by unanimous vote.

Status: Completed

1.4. Approve Minutes 8/26/21 Board Meeting

- The Minutes were brought forward for consideration. Upon Motion made by Board Chair Coryell to approve the 8/26/21 Minutes, seconded by Member Palmer, the Motion passed by unanimous vote.

Status: Completed

Documents

- 2021_0826_Minutes_CSA (1).pdf
-

2. Public Comments

2.1. Comments

- The following public comments were made:
- Holly Pierce - She is a current facilitator and CSA and commented that because enrollment is down & she is concerned the school may need to let go of any facilitators. She explained her reasons why she does not support that.
- Maryanne Mosenader - a parent who came to CSA due to the project based learning the school offers and feels that in order to increase enrollment, the marketing should appeal to everyone and not just those students interested in aviation.

Status: Completed

3. School Curriculum Moment

3.1. Facilitator Presentation

- School Director introduced Facilitator, Amy Cullins. Ms. Cullins explained the Learner Portfolios to the Board.

Status: Completed

4. Service Provider

4.1. Service Provider Presentation by MLN Makers - Nicole & Kendra

- The MLN Makers, Nicole & Kendra gave a video presentation to the Board with an overview of the services they provide including Camp Make, Professional Learning Development and DreamUP to Space 2021.

Status: Completed

Documents

- CSA Maker Presentation Sept. 2021 (1).pdf
-

5. Discussion And Communication Items

5.1. Director Report

- School Director Wodetzki presented the Director's Report to the Board (See attached). Ms. Wodetzki reported on CSA's:
- Celebrations & Presentations
- Curriculum - MLN Makers will be on-site next week; the Spring 2021 CMAS Results & Fall 2021 MAP Results were given. Overall the school is at about the 50 percentile.
- Marketing - MLN has developed new school flyers & Gen Ads.
- Enrollment - numbers are below the school's goals.
- Personnel & Staffing - the custodial position is posted
- COVID Update - The school is in a good place as they continue to maintain their prevention measures.

Status: Completed

Documents

- School Director's Report September 23, 2021.pdf
-

5.2. Financial Report

- Ms. Lori Deacon presented the Financial Report. She noted that due to the deficiency in actual vs. budgeted enrollment numbers, the budgeted revenue will be significantly less. Expenses are on target.
- MLN, Amer Kuric reported that the school financial transition from Ms. Deacon to G&G is in the works. Ms. Deacon informed the Board that she has been working to prepare the financials to ensure an easy transition.

Status: Completed

Documents

- 2021_0923_CSA FY22 financials 202108.pdf
-

5.3. Committee Reports

- The following Board Committee Reports were presented as follows:
- Executive Committee - Board Chair Coryell asked the members to sign & return their Conflict of Interest and Individual Board Statements. The Employee Handbook will be on the Board Agenda for review at the October meeting with final approval at the November meeting. Member Lanotte will present the proposed new School Mission & Vision Statement for review at the November Board Meeting. The Service Provider Evaluation will be on the October Agenda. Strategic Planning with MLN Amer Kuric will be held Jan 13, 2022 5:00-9:00pm and Sat Jan 15th 1:00p-5:00pm. The Board Self Evaluations will be held at the Feb 24, 2022 Board Meeting and the Directors Succession Plan will be on Dec 16, 2021 Board Agenda.
- Capital Campaign Committee - Board Chair Coryell reported for Member Van Tine. She reported that Member Van Tine feels CSA needs to freeze hiring, do more fundraising and re-engaged on recreation area development project.
- Outreach Committee - No Report
- Facilities Committee - Member Forsythe reported that MLN had walk thru with school builder and repairs are scheduled to be completed during the fall break.
- Safety and Security Committee - Member Swathwood advised he has volunteers and is working to get the watchdog program up and running. Member Forsythe brought his concern with cars speeding in school area and feels the safety issue needs to be addressed right away.
- Board Development Committee - No Report
- School Accountability Committee - No Report
- Aviation Committee - Member Forsythe informed the Board that he met with 6 facilitators and explored potential aviation related projects for the learners & discussed facilitator incentives that could possibly be offered if they were to achieve flight related certifications.

Status: Completed

5.4. Internet Monitoring

- Member Forsythe informed the Board that he has received comments stating the learners have been visiting internet based sites that they should not have access to. He asked the MLN team to research this and to provide a solution. MLN, Amer Kuric asked Member Forsythe to send his request via email so that the concerns could be sent to the proper MLN team and be addressed.

Status: Completed

5.5. Curriculum

- Member Lanotte reminded the Board that CSA is an aerospace based learning environment and stated she is concerned the current curriculum is not focused enough on it. Member Lanotte asked School

Director, Ms. Wodetzki for a written report to the Board by Oct 15, 2021, outlining the curriculum that is currently being used at the school which is aerospace focused. Ms. Wodetski agreed to provide the report as requested.

Status: Completed

6. Action Items

7. Executive Session

7.1. Personnel matters

[C.R.S. § 24-6-402(4)(f).]

- Upon Motion by Board Chair Coryell to go into Executive Session-Personnell Matters, seconded by Member Jeffres, and by Roll Call Vote: Members Coryell-Aye, Palmer-Aye, Jeffrey-Aye, Swathwood-Aye, Forsythe-Aye, Lanotte-Aye the Board moved into session at 8:30pm. The Board returned to regular session at 8:45pm.

Status: Completed

8. Closing Items

8.1. Board Comments

- No Comments were made.

Status: Completed

8.2. Next Meeting Date

- The next regular meeting of the Board is scheduled for October 28, 2021.

Status: Completed

8.3. Adjournment

- Board Chair Coryell adjourned the meeting at 8:45pm.

Status: Completed

Date: October 28, 2021

Motion to Approve Minutes by: Christa Coryell

Seconded by: Chris Swathwood Approved

Board Secretary, Christina Jeffrey



Colorado SKIES Academy
School Director's Report, 2021
September 23, 2021

Celebrations & Presentations

B-17 VISIT
PAC & Watchdog Meetings
Hot Air Balloon Expo
Marketing & Bothing Team
CSA Sign -Ralph Forsyth

Curriculum Updates

ILP (Individualized Learning Plans) - Digital Portfolio Amy Cullins
Culturally Responsive Teaching & The Brain Book Study Begins Oct. 1

Spring 2021 CMAS Results

Grade Level	Number	Participation	%	Area	Percent Met or Exceed Expectations
Grade 6	80	43	54	Math	19%
Grade 7	86	48	56	ELA	51%
Grade 8	57	30	54	Math	23%
Grade 8	57	30	54	Science	47%

CMAS 2021 Comparison

Grade	CSA	Area	CCSD	HHA	CCA	State
Grade 6	19%	Math	30%	41%	49%	24%
Grade 7	51%	ELA	48%	55%	64%	43%
Grade 8	23%	MATH	41%	NA	81%	30%
Grade 8	47%	Science	38%	NA	69%	26%

Fall 2021 MAP Results

[Grade 8](#)

[Grade 7](#)

[Grade 6](#)

Marketing

Tri-Fold Flyer

Gen Ads

Flyer/Handouts

Swag

Enrollment

Grade	Male	Female	Total
6 (78)	59	19	78
7 (76)	55	21	76
8 (60)	45	15	60
TOTALS	159	55	214

Statistics - Overall

Population	Number	Percentage For 20-21	Projections Number For 21-22	Percentage For 21-22
Male	159	74%		74%
Female	55	26%		26%
Native Am/Inuit	0	0.4%		0
Asian	6	2.5%		3%
Black/Af Amer	9	2.5%		4%
Hispanic/Latino	36	15%		18%
Caucasian	129	74%		60%
Multiple Races	31	6%		14%
Undeclared	0	n/a		0%
Total Caucasian	129	74% (175)		60%
Total Non-Caucasian	89	26% (62)		40%
Free/Reduced Lunch	12	5% (12)		IP
Students w/ IEP	43	11%		20%
Gifted/Talented	31	9%		14%
Students w/ 504	24	7.5%		11%

Personnel & Staffing

Additions New Hires / Resignations / - NA
Custodial Posting

Recommendations / Discussion & Approval

Second Quarter Updates

- Before School Clubs 7 AM
- After School Clubs
- Electives + Spanish & Japanese
- Transportation for Field Trips

Events

Friday, October 1 - Weather Balloon Launch 9 AM

Friday, October 15 - End of Quarter

Oct, 18-22 - Fall Break

Oct. 25 - Beginning of Quarter 2

COVID Updates

- Reporting
- Tracing
- Cohorting
- Sharing of Positive Tests

COLORADO SKIES ACADEMY

BOARD DASHBOARD

BUDGET vs. ACTUAL YTD>

July 31, 2021

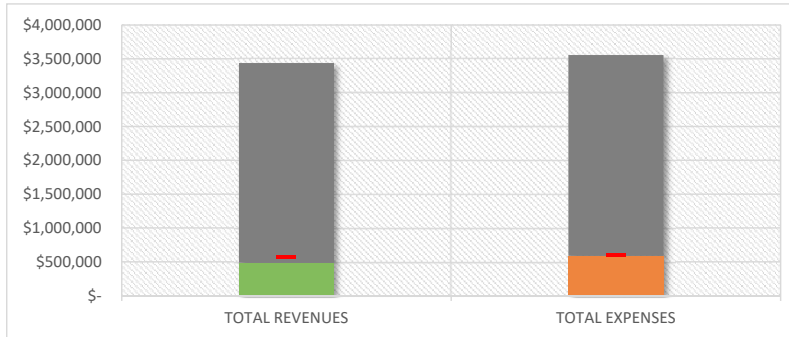
OPERATING METRICS

	YTD result	Benchmark*
Total Expense Per Student	\$ 1,957	< \$ 1,750
Private Contributions per Student	\$ 11	< \$ 83
Current Ratio	3.80	> 1.1

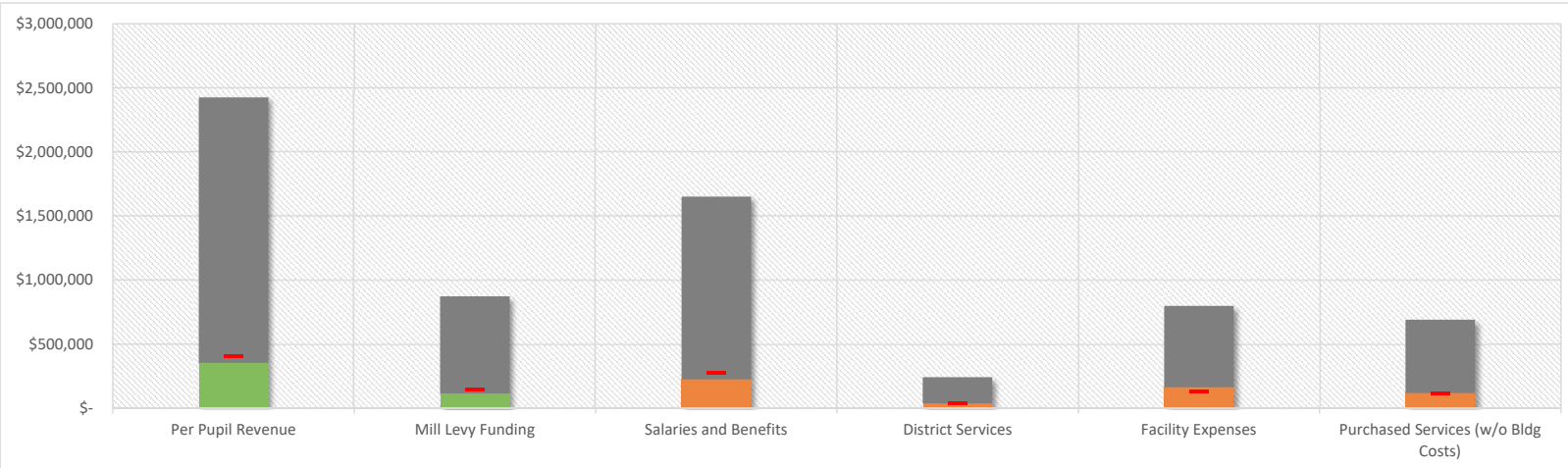
*adjusted relative to time of year

BUDGET vs. ACTUAL ACTIVITY

Summary



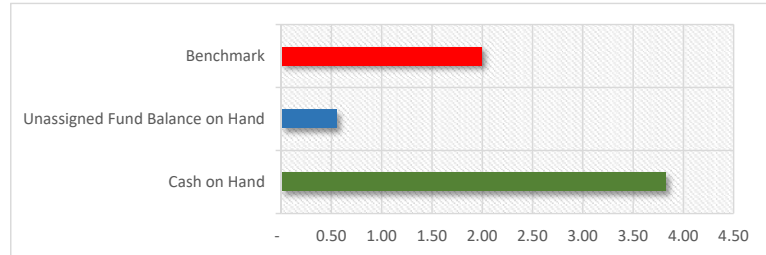
Major Budget Categories (>=5%)



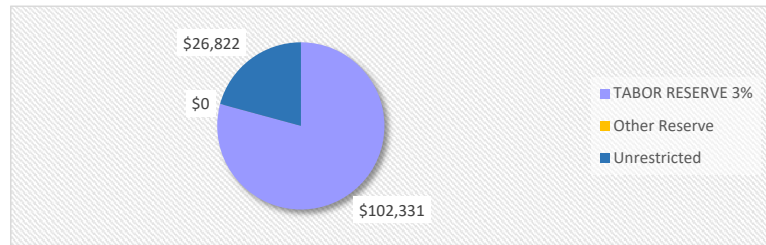
WORKING BUDGET YTD REVENUE YTD EXPENSE % OF THE YEAR ELAPSED

RESERVES

Days of Reserves



Total Fund Balance



COLORADO SKIES ACADEMY
BOARD SUMMARY

BUDGET vs. ACTUAL YTD>

August 31, 2021

Baseline

17%

	FY20 AUDITED	FY21 ACTUAL	FY22 APPROVED BUDGET	FY2022 ACTUAL	%of Budget
<i>Funded Pupil Count</i>	117	235	300	300	
REVENUES					
Per Pupil Revenue	\$ 988,786	\$ 1,913,825	\$ 2,424,385	\$ 352,648	15%
Mill Levy Funding	253,677	685,917	871,917	114,319	13%
State Funding Sources	32,486	73,441	90,236	11,828	13%
Federal Funding Sources	440,350	282,689	27,250	-	0%
Grants/Contributions/Fundraising	896,102	32,549	-	3,380	#DIV/0!
Proceeds from Loan	277,250	-	-	-	0%
Activities, Student Fees & Other	40,697	40,455	24,500	1,670	7%
TOTAL REVENUES	\$ 2,929,348	\$ 3,028,875	\$ 3,438,288	\$ 483,846	14%
EXPENSES					
Salaries and Benefits	\$ 880,336	\$ 1,157,134	\$ 1,650,529	\$ 224,028	14%
District Services	97,704	215,291	240,732	36,893	15%
Facility Expenses	234,153	580,340	797,679	163,257	20%
Purchased Services (w/o Bldg Costs)	293,164	628,710	688,822	117,050	17%
Books, Supplies, Materials, Software	144,515	92,119	82,100	26,164	32%
Furniture & Equipment	707,420	214,759	16,000	17,649	110%
Activities	-	257	6,000	-	0%
Contingency & Other Expenditures	339,592	12,502	75,783	2,117	3%
TOTAL EXPENSES	\$ 2,696,884	\$ 2,901,111	\$ 3,557,645	\$ 587,157	17%
NET OPERATING INCOME	\$ 232,464	\$ 127,764	\$ (119,357)	\$ (103,311)	
OTHER SOURCES/USES OF FUNDS					
Transfer from Building Corp	-	11,962	-	-	
SURPLUS/SHORTFALL	\$ 232,464	\$ 139,726	\$ (119,357)	\$ (103,311)	
BEGINNING FUND BALANCE	\$ -	\$ 232,464	\$ 317,972	\$ 232,464	
ENDING FUND BALANCE	\$ 232,464	\$ 372,190	\$ 198,615	\$ 129,153	
TABOR RESERVE 3%	38,500	67,252	102,331	102,331	
Other Reserve	896	-	-	-	
Unrestricted	193,068	304,938	96,284	26,822	
FB as % of expenses (<15%)	9%	13%	6%	22%	

COLORADO SKIES ACADEMY

BUDGET vs. ACTUAL YTD> August 31, 2021

FINANCE COMMITTEE DETAIL

Pre-close

Baseline

17%

	FY20 AUDITED	FY21 ACTUAL	FY22 APPROVED BUDGET	FY2022 ACTUAL	Balance	%of Budget	NOTES
Funded Pupil Count	116.50	235.00	300.00	300.00			
REVENUE							
1000 · Foundation revenue	877,000	14,814	-	2,108	2,108	0%	
1510 · Interest on investments	-	-	-	-	-	0%	
1740 · Fees & activities	1,739	12,952	19,500	1,670	(17,830)	9%	
1954 · Mill Levy Funds	253,677	537,002	682,627	89,500	(593,127)	13%	
1955 · Mill Levy O+M Funds		148,915	189,290	24,819	(164,471)	13%	
1900 · Other Revenue from Local Scs	38,958	27,503	5,000	-	(5,000)	0%	
1920 · Contributions & Donations	19,102	17,735	-	1,272	1,272	0%	
3113 · Capital construction	32,486	71,405	88,200	11,828	(76,372)	13%	
3139 · ELPA-PD & student support	-	-	-	-	-	0%	
3140 · ELPA	-	2,036	2,036	-	(2,036)	0%	
4012 · Coronavirus Relief Funds-CRF	14,135	46,071	-	-	-	0%	
4367 · Title II	-	-	1,587	-	(1,587)	0%	
4420 · ESSER II	-	-	25,000	-	-		
4424 · Title IV	-	-	663	-	(663)	0%	
4425 · ESSER Funds	-	7,368	-	-	-	0%	
5282 · CSP grant	426,215	229,250	-	-	-	0%	
5500 · Proceeds from Loan	277,250	-	-	-	-	0%	
5710 · Per pupil revenue-PPR	988,786	1,913,825	2,424,385	352,648	(2,071,737)	15%	
TOTAL REVENUE	2,929,348	3,028,875	3,438,288	483,846		14%	
EXPENSE							
0110 · Salaries of reg employees	677,684	889,738	1,207,044	177,301	1,029,743	15%	
0120 · Salaries of temp employee	20,305	24,540	45,450	-	45,450	0%	
0221 · Medicare	8,874	11,211	18,161	2,227	15,934	12%	
0222 · Social Security	1,374	-	-	124	(124)	0%	
0230 · PERA	127,075	170,390	256,386	34,066	222,320	13%	
0250 · Health insurance	29,896	56,926	116,352	6,380	109,972	5%	
0251 · Dental insurance	-	229	3,636	167	3,469	5%	
0290 · Other employee benefits	15,127	4,101	3,500	3,763	(263)	108%	
0300 · Professional svcs-assessments	4,713	3,762	7,500	4,753	2,748	63%	
0313 · Banking service fees	7,862	9,916	10,625	1,933	8,692	18%	
0320 · Prof education svcs	185,440	405,311	486,052	77,879	408,173	16%	MLN
0331 · Legal services	1,080	17,205	8,000	270	7,730	3%	
0332 · Audit & Accounting svcs	-	6,250	6,000	8,732	(2,732)	146%	
0334 · Consultant services	41,789	85,035	56,000	8,517	47,483	15%	
0340 · Technical services	1,539	-	-	-	-	0%	
0410 · Utilities	14,022	27,922	26,400	6,417	19,983	24%	
0423 · Custodial services	36,848	48,254	55,000	4,924	50,076	9%	
0430 · Repairs & maintenance	11,582	17,371	15,000	27,497	(12,497)	183%	
0441 · Rental of Land & Building	171,701	486,793	701,279	124,419	576,860	18%	
0442 · Rental of equipment	2,842	4,976	33,418	1,512	31,907	5%	
0520 · Insurance	8,304	24,680	22,050	5,107	16,943	23%	
0525 · Unemployment insurance	1,518	2,727	3,757	1,087	2,671	29%	
0526 · Workers' compensation	7,246	5,351	12,274	2,314	9,961	19%	
0531 · Telephone/fax/telecom	14,703	33,408	21,600	4,934	16,666	23%	
0533 · Postage & delivery	1,401	245	1,545	16	1,530	1%	
0540 · Advertising, Marketing	9,643	10,559	10,000	-	10,000	0%	
0580 · Travel, registration, ent	5,083	19,286	10,000	-	10,000	0%	
0594 · District SpEd services	80,898	157,877	168,000	26,313	141,687	16%	
0595 · District Administration	16,806	57,415	72,732	10,580	62,152	15%	

COLORADO SKIES ACADEMY

BUDGET vs. ACTUAL YTD> August 31, 2021

FINANCE COMMITTEE DETAIL

Pre-close

Baseline

17%

	FY20 AUDITED	FY21 ACTUAL	FY22 APPROVED BUDGET	FY2022 ACTUAL	Balance	%of Budget	NOTES
Funded Pupil Count	116.50	235.00	300.00	300.00			
0610 · General Supplies	75,709	57,799	40,000	17,621	22,379	44%	
0611 · Office supplies	1,364	-	2,000	-	2,000	0%	
0630 · Food & events	1,262	4,741	5,000	3,328	1,672	67%	
0640 · Books & periodicals	45,136	14,432	22,500	2,370	20,130	11%	
0650 · Electronic media-software	21,044	15,146	12,600	2,845	9,755	23%	
0733 · Furniture & fixtures	51,649	107,420	3,000	5,949	(2,949)	198%	
0734 · Capitalized Expenditures	430,740	-	-	-	-	0%	
0735 · Non-capital equipment	225,032	107,339	13,000	11,699	1,301	90%	
0810 · Dues & fees	15,847	10,002	11,400	2,117	9,283	19%	
0840 · Contingency	-	-	34,383	-	34,383	0%	
0851 · Transportation/Field trip	-	257	6,000	-	6,000	0%	
0910 · Redemption of Principal	46,495	-	-	-	-	0%	
0890 · Misc Exp-Fundraising	277,250	2,500	30,000	-	30,000	0%	
TOTAL EXPENSE	2,696,884	2,901,111	3,557,645	587,157		17%	
NET OPERATING INCOME	232,464	127,764	(119,357)	(103,311)			
OTHER SOURCES/USES OF FUNDS							
5554 Transfer In	-	11,962	-	-			
SURPLUS/SHORTFALL	232,464	139,726	(119,357)	(103,311)			
BEGINNING FUND BALANCE	-	232,464	317,972	232,464			
ENDING FUND BALANCE	232,464	372,190	198,615	129,153			
<i>TABOR RESERVE 3%</i>	38,500	67,252	102,331	102,331			
<i>Other Reserve</i>	896	-	-	-			
<i>Unrestricted</i>	193,068	304,938	96,284	26,822			
<i>FB as % of expenses</i>	9%	13%	6%	22%			

Daily Burn Rate \$ 7,389 \$ 7,948 \$ 9,747
 Days Cash On Hand (DCOH) 31 47 20
 *Bond compliance = 50 days by FY21 \$ 369,436 \$ 397,412 \$ 487,349

ANALYSIS

Program Cost Per Student	\$ 23,149		
Total Instructional Expenses	\$ 956,626		
<i>% Instructional</i>	41%		
Total Non-Instructional Expenses	\$ 1,366,509		
<i>% Non-Instructional</i>	59%		
Unrestricted Cash on Hand	7%	11%	CLCS Benchmark: >25%
<i>Unrestricted Fund Balance/Total Expenses</i>			
Compensation Pkg as % of Expenses	33%	40%	CLCS Benchmark: Between 50-70%
<i>Total Salaries & Bene's/Total Expenses</i>			
Occupancy Expenses	9%	20%	CLCS Benchmark: Between 12%-15%
<i>Total Property Svcs/Total Expenses</i>			

**COLORADO SKIES ACADEMY
BALANCE SHEET**

August 31, 2021

ASSETS

Current Assets

Checking/Savings

8101A · Checking \$ 187,232

8101B · Savings -

Total Checking/Savings \$ 187,232

Other Current Assets

8142 · Grants receivable \$ 174,008

8152 · Accounts receivable -

8172 · Inventory-uniforms 160

8181 · Prepaid expenses 3,194

8191 · Deposits -

Total Other Current Assets \$ 177,361

Total Current Assets \$ 364,593

TOTAL ASSETS \$ 364,593

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

7421 · Accounts Payable \$ 95,754

7471 · Employee Withholdings 74

7481 · Deferred revenue -

Total Liabilities \$ 95,829

Equity

3901 · Fund Balance \$ 372,075

Net Income (103,311)

Total Equity \$ 268,764

TOTAL LIABILITIES & EQUITY \$ 364,593