

**Academy of Arts and Knowledge
aka Northern Colorado Academy of Arts and Knowledge
4800 Wheaton Drive, Fort Collins, CO 80525**

Board Meeting Agenda for Thursday, Sept 10, 2020 at 4:00pm

Zoom Meeting: [Link Here](#)

Meeting ID:844 8945 2254

Password: 7AQfpu

I. OPENING SECTION

- A. Call to Order
- B. Board Members in attendance:
Kornfeld () Shapland () Simmons () Walser () Bowers ()
- C. Approval of Agenda
Motion by: _____ Seconded by:
Kornfeld () Shapland () Simmons () Walser () Bowers ()

II. REPORTS

- A. Secretary Report
-Approval of minutes for August Board minutes
Motion by: _____ Seconded by:
Kornfeld () Shapland () Simmons () Walser () Bowers ()
- B. Executive Update
- C. Treasurer Report
-FY20 Budget to Actuals (draft)
-FY21 Balance Sheet YTD
-FY21 Profit and Loss YTD

III. BUSINESS

- B. Renewal Presentation
- C. 2019-20 Board Self-Evaluation Results

IV. CLOSING SECTION

- A. Next Meeting Date: 2020 October _____ at _____ pm
- B. Adjourned at:

Academy of Arts and Knowledge
aka Northern Colorado Academy of Arts and Knowledge
4800 Wheaton Drive, Fort Collins, CO 80525

Board Meeting Agenda for Thursday 30 July 2020 at 4:00pm
Zoom Meeting ID: 858- 686-194-80 Password: 561-855

I. OPENING SECTION

- A. Call to Order: 16:01
- B. Board Members in attendance:
Bowers (X) Kornfeld (X) Shapland (X) Simmons (X) Walser (X)
- C. Consent Agenda: Approved
Motion by: Simmons Seconded by: Shapland
Bowers (Aye) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye) Walser (Aye)

II. REPORTS

- A. Secretary Report
Motion to approve board meeting minutes from May: Approval
Motion by: Walser Seconded by: Shapland
Bowers (Aye) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye) Walser (Aye)
- B. Executive Summary
 - 1. Strategic plan due to CSI at virtual meeting on Aug 17 from 9-12.
Shapland and Kornfeld will attend.
 - 2. Draft UIP Submitted. Revisions may be complete by Aug 5th.
 - 3. Kinder, SPED, and 1st Maintenance positions filled.
Aids and 2nd Maintenance pending.
 - 4. Current enrollment current sitting at 178-180.
 - 5. Audit review possible by next meeting.
 - 6. PPP loan approved and received but forgiveness application still pending.
 - 7. School will reopen with Hybrid model starting Aug 24.
2 Tracks will be Monday/Wednesday and Tuesday/Thursday
Done to match PSD because CEC tracks had not been announced.

III. BOARD ACTION

- A. Motion for Adoption of Updated AAK Calendar: Approved
Motion by: Walser Seconded by: Shapland
Bowers (Aye) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye) Walser (Aye)
- B. Motion for Adoption of Updated School Calendar Policy to include Remote Learning: Approved
Motion by: Bowers Seconded by: Shapland
Bowers (Aye) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye) Walser (Aye)
- C. Motion to Adopt updated instructional time including Remote Learning: Approved
Motion by: Walser Seconded by: Shapland
Bowers (Aye) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye) Walser (Aye)
- D. Motion for Adoption of Attendance Addendum
Motion by: Bowers Seconded by: Shapland
Bowers (Aye) Kornfeld (Abstain) Shapland (Aye) Simmons (Aye) Walser (Aye)

IV. DISCUSSION

Strategic plan review

- A. Governance Goals: Board Work: Committees
Make Staff Support a priority
- B. Culture Goals: Staff Satisfaction: Tardiness and absences:
Not an effective measure of staff satisfaction.
Better to rely on TLCC Data as metrics
- C. Phone meeting for further discussion set for 6 August 2020 at 4:00 pm

V. CLOSING

- A. Next Meeting Date: Thursday 10 September 2020 at 4:00 pm
- B. Adjourned at 17:07

9.10.2020 Executive Summary

Reporting:

- Nichole Schlagel, Principal
- Dylan Bono, Assistant Principal
- Shannon Gossard, Director of Business & Operations

Accountability

Renewal

Upcoming deadlines below.

9/15/2020	Board to Board Meeting 12pm-1pm
9/15/2020	Renewal Discussion (Virtual) 1pm-4pm
October	Virtual Site Visit
11/10/2020 or 11/17/2020	Discussion at PM/decision at board meeting for renewal

School Renewal Presentation

The school renewal presentations will be the first scheduled items on the agenda following public comment. This time is to facilitate a conversation between the school and the CSI board in the renewal process and to provide an opportunity for the CSI board to ask questions to augment the information provided by the school and CSI staff. Additionally, the conversations and feedback received during this initial conversation may inform any updates or revisions to the submitted draft renewal materials prior to the final submission on October 19.

AAK will make a brief (10-15 minutes) presentation. An additional 5-10 minutes will be spent in a conversation (Q&A style) with the board. Presentations and conversation should include both the school leader and the attending school board member. CSI has requested the presentation be broken up in the following ways:

1. 3-5m: Brief context- current state of the school (location, demographics, any major changes over the last contract term, broad academic trends)

2. 7-10 m: Future planning- Improvement Plan overview (UIP-*school leader*) and Strategic Plan goals (*board member*) for the upcoming charter contract

UIP

We have been working on the UIP to finalize the edits. We have been able to solidify our major improvement strategies since school has started and we are able to better identify our needs and processes.

Assessment

DIBELS (Dynamic Indicators of Basic Early Literacy Skills)

The BOY (Beginning of the Year) DIBELS assessment was administered from 08/17/2020-08/28/2020. The window was extended to provide additional testing opportunities for teachers and their families.

NWEA MAP (North West Education Association Measures of Academic Progress)

BOY (Beginning of the Year) MAP testing begins on 09/14/2020 and will go through 09/25/2020. The two week window will provide us with the opportunity to gather Beginning of the Year data in Reading and Math.

School Culture

PBIS

PBIS training was provided to the AAK teaching staff in week two of the 2020-2021 preservice in August.

I would like to introduce the 2020-2021 AAK PBIS team:

Tina Vidovich: Second year PBIS team coach

Lorna Floyd- Second year PBIS team member

Amy Jenes- Second Year PBIS team member

Jessica Guindon- First year PBIS team member

Elish Poe- First year PBIS team member

Dylan Bono- Second year PBIS team member

The team is very excited to implement the 2020-2021 PBIS plan. They started with an initial team meeting on August 28th establishing Two goals and a meeting schedule for the 2020-2021 school year. The PBIS goals for 2020-2021 are as follows:

- Identify and utilize a behavior tracking and data management system
- Continually develop engagement equity strategies

The team will meet the first Friday of the month

Community Engagement

We have created a virtual Camp-Read-A-Lot for families. Families will be able to go to our website and access our AAK Camp-Read-A-Lot site. If you click on the staff member it will take you to a video of them reading a book. We are exploring additional opportunities to engage our families virtually.

Staffing Updates

2020-21 Staffing

Newest additions highlighted

Principal	<u>Nichole Schlagel</u>
Assistant Principal	Dylan Bono
Admin Assistant/Health Tech	Jada Kankel
Nurse	Keri Dennison
Custodian (AM and PM)	<u>Dan Lock</u> , Mike Fuller
SPED Teacher	<u>Theresa Dreyer</u>
Speech Pathologist	<u>Elizabeth Bayliss</u>
Occupational Therapist	<u>Julie McIntire</u>

Psychologist	Robyn Williams
Kindergarten	Dana Smith , Jessica Guindon
1st Grade	Keaton Smith
1st/2nd Grade Combo	Alison Sloan
2nd Grade	Tedi Tatro
3rd Grade	Amy Jenes, Eilish Poe
4th/5th Grade	Kristen Rubenthaler, Samantha Siu
Art	Dianne Andrejasich
Music	Lorna Floyd
Wellness	Jeanett Turriago
Remote Learning Supervisors	Stephanie Trujillo , Raleigh Fairchild , Candida Zugarramurdi
SPED Paraprofessional	Tessa Fulton

Enrollment

Due to the uncertainty regarding enrollment, we are projecting a 5% decrease from our current enrollment numbers for a final enrollment of 195.24. We are shy of that projection by 6.24 students as of this meeting. CSI is projecting a 10% decrease across its portfolio. Our enrollment has seen significant hits due to COVID--whether with students needing full time in-person or families option for 100% homeschool with no virtual learning provided by the school.

	Potential Final Enrollment	Actual Final Enrollment	20-21 Budget
1/2 K	0	0	3
Full K	40	40	30
1st	28	28	34
2nd	29	28	33
3rd	39	38	38
4th	29	29	27
5th	26	26	28
Headcount	191	189	200
FTE	191	189	195.24

Waiting to Start Kinder	4
100% Homeschool	13
Full Time In Person	14
Moved	5

Operations

Accounting

We are in the final stages of our audit with Hoelting. We are on track to reach our Sept 30 draft deadline.

PEO

All staff have transitioned to InTandem for payroll and staff are now able to make contributions to their 401ks. The 401k itself will not complete transfer until October.

Financial Updates

Minga Education Group applied for and received the Payroll Protection Program Loan for \$253,057. This loan will pay for AAK payroll costs through the pay period ending 7.15.2020. Minga expects that the PPP loan will be fully forgiven but the SBA is revising the loan forgiveness process and so we are unable to complete the forgiveness application at this time.

Minga Education and AAK both applied for grants to help fund COVID related expenses but both applications were denied.

We are working on a revised budget reflecting decreased enrollment and some staffing changes due to our return to school model. A working draft of that budget should be available for the board to review at our October board meeting.

Return to School

[Updated Return to School Plan](#); [Full Plan](#)

We started the year with Kindergarten and 1st grade participating in a half day hybrid schedule. We have 50+ students utilizing our Supervised Remote Learning option. Both of these schedules have been very successful. Offering some type of in-person learning has slightly increased our enrollment. We are talking about moving to a K-5 half day hybrid and gradually increasing to full in-person learning. We feel this will be supportive of families and staff becoming comfortable with returning to in-person learning.

We will still have families in every grade level choosing our 100% remote learning option.

Fridays have been used for staff meetings, whole group discussions, professional development, and team planning. This gift of time has been very valuable and has helped us problem solve and implement tools needed to support our students.

Grading

We have created standards based report cards for K-5. This will be the first year 4th and 5th grade have participated in standards based grading. Wellness, Art, and Music will also use standards based grading.

Engagement

Engagement remains a large focus for us this year. We have created an engagement rubric that is filled out weekly by students and by the teachers. This information will help document online and in-person learning and engagement. It will also support the MTSS and Special Education process. This was shared with our CSI weekly COVID contact, Aislinn Walsh. She would like to use it as an exemplar for CSI schools.

The Academy of Arts & Knowledge

BUDGET VS. ACTUALS: FY19-20 REVISED - FY20 P&L CLASSES

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1000 Revenue Local Sources				
1500 Research Income	0.00		0.00	
1510000 Interest on Investments	275.39	155.00	120.39	177.67 %
1611000 Reimbursable Student Lunches	14,618.76	8,300.00	6,318.76	176.13 %
1740000 Technology Fees	10,206.81	18,750.00	-8,543.19	54.44 %
1740001 Enrichment	212.88		212.88	
1740074 Field Trips	3,405.65		3,405.65	
1750000 Fundraising	29,449.33	16,000.00	13,449.33	184.06 %
1820000 Before And After Extended Care	720.90		720.90	
1900000 Music	349.49		349.49	
1900001 Dance	1,923.15		1,923.15	
1900003 Drama	685.00		685.00	
1910000 Facility Rental Income	668.49	4,000.00	-3,331.51	16.71 %
1920000 Contributions MEG PPP Loan	206,037.18	1,000.00	205,037.18	20,603.72 %
1920001 Donations	41.29		41.29	
1990000 Miscellaneous	832.52	1,800.00	-967.48	46.25 %
Total 1000 Revenue Local Sources	269,426.84	50,005.00	219,421.84	538.80 %
3000 Revenue State Sources				
3954001 ST Capital Construction 3113	57,303.68	53,362.00	3,941.68	107.39 %
3954002 ST Mill Levy Equalization 3241	84,019.59	64,174.00	19,845.59	130.92 %
3954003 ST READ Act 3206	13,754.39	24,132.00	-10,377.61	57.00 %
3954004 ST ECEA SPED 3130	32,262.00	19,958.00	12,304.00	161.65 %
3954005 ST ELP 3140	1,908.94	2,718.00	-809.06	70.23 %
3954006 ST ELPA 3139	2,241.47	3,613.00	-1,371.53	62.04 %
3954007 ST ECEA GT 3150	1,795.30	1,252.00	543.30	143.39 %
3954008 ST At Risk 3235	1,090.62		1,090.62	
3954009 State Kinder FFE Grant 3250	10,618.46	11,412.00	-793.54	93.05 %
3954010 STATE GT Screening Grant 3228	349.00	410.00	-61.00	85.12 %
3956000 ST Lunch K-2 Reimb 3169	590.80	500.00	90.80	118.16 %
3956001 STATE Start Smart Grant 3164	218.70	200.00	18.70	109.35 %
Total 3000 Revenue State Sources	206,152.95	181,731.00	24,421.95	113.44 %
4000 Revenue Federal Sources				
4954000 FED Title I 4010	24,940.00	24,903.00	37.00	100.15 %
4954001 FED IDEA Part B 4027	25,847.00	28,556.00	-2,709.00	90.51 %
4954002 FED Title III 4367	2,075.00		2,075.00	
4954003 FED School Lunch Reimb 4555	23,568.98	20,500.00	3,068.98	114.97 %
4954004 FED Title III 4365	1,403.00	2,602.00	-1,199.00	53.92 %
4954005 FED CARES 4012	1,010.77		1,010.77	
4954007 FED US Commodities Grant 4550	2,983.90	4,326.00	-1,342.10	68.98 %
4954008 FED Breakfast Reimb Grant 4553	9,214.69	5,300.00	3,914.69	173.86 %
4954009 FED Impact Aid	8.96		8.96	

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July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4954010 FED Title IA Homeless 9202	800.00		800.00	
Total 4000 Revenue Federal Sources	91,852.30	86,187.00	5,665.30	106.57 %
5000 Revenue Other Sources				
5710000 State Share Per Pupil Revenue	1,658,258.78	1,652,781.00	5,477.78	100.33 %
Total 5000 Revenue Other Sources	1,658,258.78	1,652,781.00	5,477.78	100.33 %
Total Income	\$2,225,690.87	\$1,970,704.00	\$254,986.87	112.94 %
GROSS PROFIT	\$2,225,690.87	\$1,970,704.00	\$254,986.87	112.94 %
Expenses				
0100 Salaries				
0110103 Salaries BAA Extended Care	14,972.27	49,720.00	-34,747.73	30.11 %
0110105 Salary Admin/Principal	95,706.87		95,706.87	
0110201 Salary Teacher	594,025.07	613,084.00	-19,058.93	96.89 %
0110202 Salary SPED 3130	93,083.79	85,706.00	7,377.79	108.61 %
0110233 Salary Nurse	6,339.83	3,856.00	2,483.83	164.41 %
0110234 Salary Occupational Therapist 3130	16,403.81	24,918.00	-8,514.19	65.83 %
0110236 Salary Psychologist ECEA 3130	17,452.60	21,754.00	-4,301.40	80.23 %
0110238 Salary SLP 3130	14,532.19	20,913.00	-6,380.81	69.49 %
0110409 Salary Health Aide	32,967.76	30,191.00	2,776.76	109.20 %
0110415 Salary Paraprofessional	16,740.64		16,740.64	
0110500 Salary Business/Office/Admin Support	98,913.96	181,317.00	-82,403.04	54.55 %
0110516 Salary Registrar	12,025.00		12,025.00	
0110607 Salary Food Services	4,930.33	4,606.00	324.33	107.04 %
0110608 Salary Custodian	20,414.42	18,351.00	2,063.42	111.24 %
0120207 Salary Substitutes	19,923.91	16,000.00	3,923.91	124.52 %
Total 0100 Salaries	1,058,432.45	1,070,416.00	-11,983.55	98.88 %
0200 Employee Benefits				
0211103 Life Insurance BAA Extend Care	0.32		0.32	
0211105 Life Insurance Principal	17.26		17.26	
0211201 Life Insurance Teacher	223.24		223.24	
0211202 Life Insurance SPED ECEA 3130	20.54		20.54	
0211409 Life Insurance Health Aide	14.28		14.28	
0211415 Life Ins Paraprofessional	3.99		3.99	
0211500 Life Insurance Business Support	26.64		26.64	
0211516 Life Ins Registrar	3.66		3.66	
0211608 Life Ins Custodial	13.00		13.00	
0220103 Med/FICA BAA Extended Care	3,193.32		3,193.32	
0220105 Med/FICA Principal	5,487.68		5,487.68	
0220201 Med/FICA Teacher	44,569.20		44,569.20	
0220202 Med/FICA SPED ECEA 3130	5,210.78		5,210.78	
0220207 Med/FICA Subs	1,524.19		1,524.19	
0220233 Med/FICA Nurse	485.01		485.01	
0220234 Med/FICA Occupational Therapist ECEA 3130	1,254.92		1,254.92	

The Academy of Arts & Knowledge

BUDGET VS. ACTUALS: FY19-20 REVISED - FY20 P&L CLASSES

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
0220236 Med/FICA Psychologist ECEA 3130	1,335.13		1,335.13	
0220238 Med/FICA SLP ECEA 3130	1,111.70		1,111.70	
0220409 Med/FICA Health Aide	2,522.07		2,522.07	
0220415 Med/FICA Paraprofessional	3,190.94		3,190.94	
0220500 Med/FICA Admin Support	7,566.83		7,566.83	
0220516 Med/FICA Registrar	830.22		830.22	
0220607 Med/FICA Food Services	377.15		377.15	
0220608 Med/FICA Custodian	1,561.65		1,561.65	
0221103 Life Ins BAAC Coordinator (deleted)	11.07		11.07	
0250103 Health Dental Vision BAAC Coord	2,856.29		2,856.29	
0250105 Health Dental Vision Administration	6,486.88		6,486.88	
0250201 Health Dental Vision Teachers	69,846.18		69,846.18	
0250202 Health Dental Vision SPED	2,550.94		2,550.94	
0250415 Health Dent/Vis Paraprofessional	4,497.83		4,497.83	
0250500 Health Dental Vision Business Support	9,771.13		9,771.13	
0250516 Health Dent/Vis Registrar	93.05		93.05	
0250608 Health Dent/Vis Custodian	4,567.51		4,567.51	
0290105 401K Match Admin	260.00		260.00	
0290201 401K Match Teachers	4,548.05		4,548.05	
0290238 401K Match SLP 3130	581.28		581.28	
0290415 401K Match Paraprofessional	90.00		90.00	
0290500 401K Match Business Support	1,675.00		1,675.00	
0290607 401K Match Food Service	63.03		63.03	
Total 0200 Employee Benefits	188,441.96	208,175.00	-19,733.04	90.52 %
0300 Purchased Prof & Tech Services				
0300000 Prof Svs Gifted Talented 3150	0.00		0.00	
0300001 Prof Svs SLP 3130	3,735.11		3,735.11	
0300002 Purch Prof & Tech Svs Elem Teachers	2,975.00		2,975.00	
0313000 Bank Fees	5,612.76	6,200.00	-587.24	90.53 %
0315000 PayPal Fees	2.19		2.19	
0320000 Professional Development	3,197.41	10,000.00	-6,802.59	31.97 %
0320001 Professional Development Admin	34.00		34.00	
0320002 Payroll Services PEO	26,857.34	24,238.00	2,619.34	110.81 %
0320003 Consulted Education Services	51,505.25	49,583.00	1,922.25	103.88 %
0328000 Assessments	11,160.00	9,050.00	2,110.00	123.31 %
0330000 Accounting Services	36,600.00	36,600.00	0.00	100.00 %
0331000 Legal Services	1,414.50	6,000.00	-4,585.50	23.58 %
0332000 Audit Services	10,110.64	8,075.00	2,035.64	125.21 %
0339000 SPED Services ECEA 3130	1,618.14	2,008.00	-389.86	80.58 %
0339001 Psychology Services ECEA 3130	1,079.81		1,079.81	
0339002 Background Checks	1,716.01	1,000.00	716.01	171.60 %
0340000 Marketing Services	13,702.07	10,000.00	3,702.07	137.02 %
0350000 Employee Training and Development	5,207.86	2,750.00	2,457.86	189.38 %

The Academy of Arts & Knowledge

BUDGET VS. ACTUALS: FY19-20 REVISED - FY20 P&L CLASSES

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 0300 Purchased Prof & Tech Services	176,528.09	165,504.00	11,024.09	106.66 %
0400 Purchased Property Services				
0430000 Repair & Maintenance	3,812.67	25,481.00	-21,668.33	14.96 %
0441000 Rent or Lease of Buildings	259,908.00	259,907.60	0.40	100.00 %
0442000 Equipment Rental	18,012.69	12,000.00	6,012.69	150.11 %
Total 0400 Purchased Property Services	281,733.36	297,388.60	-15,655.24	94.74 %
0500 Other Purchased Services				
0513000 Contracted Field Trips	7,982.83		7,982.83	
0525000 Unemployment Insurance	14,857.59	18,000.00	-3,142.41	82.54 %
0526000 Workers Compensation	9,000.77	10,449.00	-1,448.23	86.14 %
0527000 Multiple-Coverage Insurance	16,250.00	17,000.00	-750.00	95.59 %
0530000 Telephone	6,823.50	7,700.00	-876.50	88.62 %
0531000 Community Relations	109.56		109.56	
0533000 Postage	50.04	700.00	-649.96	7.15 %
0534000 Internet	3,046.86	2,500.00	546.86	121.87 %
0540000 Advertising & Recruitment	3,952.54		3,952.54	
0572000 Food Management	46,162.54	41,845.00	4,317.54	110.32 %
0580000 Travel Registration & Entrance	7,825.41	18,102.00	-10,276.59	43.23 %
0581000 Travel In-State	743.32		743.32	
0582000 Travel Out of State	2,608.21		2,608.21	
0594000 Accounting District/CSI Fee	28,580.05	49,583.00	-21,002.95	57.64 %
0594001 Platte Valley Detention Center	135.53	1,000.00	-864.47	13.55 %
0596000 Auth. Fee School Breakfast 4553	295.98		295.98	
0596001 Auth. Fee Lunch & Snack	1,079.34	1,250.00	-170.66	86.35 %
0597000 1% Institute Charter School Fund	4,402.48	8,264.00	-3,861.52	53.27 %
0633000 Commodities Expense 4550	2,983.90	4,326.00	-1,342.10	68.98 %
Total 0500 Other Purchased Services	156,890.45	180,719.00	-23,828.55	86.81 %
0600 Supplies				
0610000 Supplies Elementary	9,987.96	4,500.00	5,487.96	221.95 %
0610001 Supplies Music	1,923.51	500.00	1,423.51	384.70 %
0610002 Supplies Office	2,453.10	20,137.40	-17,684.30	12.18 %
0610003 Supplies Custodial	8,024.52	10,000.00	-1,975.48	80.25 %
0610004 Supplies SPED 3130	2,959.03	4,000.00	-1,040.97	73.98 %
0610006 Supplies G&T 3150	1,352.82	910.00	442.82	148.66 %
0610007 Supplies Library	502.88	300.00	202.88	167.63 %
0610008 Supplies Integrated	26.31		26.31	
0610010 Supplies Wellness	299.98		299.98	
0610011 Supplies Health	418.67		418.67	
0610012 Supplies Homeless	836.48		836.48	
0610074 Supplies Activities F74	4,673.77		4,673.77	
0611074 Supplies Playground F74	288.26		288.26	
0614074 Supplies Fundraiser F74	15,064.12		15,064.12	

The Academy of Arts & Knowledge

BUDGET VS. ACTUALS: FY19-20 REVISED - FY20 P&L CLASSES

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
0630001 Supplies Food Services	291.78		291.78	
0631000 Supplies Milk	3,199.34	3,200.00	-0.66	99.98 %
0640000 Supplies Textbooks	8,717.09	21,000.00	-12,282.91	41.51 %
0650000 Supplies Electronic Media Materials	4,286.43	6,000.00	-1,713.57	71.44 %
0650001 Supplies Powerschool	9,444.86	8,500.00	944.86	111.12 %
0691000 Supplies Security	757.93		757.93	
Total 0600 Supplies	75,508.84	79,047.40	-3,538.56	95.52 %
0700 Property				
0710000 Land & Improvements	11,359.66		11,359.66	
0730000 Equipment over \$5K	17,681.00		17,681.00	
Total 0700 Property	29,040.66		29,040.66	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$1,966,575.81	\$2,001,250.00	\$ -34,674.19	98.27 %
NET OPERATING INCOME	\$259,115.06	\$ -30,546.00	\$289,661.06	-848.28 %
Other Income				
5211000 Transfer from General	-7,635.39		-7,635.39	
5221000 Transfer to Food Service	7,635.39		7,635.39	
Total Other Income	\$0.00	\$0.00	\$0.00	0.00%
Other Expenses				
0999000 Reconciliation Discrepancies	0.00		0.00	
Total Other Expenses	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$259,115.06	\$ -30,546.00	\$289,661.06	-848.28 %

Management Report

The Academy of Arts & Knowledge
For the period ended September 9, 2020



Prepared on
September 9, 2020

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Profit and Loss

July 1 - September 9, 2020

	Total
INCOME	
1000 Revenue Local Sources	
1510000 Interest on Investments	7.34
1920000 Contributions MEG PPP Loan	42,477.44
Total 1000 Revenue Local Sources	42,484.78
3000 Revenue State Sources	
3954001 ST Capital Construction 3113	12,647.07
3954002 ST Mill Levy Equalization 3241	9,881.74
Total 3000 Revenue State Sources	22,528.81
5000 Revenue Other Sources	
5710000 State Share Per Pupil Revenue	249,324.46
Total 5000 Revenue Other Sources	249,324.46
Total Income	314,338.05
GROSS PROFIT	
	314,338.05
EXPENSES	
0100 Salaries	
0110105 Salary Admin/Principal	16,041.67
0110106 Salary Admin VP	2,708.33
0110201 Salary Teacher	19,310.29
0110202 Salary SPED 3130	1,750.00
0110233 Salary Nurse	142.20
0110236 Salary Psychologist ECEA 3130	990.00
0110238 Salary SLP 3130	1,101.60
0110382 Salary IT Tech	169.95
0110409 Salary Health Aide	2,991.66
0110415 Salary Paraprofessional	301.05
0110500 Salary Business/Office/Admin Support	2,258.71
0110608 Salary Custodian	3,263.46
Total 0100 Salaries	51,028.92
0200 Employee Benefits	108.73
0211105 Life Insurance Principal	22.07
0211106 Life EAP ELI Admin Assist Principal	10.50
0211201 Life Insurance Teacher	125.36
0211202 Life Insurance SPED ECEA 3130	3.53
0211207 Life EAP ELI Substitutes	3.98
0211382 Life EAP ELI IT Tech	1.99
0211409 Life Insurance Health Aide	0.65
0211415 Life Ins Paraprofessional	2.30
0211500 Life Insurance Business Support	17.48
0211608 Life Ins Custodial	6.28
0213105 LTD Administration	11.73
0220105 Med/FICA Principal	1,227.17

	Total
0220106 FICA/MED VP	207.19
0220201 Med/FICA Teacher	1,477.24
0220202 Med/FICA SPED ECEA 3130	133.88
0220233 Med/FICA Nurse	10.88
0220236 Med/FICA Psychologist ECEA 3130	75.74
0220238 Med/FICA SLP ECEA 3130	84.27
0220382 FICA/MED IT Tech	13.00
0220409 Med/FICA Health Aide	228.86
0220415 Med/FICA Paraprofessional	23.04
0220500 Med/FICA Admin Support	172.79
0220608 Med/FICA Custodian	249.66
0250105 Health Dental Vision Administration	1,015.56
0250106 Health Dental Vision Admin Asst Principal	630.07
0250201 Health Dental Vision Teachers	7,045.56
0250202 Health Dental Vision SPED	226.77
0290201 401K Match Teachers	14.18
Total 0200 Employee Benefits	13,150.46
0300 Purchased Prof & Tech Services	11,687.92
0300000 Prof Svs Gifted Talented 3150	147.00
0313000 Bank Fees	363.50
0320000 Professional Development	49.00
0320002 Payroll Services PEO	1,429.49
0320003 Consulted Education Services	31,500.78
0330000 Accounting Services	3,050.00
0332000 Audit Services	3,325.00
0339002 Background Checks	245.00
0340000 Marketing Services	199.65
0350000 Employee Training and Development	441.92
Total 0300 Purchased Prof & Tech Services	52,439.26
0400 Purchased Property Services	
0441000 Rent or Lease of Buildings	27,897.34
0442000 Equipment Rental	1,346.50
Total 0400 Purchased Property Services	29,243.84
0500 Other Purchased Services	
0525000 Unemployment Insurance	1,162.76
0526000 Workers Compensation	925.54
0527000 Multiple-Coverage Insurance	4,021.01
0530000 Telephone	485.86
0531000 Community Relations	129.12
0534000 Internet	235.98
0540000 Advertising & Recruitment	249.76
0572000 Food Manangement	573.95
0594000 Accounting District/CSI Fee	7,479.74
0597000 1% Institute Charter School Fund	2,493.24

	Total
Total 0500 Other Purchased Services	17,756.96
0600 Supplies	
0610000 Supplies Elementary	740.74
0610002 Supplies Office	204.70
0610003 Supplies Custodial	5,591.15
0610011 Supplies Health	2,998.41
0610012 Supplies Homeless	99.16
0640000 Supplies Textbooks	375.27
0650001 Supplies Powerschool	3,534.38
0691000 Supplies Security	181.95
Total 0600 Supplies	13,725.76
0800 Other Objects	
0810000 Dues & Fees	1,658.39
Total 0800 Other Objects	1,658.39
Total Expenses	179,003.59
NET OPERATING INCOME	135,334.46
NET INCOME	\$135,334.46

Balance Sheet

As of September 9, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1072 Bill.com Money Out Clearing	9,205.51
8101000 US Bank Operating	446,626.53
8101001 US Bank Reserve	339,931.38
8101002 PayPal Account	3,030.17
8101074 US Bank Student Activity	6,332.46
8103000 Debit Card	4,744.38
8109074 US Bank Gift Card Fundraiser	2,383.77
Total Bank Accounts	812,254.20
Accounts Receivable	
8153000 Accounts Receivable (A/R)	0.00
8131001 Default QBO AR	155,903.77
Total 8153000 Accounts Receivable (A/R)	155,903.77
Total Accounts Receivable	155,903.77
Total Current Assets	968,157.97
TOTAL ASSETS	\$968,157.97
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
7421000 Accounts Payable (A/P)	5,047.25
Total Accounts Payable	5,047.25
Credit Cards	
7421001 American Express	5,595.42
Total Credit Cards	5,595.42
Other Current Liabilities	
7482000 Deferred Revenue CARES 4012	99,129.61
Total Other Current Liabilities	99,129.61
Total Current Liabilities	109,772.28
Total Liabilities	109,772.28
Equity	
6721000 Fund Balance TABOR	53,500.00
6770000 Fund Balance Unassigned	593,062.17
6770074 Fund Balance Unassigned F74	5,751.06
6790000 Unrestricted Net Assets	70,738.00
Net Income	135,334.46
Total Equity	858,385.69
TOTAL LIABILITIES AND EQUITY	\$968,157.97

2019-20 AAK Board Self-evaluation Report

Overview:

In July of 2020 the Academy of Arts and Knowledge Board of Directors participated in an annual self-evaluation. The self-evaluation tool focused in the areas of:

- A Solid Foundation
- Board Operations/Relations
- Relationship with School Director/Principal
- Personnel and Staffing
- Budget and Finance
- Instruction and Assessment
- Parent/Teacher/Staff Feedback

Each member of the board (5 Directors) completed the self-evaluation. Each indicator yields a response of Satisfactory, In Progress, Unsatisfactory, or non-applicable. Board members were given the opportunity to provide notes or written feedback for each indicator. The results were shared with Minga Education Group for analysis.

Analysis:

A Solid Foundation

Board members unanimously agreed the school is meeting a satisfactory target for maintaining a solid foundation. All board members agree that AAK's has grown to a level of satisfactory practice in implementing the Mission/Vision statement as it relates to Social and Emotional Education. Directors also agree the strategic plan is now at a satisfactory level with key goals in place. Finally, directors agree that long-term plans are now being translated into annual action plans/goals.

No indicators of *Unsatisfactory* were provided.

Board Operations/Relations

While most board members found many elements of the Board Operations/Relations to be *satisfactory*, the following indicators stood out as areas that are either *in progress*:

- Board members understand their legal and ethical responsibilities (duty of care/loyalty, conflict of interest)
- New board members are oriented and fully briefed prior to being seated.
- The board member election/selection process ensures a broad and appropriate range of expertise and experience.
- Board committees have a clear scope of responsibilities and charges.

The mentioned *in progress* measures remain from the previous year's evaluations and should take on consideration of the board as goal areas.

No indicators of *Unsatisfactory* were provided.

Relationship with School Director/Principal

Board members agreed that the board *satisfactorily* selects the school leader. This was true during the preparation for the 2020-21 school year as AAK transitioned at the administrative level. Board members participated with the selection of the new principal.

In progress indicators were provided in response to:

- The board develops performance goals/targets and evaluates director performance each year.
- The board has established a plan for succession in the event the director/principal leaves/retires.
- The board has a clear understanding with staff regarding where board responsibilities leave off and staff responsibilities begin.

No indicators of *Unsatisfactory* were provided.

Personnel and Staffing

The board agrees that the current relationship with Minga Education Group and CoAdvantage is *satisfactory* in meeting a comprehensive set of personnel policies that are in line with all applicable state/federal laws and regulations. Policies are updated at least every third year.

The school is *in progress* of providing clear job descriptions and staffing plans for ALL positions. It was indicated that this process needs to be revisited due to the new principal hire.

No indicators of *Unsatisfactory* were provided.

Budget and Finance

The board is satisfied with the process of selecting an independent auditor and each year, reviewing the report, and taking necessary follow-up action. In addition, the board indicates it is now at a *satisfactory* in the following areas that were previously *in progress* or *unsatisfactory*:

- The board adopts an annual budget that maximizes the school's resources in support of mission/vision.
- The board monitors the budget throughout the year.
- The board has adopted a long-term financial plan in coordination with the school's overall long-term plans.
- The board has adopted a comprehensive set of fiscal management and control policies.

It was indicated that the board is still *in progress* in the following area:

- Board oversees all fund-raising activities on behalf of the school.

No indicators of *Unsatisfactory* were provided.

Instruction and Assessment

The board indicates a *satisfactory* response to the instruction being aligned to state and charter requirements, data reporting to the board, and data reporting to the authorizer.

The board indicated the following areas have reached a *satisfactory* level from a previous *in progress* status: adopting/approving the school's curriculum and instruction program, student achievement goals/standards, and instructional assessment tools.

No indicators of *Unsatisfactory* were provided.

Feedback from parents, teachers, and staff

The board is mostly *satisfied* with the feedback from parents, teachers, and staff, but consistency in survey response rate was noted as an area for improvement.

No indicators of *Unsatisfactory* were provided.

Recommendations:

Based on the response from the board, frequency of less than satisfied indicators, and priorities of focus - the following are recommendations for consideration:

On an annual basis, review the strategic plan and create specific and measurable goals for the current school year, next school year, and long-range (5 years). Limit the number of specific goals to 3. Focus on the progress of these goals as agenda items once per quarter each year.

Recommended time frame: April board meeting -discussion, May board meeting - approval

Frequency: Annually

Financial Cost: Goal dependent

Attend annual board training events such as the Colorado League of Charter School conference. Schedule a post-training board work session or possible retreat to discuss practices. Consider the roles of officer positions and committee work. Draft a shortlist of best practices the board will focus on to improve the function of board meetings and board work. Revisit these practices on a quarterly basis and self-evaluate annually.

Recommended time frame: February

Frequency: Annually

Financial Cost: \$1500 for conference registration and lodging as needed

Task the principal to conduct a review of current job descriptions. Identify all positions lacking job descriptions, create drafts, and process through board approval. Review current job descriptions and make necessary changes with board approval.

Recommended time frame: Identify the scope of work by April, begin drafting and revisions by May

Frequency: Every three years

Financial Cost: None

Develop a Financial Strategic Plan with Board, Director, and Accountant input

Recommended time frame: Begin with a Strengths, Weaknesses, Opportunities, and Threats analysis in March

Frequency: One-time, revisit annually

Financial Cost: None