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Mission Statement:

Create a safe, positive environment that fosters intellectual curiosity and a thirst for discovery where students and staff succeed through exceptional programs

**BOARD OF DIRECTORS SPECIAL MEETING Minutes
December 6, 2016 at 7:00 P.M. at Banning Lewis Ranch Academy**

1. Call to Order

1.1. Meeting called to order at 7:02 p.m.

2. Roll Call

2.1. Board Members: Deann Barnett, Nicole Book, Treasure Davis, Alison Hayward, Gwendy Hartsell, Krisell Creager-Lumpkins

2.1.1. All members present

3. Welcome, Pledge of Allegiance

4. Approval of Agenda

4.1. Addition of Executive Session

4.2. Nicole Book moved to approve the agenda as amended, Krisell Creager-Lumpkins seconded. All approved

5. Town Hall Meeting

5.1. Banning Lewis Preparatory Academy Town Hall Meeting

5.1.1. Timeline (Deann Barnett)

5.1.2. Planning efforts (Todd Morse and Eric Dinnel)

5.1.3. Construction update (Chuck Shaw)

5.1.4. Foundation (Heather Zambrano)

5.1.5. Q&A

5.2. Todd Morse presented sharing information above.

6. BLPA Program Updates and Timeline Discussion Representative: Todd Morse

6.1. To include report out on advisory teams/committees

6.2. Todd shared the Advisory Team report.

7. Approval of the Minutes

7.1. Approval of the November Special Meeting

7.1.1. *Attached Special Meeting Minutes 11-15-2016*

7.1.2. Nicole Book moved to approve the minutes, Krisell Creager-Lumpkins seconded.
All approved

7.2. Approval of the November Regular Meeting

7.2.1. *Attached Regular Meeting Minutes 11-15-2016*

7.2.2. Nicole Book moved to approve the minutes, Krisell Creager-Lumpkins seconded.
All approved

8. Public Comment-Speakers are limited to 3 minutes and must sign in at the beginning of the meeting.

8.1. No comments

9. BLRAF, Fundraising and Marketing Updates Representative: Heather Zambrano

Foundation update: November Foundation meeting canceled

1) Community – Jill and Aric

a. Committee Meeting December

i. Discussion of committee description and intentions for strategic community engagement plan

ii. Introduction to Nathan

b. Colorado Charter League Communication Workshop will be at BLRA on 5.8 from 9:30-2:30

c. Submitted draft of Presenting Tomorrow's Superheros course plan for 2.23/24 Colorado conference to Deann and Eric

2) Development - Krisell

a. FCBC \$250k - all requested info sent

b. Banning Lewis – Foundation proposal request/community shared facilities

c. GivingTuesday – Shared received over \$450 in donations

3) Events – Gwendy

a. BLR Santa Sprint – 145 registered as of 12.6.16

i. Iheartmedia

ii. Facebook

iii. Snapchat filter

b. BLRA Boots and Lace – 2.24.16 6-10 pm

i. Corporate Table - \$1500

4) Financial – Tony

a. Quickbooks has been set up. Reconciliation is taking place.

b. Thank you for donations – cards sent

5) Enrichment – ED

a. Colorado Springs Philharmonic – grades

b. Lyrics – all staff

c. Coding - Mavel

6) Other – ED

a. Desk for sale – Hertz is offering 29.5 inch desk for \$65 (original price \$125), 360 desk available

b. D49 Kayla Maldonado

c. Bringing Girls Leadership to Banning – TBD

d. C and C Sand discount ask

e. Colorado Children's Lunch

Marketing update:

- 1) Enrollment open house events:
October 13: College Application and Admission Information Night hosted by ____ (e.g. College in Colorado) and the Banning Lewis Preparatory Academy

January 26: Financial Strategies for Addressing College Costs hosted by T. Rowe Price and the Banning Lewis Preparatory Academy

March 9: College Scholarship Information Night hosted by ____ (e.g. College in Colorado) and the Banning Lewis Preparatory Academy
- 2) Website update
- 3) Professional pics taken
- 4) TICA, RMCA, and PPSEL 8th graders – plan underway
- 5) Relocation Magazine – partner with BLR
- 6) Updated folder, two brochures that were handed out at the 11.30 event

Meetings/Networking:

- 1) 12.10 at 10 The Banning Lewis Ranch Santa Sprint 5k

Dates to remember:

- 2) 12.10 at 10 The Banning Lewis Ranch Santa Sprint 5k
- 3) 1.26 Distinguished Speaker Series – T. Rowe Price
- 4) 2.24.17 at 6 BLRA Boots and Lace Barn Party

10. BLPA Construction Update

Representative: Chuck Shaw

From: Chuck Shaw
To: BLRA Board of Directors
Date: 12/6/2016
Subject: Facilities Report for November 2016

Current Building:

- Modular building has had siding repairs and painting completed. The replacement roof panels for the awning have arrived and will be replaced as soon as weather permits.
- Shingle roofing on the main building is about 75% complete. The N.W. corner is all that is remaining to be finished.
- The insurance company has decided that they will cover the damages to the shed. This means we can now get the roof replaced and paint it the same color as the main building.

- The Bridge Fellowship has purchased a shed and it will be set up on 12/8. They will paint it to match our building as soon as weather permits. This building will remain with us after they leave.
- I am reworking my priority list for major repairs and improvements to the building and property. With the passage of the MLO restructure, we are in position to make some much needed adjustments. With Insurance paying for the roof and some painting, that frees up the largest dollar item on my list.

BLPA Construction update:

- All the preliminary wall pours are complete and the first tilt-ups should begin on Monday morning, 12/5. The driveway area behind the building needed to be prepped and tested to make sure it met the weight distribution needs of the crane assembly and critical panel lifts.
- The benefit of having local sub-contractors is that they know how the C.S inspectors interpret regulations. We have worked through some minor plan changes that the electrical contractor is sure will please the inspectors.
- We have a Beam signing ceremony scheduled for 12/14. We have two buses set up to transport 5th through 8th grade from 8:45am to 10:45am. When school is out that day, staff and the Board are invited to come to the site and sign the beam as well.
- We continue to work with the interested parties in an effort to get answers to who will pay for the required sidewalks along the street.
- Electric service will be connected soon. FP is working with C.S.U. to get their service run so we can set our transformer.

Submitted by,
Chuck Shaw
Building Manager
Banning Lewis Academy

11. Discussion Items

11.1. Discuss Add Alternate List

11.1.1. Reviewed items in the Add Alternate List for BLPA construction. Reviewed the 28 items listed.

Banning Lewis Charter School

9433 Vista Del Pico, Colorado Springs, CO 80923

Project # 393

Tel: 303-783-3900 Fax: 303-783-3939

COR Num.	Description	Origin	Status	Decision Required	Date Approved	R.O.M. Amount	Submitted Amount	Approved Amount
001	ALT. 01 - Track Grading and Asphalt Paving - ROM	Owner	Pending	3/1/2017		\$500,000		
002	ALT. 02 - Track Surface Coating - ROM	Owner	Pending	3/1/2017		\$200,000		
003	ALT. 03 - Polished Concrete/Retroplate in Main Level Corridors and Commons Area in lieu of Sealed Concrete	Owner	Pending	1/30/2017		\$46,289		
004	ALT. 04a - Phase 2 Parking - Install Storm Drainage and Grading	Owner	Pending	3/1/2017		\$68,620		
005	ALT. 04b - Phase 2 Parking - Asphalt Paving for Approx.. 133 Additional Spaces	Owner	Pending	3/1/2017		\$203,210		
006	ALT. 05 - Unit Price - Add Additional HVAC Zone Control for Classrooms	Owner	Pending			\$5,123		
007	ALT. 06 - Add Operable Partition in Media Center (included cost for structural support)	Owner	Pending	1/15/2017		\$26,504		
008	ALT. 08 - Portion of Sanitary Extension Across Parks and Rec Land	Owner	Pending	10/6/2017		\$13,471		
009	ALT. 09 - Provide Solid Surface Window Sills in lieu of Plam Sills	Owner	Pending	1/1/2017		\$10,154		
010	ALT. 10 - Install Solatube Skylights and Curbs per Drawings (incl dimming dampers) - (8) in Base Bid / (14) in Alternate	Owner	Pending	9/29/2016		\$38,934		
011	ALT. 11 - Add Heat Trace to Northern Downspouts and Roof Drains in Mechanical Well	Owner	Pending	1/1/2017		\$3,225		
012	ALT. 12 - Add Acoustical Wall Treatments in Gym per Drawings	Owner	Pending	1/15/2017		\$25,019		
013	ALT. 13 - Site Furnishings - Allowance	Owner	Pending	4/30/2017		\$25,000		
014	ALT. 14 - Bleachers	Owner	Pending	1/15/2017		\$47,590		
015	ALT. 15 - Gym AV System - Allowance	Owner	Pending	1/1/2017		\$35,000		
016	ALT. 16 - Markerboards per Plans	Owner	Pending	4/30/2017		\$30,966		
017	ALT. 17 - Monument Sign with Marquee - Allowance	Owner	Pending			\$15,000		
018	ALT. 18 - Gym Equipment (divider curtain, scoreboards, backboards, volleyball)	Owner	Pending	1/15/2017		\$55,811		
019	ALT. 19 - Add Food Service Appliances as Shown in Documents (hood and Ansul system is in base bid)	Owner	Pending	1/1/2017		\$77,569		
020	ALT. 20 - Add Sod Field Surface	Owner	Pending	4/1/2017		\$33,774		
021	ALT. 21 - Add 96' of Additional Corridor Lockers on 2nd Fir (192 openings)	Owner	Pending	1/15/2017		\$23,760		
022	Add One Year Landscape Management Plan	Owner	Pending	7/1/2017		\$36,458		
023	Add To Provide Irrigation for Native Seed Areas	Owner	Pending	4/1/2017		\$41,096		
024	Add to Provide a Booster Pump for Irrigation if Required	Owner	Pending			\$44,000		
025	ADD - CCTV System: Priority Level 4 (level 5 required)	Owner	Pending	12/1/2016		\$7,750		
026	ADD - CCTV System: Priority Level 3 (levels 4 & 5 required)	Owner	Pending	12/1/2016		\$8,125		
027	ADD - CCTV System: Priority Level 2 (levels 3, 4, & 5 required)	Owner	Pending	12/1/2016		\$5,250		
028	ADD - CCTV System: Priority Level 1 (all previous levels required)	Owner	Pending	12/1/2016		\$35,880		
030								
031								
Grand Totals:						1,663,581	0	0

11.2. Website changes

- 11.2.1. Heather Zambrano shared that Accel was going to rework our website however funding is no longer available. We have another option with minimal cost with DCO. Looking at options for Deann Barrett can manage it. Downside would be the app, as this was created by BlueTree. Requirements include proper testing (Gwendy would like to review) and that it is optimized for mobile use.

12. Action Items

- 12.1. Changes to the Add Alternate List
 - 12.1.1. Nicole Book moved to approve the Changes to the Add Alternate List to add as approved items to fund which include items numbered 8, 11, 14, 15, 16, 18, 19, 21, 25, 26, 27, and 28, Krisell Creager-Lumpkins seconded. All approved
- 12.2. Cancellation of December Regular Meeting
 - 12.2.1. Alison Hayward moved to approve Cancelling the December Regular Meeting, Krisell Creager-Lumpkins seconded. All approved
- 12.3. Website changes
 - 12.3.1. Nicole Book moved to approve with contracting with DCO to create new website content pro bono, Krisell Creager-Lumpkins seconded. All approved

13. Executive Session

- 13.1. Executive Session for C.R.S. § 24-6-402(4) f. Personnel Matters
 - 13.1.1. Deann Barnett called an Executive session 8:56 p.m. Krisell Creager-Lumpkins seconded.
 - 13.1.2. Board Member Role Call: Deann Barnett, Nicole Book, Treasure Davis, Alison Hayward, Gwendy Hartsell, Krisell Creager-Lumpkins
 - 13.1.3. Eric Dinnel was also invited to attend.
 - 13.1.4. Executive session moved to close at 9:15 by Deann Barnett. Krisell Creager-Lumpkins seconded. All approved.

14. Future Business

- 14.1. June – Retake the Charter School Board Effectiveness survey
- 14.2. TBD – Mike Flora will attend a meeting and go over preliminary budget
- 14.3. Jan – Special Meeting – Dress Code proposal – Discussion item
- 14.4. Jan – Regular meeting – Dress code approval
- 14.5. Jan – Regular meeting – Civil Air Patrol discussion
- 14.6. Jan – Special Meeting – Review draft 2017-2018 school calendar.
- 14.7. Jan – Regular meeting – Approve updated 2017-2018 school calendar.

15. Adjournment

- 15.1. Deann Barnett adjourned the meeting at 9:22 p.m.

DATE: December 6, 2016

//Signed//

Gwendy Hartsell, BOD Secretary