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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
February 7, 2017 at Banning Lewis Ranch Academy at 6:30 p.m.

1. Call to Order

1.1. Deann Barnett called to order at 6:37 p.m.

2. Roll Call

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

2.2. Present: Deann Barnett, Nicole Book, Treasure Davis, Gwendy Hartsell, Krisell Creager-Lumpkins. Alison Hayward arrived at 7:05 p.m.

3. Welcome, Pledge of Allegiance

4. Approval of Agenda

4.1. Nicole Book moved to approve the agenda, Krisell Creager-Lumpkins seconded. All approved. Motion Carried.

5. Approval of the Minutes

5.1. Approval of the January Meeting

5.1.1. Attached Meeting Minutes 1-17-2017

5.2. Nicole Book moved to approve the agenda, Krisell Creager-Lumpkins seconded. All approved. Krisell Creager-Lumpkin's abstained. Motion Carried.

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

6.1. No comments

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

Foundation Report

Dec/Jan 2016/2017

Foundation update: November and December Foundation meeting canceled

1) Community – Jill and Aric

- a. Breakfast with the builders 2.8, 500 agents
- b. Realtor Round-up, Eric and Todd attended 1.26
- c. Boots and Lace, William Mutch will fill a table with dignitaries
- d. Invited to attend Leadership Program Retreat lunch on 2.11
- e. HBA Annual Award dinner – Oakwood, Covington, C and C Sand

2) Development - Krisell

- a. FCBC \$250k – money deposited in December 2016
- b. FFEE \$300k – money deposited January 2017
- c. Banning Lewis – Foundation proposal request/community shared facilities (pending, see letter)
- i. Received a shared space usage agreement from D49
- d. Double the Donation – \$299 for one year, on website
- e. Foundation funding prospect pipeline total as of 1.23.17: \$1,480,000

3) Events – Gwendy

- a. BLRA Boots and Lace – 2.24.16 6-10 pm
- i. Corporate Table - \$1500 (Emails sent 1.2.17), sold 7 tables
- ii. FB sponsored ads live 1.2.17 for 10 days
- iii. Iheart media to begin ad
- iv. Rich Schur – Auctioneer booked
- v. Narrow Gauge – Band booked
- vi. Ticket sales are important
- vii. Electronic invites to be sent by Friday

4) Financial – Tony

- a. Thank you for donations – cards sent
- b. 2016 Tax letters sent to donors
- c. Balance of 1.23.17 \$555,071.76
- d. Expenses: \$200,250.00
- * Boots and Lace Barn Party
- o Wedgewood balance: \$8000
- o Band: \$1600
- o Auctioneer: \$2000
- o Promo: \$1600
- o Photographer: \$400
- o S'mores: \$1000
- o Decorations: \$1650
- * Grants for teachers in 2017/18 \$2k, 2017/16 \$1k

* July 2017 - July 2018 ED salary base: \$40k, bonus TBD (\$1k for every \$50k raised)

* Misc expenses: \$5k

* Ad/Alt payment: \$131k (Paid to BLRA on 2.1.17)

5) Enrichment – ED

a. Reading Tools for the middle school staff

b. CS Philharmonic free for kids and philharmonic kids (Peter Jones and Todd)

c. Movie screening – Screenagers

6) Other – ED

a. Thoughts on gaps and added focus for 2017

b. Assisted with Head of School position write up and brochure

Marketing update:

1) Budget update and plan for the rest of the year

2) Best of 2017 – due 2.18

3) Marketing track form will be added into all lottery packs and will be incorporated into the conversations going forward

4) DCO shooting video for ad on 2.10

5) Website will be shared on 1.5.17, staff and board will have until 1.9 to test, last of updates being made, next round of edits to be sent by 2. 14

6) App report from Bluetree – Since 2013 Apple 1015, Android 550 = 1665, Since Feb 2016 we have 861 active users, heavy use in April, July, October – Actively looking for alternative tool

7) Direct Mail piece being designed by DCO – front 1.12 and back is 1.26 info, will drop by 1.5

8) FB ads began 1.2 for enrollment night 1.12

9) Contact all heads of charters with Eric's help – TBD next steps, would like to meet with teams prior to 1.12 (Completed Imagine Classical meeting)

10) 1.28.17 Villa Sport annual school expo

11) Banner for events, fairs being designed

12) Completed Banning brochure

13) Completed Kinder Flyer

14) Lottery official – request in to Rich Schur

15) Enrollment open house events:

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

16) TICA, RMCA, and PPSEL 8th graders – Lunch and Learn

17) New Falcon Herald ad for Jan/Feb/March in the education section

18) Enrollment info as of 2.2.17: 539

Eric Dinnel spent a bit more time reviewing enrollment trends. We will move marketing money from canvassing to other areas. We will add enrollment/info nights in April and May.

Dates to remember:

- 1) 2.15 at 6 Enrollment Night
- 2) 2.24.17 at 6 BLRA Boots and Lace Barn Party
- 3) 3.16 at 6 Lottery Night

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

8.1. Todd provided updates for the Timeline of events for BLPA. Progress is moving along.

9. BLPA Construction Update Representative: Chuck Shaw

From: Chuck Shaw

To: BLRA Board of Directors

Date: 2/7/2017

Subject: BLRA and BLPA Construction Updates

BLRA:

- * Siding Repairs and Painting on the South end are progressing as weather allows.
- * Wind damage roof tile repairs have been completed.

BLPA:

- * Change orders are in process for Kitchen equipment, heat traces on roof, booster pump for irrigation, wiring for copiers and for the crane pad.
- * Vendors that are doing the wiring for data, phones, intercom, cameras, etc., have conference called with us to nail down specifics needed by our technology team.
- * Two major vendors are currently working on furniture quotes based on detailed information we have provided them the last week of Jan.
- * We will need to get quotes on refrigerators and dishwashers for our break rooms and for our video technology pieces.
- * Propane tanks have been delivered and the West half of the building is being sealed in so heat can be utilized.
- * Second floor pour on the West side is nearly complete.
- * Two sets of staircases have been installed.
- * Downstairs door frames and wall studs are nearing completion on the West side.
- * Steel is being completed on the East side in preparation for continuation to that side.

- * Once the last of the steel is welded and inspected, the last of the wall braces can be removed.
- * Plumbing, conduit and HVAC ductwork are in process on the West side, including gym.
- * Due to a lower level pour on the gym floor, the contractor will be providing, at no cost to us, a thicker/better gym floor pad and thicker wood floor.

Summary:

- * We have lost a few days due to weather but there is a plan to keep rolling along. We have not hit the need to add any overtime at this point in time.

Submitted by,
 Chuck Shaw
 Building Manager/Owner's Rep.
 Banning Lewis Ranch Academy

10. Discussion Items

- 10.1. Discuss Accel Performance Review – Approach
 - 10.1.1. Rubric in the Expansion – Goal is to finish by March
- 10.2. Policy Review – 1st Reading
 - 10.2.1. Policies were reviewed by the policy committee. Updating to include purpose where needed. We will not yet be ready for a second review at the next meeting as the updates are not yet ready for the policies below. Will be placed on a future agenda. Discussed we need to also have a Gifting Policy. They are currently looking at:
 - 10.2.1.1. BLRA Board of Directors Community Use of School Property
 - 10.2.1.2. BLRA Public Participation at Board Meetings
 - 10.2.1.3. BLRA Board of Directors Board Member Access to School Property Policy
 - 10.2.1.3.1. Discussion around the Board Member Access
 - 10.2.1.4. BLRA School Board Communications Policy
 - 10.2.1.5. BLRA Electronic Reader Policy
 - 10.2.1.6. BLA Gifting Policy
- 10.3. Review items for removal from school inventory
 - 10.3.1. Eric Dinnel provided information as to equipment that needs to be removed to include 10 year old machines and monitors. Tiffany, created a list with specific detailed information – very comprehensive list. Machines have been recycled. In future we should review in advance and it was agreed upon.
- 10.4. Discuss PTO future state/potential restructure of PTO
 - 10.4.1. Krisell Creager-Lumpkins shared some suggestions re: the PTO. Discussed process where teachers ask for money for classrooms, etc. Also, discussed that the PTO can indeed request to update Bylaws.

- 10.5. Spirit wear and optional logo for polo shirts discussion
 - 10.5.1. Send notification to our vendors th.at do embroidery
 - 10.5.1.1. Need to provide the vendors updated requirements regarding logo being optional and updated logo information. Krisell Creager- Lumpkin's and Gwendy Hartsell will draft and send this out.

11. Action Items

- 11.1. Approval of items for removal from school inventory
 - 11.1.1. Gwendy Hartsell moves to approve the removal of the items as presented, Alison Hayward seconded, all approved.

12. Executive Session

- 12.1. An Executive Session was called to order at 9:20 p.m. Feb 7, 2017
- 12.2. Present: Deann Barnett, Nicole Book, Treasure Davis, Alison Hayward, Gwendy Hartsell, Krisell Creager-Lumpkins and Eric Dinnel.
 - 12.2.1. C.R.S. § 24-6-402 (3) (a) (b) (I) Employee matters
 - 12.2.2. C.R.S. § 24-6-402 (3) (a) (b) (I) Student matters
- 12.3. Executive Session adjourned by Deann Barnett at 10:01

13. Future Business

- 13.1. June – Retake the Charter School Board Effectiveness survey
- 13.2. Feb Regular Meeting – First reading of updated policies (see policies below)
- 13.3. March Regular Meeting – Second reading of updated policies and approval
 - 13.3.1. BLRA Board of Directors Community Use of School Property
 - 13.3.2. BLRA Public Participation at Board Meetings
 - 13.3.3. BLRA Board of Directors Board Member Access to School Property Policy
 - 13.3.4. BLRA School Board Communications Policy
 - 13.3.5. BLRA Electronic Reader Policy
 - 13.3.6. BLA Gifting Policy (New Policy to be created)
- 13.4. March Regular Meeting – Student Handbook Review Discussion
- 13.5. April Regular Meeting – Student Handbook Approval
- 13.6. Creation of Election Committee – March Discussion and Approval Items
- 13.7. Records Retention Review – TBD
- 13.8. Civil Air Patrol Update – Feb Regular Meeting – Discussion Item
- 13.9. Counseling Update – Feb Regular Meeting (first thing)
- 13.10. Gifted and Talented Update – March Regular Meeting (first thing)
- 13.11. Head of School Interviews – Feb Regular Meeting – beginning of the meeting
- 13.12. Sporks and Food Service – Feb Regular Meeting Discussion Item
- 13.13. Edukit Discussion Item – Feb Regular Meeting
- 13.14. Regular Meetings – move BLPA, BLFA and Building Updates to those

14. Adjournment

14.1. Deann Barnett adjourned the meeting at 10:15 p.m.

DATE: February 7, 2017

//Signed//
Gwendy Hartsell, BOD Secretary