



7094 Cottonwood Tree Drive, Colorado Springs, CO 80927

Phone: 719.570.0075 - Fax: 719.522.2900 Email: BoardBLRA@blracademy.org

**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 REGULAR MEETING MINUTES**

JUNE 15, 2021 AT BANNING LEWIS RANCH ACADEMY at 6:00 p.m.

**1. Call to Order**

1.1. Deann Barnett called to order at 6:06pm

**2. Roll Call**

2.1. Board Members: Deann Barnett, Todd Blum, Matthew Pacheco, Alexandra Tomei

2.2. Absent: Krisell Creager-Lumpkins

**3. Welcome, Pledge of Allegiance**

**4. Reading of the Mission Statement**

**5. Approval of Agenda**

5.1.1. Matthew Pacheco motioned to approve the agenda as presented, Todd Blum<sup>2nd</sup>d

5.1.2. All approve, motion carries

**6. Approval of the Minutes**

6.1. Approval of the previous Regular Meeting Minutes, May 18, 2021

6.1.1. Matthew Pacheco motioned to approve the Regular Meeting Minutes, May 18, 2021, Todd Blum<sup>2nd</sup>d

6.1.2. All approve, motion carries

6.2. Approval of the Special Meeting Minutes, May 24, 2021

6.2.1. Matthew Pacheco motioned to approve the Special Meeting Minutes, May 24, 2021, Todd Blum<sup>2nd</sup>d

6.2.2. All approve, motion carries

6.3. Approval of the Special Meeting Minutes, June 1, 2021

6.3.1. Matthew Pacheco motioned to approve the Special Meeting Minutes, June 1, 2021, Todd Blum<sup>2nd</sup>d

6.3.2. All approve, motion carries

**7. Positive Observations**

7.1. Alexandra Tomei commented on the kids at the end of the year – it was clear how bonded they are to their teachers as I saw more tears with them saying goodbye to their teachers than any other year. Way to finish a hard year strong and I am so thankful to our teachers and staff who supported kids and families through a unique and unimaginable year.

7.2. Graduation was wonderful, parades were wonderful, the celebrations at the end of the year were great.

7.3. GPA event, breakfast with staff – all wonderful celebrations.

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

8.1. None signed in

**9. Program Highlight**

9.1. D49 Presentation on purchased services – Andy Franco

9.1.1. Discussed administrative fees and SPED fees.

9.1.2. Administrative fees – can charge up to 5% for authorizing expenses (categorical and additional expenses can be in that fee). Many years under 3% and believe it is close to 3% currently.

9.1.3. Per statute, true ups will occur within 90 days to meet that fee.

9.1.4. Budget at last years rate and D49 attempts to keep as close to that previous year's rate as you plan.

9.1.5. SPED costs – all federal funding goes into one pot and is distributed. Rarely is SPED fully funded for the operating costs. Same dollar amount goes to each student who needs those supports.

9.1.6. Discussion of how those monies are spent without our school to support our students and how can we work within the regulations to increase quality.

9.1.7. Reviewed additional funding related to not using D49's powerschool platform and the lift to transition that data. If we transitioned to D49 powerschool that fee would reduce.

9.1.8. Discussed human resources charges to our school from D49; one position is being reduced and should be lower in the next ledger for charges in the upcoming fiscal year.

9.1.9. Reviewed social media charges and being included in upcoming high school information nights and other general market opportunities

**10. Sanctioned Organizations - *Speakers are limited to 3 minutes when presenting in person***

10.1. PTO – email update earlier this month

10.2. BLA Booster Club – email update sent

10.3. Boy Scout Troop 228 - out for the summer

10.4. Cub Scout Pack 228 – out for the summer

10.5. Civil Air Patrol – email update sent

10.6. Girl Scout Troop – out for the summer

**11. Standing Committee Reports *Speakers are limited to 10 minutes when presenting***

11.1. Finance Committee Report Chair: Matthew Pacheco

11.1.1. HR Fee review presentation by Accel representatives (Maria Szalay, COO primary presenter)

11.1.2. Reviewed recruiting costs, offer letter costs, performance management costs, compensation management costs, benefits costs, payroll management costs, and advisory services

11.1.3. Recruiting costs include staffing strategies including recruiting sources and applicant tracking system solutions

11.1.3.1. New hire data entry in HRIS

11.1.3.2. Recruiting systems integration (application tracking)

11.1.3.3. System reference check system

11.1.4. Offer letter costs include template development in compliance with state and federal laws

11.1.4.1. Offer letter drafting and issuing

- 11.1.4.2. Tracking of new hire status
- 11.1.4.3. Communication of new hire needs (hardware, software, other access)
- 11.1.5. Performance management costs include handbook and policy development, coaching, and counseling
  - 11.1.5.1. Annual handbook / policy acknowledgement tracking
  - 11.1.5.2. Response to legal claims (federal, state)
  - 11.1.5.3. Document management / retention
- 11.1.6. Compensation management includes pay band development and monitoring of regulatory changes
  - 11.1.6.1. Compliance audits
  - 11.1.6.2. Employee qualification review
- 11.1.7. Benefits costs include RFP process management, benefits design, and monitoring of regulatory changes
  - 11.1.7.1. Systems integration with multiple benefits vendors (medical, dental, vision, life insurance, flexible spending, retirement)
  - 11.1.7.2. Plan audits
  - 11.1.7.3. Administer open enrollment
  - 11.1.7.4. Processing Qualifying Life Events
- 11.1.8. Payroll Management includes pay schedule and policy development, vendor selection
  - 11.1.8.1. Payroll system configuration – earnings codes, withholdings, tax rates
  - 11.1.8.2. Bi weekly data entry
  - 11.1.8.3. Stipend processing (10-20 on average per pay period)
  - 11.1.8.4. Physical check requests
  - 11.1.8.5. Paycard issuance
  - 11.1.8.6. Audit of accruals
  - 11.1.8.7. Review and modifications for federal, state, and local statutory compliance
- 11.1.9. Advisory Services includes generalist special support covering employee counseling, performance management review, staff position creation, policy modification, guidance under changing work conditions (COVID)
- 11.1.10. Fee History is as follows:
  - 11.1.10.1. October 2015-March 2016
    - 11.1.10.1.1. 1328.60 annualized (51.10 per pay)
    - 11.1.10.1.2. 80 employees
  - 11.1.10.2. April 2016-December 2017
    - 11.1.10.2.1. 957.32 annualized (36.82 per pay)
    - 11.1.10.2.2. FY18 growth to 125 employees
  - 11.1.10.3. January 2018-present
    - 11.1.10.3.1. 1020 annualized (85/month or 42.50 semimonthly)
    - 11.1.10.3.2. FY21 153 employees
- 11.1.11. Each PEO company has their own fees they charge, and usually they charge in two ways, such as flat per-employee, per year charge, or as a percentage of total payroll. A per-employee, per-year (PEPY) quote charges a flat fee per employee, usually between \$900-\$1,500 per employee, per year, charging this way helps your business expenses be more predictable. The other method of pricing for PEO companies is calculated by taking a percentage of total payroll for each pay period

(usually between 3-8 percent). Good PEO companies will charge by either method subject to the requirements and preferences of your business.

11.1.12. You are paying a PEO company for HR compliance and support, payroll and tax administration, workplace safety and risk management, employee benefits administration, and access to HR technology. In both fee scenarios, your business could incur additional fees because of other items, like additional employee benefits, talent management merchandise, and recruitment services. For a [small business](#) that is growing, a PEO company is less than the cost of hiring a full-time employee to complete these tasks. Some other fees that can impact your pricing are setup fees, monthly service fees, training and consulting fees, health insurance premium contributions, workers compensation contributions, workers compensation premiums, and any other company-sponsored benefits.

11.1.13. ADP TotalSource and Insperity don't list their prices on the website and offer them only on a quote-by-quote basis for each individual company. However, a verified ADP PEO review 2020 suggests that similar services charge from \$125 to \$155 per month / per employee. There are no long-term contracts or cancellation fees.

11.1.14. In most cases, PEO services charge additional setup fees and hidden fees for things like 1099 and W-2 preparation, although no information about these is provided. According to ADP TotalSource plans reviews, additional services that cost extra include the ADP Talent Suite, 401(k) plans, and various other insurance options.

11.1.15. Question asked about why we are paying a PEO (lumped under management services).

11.1.16. Questions regarding why it is so expensive to fund these services – how many employees are being paid to do these services.

11.1.16.1. 7 different software vendors are being utilized to make these processes happen.

11.1.16.2. Wanted to quote a number appropriate to BLA, not related to other schools they manage.

11.1.16.3. COVID related increased expenses including PTO changes, leave, etc.

11.1.17. Concerns about where the various expenses are falling

11.1.17.1. Over scale over time it becomes a high volume. It is hard to say where one job ends and another begins – there is overlap. Aggregation of all the various expenses in the fees.

11.1.18. Need to consider the information more and will bring more questions.

11.1.19. Discussed continued seeking of discounts to better provide services for the schools.

Thanked the BOD for bringing these questions to Accel, assisting them in better analyzing their own fee structures. Keep the cost low to serve employees.

11.1.20. Are we charged 42.00 for a 39.00 reimbursement check?

11.1.20.1. Included per employee not per check.

11.1.21. Monthly budget presentation provided by Kristen LaMay

11.1.21.1. 4.7million of assets in the general fund

11.1.21.2. Current liabilities ended at 1.3million dollars; current ratio of 3.62

11.1.21.3. 1469 PPF; district PPF is 7843.

11.1.21.4. At the end of June accrue all final services to pay for the remainder of their contract.

11.2. Election Committee Report Deann Barnett, Todd Blum, Krisell Creager-Lumpkins

11.2.1. Met with the candidates – email sent reporting which seats will go to which candidates.

Confirmed that there are no conflicts of interest and all candidates are in good standing.

11.2.2. Alexandra Tomei, for seat E (appointed), Term ends in 2024

11.2.3. Scott Lewis, for seat G (appointed), Term ends in 2023

11.2.4. Heather Zambrano, for seat C (elected), Term ends in 2023

**12. BLRAF, Fundraising and Marketing Updates** *Speakers are limited to 10 minutes when presenting*

- 12.1. Representative: Heather Zambrano
  - 12.1.1. No report sent, will follow up at a later date.

**13. BLR Admin Reports** *Speakers are limited to 10 minutes when presenting*

- 13.1. Supporting documentation BLR Admin Report
  - 13.1.1. Email update sent.
  - 13.1.2. Rick Dahlman reported on BLPA – middle school
    - 13.1.2.1. New positions open.
    - 13.1.2.2. Summer boot camp open – students who are in need of support but also fun. Accelerate not remediate.
    - 13.1.2.3. Staff culture note – busy 2 years but finish line was reached.
    - 13.1.2.4. 7<sup>th</sup> grade math team reported the highest growth percentage numbers in Renaissance
    - 13.1.2.5. 19 days beyond the minimum seat time when compared with surrounding schools.
  - 13.1.3. Albert Wiggins reported on BLPA – high school
    - 13.1.3.1. Growing across the board at the high school – if no attrition will bring in 172 additional students compared to last year.
    - 13.1.3.2. 16 in seat days due to longer lunch times compared to middle school – still longer than average.
    - 13.1.3.3. Opportunity to work with WorldLink – international student exchange program. They reached out to our school to send students to us to enroll. Currently taking 10<sup>th</sup> / 11<sup>th</sup> graders (can't graduate from an American school). Seeking out families to host exchange students (23/24 school year).
    - 13.1.3.4. Extended the school year with sports due to COVID, but students are enjoying getting back to normal.
    - 13.1.3.5. CE / Career start – 96 students in the fall with 4 career start courses.
    - 13.1.3.6. Facility report – focus on getting the schedules down so students can prepare for their upcoming school year and classes.
    - 13.1.3.7. Request to get information on graduating class and scholarships and post-graduation statistics to celebrate.
  - 13.1.4. Question regarding the vacancies of teachers and number of seats open – many are new positions to accommodate the increased students in the building.
  - 13.1.5. Confirmation for 1,100 students at the prep campus.
  - 13.1.6. Leanne Weyman reported on goal tracking for UIP which should be aligned with our strategic plan.
  - 13.1.7. Options for the 10 students who were interested in remaining online – CO has put out specific guidelines for what can be considered online schooling for these students. Must be synchronous and with CO accredited teacher. Presenting AMP as an option.
    - 13.1.7.1. Board members are not wanting to use AMP as an option because of past history.
    - 13.1.7.2. Discussion on the platform and the cost / benefit associated.
    - 13.1.7.3. Request to defer this discussion and provide a presentation specifically to BLA

**14. Discussion Items**

- 14.1. Accel Evaluation

- 14.1.1. Alexandra Tomei reviewed the process for how the evaluation was compiled.
- 14.1.2. Concerns related to SPED service comments – request made to report those to administration so that those regulatory issues can be resolved.
- 14.2. BLA Handbooks / Dress Code
  - 14.2.1. Cannot discuss towards approval– no read ahead provided.
  - 14.2.2. Questions related to dress code are still lingering.
    - 14.2.2.1. Sweatshirts / hoodies questions
    - 14.2.2.2. Hair styles questions
  - 14.2.3. Painting parking spaces – not occurring this year but will address at a future school year.
- 14.3. Enrollment Goals
  - 14.3.1. Discussion of summer enrollment and changes / proposed changes that occur over the summer.
  - 14.3.2. For the expansion – 1800 students across both campuses. (600 in HS)
  - 14.3.3. Take a look at the master schedule and what is the comfortable number for capacity and adequate education.
  - 14.3.4. Discussion for future board meetings requesting additional information broken down by grade, capacity for quality education, and carrying this discussion forward.
- 14.4. BOD Election Seats
  - 14.4.1. Proposed seats:
    - 14.4.1.1. Alexandra Tomei, for seat E (appointed), Term ends in 2024
    - 14.4.1.2. Scott Lewis, for seat G (appointed), Term ends in 2023
    - 14.4.1.3. Heather Zambrano, for seat C (elected), Term ends in 2023

## **15. Action Items**

- 15.1. BOD Election Seats
  - 15.1.1. Todd Blum motioned to put Alexandra Tomei, for seat E (appointed), Scott Lewis, for seat G (appointed), Heather Zambrano, for seat C (elected), Matthew Pacheco 2<sup>nd</sup>,d
  - 15.1.2. No Discussion
  - 15.1.3. Vote Yes: Deann Barnett, Todd Blum, Matthew Pacheco
  - 15.1.4. Abstained vote yes: Alexandra Tomei
  - 15.1.5. Vote No: None
  - 15.1.6. Motion carries

## **16. Executive Sessions**

- 15.1 None

## **17. Future Business**

- 17.1. Accel presentation on AMP
- 17.2. Officer positions for 21-22
- 17.3. Enrollment
- 17.4. BLA handbooks / dress code
- 17.5. Work session on July 13, 2021 – 6:00pm

## **18. Board Member Communication**

- 18.1. D49 is building 2 new middle schools. Realigning zones as well.

**19. Adjournment**

19.1. Deann Barnett adjourned the meeting at 9:01pm

**DATE: June 15, 2021**

//Signed//

---

Alexandra Tomei, Secretary