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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 REGULAR MEETING MINUTES

JANUARY 18, 2022 AT BANNING LEWIS RANCH ACADEMY at 6:00 p.m.

1. Call to Order

1.1. Heather Zambrano called to order at 6:07pm

2. Roll Call

2.1. Board Members: Deann Barnett, Krisell Creager-Lumpkins, Matthew Pacheco, Alexandra Tomei, Heather Zambrano

3. Welcome, Pledge of Allegiance

4. Reading of the Mission Statement

5. Approval of Agenda

5.1. Matthew Pacheco motioned to approve the agenda adding discussion item 14.10 and action item 15.4 on school calendar 22-23 and spelling on 14.7 corrected for principal, Krisell Creager-Lumpkins 2ndd

5.2. All approve, motion carries

6. Approval of the Minutes

6.1. Approval of the previous Regular Meeting Minutes December 14, 2021

6.1.1. Matthew Pacheco motioned to approve the agenda as posted, Krisell Creager-Lumpkins 2ndd

6.1.2. All approve, motion carries

7. Positive Observations

7.1. Matthew Pacheco just came from the girls basketball game in middle school. A team is starting off strong, B team won in a huge win. Great coaching and great sportsmanship. Really good presentation across the board at an away game! Great job to coaches and administrators

7.2. Deann Barnett stated she was very excited about the HS academic awards ceremony next week – awesome to celebrate finally and get letters handed out.

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

8.1. Guin Leeder signed in to speak about Policy – Eligibility

8.1.1. Wanted to talk about the policy we may or may not be reviewing this evening – the BLA BOD subcommittee appointed and elected policy. This is one that is important to our work on the SAC. As a point of transparency – it would be great to see the draft policies that are being considered.

Can only comment on the current document since the draft is not posted. Always trying to attract more teachers and parents on the SAC. There is no stipulation regarding the conflicts of interest that is in our BOD policy regarding subcommittee positions. Request the BOD to consider an exemption for item 1.4.1. for not allowing spouse of an employee to be an elected position on the SAC. In 5 years as SAC chair – have consistently served 2 or 3 positions on the SAC because we do not have full representation. Thrilled to have more people this year but concerns about the spouse of an employee as an elected position. No conflict of interest regarding spouses of employees and other qualifications for SAC members. Do require one of the positions of chair or co chair be a parent – do disqualification for spouses of employees. No budget, not like a spouse of an employee would be voting for something that would be a conflict of interest.

9. Program Highlight

9.1. National Honor Society

9.1.1. Officers of this school years NHS came to speak about NHS

9.1.2. Presented on the 4 core values of the NHS

9.1.2.1. Scholarship

9.1.2.2. Service

9.1.2.3. Leadership

9.1.2.4. Character

9.1.3. Personal Service

9.1.3.1. Members have a diverse list of opportunities to meet or exceed the minimum requirements of 10 hours

9.1.3.2. Teaching assistants, personal or family needs, donating time to food banks or community organizations, concessions or admissions stands, event set up and tear down, etc

9.1.4. Service projects from last year included Judi's Spirit Week, E Cards for CHCO

9.1.5. Shared personal impacts that NHS has had on each of the presenting members

9.1.5.1. Taught me so many leadership skills, organization skills, responsibility, etc.

9.1.5.2. Learned how important it is to put time into our community

9.1.5.3. When I received a letter back thanking them for the donation, it was a defining moment for me. It was not just the thanks it was the idea that we make an impact on the people we are doing service hours for

9.1.5.4. Love seeing the impact on the people we affect

9.1.5.5. Believes some of the strongest character evidence of the program opens opportunities for us to grow and participate

9.1.5.6. Didn't expect to be an officer but have learned so much from stepping into a role of responsibility.

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

10.1. PTO – Email sent and was present to present

10.1.1. Exist to foster a positive working relationship between staff, students, and families. Fundraise for both campuses. Put on the Fun Run through Boosterthon that made over 30k. This is helping to support smart boards. Also plan to support prep and get the prep involved more and reach out to make sure they are also getting their needs met. Restaurant Nights 2x a week. Working on getting more involvement ongoing.

10.2. BLA Booster Club – email not sent but have been busy

- 10.3. Boy Scout Troop 228 – email not sent but have been busy
- 10.4. Cub Scout Pack 228 – Present to present
 - 10.4.1. Meet every Tuesday night in the cafeteria. Never had a more healthy pack. Just re-charted the pack and carried 59 scouts, 23 volunteer leaders. Popcorn sold funds next years scouting. Record sales this year and was able to add to the STEM theme this year – lock in at the Cheyenne Mt Zoo. Cave and the Winds tour – over and above our normal program. Pinewood Derby this weekend at the Prep campus. Blue and Gold banquet the 26th of Feb. March 1 will reinforce spirit of citizenship with the annual first responder event. Very active in community service – soliciting for the anything warm drive. 50 boxes donated in that drive. Supported Troop 228 and helped donate over 8,000 lbs of food. Have a solid succession plan for leaders that are transitioning out this spring.
- 10.5. Civil Air Patrol – going through a transition after the Dec BOD meeting, expect an update next BOD meeting
- 10.6. Girl Scout Troop – still trying to find a leader

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

Finance Committee Report Chair: Matthew Pacheco

- 11.1. Financials went out in a report.
- 11.2. All looks steady
- 11.3. District did send final update on PPR – increased by 184 dollars. Down 3 students from our budget but evens out
- 11.4. ESSRIII funds have not received approval yet; have been approved for the 376k HVAC approved
- 11.5. MLO amended budget – has been moved over to the SAC and DAC for their approval process
- 11.6. 233 days of cash in reserves – has gone up from the last meeting
- 11.7. Accel representation will be present on the 1/26 meeting to support the D49 presentation
- 11.8. Financial transparency is not being uploaded – not since October. Need to figure out who should be uploading and fix.
 - 11.8.1. Patti communicated with the district to ensure it is uploaded – will continue to look into it
- School Accountability Committee (SAC) Guin Leeder
- 11.9. Email sent
- 11.10. Last meeting was in December. Decided to stand up 2 new enduring subcommittees for safety / security and surveys.
- 11.11. Safety and security has met 2x now to develop recommendations to the board; preparing to send a survey to families and staff
- 11.12. Surveys are being proposed for climate assessment; don't have prior data to review. Want to ask about parent engagement, school culture, and parent satisfaction.
- 11.13. Next meeting will be Feb 7.
- 11.14. CDE documentation reviewed to assess for what the SAC can do
- 11.15. Recommended to check the by laws for where the purview is to ensure compliance with your own bylaws.
- 11.16. Climate survey – question regarding who will be the audience
 - 11.16.1. Parents, staff, and possibly students.
 - 11.16.2. Noted staff is already being accomplished through other processes

- 11.16.3. Would be great to tie those surveys into the overall strategic plan and pillars (i.e. retention of students)
- 11.17. Like the safety survey – succinct and asks the right questions
- 11.18. Concerns about mentioning culture and engagement – make sure we are collaborating
 - 11.18.1. Do parents know how to get engaged and are they engaged?

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

- 12.1. Representative: Heather Zambrano
 - 12.1.1. In re-enrollment season currently
 - 12.1.2. At 1610 in terms of student enrollment (roughly 40 students left at break)
 - 12.1.3. 495 return, 1000 undecided
 - 12.1.4. Begin working with those who are undecided to determine next steps
 - 12.1.5. Lottery and waitlists – new students is 256 new students. 114 for Kinder, 38 for 6th, and 17 for 9th.
 - 12.1.6. Re-enrollment closes by 2/10
 - 12.1.7. Need to consider our own caps for class size and if we will need a lottery.

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

- 13.1. Supporting documentation BLA Admin Report
 - 13.1.1. Email sent
 - 13.1.2. Cassie Prosch presented on BLRA
 - 13.1.2.1. So grateful to have substitutes showing up every day to support. Please thank them and show them support!
 - 13.1.2.2. With the help of PTO got the first clevertouch purchased.
 - 13.1.2.3. Teacher committee to select the technology that would be requested
 - 13.1.2.4. Presented on data – 71% at or above benchmark for MOY (goal of 80 or above)
 - 13.1.2.5. Presented specific K-2 data
 - 13.1.2.6. Jenna Bell has done above and beyond to support our teachers and students with ideas and interventions and has been invaluable at improving the student performance.
 - 13.1.2.7. Jenna Bell also acknowledged her interventionists who are working hard in the trenches with the students and doing the hard work to support the students.
 - 13.1.2.8. Looking at the data so that we are intervening before they become a red or yellow dot. Being intentional about how and when we intervene.
 - 13.1.2.9. 72-80% in 3rd grade.
 - 13.1.2.10. 51% moved from below to at or above benchmark in 4th
 - 13.1.2.11. 5th grade – started the year 63%-75% at or above benchmark
 - 13.1.2.12. Compliment from Andy Franko about our ability to progress monitoring in our building – goal for 100% accuracy (currently 80% compared to D49 56% accuracy).
 - 13.1.2.13. Question about are these kids falling back into patterns or still seeing COVID related slides?
 - 13.1.2.13.1. Kept these students in the building as much as we can and it shows in our data.
 - 13.1.2.13.2. Our regression is not as bad as other places; resilient is a great word to describe it.
 - 13.1.2.13.3. We are seeing the trauma in general. Not just – I forgot how to read. It's lingering – things still aren't normal. Can I stay in school? Are they going to close again?

- 13.1.2.13.4. Resiliency is also with the teachers – we don't get to ignore some of the other COVID stuff. Teachers are putting kids first and needs first. Teachers are going above and beyond to help these kids.
- 13.1.2.14. What specific actions are increasing these data points?
 - 13.1.2.14.1. BLA has WIN – What I Need. During that time, we take the assessments given to the students and use that data to divide students into what they needed for intervention needs.
 - 13.1.2.14.2. 95% group curriculum purchased, SIPs, and other research based programming. Assign the curriculum to the skill gap, who is the person we have that is most qualified to use the curriculum, then put those students in those groups to get what the need. Every 6-8 weeks re-evaluate and reassign if needed.
- 13.1.2.15. Plan – Do – Study – Act. A group for teachers to help them determine the specific skills that need work and help them help the students.
- 13.1.3. Rick Dahlman presented on BLPA – Middle
 - 13.1.3.1. Seeing the same improvements in the middle school and excited about the data that is coming in
 - 13.1.3.2. Importance of having teachers who know how to teach reading – also at the secondary level
 - 13.1.3.3. Helping students engage with the text meaningfully
 - 13.1.3.4. Launched THINK CERCA. Highest used proportionally in D49. Intentional about making sure teachers are assigning CERCA's and using that in our data.
 - 13.1.3.5. PSAT scores are processing
 - 13.1.3.6. Stables outfits – flag, mission, ceiling tile, and PBIS points assigned for it. T-shirts are colorful and going to light up the school. Bringing back assemblies.
 - 13.1.3.7. Speaking of mental health – use this momentum to keep kids excited to be in school then into academic awards.
 - 13.1.3.8. Tomorrow's assembly doing academic awards and advertise the high school experience
- 13.1.4. Athena Rehorst presented on BLPA – High
 - 13.1.4.1. Taco bout it night – many families present and were enthusiastic to learn about 9th grade
 - 13.1.4.2. Having a lot of 8th graders want to move into 9th grade and that is indicative of the culture we are building at BLPA.
 - 13.1.4.3. So grateful that we have had staff that are willing to jump in.
 - 13.1.4.4. Fantastic staff who are coming on board and supplementing wonderful things in the building
 - 13.1.4.5. CE data shared; 2nd only to Falcon High School in number of college students we have. 532 students total in D49 in CE, 99 are BLPA students. We saw increases when D49 saw decreases. 94% course completion rate
 - 13.1.4.6. Finding staff who are truly unicorns and are so excited to have them (i.e. math and science) and word of mouth is spreading about this being a great place to work
- 13.1.5. Staff in BLRA – 72 staff, BLPA Middle – 40ish, and BLPA High – 38.
- 13.1.6. Natalee Long from Accel presented about her role in this transition
 - 13.1.6.1. Head of School / Executive Director position – engaged 2 head hunters. BOD will be presented with the proposed process and be involved.
 - 13.1.6.2. Recommending that Interim principal move into a permanent position
 - 13.1.6.3. Working on making sure nothing falls through the cracks during transition.

13.1.6.4. Re-contracting is a topic of interest. Schedule for March roll out for offer letters. (week of March 14).

13.1.6.5. Ensured multiple layers of stakeholders would be involved in Head of School search

14. Discussion Items

14.1. Activity Bus

14.1.1. Email with details sent regarding concerns

14.1.2. Not as concerned about the physical bus we choose, it is the driver and the maintenance

14.1.3. Every 6k miles bus has to be inspected

14.1.4. Driver has to be inspected, have physicals, etc.

14.1.5. D49 is currently short on mechanics for their fleet. Supply chain issues with parts, etc. But can work out an agreement in the future.

14.1.6. 6k mile checks could be worked with in D49; training could work with D49 as well

14.1.7. Meeting with leadership at D49 to come up with transportation guidelines for Charters

14.1.7.1. Some charters are buying vans not buses. Accidents have occurred and students have died – no more vans in the district is the plan. Mini 15 passenger vans / buses for the smaller vehicles

14.1.7.2. Working to get minimum requirements out there for charters to ensure safety

14.1.8. BLA would be responsible for putting together the drug testing program

14.1.9. Who would spearhead all the maintenance of the bus as well? Who would this fall under and be incorporated into our structure and our building – need an operational plan

14.1.10. Don't want a charter bus per expert recommendation

14.1.11. Considerations for when a bus stays in town and goes out of town

14.1.12. Need to proceed with who is in charge – suggested that BLPA begin to work to identify who could be the person to be the operational leadership for this

14.1.13. Considerations over priority of usage between the various teams – put that in the operational plan

14.1.14. Considerations of contractor vs BLA employee

14.2. Policy Review

14.2.1. Board of Directors School Board Meetings, Policy Adoption, and Document Retention and Access

14.2.1.1. Clean version sent; no changes from last meeting

14.2.1.2. Cleared up titles of documents, expectations of meeting minutes, relocated items to prevent redundancy, expanded on verbiage for retention and access for documents / CORA to match the website and other documents. Spelling errors adjusted.

14.2.1.3. Legally, our name is Banning Lewis Ranch Academy – despite nicknames we give it. Need to keep documents to the legal name in all areas of the policies

14.2.1.4. Tracking on bottom of all documents to denote changes and when those changes occurred; make sure dates are accurate

14.2.1.5. Use titles of designated individuals rather than names

14.2.2. Board of Directors Elected and Appointed Position Eligibility Policy

14.2.2.1. Clean version sent; no changes from last meeting

14.2.2.2. Ensure BLRA is the name throughout all policies

14.2.2.3. Include changes in conflict of interest for the 3 year vs 1 year waiting period (only material change), include clear definition of D49 employees and affiliates, clarified non-

applicable transactions, clarification for eligibility for a person who violates by-laws,
movement of sections to be in appropriate sections

14.2.2.4. Conflicts of interest did not materially change

14.2.2.5. Tracking on bottom of all documents to denote changes and when those changes occurred; make sure dates are accurate

14.2.3. Board of Directors Board Elections

14.2.3.1. Clean version sent; no changes from last meeting

14.2.3.2. Ensure BLRA is the name throughout all policies

14.2.3.3. Previously an internal document, changed to be a public policy (recommissioned)

14.2.3.4. Removed sample letters and created a policy such that people are aware of the policy for our guidelines. Title added, grammatical and spelling errors.

14.2.3.5. Tracking on bottom of all documents to denote changes and when those changes occurred; make sure dates are accurate

14.3. Head of School Search

14.3.1. Update provided during the BLA Administration Report

14.4. Early Graduation

14.4.1. The desire is to have a statement incorporated

14.4.2. Why reinvent the wheel when D49 has one?

14.4.3. Reviewed with high school leadership

14.4.4. Almost exactly what D49's statement is

14.4.5. Goal to honor the different paths that our students take and will continue to require the capstone class

14.4.6. "Every student will navigate their own path at their own pace"

14.5. School Safety

14.5.1. Email sent with updates; still working on the solution and SAC is working on it as well

14.5.2. Additional information provided, SRO have a long waiting list. D49 reported they may have an SRO available and that is opening up additional conversations.

14.5.3. Considerations regarding contacts with law enforcement and long term effects of that on a student's permanent record when it is a SRO

14.5.4. Operational considerations regarding who would this person report to

14.6. Charter League Conference

14.6.1. Currently proceeding with purchasing 1 day tickets for those who requested – will figure out logistics of which days and who will go on those days once a formal agenda can be found

14.6.2. Currently 2 at the Ranch, 0 at the middle, and 1 at the high school.

14.6.3. Would love for new BOD members to be able to go if possible

14.7. Interim Principal Title

14.7.1. Action item that occurred previously to do the interim principal position that would be reposted during hiring season.

14.7.2. Many conversations have been had, but because we took action we need to take action at our next meeting to support making the position permanent

14.8. Accel Annual Review – Data Collection

14.8.1. Will begin assembling data and following the process we did last year where we involve staff feedback to support the responses the BOD assemble – will begin in the next 60 days or so

14.8.2. This will support the annual review we do each year

14.8.3. Ideally have the document assembled before the May regular meeting

- 14.8.4. We don't make the survey, we use the standard questions that are provided for us to answer
- 14.9. Election Committee Establishment
- 14.9.1. Deann Barnett, Heather Zambrano, and Alexandra Tomei because they do not have terms ending this year
- 14.9.2. 2 open seats right now that can be filled as well as the opportunity to get future succession plan BOD members for future openings
- 14.9.3. Term election for application collection as well
- 14.9.4. Concerns about the input in the discussions that is unclear
- 14.9.5. Expectation would be that they would attend board meetings and learn how to be a board member (shadowing); reading of the by laws, learn the policies and procedures.
- 14.10. School Calendar
- 14.10.1. 22-23 calendar was approved in December; situation came up that on Sept 30 is an e-learning day but that is October count day (part of the window). Date cannot be an e-learning day in order to be the count.
- 14.10.2. Proposed Sept 16 as a replacement count day
- 14.10.3. E-learning makes it difficult to verify attendance
- 14.10.4. Needs to be posted once it gets approved for families to see

15. Action Items

- 15.1. Activity Bus
- 15.1.1. Due to discussion, this will be postponed for action
- 15.2. Early Graduation
- 15.2.1. Deann Barnett motioned to approve the statement as presented, Matthew Pacheco 2nd'd
- 15.2.2. No Discussion
- 15.2.3. Vote Yes: Deann Barnett, Krisell Creager-Lumpkins, Matthew Pacheco, Alexandra Tomei, Heather Zambrano
- 15.2.4. Vote No: None
- 15.2.5. Motion carries
- 15.3. Policy Review
- 15.3.1. Board of Directors School Board Meetings, Policy Adoption, and Document Retention and Access
- 15.3.2. Deann Barnett motioned to approve the Board of Directors School Board Meetings, Policy Adoption, and Document Retention and Access policy updates with any necessary grammatical changes as noted in discussion, Matthew Pacheco 2nd'd
- 15.3.2.1. No Discussion
- 15.3.2.2. Vote Yes: Deann Barnett, Krisell Creager-Lumpkins, Matthew Pacheco, Alexandra Tomei, Heather Zambrano
- 15.3.2.3. Vote No: None
- 15.3.2.4. Motion carries
- 15.3.3. Board of Directors Elected and Appointed Position Eligibility Policy
- 15.3.4. Deann Barnett motioned to approve Board of Directors Elected and Appointed Position Eligibility Policy with any necessary grammatical changes as noted in discussion, Matthew Pacheco 2nd'd
- 15.3.4.1. No Discussion

- 15.3.4.2. Vote Yes: Deann Barnett, Krisell Creager-Lumpkins, Matthew Pacheco, Alexandra Tomei, Heather Zambrano
- 15.3.4.3. Vote No: None
- 15.3.4.4. Motion carries
- 15.3.5. Board of Directors Board Elections
- 15.3.6. Deann Barnett motioned to approve Board of Directors Board Elections policy with any necessary grammatical changes as noted in discussion, Matthew Pacheco 2nd d
 - 15.3.6.1. Discussion
 - 15.3.6.2. Vote Yes: Deann Barnett, Krisell Creager-Lumpkins, Matthew Pacheco, Alexandra Tomei, Heather Zambrano
 - 15.3.6.3. Vote No: None
 - 15.3.6.4. Motion carries
- 15.4. School Calendar
 - 15.4.1.1. Deann Barnett motioned to approve the updated 22-23 calendar with e-learning day moved from Sept 30 to Sept 16 2022, Matthew Pacheco 2nd d
 - 15.4.1.2. No Discussion
 - 15.4.1.3. Vote Yes: Deann Barnett, Krisell Creager-Lumpkins, Matthew Pacheco, Alexandra Tomei, Heather Zambrano
 - 15.4.1.4. Vote No: None
 - 15.4.1.5. Motion carries

16. Executive Sessions

- 16.1. None requested

17. Future Business

- 17.1. Work Session – Enrollment Caps
 - 17.1.1. Scheduled for February 1, 2022 at 7:00pm (work session) special meeting at 8:30pm
 - 17.1.2. Changed to a special meeting after a work session such that if action needs to be taken it can be taken
 - 17.1.3. Will add Interim Principal agenda item for the special meeting portion as well
 - 17.1.4. Data requested to support this special meeting and work session
- 17.2. Colorado State alignment and Blitzing for the 22/23 academic year – Dr. Chad Carr

18. Board Member Communication

- 18.1. 1/26/2022 Work Session for Charter Presentation to BOD at 6pm
- 18.2. Request for grade leads to participate in the work session on 02/01/2022 for enrollment

19. Adjournment

- 19.1. Heather Zambrano adjourned the meeting at 8:38pm

DATE: January 18, 2021

//Signed//
Alexandra Tomei, Secretary

