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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  
February 21, 2023 AT BANNING LEWIS RANCH ACADEMY at 1800.**

**1. Opening Items**

- 1.1. Pledge of Allegiance
- 1.2. Reading of the Mission Statement
- 1.3. Roll Call
  - 1.3.1. Absent- Roland Excused
  - 1.3.2. Present: Leigh Bolton, Kevin Clark, Guin Leeder, Chris Thompson, Kimberly Whitten-Chung
- 1.4. Call to Order
  - 1.4.1. 1806 by Leigh
- 1.5. Approval of the Minutes
  - 1.5.1. 2-21-2023 Minutes
    - 1.5.1.1. Guin motion
    - 1.5.1.2. Chris second
    - 1.5.1.3. All approve
    - 1.5.1.4. Motion carries
- 1.6. Amendment to the Agenda
  - 1.6.1. Add Booster presentation
  - 1.6.2. Remove duplication of Snow Day Policy
  - 1.6.3. Amendments:
    - 1.6.3.1. Leigh motion
    - 1.6.3.2. Kevin second
    - 1.6.3.3. All approve
    - 1.6.3.4. Motion carries
- 1.7. Good news
  - 1.7.1. Guin- loving the spirit and excitement on campuses
  - 1.7.2. Leigh- Basketball Regionals sendoff was fun and K-5 had a great literacy week
  - 1.7.3. Chris- invited to meet with a student to provide context about the field of Marketing
  - 1.7.4. Kevin – Skate City night had a great turn out
  - 1.7.5. Kim- Regionals was a lot of fun and the Basketball team played their hearts out; cheerleaders cheered their hearts out
- 1.8. Board Spotlight: Ms. Korthals
  - 1.8.1. English Textbook selection 6-12
  - 1.8.2. Mirrors and Windows by Carnegie Learning
    - 1.8.2.1. Print and digital access for teachers
    - 1.8.2.2. Print classroom sets for students
    - 1.8.2.3. Diversity, quality, built-in support and scaffolding
    - 1.8.2.4. Aligns with CO state standards
  - 1.8.3. How do teachers get caught up with the new curriculum?

- 1.8.3.1. Teachers start in the spring to determine which novels they want to teach with each grade level
- 1.8.3.2. Publisher orientation begins May 12
- 1.8.4. This was all teachers favorite textbook
- 1.8.5. Special thank you to Ms. Korthals for her leadership and alignment for grades 6-12
- 1.9. Public Comment - *Speakers are limited to 3 minutes and must sign in at the beginning of the meeting.*
  - 1.9.1. None
- 1.10. Marketing and Enrollment Presentation by Elisa Butler (VP of Marketing with ACCEL) and Aspacia Karageorge (Enrollment with ACCEL)
  - 1.10.1. Enrollment and marketing for BLA is owned by the school and supported by ACCEL
  - 1.10.2. ACCEL maintains websites through Web Change Request Form
  - 1.10.3. Biweekly (and sometimes weekly) meetings are conducted based on school need
  - 1.10.4. Aspacia has been helping support BLA since pre-COVID timeframe
  - 1.10.5. Pertaining to enrollment and new student interest support from ACCEL
    - 1.10.5.1. Banning has a primary person assigned → manager→ then Aspacia accepts calls
  - 1.10.6. ACCEL utilizes a data driven strategy to support year-to-year student retention
  - 1.10.7. ACCEL follows up on the lottery and waitlist numbers so enrollment numbers do not drop on count day, as has been seen historically
  - 1.10.8. Data has demonstrated more success in asking families if they are returning to determine enrollment numbers for the incoming school year
    - 1.10.8.1. Will need to complete re-enrollment forms in the spring because it is easier to enroll students before the school year has started
  - 1.10.9. Offered seats are held for six weeks
    - 1.10.9.1. Colorado law requires that students cannot be withdrawn from PowerSchool until there is a notification from another school- including home schools
  - 1.10.10. Highest number of new students are from referrals and siblings
  - 1.10.11. Videos also perform well
  - 1.10.12. Open houses are also effective
  - 1.10.13. Why Banning?
    - 1.10.13.1. Virtual tours
    - 1.10.13.2. Parent and peer testimonials
  - 1.10.14. Last year students had to be offered a seat to complete an application
    - 1.10.14.1. The year before and this year that is not necessary

## 2. Finance Review

- 2.1. 70 days left of the school year and on target to finish in budget
- 2.2. Will be switching backs
- 2.3. Recommend pushing budget approval
  - 2.3.1. Leigh motion to move vote
  - 2.3.2. Chris second
  - 2.3.3. All in favor
  - 2.3.4. Motion carries
- 2.4. Admin fee was previously outsourced then absorbed by ACCEL
  - 2.4.1. The rate climb was double-digit thousands to triple-digit thousands
  - 2.4.2. ACCEL did RFP for a different school
  - 2.4.3. Consider exploring in-house HR
  - 2.4.4. Still waiting for line-by-line explanation of what exactly this fee is covering
  - 2.4.5. Will likely require additional working sessions
- 2.5. Admin fee in 16/17 was \$28446 to \$175846 in 22/23
  - 2.5.1. VP of Accounting for ACCEL said that ACCEL was inadvertently absorbing the Banning cost because Banning was the largest cost. ACCEL was not breaking it down based on the number of employees in the beginning, but now they are distributing by the numbers of employees. RVP feels better about the distribution after speaking with the VP

## 2.5.2. Patti

2.5.2.1. ACCEL did not keep track of how much was paid for recruiting

2.5.2.2. Page 8 of financial statement- it is rolled into the blanket charge

2.5.2.2.1. Unable to pull accounting codes for the details that the Board is requesting

2.5.2.2.1.1. When did we start tracking? ACCEL says we are charged \$42/employee

2.5.2.2.2. Board will request an RFP for management companies

2.5.2.2.2.1. Leigh will speak to Jen

2.5.2.2.2.2. Would require a 60-day transition period in the event of a turnover

2.5.3. Roland approved to sign the Bond

## 3. School Updates

### 3.1. School Reports

3.1.1. CMAS schedule change to avoid overburdening the students

### 3.2. Update on SPED Transition

3.2.1. Positions: Many positions are hired

### 3.3. Athletics Practices During Snow Days

3.3.1. No identified legal issues with changing the policy.

3.3.2. Where does the policy belong?

3.3.2.1. Student handbook

3.3.2.2. Athletic handbooks

3.3.3. Currently only includes sports, but should also include Band, Clubs, and competitions.

3.3.3.1. Will be modified for adoption.

Interim Policy: Interim Snow Day Practice and Game Policy

Scope: This interim policy applies to BLPA CHSSA activities such as sports and band practices and games.

Early Dismissals: In the event of an early dismissal from school that was caused by a weather-related incident, all games and practices for that day will be canceled. A notice will go out via our school messaging system when practices and games are canceled. If a team is out of the district, the team may continue to practice/compete at the discretion of the Athletic Director.

Remote Learning Days: In the event school is switched to a remote day due to lack of personnel or weather, the Athletic Director will check roads throughout the county on the current conditions of the roads. Additionally, consult may also be made with the RVP and the Principal of BLPA Middle/High School to determine safety of travel. If they determine that roads are safe for travel, practices and games may proceed. Practices and games will not be mandatory during these times. The Athletic Director will then notify coaches who will set up practices and/or games. If practices and games are canceled, a notice will go out via our school messaging system.

Weather Related School Cancellation: In the event of a weather-related school cancellation, the Athletic Director will check roads throughout the county on current condition of the roads. Additionally, consult may also be made with the RVP and the Principal of BLPA Middle/High School to determine the safety of travel. If it is then determined that roads are safe for travel, practices and games may proceed. The Athletic Director will then notify coaches who will set up practices and games. Practices and games will not be mandatory. If a team is out of the district, the team may continue to practice/compete at the discretion of the Athletic Director.

## 4. Committees

### 4.1. PTO

4.1.1. None

### 4.2. SAC

4.2.1. None

### 4.3. Booster Club

4.3.1. Good success with fundraising

4.3.1.1. Installed mirrors in the weight room

4.3.1.2. Graphics in the gymnasium

- 4.3.1.3. Parents and athletes supported sales at sporting events to raise \$450
- 4.3.2. Football needs new headsets
- 4.3.3. Have spoken to the Athletic Director to initiate an annual coaches appreciation night
- 4.3.4. Need a bus
  - 4.3.4.1. Missing out on camaraderis
  - 4.3.4.2. Athletes are missing games
    - 4.3.4.2.1. There are 95 away games covering all sports
    - 4.3.4.2.2. K-5 has field trips
  - 4.3.4.3. CDE Schools of Choice Conference is covering equitable access to transportation 4/3/23
    - 4.3.4.3.1. Athletic Director is attending

4.4. Finance Committee: see Finance Review above

4.5. Policy and Governance Committee

- 4.5.1. Offer and first draft of application for election and appointment
  - 4.5.1.1. Updated by committee for a more simple application
  - 4.5.1.2. To be shared with all community members
  - 4.5.1.3. Passed to election and appointment committee
- 4.5.2. Kindergarten eligibility within Enrollment Policy
  - 4.5.2.1. Date changed from 8/15 to 9/15
  - 4.5.2.2. Will reopen enrollment policy when the Admin team deems necessary
- 4.5.3. Election and Appointment Procedures
  - 4.5.3.1. Draft was posted to the website
  - 4.5.3.2. No comments received from the community
  - 4.5.3.3. Motion by Leigh
  - 4.5.3.4. Second by Kim
  - 4.5.3.5. All in favor
  - 4.5.3.6. Motion carries
  - 4.5.3.7. Passed to the Election and Appointment Committee
- 4.5.4. Board Election and Appointment Committee
  - 4.5.4.1. Chris will lead the Committee
  - 4.5.4.2. Accepting the drafts from the Policy and Governance Committee
  - 4.5.4.3. Add ability for teacher (that are not current parents) to vote
    - 4.5.4.3.1. Needs to be added to bylaws
    - 4.5.4.3.2. Will not apply to the current election
- 4.5.5. Timeline
  - 4.5.5.1. Term begins July 1, 2023
  - 4.5.5.2. May Board meeting is the 16<sup>th</sup> for election announcements
  - 4.5.5.3. Special meeting or consider changing the date to early June for appointments
  - 4.5.5.4. April meeting is the 18<sup>th</sup>
  - 4.5.5.5. Election first followed by appointments
  - 4.5.5.6. Two elected positions and one appointed position
    - 4.5.5.6.1. Each three-year terms
- 4.5.6. Should make it less obstructive for families to vote
- 4.5.7. Request a parent from SAC to be on the Election Committee
  - 4.5.7.1. Katie will represent SAC

4.6. Charter Update Committee

- 4.6.1. Conversation with D49
  - 4.6.1.1. Closing notices of concern from D49
  - 4.6.1.2. D49 will be sending approved charter contracts for language review

4.7. ACCEL Evaluation Committee

- 4.7.1. Creating a process to ensure the schools needs are being met
- 4.7.2. Surveys will be sent to staff and stakeholders

5. **Board Communication to Stakeholders**

5.1. Chris will work on the best way to get the information out to the stakeholders

**6. Closing Items**

6.1. Next Board Meeting April 18, 2023 at 1800

6.2. Adjourn at 1959

DATE: March 21, 2023

//Signed//

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Kimberly Whitten-Chung

Board Member