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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  
AUGUST 15, 2023 AT BANNING LEWIS RANCH ACADEMY AT  
6:00pm MT.**

**1. Opening Items**

1. Pledge of Allegiance
2. Reading of the Mission Statement
3. Roll Call
  - 3.1.Present: Leigh Bolton, Kevin Clark, Roland Rainey, Guin Leeder, Tiffany Blagmon, Chris Thompson,
  - 3.2.Absent: Kimberly Whitten-Chung (illness)
4. Call to Order
  - 4.1.6:03pm MT by Leigh
5. Approval of the Minutes
  - 5.1.Leigh motion, with edits from Guin.
  - 5.2.Kevin seconded the motion
  - 5.3.All in favor
  - 5.4.Motion carries
6. Amendment to the Agenda
  - 6.1.Leigh to present Charter Update.
  - 6.2.Tiffany to present update on Foundation Donation.
  - 6.3.Leigh motions
  - 6.4.Guin seconded
  - 6.5.All approved
  - 6.6.Motion carries
7. Good news
  - 7.1. Chris: Pick up and drop off at Ranch have felt safer with security.
  - 7.2.Leigh: Round Up was well run. Great to meet with families. Staff and faculty did a great job.
8. Public Comment - *Speakers are limited to 3 minutes and must sign in at the beginning of the meeting.*
  - 8.1.Deanna Voss - Acknowledged improvement in parking! Was raised last year as a concern and there have already been improvements.

**2. Election of Officer Positions**

- 2.1. At the start of each school year, the Board will elect a President, Vice President, Treasurer, and Secretary from the existing Board members.
- 2.2. Kevin read section from By Laws of how this process will go. For each position a person, or persons, will be nominated, they will provide support for their selection, and then the Board will vote for each position.
- 2.3. President
  - 2.3.1.Leigh Bolton nominated by Kevin Clark.

- 2.3.2.All in favor. No one opposed.
- 2.3.3.Leigh Bolton re-elected President for the 2023/24 School Year.
- 2.4. Vice President (VP)
  - 2.4.1. Kevin Clark nominated self, but only for this year. Tiffany also nominated self.
  - 2.4.2. Kevin and Tiffany both presented cases for being VP.
  - 2.4.3. Tiffany recommended Kevin for VP.
  - 2.4.4. All in favor. No one opposed.
  - 2.4.5. Kevin Clark re-elected Vice President for the 2023/24 School Year.
- 2.5. Secretary
  - 2.5.1. Chris Thompson nominated self.
  - 2.5.2. All in favor. No one opposed.
  - 2.5.3. Chris Thompson elected Secretary for the 2023/24 School Year.
- 2.6. Treasurer
  - 2.6.1. Roland Rainey nominated self.
  - 2.6.2. All in favor. No one opposed.
  - 2.6.3. Roland Rainey re-elected Secretary for the 2023/24 School Year.
- 2.7. Move Committee elections to a future work session.
- 2.8. Moved Signing of Code of Conduct to end of meeting.
- 2.9. Moved Board Spotlight - FBLA Nationals up in meeting. Started at 6:23pm MT. Presented by Laura Patterson.
  - 2.9.1. Suggestion was made by Guin to account for funding programs and competitions like FBLA, robotics, math decathlon, etc.

### **3. Finance Review**

- 3.1. Review Financials
  - 3.1.1. Last week (Fri), we had our monthly finance review.
  - 3.1.2. Financial Package Review
    - 3.1.2.1. Format has changed to reflect districts format for financials.
    - 3.1.2.2. Version sent included both versions.
    - 3.1.2.3. All accounts are still there. The format is just different.
    - 3.1.2.4. District per people was up in the Other revenue.
    - 3.1.2.5. Budget is on target.
    - 3.1.2.6. 74 vendors were paid in July.
  - 3.1.3. Last week (Fri), we had our monthly finance review.
  - 3.1.4. Bank audit is in progress. Started field work. Due to district by Sept 30, 2023. On track to deliver to BLA BOD by September 2023 meeting.
  - 3.1.5. Follow up questions from June...
    - 3.1.5.1. Revenues look lower because expenses were lower.
    - 3.1.5.2. Audit is ongoing, so we are making adjustments to both revenue and expenses.
    - 3.1.5.3. \$623,000 went out to various vendors. \$192,000 of that was a payment for the turf in June.
  - 3.1.6. Bank Discussion
    - 3.1.6.1. Recently moved accounts to Wells Fargo and drafted an investment plan.
    - 3.1.6.2. BOD has reviewed the investment plans.
    - 3.1.6.3. There were a few questions from the BOD, which were answered by Leanne via an email to the BOD on August 15, 2023.
    - 3.1.6.4. Roland asked for input from Katie Euler regarding international investments.
      - 3.1.6.4.1. Katie recommended that it does not align with a conservative portfolio.
    - 3.1.6.5. Kevin motioned that we invest in US based CDs immediately so that we can start making money. Leigh agreed. All in favor.

3.1.6.6.Sharon will confirm that everything is set to go at Wells Fargo, we are still setting up signers, then the remaining \$1.5M will be wired from State Bank to Wells Fargo. First round of pay for staff from Wells Fargo will likely take place in September 2023.

3.1.7.Employee Admin Fee

3.1.7.1.In July 2023, the BOD approved to pay a monthly installment instead of the total sum for the year, not to exceed \$15,000.

3.1.7.1.1.The actual was \$14,000.

3.1.7.2.For August 2023, the budget for this fee is assumed to be \$16,000.

3.1.7.3.Roland motioned to approve no more than \$15,000 for August 2023.

3.1.7.4.Kevin seconded.

3.1.7.5.All approved.

3.1.7.6.Motion carries.

#### 4. School Updates

4.1.Principal Reports

4.1.1.Chris requested to have student enrollment targets added to enrollment tracker.

4.1.2.Ranch has 1 Paraprofessional position open, which is a new need, not a backfill.

4.1.3.Prepare is looking for an Office Manager and a 6th Grade Social Studies teacher.

4.2.Accel Goals Review and Special Education Roll Out

4.2.1.Reviewed initial data for student testing. Still a confidential document, so it cannot be posted.

4.2.2.Mrs. Voltz recommended utilizing an additional rubric to supplement the analysis collected.

4.2.3.Leigh requested that we add a review of these metrics to the upcoming BOD work session.

4.2.4.Mrs. Rehorst requested that we modify the goal under Pillar 2 to be data based.

4.2.5.Dr. Weyman requested to use data from SAC survey to better understand Net Promoter Score.

4.2.6.83 out of about 120 staff members across Ranch and Prep took the survey.

4.2.7.Mrs. Rehorst asked how the Board can support Accel with a path to offering Paraprofessionals 12 month contracts.

4.3.Update on Field Process

4.3.1.Budget

4.3.1.1.Approved budget was \$1,345,324.90

4.3.1.2.Projected Budget at Completion: \$1,297,882.75

4.3.1.3.Estimated Variance at Completion: \$47,442.15

4.3.2.Timeline

4.3.2.1.Vehicle gate to be installed by end of August

4.3.2.2.Lighting installation start on 8/22 and complete by 9/1

4.3.2.3.Field Turf install expected to start on 9/5 with a completion on 9/22

4.3.2.4.Press box and PA system installation expected to complete by Dec 2023

4.3.2.5.Goal is to inaugurate field by 9/22 and have our Stallions run out on the new field for Homecoming!

#### 5. Committee

5.1.PTO Update - No representative in attendance.

5.2.SAC Update

5.2.1.Matt Harding presented

5.2.2.First meeting was last Monday

5.2.3.8 people were in attendance.

5.2.3.1. 3 Admin

5.2.3.2. 1 Faculty Rep

5.2.3.3. 4 Parents

- 5.2.4. Elected new reps
- 5.2.5. Matt is Chair, Todd is Co-Chair, Katie will be Secretary
- 5.2.6. DAC reps will be Todd and Katie
- 5.2.7. Biggest goal this year is Banning engagement
- 5.2.8. Discussed getting by-laws up to date and made some changes.
  - 5.2.8.1. Focusing on requirements from State
- 5.2.9. Discussed safety and security.
  - 5.2.9.1. Would like to get CSPD involved in the future
- 5.2.10. Discussed a traffic grievance that was filed at the end of last year.
- 5.2.11. Discussed getting a camera to document traffic violators.
- 5.2.12. Reviewed Culture Survey Highlights
  - 5.2.12.1. Received 54 of 1600-1700 possible responses.
  - 5.2.12.2. Leigh to add an agenda item to upcoming work session for determining if future surveys from Parents and Students should come from BOD or SAC.
- 5.2.13. Next SA meeting is on 16th of October
- 5.3. Athletic Boosters Club Update
  - 5.3.1. Presented by Gigi, Treasurer
  - 5.3.2. Recently had first meeting
  - 5.3.3. New Secretary - Jessica Early
  - 5.3.4. We currently have a full Exec Board
  - 5.3.5. Added one officer
  - 5.3.6. Starting year with \$23,000
  - 5.3.7. There was an ask of the BOD to approve collecting quotes to build a booth outside of the gym at the Prep to use for ticket sales, concessions, selling spirit gear, etc.
- 5.4. Updated Charter Agreement
  - 5.4.1. Board reviewed updates prior to meeting.
  - 5.4.2. No questions or comments.
  - 5.4.3. Leigh motioned to submit Charter Update to District 49.
  - 5.4.4. Tiffany seconded.
  - 5.4.5. All in favor.
  - 5.4.6. Motion carries.

## **6. Communications/Other**

- 6.1. Board Communications to Stakeholders
  - 6.1.1. First update of the year was sent out for July 2023.
  - 6.1.2. Chris to follow up with Cynthia for analytics on engagement.

## **7. Foundation Donation Update**

- 7.1. Principals would like to be part of the committee.
- 7.2. Received 29 requests thus far.
- 7.3. Tiffany will lead committee.

## **8. Closing Items**

- 8.1. The next BOD Meeting is September 19, 2023.
- 8.2. A work session with the principals was scheduled to occur on September 19, 2023 at 4:30pm in the BLRA Library.
- 8.3. Building tour scheduled with Chuck Shaw and the BOD for September 5, 2023 at 5pm.
- 8.4. BOD signed the Code of Conduct.
- 8.5. Meeting adjourned at 9:05pm MT.

DATE: August 15, 2023

*Chris Thompson*

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Chris Thompson

Board Secretary