



Banning Lewis Academy

Board Meeting

Date and Time: December 12th, 2023 - 6:00pm - 8:00pm

Location: 7094 Cottonwood Tree Drive, Colorado Springs, CO 80927

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

Mission: Create a safe, positive environment that fosters intellectual curiosity and a thirst for discovery where students and staff succeed through exceptional programs.

Agenda

1. Opening Items:

	Purpose (vote discuss, FYI)	Presenter	Time (start):
Pledge of Allegiance Reading of Mission Statement Roll Call: Leigh Bolton, Kevin Clark, Roland Rainy, Guin Leader, Tiffany Thompson, Kimberly Whitten-Chung, Chris Thompson (excused)	FYI	Leigh Bolton	6:00
Call the Meeting to Order: 1803	FYI	Leigh Bolton	6:05
Approve Minutes <ul style="list-style-type: none">November 2023: will be recreated due to a technical issue	Vote	Leigh Bolton	6:06
Amendments to Agenda Leigh motion to approve as presented Kevin second All in favor	Discuss/Vote	Leigh Bolton	6:07
Good News Music concerts were well-presented Middle School Cheer took second place at their recent competition Varsity Cheer took first place	FYI	Board	6:08
Public Comment: No public comment	FYI	Public	6:10
Board Spotlight: Response to Bullying Ms. Rehorst- step one funnels to the counselors because the complaint falls into the relationship	FYI	Administration	6:15

<p>capacity. Counselors meet with the students within 24-48 hours with the goal of having a restorative conversation. May escalate to a distance and respect contract. This contract is designed to teach the students to treat the school environment as a professional work environment.</p> <p>Safe to Tell is a reporting mechanism. The counselors have QR codes to report without having to speak face-to-face. Relationships are being built within the campus so all kids have a trusted adult on campus. One of the biggest challenges is that bullying is not reported.</p> <p>Bullying that falls under Title IX escalates immediately to disciplinary action.</p> <p>Ms. Voltz- Focus on teaching on what is bullying and prevention strategies utilizing the LEAD acronym. Kids have a trusted adult that they can report to. Using the acronym MOO to define bullying as compared to conflict. If a report of bullying comes in, counselors and administrators work together to investigate the situation and determine the consequences based on the Major Infractions BLRA Behavior Matrix.</p>			
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2. Finance Review:

		Presenter	Time:
<p>Review financials</p> <ul style="list-style-type: none"> ○ Financial Package review <ul style="list-style-type: none"> ■ XP joined the company about a month ago and will be working with Patti for the next two to three months ■ Four months into a 10 month school year; on target with 40% spent of budget ■ 7.9 of 17.5 mil spent <ul style="list-style-type: none"> ● The football field is reflected in this expenditure ● Sports travel needs a better line item reflection ■ Balance sheet <ul style="list-style-type: none"> ● 7.6 mil in unreserved balance reserves ● Advise spending down moving forward ● Earmark or pass resolutions to spend down the reserves ■ Latest MLO <ul style="list-style-type: none"> ● No impact ● Can only be spent on instructional staff ■ December Bonuses 	<p>FYI Discuss/Vote Vote</p>	<p>ACCEL Finance and Board Finance Committee</p>	<p>6:30</p>

- 400K staff bonuses
- 117K coaching staff bonuses
 - Not currently budgeted or is there a rubric available to allow for an athletic performance bonus
 - Also need to consider competition bonus for other student activities where students compete
- 50k Enrollment Bonuses
- 115k remaining balance allocated for bonuses
- Up to 4% is matched in 401K in the normal paycheck for employees
- Employee Administration Fees
 - Total admin fee October 196.5
 - Total admin fee November 195
 - YTD Average 187
 - Permanent Staff
 - Substitute Teachers
 - Under what paragraph of the contract is the EAF covered
 - In 2015, Insperity was used. In 2017, the accounts were migrated from Insperity to ACCEL.
 - The oversight expertise is in the management fee
 - Data and clerical is in the administrative fee
 - Estimated admin fee in 2020/2021 was ~120K to ~175K the following year. The fee has not increased from \$42.50/pay period. This fee would have increased in response

to increasing number of staff.

- The cost was previously covered in the cost of reimbursed cost of payroll to the Insperity fee.
- Motion to amend agenda
 - Kim motion
 - Guin second
 - All in favor
- Executive Session for CRS 24-6-402-4b Conference with the attorney to receive legal advice regarding the administrative fee
 - Kim motion to enter Executive Session. Guin seconds.
 - Roll call vote
 - Leigh- yes
 - Kevin- yes
 - Guin- yes
 - Tiffany- yes
 - Roland- yes
 - Kim- yes
 - 1923 enter executive session
 - 2002 Leigh motion to return to regular session. Kevin second. All in favor.
- During Executive Session the ACCEL Administration was discussing the need to charge a late fee for the Employee Administration Fee
- Amended Budget
 - Kevin motion to amend the amended budget to subtract the difference from Employment Administrative Service Line Item. Difference from Board approved balance to Board Discretionary Funds (Line Item Miscellaneous Expenses for the Board under Total Staff Expenses \$152K).
 - The motion to amended the amended budget Employee Administrative Service fee was made to reflect the amount already approved by the Board in previous meetings. The remaining money

<p>from that entry (Employee Administrative Fee funds that had not yet been approved by the Board) should be moved into the line for Board discretionary spending.</p> <ul style="list-style-type: none"> ■ Roll call vote <ul style="list-style-type: none"> ● Leigh- yes ● Kevin- yes ● Guin- yes ● Tiffany- yes ● Roland- yes ● Kim- yes ■ Board will consider the admin fee again next month. Information must be provided one week prior to the finance meeting (Due January 9, 2024). <ul style="list-style-type: none"> ● Requested from ACCEL by January 9th ● Complete description of services covered under the Employee Admin fee ● A cost breakout of the BLA portion of ACCEL's admin fees that BLA is expected to pay since ACCEL has stated the fee is spread across all of their schools ● Proof that the Employee Admin feeds have been understood as separate reimbursable-type fees, and have been approved by previous BLA Boards ● Further clarification how the admin fee and the management fee are not one in the same. ■ Kevin motion to approve the amended, amended budget. Roland second. All in favor. 			
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3. School Updates:

	Purpose (vote, discuss, FYI)	Presenter	Time:
Principal Reports New CRJ instructor Ms. Bronner going out on maternity leave Staff holiday party	FYI	Principals	7:00
Special Education Roll-out Update No specific updates at this time. Current staffing levels continue.	FYI	Dr. Leanne Weyman	7:10

4. Committee:

	Purpose (vote, discuss, FYI)	Presenter	Time:
<ul style="list-style-type: none"> ● PTO Update- none ● SAC Update <ul style="list-style-type: none"> ○ Meeting 12/11/23 99.9% families received the notification with 27% responses. Overall favorable responses. 7% increase in communication with 2% decrease in the website favorability. As grade level increases, communication from teachers decreases. Looking at opportunities to increase communication and link all communication back to the website. ○ Bylaws were reviewed and approved. ○ Discussed the availability of historical Smore's from the website. ○ Parent University Nights coming up with prizes and dinner ● Athletic Boosters Club Update- none 	FYI FYI FYI	Representatives	7:15
Foundation Donation Update ~1.5 mil donation request was submitted. Request to carve out ~200-250K for teacher recognition. Staff appreciation week	FYI	Dr. Leanne Weyman	7:25
Policy Committee - Update on Policies/practices ● Met 12/5 <ul style="list-style-type: none"> ● Governing policy changes- how do we know when something needs to be adjusted? D49 and Charter League. Will legal counsel send changes? ● Student question regarding CRS 22-1-128 about Colorado Sex Education. The law changed in 2019 and the Health Curriculum was current when the question was asked 	FYI/Vote	Guin Leeder	7:30

<ul style="list-style-type: none"> • Policy and procedure template is updated and in use. <ul style="list-style-type: none"> ○ PPM for developing policies and procedures ○ Communication policy ○ Uniform policy- guidance is within two handbooks. • Ideal would be to locate all policies in a single location on the website 			
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5. Communication/other:

	Purpose (vote, discuss, FYI)	Presenter	Time:
Board communication to stakeholders - Determine topics- hold until January	FYI	Chris Thompson	7:45

Closing Items:

	Purpose (vote, discuss, FYI)	Presenter	Time:
Next Board Meeting Finance Meeting 1/12/24 Board Meeting 1/16/24 Need to schedule a work session for strategic planning 1/8/24 at 1700	FYI	Leigh Bolton	8:00
Adjourn Meeting at 2040	FYI	Leigh Bolton	8:00