



Banning Lewis Academy

Board Meeting

Date and Time: April 16th, 2024 - 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 <ul style="list-style-type: none">Leigh BoltonKevin ClarkRoland Rainey (Virtual)Tiffany BlagmonChris ThompsonGuin Leeder	FYI	Leigh Bolton	6:00
Call the Meeting to Order	FYI	Leigh Bolton	6:02
Approve Minutes <ul style="list-style-type: none">One edit from Guin under the Finance Committee Review.Leigh motioned to approve the minutes from March 2024. Guin seconded. All in favor. Motion carries.	Vote	Leigh Bolton	6:03
Amendments to Agenda <ul style="list-style-type: none">Leigh motioned to add a vote for the bleachers to the agenda. Kevin seconded. All in favor. Motion carries.	Discuss/Vote	Leigh Bolton	6:04

<p>Good News</p> <ul style="list-style-type: none"> • Guin acknowledged the hard work from staff and Chuck Shaw on facilities work. • Chris acknowledged the recent GT Expo night was brilliant. Students and Mrs Gearhart worked so hard and were well prepared. • Tiffany gave a shout out to the Nurse at the Ranch for ensuring safety on campus. • Leigh applauded the Prep's handling of recent medical emergency. 	FYI	Board	6:05
Public Comment - None	FYI	Public	6:06
<p>Board Spotlight: S2S</p> <ul style="list-style-type: none"> • Offers a friendly face towards new students at BLPA. Helps new students navigate new school. 	FYI	Administration	6:07

2. Finance Review:

		Presenter	Time:
<p>Review financials</p> <ul style="list-style-type: none"> • Presented by XP and Steve Goetzinger (CFO of Accel). <ul style="list-style-type: none"> ○ March Financial Results <ul style="list-style-type: none"> ▪ Surplus of funds YTD is \$693,740 ▪ Operating expense by month remains steady. ▪ Cash in Operating account is \$11,140,826. Split between State Bank and Wells Fargo. ○ Budget Update <ul style="list-style-type: none"> ▪ Contract renewals are out. Responses are due Friday. • Bleacher Proposal <ul style="list-style-type: none"> ○ Guin asked the principals for validation of the need. Mrs. Rehorst confirmed the need for sporting event attendance, graduation, and opportunity for growth. ○ Leigh motioned to approved \$202,000 for the "visitor" bleachers at the Prep. Tiffany seconded. All in favor. Motion carries. <p>Follow up on Fraud and Processes:</p> <ol style="list-style-type: none"> 1. Investigation into direct deposit fraud. <ol style="list-style-type: none"> a. Presented by Steve Goetzinger. b. Walked through a detailed account of what happened with 	<p>Vote Discuss/Vote</p> <p>FYI/vote</p> <p>Vote</p> <p>Discuss/vote</p>	<p>Finance Committee/ ACCEL</p>	6:10

direct deposit fraud that occurred in Sept 2023.

- c. Appears that UKG was ultimately hacked.
- d. UKG goes through SOX compliance through Earnest and Young. Last one was Nov 2023.
- e. Accel addressed the issue back in Sept, but did not alert the Board at the time. Chris asked that the Board be made aware of issues like this sooner in the future.

2. Discrepancies in bank deposits

- a. Steve addressed this issue as well. Carmina from Accel was also present and she helped with the research on this issue.
- b. Some of the issues identified were related to foreign coins and adding up checks + cash/coin.
- c. Largest amount missing was \$25. Some were as low as a \$0.01. Amounted to around \$200 missing over time.
- d. Updated process is now in place. 2 person verification. A student counts. Then a Club sponsor (employee) will review the deposits prior to dropping off at State Bank. If there are discrepancies, this will come back to BLA.
- e. Dr. Weyman to verify the type of deposit bag that we have.

3. Positive Pay Set Up

- a. Accel originally requested this in May of 2022, but State Bank did not have it in place.
- b. State Bank asked that we implement State Bank.
- c. Steve recommended that move the remainder of our money from State Bank to an Operating Account at Wells Fargo because we need to reduce the use of checks and set up ACH, which State Bank does not have available. Kevin will verify if State Bank does or does not have ACH available.
- d. Positive Pay is very important if you utilize checks, according to Steve.
- e. Guin suggested that BLA will always need to cut checks.
- f. Kevin asked if any other Accel

schools use Positive Pay. Steve said that they do not.

- g. Amanda would be the one to login to our account and review suspect checks.
- h. Positive Pay can only be used for payroll and withdrawals. BLA would need to update bank account associated with funding deposits.
- i. Leigh motioned to implement Positive Pay with State Bank pending that we do not have any fees from State Bank, in which case we will revisit. Guin seconded. All in favor. Motion carries. Steve confirmed that there would not be any additional fees from Accel.
- j. Finance Committee will follow up with State Bank regarding ACH set up.

4. Signature Stamps

- a. State Bank asked that we do not use the signature stamps anymore.
- b. No one else uses the stamps outside the person that is designated for it.
- c. Principals will no longer use them.
- d. Mrs. Rehorst raised the issue that the bank flagged checks because the handwritten signatures varied even though they were from the correct person.

5. Examine Check Printing

- a. The address for State Bank needs to be edited, which is being done by Accel.

6. IT Security Audit

- a. Roland raised the concern that there is an increase in fraud. He asked if we have the security platform and policies in place to prevent connection to external ports. Roland also asked about the type(s) of security audits that are being implemented.
- b. Kevin asked if we can have a network set up for internal systems and one for staff to connect their personal devices.
- c. Fit Technology manages our IT at BLA.
- d. Kevin asked if we could use the

<p>in house IT team to do a scan of the ports.</p> <ul style="list-style-type: none"> e. Chris asked if the IT audit efforts that Accel completes include BLA on site? They do, according to Steve. f. Chris also asked if we can get IT to present to the Board. Dr. Weyman will coordinate. <ul style="list-style-type: none"> • E-Rate Follow Up <ul style="list-style-type: none"> ○ D49 sent a letter to the BLA regarding e-rate funding. The letter stated that there is no investigation into D49's administration of e-rate funds. The district maxed out and cannot access funds until the next five-year period, however, BLA did not receive a majority of the funds that were/are allocated to BLA. Dr. Weyman to follow up on the status of our funds. ○ Leigh forwarded the email from D49 to our legal representation. They asked BLA to document any inaccuracies in the letter from D49, as well as any questions. • Proposed budget <ul style="list-style-type: none"> ○ No Update. ○ We do not have an update on the Employee Admin Fee (EAF), which was due from Maria (COO) a few days after the March 2024 Board meeting. 			
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3. School Updates:

	Purpose (vote, discuss, FYI)	Presenter	Time:
<p>Principal Reports</p> <ul style="list-style-type: none"> • Leigh raised that the Staffing page on the website has some errors. • Cynthia is working on a redesign of our website. 	FYI	Principals	7:26
<p>Special Education</p> <ul style="list-style-type: none"> • ESY (Extended School Year) • Received confirmation from D49 that this will exist. • Hoping for more clarification at District meeting next week. • It would be nearly impossible for BLA to take this on at BLA. 	FYI	Dr. Weyman	7:27

<p>Nursing services</p> <ul style="list-style-type: none"> • Will be hiring and employing of our own nursing services. Must be an RN. We have one offer letter out. Looking for 2 RNs and one Assistant. Else, 1 RN and two Assistants. • Cost will likely be the same. • Will need to update training and processes. <p>Nutrition Services</p> <ul style="list-style-type: none"> • Will not be brought in house at this time. • Accel has a department that supports in house nutrition services if we need to bring them in house in the future. 			
<p>Spending update</p> <ul style="list-style-type: none"> • Dr. Weyman provided an overview of current projects that we have in flight. 	FYI/discussion/Vote	Dr. Weyman	7:39
<p>Handbooks</p> <ul style="list-style-type: none"> • Dress code • Leigh proposed that we stick with the current dress code for the 24/25 school year. But during the year, we will engage the staff, parents, and students to fully re-evaluate the dress code for the 25/26 school year. • Guin made a motioned to approve the Ranch color alignment for shirts and sweatshirts, as well as small logos and zip up hoodies at the Prep. Tiffany seconded. All in favor. Motion carries. Note that the handbook will include the language regarding AI (Artificial Intelligence). • Tiffany volunteered to lead the Dress Code Committee. • Guin motioned to approve the Ranch and Prep student handbooks. Chris seconded. All in favor. Motion carries. 	Vote	Administration	7:47

4. Committee:

	Purpose (vote, discuss, FYI)	Presenter	Time:
<ul style="list-style-type: none"> • PTO Update – No update. • SAC Update – Katie provided an update. Discussed surveys. Endorsed an MLO. Planning to work with city traffic team and BL Metro team to help alleviate safety concerns around Ranch and Prep. Added in a new meeting for 	FYI FYI FYI	Representatives	7:56

<p>5/13 to discuss results of the survey and the proposed budget.</p> <ul style="list-style-type: none"> • Athletic Boosters Club Update – Leigh had a call with Gigi to discuss spending of funds on the concession stand. 			
<p>Board Appointment Committee Update</p> <ul style="list-style-type: none"> • 2 Candidates. One dropped out. • Interviews on Mon, 4/22. • On track for a vote in May. 	Vote	Guin Leeder/Tiffany Blagmon	8:04
<p>Policy and Governance Committee update</p> <ul style="list-style-type: none"> • Did not have a formal meeting, but worked on the Curriculum Policy via email. Emily W and Cassie are supporting. Plan to discuss in May. • Discussed posting the curriculum that we use on the website. • Will be working on the AI Policy. There is a draft policy on the teachai.org website. Recommend that we include in our Board communications. • Will update discrimination, service animals, finance, and budget policies as well. 	Vote/FYI	Guin Leeder	8:05
<p>ACCEL Evaluation</p> <ul style="list-style-type: none"> - Chris recommended that we compare changes (good to bad, bad to good). - Guin asked for the questions to be sent again. - Leigh suggested that we review how execute the evaluation this time around. - Kevin and Leigh to meet up in a week or so to discuss this year's evaluation. 	FYI	Leigh Bolton/ Kevin Clark	8:08

5. Communication/other:

	Purpose (vote, discuss, FYI)	Presenter	Time:
<p>Board communication to stakeholders</p> <ul style="list-style-type: none"> - AI Policy Update - Foundation Spending Update - Board Spending – Bleachers, Expanded Wing - Emphasis on Financial and IT Security - Concession Stand - New high jump mats 	FYI	Chris Thompson	8:12
<p>Landsharks Coaching Position</p> <ul style="list-style-type: none"> • Tiffany volunteered to be the Head Coach for Landsharks. It is a paid position. Landsharks is not affiliated with Banning or Accel. 	Vote	Tiffany Blagmon	8:17

<ul style="list-style-type: none"> Guin made a motion that there is not a conflict of interest for Tiffany to be Head Coach and accepting payment. Kevin seconded. All in favor. Motion carries. 			
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Closing Items:

	Purpose (vote, discuss, FYI)	Presenter	Time:
<p>Next Board Meeting – May 7th, 2024</p> <ul style="list-style-type: none"> Visit by Ron Packard on 4/23. Need to create an agenda. Will need to post it. <ul style="list-style-type: none"> Mission and Vision 5, 10, 15 year visions for a school At Banning Lewis Library Graduation Speaker – Roland will be speaking at graduation. 	FYI	Leigh Bolton	8:19
Adjourn Meeting	FYI	Leigh Bolton	8:25