

**Colorado International Language Academy
Board of Directors Meeting
16 March 2023, 4:00 p.m. – Meeting Minutes**

Meeting Location: 303 Austin Bluffs Pkwy, Colorado Springs, CO 80918
Public Notice Posting: 303 Austin Bluffs Pkwy, Colorado Springs, CO 80918
and CILA Webpage: <https://www.cilaschool.org/>

I. Opening Section

Agenda Items	Presenter / Moved & Seconded	Action
1. Call to Order	B. Desloges	4:03
2. Pledge of Allegiance	B. Desloges	
3. Roll Call	B. Desloges	D. McQuarrie, B. Rutter, M. Hansen, C. Bremmer, B. Desloges, J. Burns
4. Approval of Agenda	M: T. Strand S: C. Bremmer	
5. Consent of Minutes: Feb 16	M: T. Strand S: C. Bremmer	
6. Consent of Minutes: March 3	M: M. Hansen S: T. Strand	
<p>7. Public Comment Session – 3 minutes per presenter – Please sign up as you arrive. People will be invited to speak in the order in which they have signed up. Generally, the Board will not respond to comments made, although questions may be asked. The items raised may either be dealt with by the Administration or they may become an agenda item at a future Board meeting. (The Board encourages members of the public to exercise their First Amendment rights responsibly. For comments critical of staff members, we encourage members of the public to share such comments in executive session. Please let us know if you would like to speak in executive session so that we can make appropriate arrangements at a subsequent Board Meeting).</p> <p>Jenn Vail Josh</p> <p>Comments:</p>		

II. Executive Session (as required)

<p>The Board may, under state statutes, go into Executive Session to discuss matters pertaining to property transactions, legal advice, security arrangements or investigations, negotiations, personnel, individual students, documents that may not be disclosed under the Colorado Open Records Act and matters required to be kept confidential by law. Recommendation: The Board convene into Executive Session [(per CRS 24-6-402 (4))].</p>		
	Time entered:	

III. Reports, Updates, Action Items

Agenda Item	Presenter / Moved & Seconded	Action Required
Financial Report	T. Strand, D. McQuarrie	<p>Briefed. Revenue @ 69% same as last year. Expenses less than last year, great thing. No problems to report.</p> <p>CSAFE - never been more than it is now. Decided to put 150k more into the account to start earning interest on it. \$11630 interest gained this month. D. Mcquarrie reports closer to \$35k this year. No difficulty gaining access to the funds.</p> <p>1 issue bus had issues, but it is back. We own 3 buses and a spare. Even with transportation issues and expenses, we are still doing better than last year. including other expenses (i.e. substitute teachers, etc.)</p> <p>Need to plan ahead for backup substitute teachers, backup buses, etc.</p>
Principal's Report	B. Rutter	<p>Briefed. Will post to Drive. Intent to return will go out soon.</p> <p>Cultural day event 3/15. D11 application has been priority. Principal section done. Board section needs to be done. Need to be submitted NLT 22nd.</p>

		<p>Update on Doug's AP replacement → Shauna. Will get her professional license in May.</p> <p>Backfill her position? Saving a position. We will get an intern from MSUD.</p>
<p>Approval of 2023-2024 School Calendar</p>	<p>B. Rutter</p>	<p>Change? 1-5 starts on Monday usually, K starts on Wednesday. Created issue this year. Next year everyone will start on wednesday. Allows for 7 snow days, and accommodation of Christmas better.</p> <p>Motion to approve: M: T. Strand S: M. Hansen</p>
<p>CILA Staff Bonuses</p>	<p>B. Rutter</p>	<p>B. Rutter would like to see them in April. Letter submitted. Budget can accommodate. Last year - \$1650, This year - \$1500 proposed. Pay increases were 6%.</p> <p>If we were to increase this year to \$1650, budget can still handle and T. Strand / D. McQuarrie agree on the matter.</p> <p>Clarification: The employee will get all \$1650, employer will accommodate taxes and fees.</p>

		<p>D. McQuarrie will watch account to ensure that if we need to pull the \$150k back from CSAFE if needed</p> <p>Motion to approve \$1650 employee bonus, prorated for part time employees. Gross up payment:</p> <p>M: T. Strand S: C. Bremmer</p>
School Leader Evaluation	B. Desloges	<p>Due April - See document in Google Drive</p> <p>Evaluation standard? Each board member will provide filled out form to accommodate.</p> <p>Get a survey put together for the staff to evaluate upper management / othe CILA staff to include Principal.</p> <p>Submit to D11 last years evaluation and process of evaluation</p>
Board Self Evaluation	B. Desloges	<p>See document in Google Drive</p> <p>Board review during meeting and fill out.</p> <p>Briefed.</p> <p>Want to be more involved with schools safety discussions, briefings, etc.</p> <p>moving forward B. Rutter will provide the schools safety plans</p>

		and procedures. also 2 times a year we will add it to the agenda.
Conflict of Interest Policy Review	B. Desloges	All board members review and sign
Charter Authorization Update (if applicable)	B. Desloges	Covered with submittal needs of application. Follow up with next steps. Scott will be at cultural days tomorrow. invitations are open to other D11 members. Pictures and videos will be taken. No answer about transportation. Contact with Brad and Scott has been made to collect necessary information. Potential waiver? explanation from brad Updates will be communicated via email.
Strategic Planning Retreat Date	B. Desloges	5/15
Upcoming Action Items	B. Desloges	School Leader Evaluation (April) and Compensation Structure for next year (May); 2023/2024 Budget Priorities (April/May)
Open Discussion	B. Desloges	

IV. Closing Section

Agenda Items	Presenter / Moved & Seconded	Action Required
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1. Next Scheduled Meeting, April 20th	B. Desloges	
2. Adjournment	M: S:	

Meeting will take place in person, but you may also join via Google Meets:

meet.google.com/osn-kz kf-rmm

Join by phone

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