

**Colorado International Language Academy
Board of Directors Retreat Agenda
5 May 2023, 1 p.m. – 4:30 pm**

Meeting Location: COS Sustaincenter, 702 E. Boulder Street, Colorado Springs, CO
Public Notice Posting: 303 Austin Bluffs Pkwy, Colorado Springs, CO 80918
 and CILA Webpage: <https://www.cilaschool.org/>

Attendance
B. Desloges
T. Strand
S. Kimble
B. Rutter
J. Burns
C. Bremer
M. Hansen

Begin: 12:08

Agenda Items	Time	Presenter	Notes
1. Welcome			
2. SWOT Analysis	30 min	B. Desloges	See Below
3. Identifying 3 Year Priorities	30 min	B. Desloges	See Below
4. Goals and Objectives	60 min	B. Desloges	See Below
5. Charter Authorization Transfer	45 min	B. Desloges	<p>Financials questions have been raised. Questions on transportation have not been answered. No definitive answers from all directions. Keep in mind in decision. Brad suggested to continue until we get told to stop</p> <p>for financials refer to CSI_D11 Cost analysis.</p> <p>Considerations - stereotype of D11 schools</p>

			<p>Vote: Withdraw application to D11 assuming CILA Charter M: T. Strand S: C. Bremer</p> <p>Unanimous vote.</p> <p>Communication to CILA Family and D11 necessary. Want to ensure we don't burn bridges, and want to continue relationships</p> <p>Action: B. Desloges draft letter to CILA Family, B. Rutter draft letter to D11. Send letter NLT May 8. C. Bremer make phone calls for heads up.</p> <p>B. Desloges contact Brad to withdraw application - May 5</p>
6. Budget Review	30 min	B. Desloges	<p>D. McQuarrie last day June 9.</p> <p>Reviewed Budget proposed by D. McQuarrie 5/4. Budgeted conservatively. Posted. Mill Levy's have changed. projected in black next year around \$200k. Finalized budget will be discussed at next meeting.</p> <p>Action - D. McQuarrie to update budget by May 12.</p> <p>Action - J. Burns - ensure it is made available to post</p>
7. School Leader Salary Schedule	10 min	B. Desloges	<p>Waited for B. Rutter and S. Kimble to leave to have discussion.</p> <p>Discussed Principal evaluation compensation based on principal evaluation and staff comments.</p> <p>Action - B. Desloges to find out how to formalize.</p>
8. Review and Next Steps	5 min	B. Desloges	<p>Next Board Meeting: May 18 @ 1600 - Will be mostly if not all virtual. Will post as standard Board Meeting</p>

2. SWOT

<p>Strengths</p> <ul style="list-style-type: none"> ● Diversity ● Foreign Language ● Inclusivity ● Autonomy ● Strong Community ● Staff Retention ● Financial Management / Security ● Financial Reserves ● Clear Vision ● Family Feel ● Academic Achievement / Growth 	<p>Weaknesses</p> <ul style="list-style-type: none"> ● Marketing / Promotion ● Curriculum Development ● The Building ● Staff salaries not competitive ● Staff professional development - not having integrated resources and access ● New Board - institutional knowledge ● Rapid growth ● Access to wrap-around services
<p>Opportunities</p> <ul style="list-style-type: none"> ● Marketing / Promotion ● Transportation ● Gaining back middle school ● Additional languages ● Building ● Preschool ● Sports ● Fundraising opportunities ● Parent engagement / involvement 	<p>Threats</p> <ul style="list-style-type: none"> ● Outgrowing the building ● Other charter schools ● Staff retention ● Declination of Funding ● Safety and Security ● Declining Enrollment nationwide

3. 3-Year Priorities

We need clear training on SAC responsibilities

- Board advisory committee but no decision power

Ideas:

- Parent Engagement / Utilization
- Building / environment
- Adding grade levels (Pre-K, Middle School)

- plan beyond 5th grade
- Building / maintaining exceptional staff
- Strengthening language curriculum
- Board composition / recruitment
- Conservative financial management

Ranked:

1. Building Environment
2. Building Maintaining Exceptional Staff
3. Strengthening language curriculum

Other Considerations:

- Conservative financial management
- Board composition / recruitment
- Adding grade levels (Pre-K, Middle School)
 - plan beyond 5th grade
- Parent Engagement / Utilization

4. Goals / Objectives

Priority #1: Building / Environment	Priority #2: Building / Maintaining Exceptional Staff	Priority #3: Strengthening language Curriculum
<ol style="list-style-type: none"> 1. Establish Priorities (August) <ol style="list-style-type: none"> a. Determine Committee skills needs 2. Establish Committee (September) <ol style="list-style-type: none"> a. 3-5 year plan 3. Apply for funds <ol style="list-style-type: none"> a. BEST Grant (November) 4. Reevaluate the safety plan <p>Coordination with UCCS police / CSPD to gain campus closure (for safety) and trainings from.</p> <p>Need to have an additional focus of safety and security. Vagrants are becoming more and more prevalent</p>	<ol style="list-style-type: none"> 1. Salaries <ol style="list-style-type: none"> a. competitive with D11 and other charters within next 3 years 2. Create a Salary Schedule 3. Comprehensive Professional Development Plan (staff survey - end June, Plan - August) 4. Formalize Succession Plan 	<ol style="list-style-type: none"> 1. Establish language curriculum Committee <ol style="list-style-type: none"> a. Updates the board quarterly b. Data collection and analysis c. Identify weaknesses / strengths d. Choose a Chinese Curriculum e. Formalize Curriculum Plan for all Languages (May 2024) 2. Language Immersion Staff training 3. Internal continuity of curriculum across grade levels

Remote Call-In Information

Board Retreat

Friday, May 5, 1pm - 4pm

Google Meet joining info

Video call link: <https://meet.google.com/fcd-sywj-auy>

Or dial: (US) +1 541-626-6184 PIN: 613 652 132#