

Colorado International Language Academy

Board of Directors Meeting

September 21 2023, 4:00 p.m. – Minutes

Meeting Location: CILA board in person with option to join virtual (see link below)

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	1601
2. Pledge of Allegiance	B. Desloges	
3. Roll Call	B. Desloges	B. Desloges, B. Rutter, J. Burns, J. Fernandez, S. Kimble, C. Bremer, T. Strand, M. Hansen, J. Rafail
4. Approval of Agenda	M: T. Strand S: M. Hansen	Approved
5. Consent of Minutes: July 2023	M: T. Strand S: C. Bremer	Remove "Oh" Approved
6. Consent of Minutes: August 2023	M: T. Strand S: C. Bremer	Approved
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). Comments: John Fernandez - Provide awareness for '23-'24 year SAC, Josh Rafail will be taking over as Chair. Josh Rafail - Contacted Jessica W., child in 1st Mandarin, happy to be involved. Involved in the Concrete Couch, helps with the Hillside Community Center.		

II. Executive Session (as required)

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))].

	Time entered:		
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III. Reports, Updates, Action Items

Agenda Item	Presenter / Moved & Seconded	Action Required
Guest: Alex Dumas, Corporate Realtor	B. Desloges	<p> Introductions. Real estate since 2007. Budget and timing. Recommends 2 year plan. Finding an existing school building is difficult. most districts roll offs typically need a lot of work to become useful again. Big box retail, commercial property could be utilized, just need to be brought up to code. A lot of boxes to check, but difficult to check. have plans in hand and talk to contractor when doing work. Best case scenario - Aug 2025 </p> <p> He doesn't need a contract signed to have him work with us, but doesn't want us to work with others while also working with him. </p> <p> Scope of corporate realtors work? Can he help us connect with someone for financials regarding this? </p> <p> Yes, as well as architects, engineers, contractors, etc. Lending environment is not what it has been historically. </p> <p> Timeline can be long. </p> <p> Willing to advise during the process, that can take more than the 2 years (he believes is likely to take longer) and can connect with resources. </p>

		<p>need to budget \$5,\$6, \$10 k for associated resources (architect, surveyors, etc.)</p> <p>We were looking to give the realtor the clear parameters of what we are looking for by the end of the school year. length of time we are looking at to find the new building? 12-18 months?</p> <p>The finances are primary concern for B. Desloges.</p> <p>Unsure of other resources available for the process</p> <p>BEST Grant based on bonds. Can reach out to CSI, GVA, etc.</p> <p>B. Rutter agrees that the funding is a big concern.</p> <p>Alex strives to get a long period of a due diligence period before closing, balancing with the seller to ensure their comfortability. there are methods to ensure their interest to include "5k per month until closing". Donation letter doesn't really help.</p> <p>Who does he recommend to assist us with that process?</p> <p>Alex will connect us with someone a few.</p> <p>If this is the rout we are going, the timeline would take longer than 2 years.</p> <p>Alex will also connect us with rep from 1st bank for non profit lending program.</p> <p>We are doing well with asking these questions prior to searching and are under contract.</p>
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Financial Report	T. Strand	<p>Budget: 17% at end of Aug.</p> <p>Rev: 15% now 16% last year Exp: 17% now 16% last year</p>

		<p>No concerns right now.</p> <p>Will have to see how new covid turns out.</p> <p>Bus concern. Since July, we have spent \$15k on bus repairs only.</p> <p>CSAFE: \$1.74M. \$56k interest (YTD Jan)</p> <p>No concerns on finances.</p> <p>Board may want to address bus purchasing or options.</p> <p>Expect to have an audit by next month.</p>
Principal's Report	B. Rutter	<p>Enrollment:</p> <p>Full time program: 291</p> <p>HSE: 41</p> <p>FTE: 311.5</p> <p>Ongoing issues with the buses. Proposal to purchase one new bus.</p> <p>First rounds of testing done (MAP, DIBELS), Kinder Readiness still ongoing</p> <p>5th grade at Golden Bell Wed-Fri</p> <p>Traffic update: waiting to hear back from city</p>
SPF Rating Review	B. Rutter	
Board Development - Nominations	M. Hanson/B. Desloges	<p>What skills will we need?</p> <p>Need a secretary</p> <p>Nominate Mary to be Secretary of the Board</p> <p>Unanimous vote approval.</p> <p>Nominations:</p>

		<p>Cami has someone in mind (financial and contracting background) Creed Spilane (sp?) and will talk to them with Beth over coffee.</p> <p>Beth wants legal and President and VP in 2 years. Will also reach out to Erik Poverly if we are open to another parent on the board, board agrees that he would be alright.</p> <p>Conversation needed to possibly change board rules to have President / VP as a community member and not a parent.</p> <p>Tim or his spouse from the city council may be good recommendations. Will reach out to have conversations.</p> <p>Mary may touch base with the former head of the multicultural department (Anthony Cordova) as he is retiring.</p>
Facility Next Steps	B. Desloges/B. Rutter	<p>Need a committee. between now and next meeting, brainstorm skills and number of members on the committee and how involved the board will be.</p> <p>Next meeting will be pen to paper to form it and plan actions.</p> <p>Jen has expressed interest in being on the committee.</p>
Bus Budget Approval	B. Rutter	<p>As of today, 1 is still in the shop waiting for parts. Check engine light came on today (was fixed by 2:45PM).</p> <p>Recommend to purchase new bus.</p> <p>71 passengers, 2 rows of child seats, auto snow chains \$140k - need to be ordered and takes about a year to fill</p>

		<p>leasing is not likely as it is expensive. don't want to buy used or auction as we don't know the state we get it in.</p> <p>Option to use interest of CSAFE?</p> <p>Tiered plan recommended. Would \$56k from the CSAFE help in the near term until plan is developed? Board agrees.</p> <p>T. Strand: Motion to set aside \$56k for B. Rutter to inquire and make purchase of a bus.</p> <p>Board Approved.</p> <p>Need expert on the buses to evaluate buses on purchasing</p> <p>How much we need and when? B. Rutter will put together proposal. if there is a gap, include it.</p>
Compliance	J. Burns	<p>Due 10/1: Safety, Readiness and Incident Management Plan - just need to submit</p> <p>November 2023: CSI Audit of website for Board Meeting Material (Colorado Open Meetings Compliance)</p>
Upcoming		<p>CARS Report Review (October)</p> <p>School Accountability Update (October)</p> <p>Review Annual Audit (October)</p>
Open Discussion	B. Desloges	

IV. Closing Section

Agenda Items	Presenter / Moved & Seconded	Action Required
1. Next Scheduled Meeting, Oct 19	B. Desloges	
2. Adjournment	M:C. Bremer S: T. Strand	1728

Meeting will take place virtually - join via Google Meets:

Time zone: America/Denver

Google Meet joining info

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

**Join by
phone**

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