

**Colorado International Language Academy
Board of Directors Meeting
April 11, 2024, 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	4:07
2. Pledge of Allegiance	B. Desloges	
3. Roll Call	B. Desloges	Mary (phone, left at 4:35), Tom, Cami, Beth, Nadine, Dr. Rutter, Marcie Runnells
4. Approval of Agenda	M: Tom S: Cami	
5. Consent of Minutes: March 2024	M: Tom S: Cami	
<p>6. 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>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: 5:01pm	M: Tom S: Cami	Motion to move into Executive Session at 5:01pm Motion to move out of Executive Session at 5:28pm

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III. Reports, Updates, Action Items

Agenda Item	Presenter / Moved & Seconded	Action Required
Financial Report	T. Strand	<p>Revenue 72% end of March (year prior was 75%). Expenses 65% (year prior was 69%). CSafe \$1.7M. Supplies are at 55% - likely over budgeted. Contingency account ample. Student count 280, 41 HSE. Substitute teacher 70% budget.</p> <p>New bus is running well. No transportation issues currently. CDE transportation reimbursement \$38,000 (more than anticipated). Funding looks good overall.</p> <p>Beth had question #1 about mill levy. Nadine responded statewide delayed, per student per month question #2 bus budget? came out of capital equipment.</p> <p>Budget surplus will roll over into next year. Dr. Rutter and Nadine will start working on budget in next few weeks.</p> <p>Could potentially use surplus for building if needed.</p>
Principal's Report	B. Rutter	280 enrolled, 41 HSE

		<p>Intents to return have been sent out. A few unreturned - mostly HSE. A few not returning due to moves out of state. Few who will go to School in the Woods, Banning Lewis, and Thomas MacLeren. A few with siblings going to other schools and for ease of transportation, sibs will follow.</p> <p>CMAS testing will finish this week. More substitute teachers to support staff due to testing to help with supervision and allow breaks for teachers.</p> <p>CMAS is state assessment. School performance rating is based on CMAS. Grades 3-5, math, ELA, science. Important indicator for rating from CSI and CDE. Results return beginning of August. CILA SMEs on reading the reports are Dr. Rutter and Mrs. Wilson.</p> <p>Hiring - interviewing for x2 English and x 1-2 Spanish. Would prefer to interview for more pending additional need - depending on enrollment. JD listed on Indeed, Google, Monster, CILA website. Hiring tool in HR software that automatically sends to</p>
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		<p>other websites. Mary posted on UCCS.</p> <p>Culture and Climate - need to keep staff motivated.</p> <p>Challenging due to no days off, no holidays. May 6-10 is teacher appreciation. PTO is doing a few things and partnership with Woodmen Valley church who helps with teacher appreciation.</p> <p>Authorizer Compliance - Currently working on a few submissions (EOY, EOY SPED Discipline, Summer P-EBT). CDE is requesting data on Teacher evaluation - will sporadically ask for this information. We technically have a waiver and don't have to use the state form. CSI is giving guidance.</p> <p>Kinder Graduation 5/10 3:00-7:00pm World's Fair 5/16 8:30 Kinder graduation 12:30 5th grade graduation</p> <p>Lock down afternoon of 4/11. Church staff noticed pedestrian with a drawn firearm (in hand) moving toward the buildings. CSPD was called. 45 min response from CSPD. Called back to increase priority, but slow response. CSPD</p>
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		<p>did find the person and it was not a firearm. CSPD average response time is 14 minutes (6 min higher than national average) for Category 1 events. Would recommend CILA calling as well so CSPD knows that it's a school with several hundred children.</p> <p>POC were calling, but asked not to due to need to have open communication with CSPD. Do we need a secondary communication system to utilize in situations like this? Backline phone number to utilize for internal communication/CPSD/EMS?</p>
School Leader Evaluation	B. Desloges	
24/25 School Year School Leader Compensation	M: S:	
Facilities Update	J. Vail; B. Rutter	<p>Corporate Drive location went to another buyer.</p> <p>Alex, real estate agent, asked to look aggressively for additional sites. 1) allows for leverage if Corporate Drive comes up again 2) allows for us to continue to explore additional options.</p> <p>Options explored.</p> <p>Centennial property was on the market for lease, but not for sale,</p>

		<p>but mentioned possible sale in description. Facilities team looked at it and thinks it's a good option.</p> <p>Discussed extensively with Matt, finance advisor.</p> <p>This is a huge buildout - blank slate, nothing in the building currently. Therefore, need a longer due diligence period. Landed on 45 days due diligence with 3 x 30 days extensions. Alex pushed back a lot on it due to risk of seller not being willing to accept the conditions.</p> <p>Board took an email vote on 4/9/14 to submit a letter of intent (LOI). Cami moved to give Board President authorization to submit an LOI. Tom seconded. There was unanimous support. Letter of Intent was submitted 4/9/24. Will likely not hear back from seller until around 4/17/24. Several letters of intent received by seller.</p> <p>More potential at this location.</p>
Approve Architect	M: Tom S: Autumn	Motion to utilize YOW Architects for any school build out. Unanimous vote to move forward with

		<p>YOW for architectural needs.</p> <p>Discussion regarding span of bids and what the variables are. Recognition that YOW could be offering fewer services, not recognizing everything that needs to be done. After discussion, the board decided to move forward with YOW.</p> <p>Motion to approve up to \$10,000 preliminary budget in fees, surveys, testing, and permits and \$1500 in architect plans and surveys.</p>
Discussion on Optimal Ratios	B. Rutter; J. Vail	Table for a later meeting.
Upcoming		<p>May - Staff Compensation review Starting salary \$38,000. Would recommend 6-7% increase for next year.</p> <p>May - Review safety policies</p> <p>May- 1 year review of strategic plan</p> <p>May - review budget</p> <p>June- budget approval</p> <p>Upcoming - Optimal Student Ratios</p>
Open Discussion	B. Desloges	

IV. Closing Section

Agenda Items	Presenter / Moved & Seconded	Action Required
1. Next Scheduled Meeting, May 9, 2024 at 4pm	B. Desloges	
2. Adjournment	M: Tom S: Cami	5:28pm

To join virtually - join via Google Meets:

Time zone: America/Denver

Google Meet joining info

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

**Join by
phone**

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