



Lotus School for Excellence

**Mission:** Lotus School for Excellence provides a safe learning environment and a rigorous college preparatory curriculum supported by a diverse, dedicated community.

**Vision:** Our vision is to create well-rounded and global-minded citizens who are prepared for a college education in order to pursue careers in S.T.E.A.M. fields and become contributing members of the community.

Board Meeting Agenda 04.11.2024; 6:00pm  
11001 E Alameda Ave. Aurora, CO 80012

Zoom link

<https://us02web.zoom.us/j/81111957890?pwd=U052VUFDT25VQmFWNXdrWlhicWFjUT09>

1. Preliminary

Agenda Item	Action	Who	Materials/Documents for Review	Time
1.1 Welcome and Call Meeting to Order		Board President	Present in meeting room 1. Zikri Arslan (Board President) 2. Angela Reyes 3. Skidmore, Mark (CPA) 4. Nalcaci 5. Nasir 6. Underwood 7. Flores 8. Audam 9. Matossian 10. Alptekin Kavi (remotely) 11. Elcin Alibayli (remotely)	1 min
1.2 Pledge of Allegiance		Board President		1 min
1.3 Roll Call (Establish Quorum)		Board Secretary	Arslan, Reyes in person Kavi, Alibayli remote Keith absent	1 min
1.4 Edits to Agenda		Any Member		2 mins
1.5 Adopt Agenda		Any Member	Motion made to adopt agenda. Angela-1st,	3-5 mins

			Kavi-2nd, Accepted. All voted.	
1.6 Approval of March 14, 2024 Board Meeting Minutes		Any Member	<a href="https://docs.google.com/document/d/1uD32_7Jdhlw0chavIUtrVor8uoxwJPua/edit?usp=drive_link&amp;oid=107678858046613347169&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1uD32_7Jdhlw0chavIUtrVor8uoxwJPua/edit?usp=drive_link&amp;oid=107678858046613347169&amp;rtpof=true&amp;sd=true</a>	3-5 mins

2. Public Comment – The Board is desirous to hear the comments of the community. We invite you to address the Board concerning relevant, school-related issues. Public comment is not designed to be a two-way conversation, and members of the board will generally not respond to comments or questions. However, follow-up will take place as deemed appropriate. No charges or complaints against individuals shall be made. Such concerns are better handled through the school’s grievance process. Defamatory or abusive remarks or profanity shall be considered out of order and shall not be tolerated.

If a large group of participants wish to give the same opinion or speak to the same topic, the board may ask that a representative be appointed to share said opinion. The school board may choose to limit the Public Comment to 20 minutes for sake of time. Thank you for participating in our Public Comment.

Name	Comment
Rachelle	Does PTO carry over into the following year? Can it be cashed out at retirement for a set number per day accrued?

3. Consent Agenda –The entire consent agenda is a way for multiple items to be voted on and approved with one motion, one second, and one affirmative vote. Any Board member may request that an item be removed from the consent agenda, and if so it will be moved to the Action Items for further discussion.

Agenda Item	Action	Who	Materials/Documents for Review	Time
	Vote	Board Member		
	Vote	Board Member		
	Vote	Board Member		
	Vote	Board Member		
	Vote	Board Member		

--	--	--	--	--

4. Legal Compliance

Agenda Item	Action	Who	Materials/Documents for Review	Time
LSE Board Training		Tim Farmer	Powerpoint Presentation	30 min
			<p><b>7:16p Board Training</b>            Tim Farmer: Basics 101 Slideshow</p> <p>Session Objective            Charter Schools versus District Schools comparison            3 key elements -autonomy, flexibility, and accountability            *Every kid who attends Lotus, CHOOSES TO COME HERE. Not required.</p> <p>7:22p Role of the Charter School Board            -Set Mission/Vision (don't get involved in selection of staff/textbooks used).            -Fiscal Responsibility (creates a Checks/Balances system)            -Set Policy -Provides Road Map (Handbook, discipline -staff/students)</p> <p>Sample Board Objectives (live in By-Laws usually)</p> <p>Democratic Body            -vote on things            -don't always agree on things</p> <p>Board Officer Roles            -President-Arslan            -Chair Person</p>	

		<p>-Secretary- Mr. Kavi (creating and preserving necessary documents)  -Treasurer- Angela</p> <p>Have an agenda setting meeting 2 weeks before the actual meeting.  -They can send suggestions and the board president can prioritize.  -Have a board calendar (Don can send a template) to get into a rhythm .</p> <p>Tim: You have a good agenda template currently.  -Roll call vote is good practice.  -One piece of feedback is to make sure motion is clear.  Motion&gt;2nd&gt;Approval</p> <p>*Open meetings Law Requirements  5 person board &gt; Anytime 3 or more get together, an agenda has to be posted 24 hours ahead and open to the public.</p> <p>*Social gatherings are ok but don't discuss public policy (Refrain from Lotus business at that time).  *Post minutes promptly.  -Cure by revoting at the next meeting if open meeting notes are not posted in a timely for voted items for example.</p> <p>Executive Session- permissible items</p>
--	--	--

		<p>-Need <math>\frac{2}{3}</math> vote to go into executive session. MUST BE RECORDED; some exceptions.</p> <p>7:38p Open Records Law Be Mindful (Email is most common). Anyone is able to request records within 24 hours. (Text messages are also Public Record) if discussing school business. Individual personal emails and texts as well so be careful what you put in an email or text.</p> <p>Nalcaci: Are board members immune from lawsuits?</p> <p>Tim: Colorado Governmental Immunity Act generally protects from tort claims. -Most schools are hard to sue in Colorado. If there is criminal conduct then they are not immune for example, embezzlement. Are they immune, generally, yes.</p> <p>Conflicts of interest: Example-Board member's wife wanted to work at a school. He had to recuse himself from any decision making.</p> <p>Annual Review Form: -Fill out every year</p> <p>Questions; ???</p>	
		<p>President: President and Secretary meet 1:1 with Allen (Bryce recommended the</p>	

		<p>meeting) to discuss (Dr. Allen referencing that this law is broken in grievance against the board).</p> <p>Tim: Two board members is fine</p> <p>Pres: Colorado Sunshine Law</p> <p>Tim: It is also referred to as the Open Meetings Law.</p> <p>Pres: 2 board members can meet together and with ED but can't make decisions with only 2 people.</p> <p>Nalcaci: During board meetings can you add an agenda item as long as not expected.</p> <p>Tim: Statue- everything should be on the agenda that is reasonably expected.</p> <p>President; All board members present and say we received basic training. -one of the accusations says we did not receive training. President -3years; Angela-serving multiple years and has had this exact same training before.</p> <p>Tim: Board Modules -recommend each new member takes modules posted on the Department of Education for Charters. The league has training videos as well.</p>	
--	--	---	--

			<p>Bryce can do a 5-10 minute training at each board meeting as well on a different piece.</p> <p>(One person will step down in June)</p> <p>The President announces the end of the Public Session after training.</p> <p>3 minute restroom break.</p>	
--	--	--	--	--

5. Reports

<b>Agenda Item</b>	<b>Action</b>	<b>Who</b>	<b>Materials/Documents for Review</b>	<b>Time</b>
5.1 Financial Report		B. Skidmore	<p>Finance (5-7 minutes)</p> <p>March Financials -Days of cash on hand (90 days) 3.5M. Surplus 1.5M Lots of flexibility in 24-25.</p> <p>Salary/Benefits sitting at 63% this year/ last year 65%</p> <p>Capital Projects 270k available into 6/30 otherwise rolls over.</p> <p>Days of Cash on Hand Past -APS paid in advance April- paid us in the month of April</p> <p>Threshold min required is 60 days (well ahead)</p> <p>FY25 PPR 12k/student Overall 525k surplus</p> <p>Budgeting ½ mil cap projects and 6% increase for staff.</p>	10 min

			<p>6.9% increase (15,654,952)  920 students (lower)  Building Fund (1,116,853)</p> <p>Legislature wraps up 2nd week of May. Budget can still be adjusted after June 30th but we should be okay with no new legislation.</p> <p>We should hit Targets (1k students; 920 Best Practice for Budget Numbers)</p>	
5.2 School Report		Mr. Nalcaci	<p>928 students (404 of which are K-5; 524 are 6-12)  Had meetings with administration and started an enrollment campaign to increase numbers. Flyers are prepared, zip codes purchased).</p> <p>Angela: Have students' families who left received these? Could they be targeted to get some of these families back?</p> <p>Underwood: Yes we can work with administrative staff.</p> <p>Angela: What's on the flyers?</p> <p>Underwood: Promoting (steam, sports, etc)</p> <p>CMAS is occurring now April 8th -1th of April.</p> <p>Nalcaci -After March Board Meeting  FT-Athletic Director started</p>	15 min



		<p>FT-new dean of students -wants to support him with an assistant athletic director. Already started to run the program and will announce it to the community. Will start this year and see how much we can do.</p> <p>Angela: Any sports able to be salvaged this semester? Nalcaci: yes</p> <p>-Discussed with the secondary admin team how we can add APs. Had several meetings. Hope to finalize outcomes soon.</p> <p>-Next Monday a new admin will start, a very experienced person in regards to High School Programming.</p> <p>-In two weeks, we plan to finalize also.</p> <p>-Last board meeting-recommended to try and invite excellent people who left back. Invite if not all but some back into the system.</p> <p>-Proposed salary increase of 6% for teachers and awaiting board approval. After Ms. Hamm will start to finalize for current employees and hiring process for next year.</p> <p>Nalcaci: Increase in staff morality and student spirits. We will see outcomes.</p>	
--	--	--	--

		<p>Elem-Several clubs. Want to increase this offering to students as well. Currently there is chess, GOTR, Music, etc.</p> <p>Secondary- Hopefully more coming for secondary too.</p> <p>-After the assistant director starts the job, will bring back STEM activities and add more. 2-3 weeks ago had a meeting with APS Miss Annelia (director of Charters). Cap is 1k students. Met trying to see if CAP can be increased. (Possible expansion for system).</p> <p>*May need to go for renewal app</p> <p>6:35P</p> <p>Angela -Is it possible to increase numbers</p> <p>Attorney-need to have an amendment made (facility consideration) and would still need approval from the district.</p> <p>APS is struggling with declining enrollment</p> <p>Angela: Can we recruit families outside of the APS district?</p> <p>President: Classroom Sizes</p> <p>Nalcaci: 20-24 Class size. In TX no less than 28 students. If we add 2 kids per classroom we will go to 26.</p>
--	--	---

5.3 School Board Reports		Board member	skip	60 min
				10 min

6. Action Items

Agenda Item	Action	Who	Materials/Documents for Review	Time
Approval of 2024-2025 Academic Calendar		Board	<p><b>6:38p Board Report - SKIP</b></p> <p><b>Action Item #6</b></p> <p><b>24-25 Calendar</b></p> <p>Mr. Elcin joined the zoom meeting</p> <p>Mr. Underwood: Currently Elementary and Secondary have the same calendar. This year we worked 173 days. We are going down to the minimum of 160 days. (900/990 hours)</p> <p>As we were looking at this we were making sure to keep families at the forefront so we took out all of the ½ days.</p> <p>Kinder started a week after. Now, July 30 and 31st new teachers will start.</p> <p>August 1st-6th Experienced/Novice Staff would begin</p> <p>August 7th is when we would host MEET THE TEACHERS</p> <p>August 8th -1st day of school which would be one day after APS</p>	5 min

			<p>Purple days represent PDs (Professional Development)  Green indicates NO SCHOOL.  Put more days off throughout the year for families and teachers.  Fall Break.  Days off added to Sept.  Nov 1st -PD  APS has 2 days off for Thanksgiving. We were still able to keep the full week off.  Dec-This year we went up until the 20th.For the 24-25 school year we will be off Dec 15th up until Jan 7th and still meeting the instructional hours.</p> <p>Jan -7th return; MLK off  Feb-splash some days off  March -same break as APS  April - will remain the same due to testing  May-still getting out same as APS</p> <p>We have 172 days of instructional time. We cannot go lower than 160 days.  *We feel this will make staff and parents very happy  *Mr. Met helped calculate the numbers</p> <p>The new school hours for Elementary will be 7:45am to 2:45pm.</p>
--	--	--	--

			<p>We are investigating if there is a way to offer pay for hosting clubs.</p> <p>Nalcaci: Elementary can make it in morning with traffic and dismissal will be better.</p> <p>Elementary will start 20 minutes before secondary and end 25 minutes earlier than secondary (8:10am). Hopefully this eases the traffic.</p> <p>Angela: When do they start currently?</p> <p>Underwood: Open doors at 7:30am, kids go to class 7:40 and class starts at 8:10.</p> <p>Angela: Motion Kavi-2nd Vote Calendar into approval: Pres-yes, E-y, A-y, K-y; ACCEPTED</p>	
				5 min
				10 min
				20 min

7. Discussion Items

Agenda Item	Action	Who	Materials/Documents for Review	Time
Proposal-Abstract_LSE _Access-Control-System	Discuss	Mr. Robey- Mr. Burhonov	<a href="https://drive.google.com/file/d/1XxckKkctudk4a12hthjUXdUIVVlwTT6T/view?usp=sharing">https://drive.google.com/file/d/1XxckKkctudk4a12hthjUXdUIVVlwTT6T/view?usp=sharing</a>	10 min

			<p><b>7. Discussion Items:</b> <b>Proposal Abstract</b> ACS Nasir handed out documents. Nasir: Applied for a School Violence Prevention Program; Vulnerability Survey Completed and Mike Gentry (Emergency Preparedness). -Gave recommendations on that access control system -If grant is approved - implement for each classroom. -Wireless Locks -If someone takes someone's card it won't work. -Only ED or certain cards will release access Grant if approved will eliminate risks For example if someone who loses master key or badge (someone will know where the key is from).  -If you scan your key card, the closest camera will record the action. -Proposed multi factor authentication. Let's say you forgot your key card. You can have a digital key card on your phone functioning via Bluetooth.  -The school does need to contribute 25%.</p>	
--	--	--	--	--

			Nasir: Wants to add metal detectors as well and maybe that could fit into a future budget. The director of operations signed off on this as well as the Board President and Executive Director for the submission of the grant.	
Updates to 2023-2024 Staff Handbook	Discuss	Z. Arslan	<p><b>655p Updates to Staff Handbook</b></p> <p>Mr. Arslan  -last year in the September meeting, a chart was put in there by Dr. Allen and this had not been reviewed).  -suggest to revise the handbook  -Miss Hamm could have a copy</p> <p>Attorney: This should be reviewed yearly</p> <p>Arslan: Passed out Chart (designed by Dr. Allen) and wants to go back and review.</p> <p>Angela: Thought we were voting on an unchanged handbook and weren't told anything was added, revised, or changed.</p> <p>Arslan: Dress Code changed as well</p> <p>Arslan: Start working on in May and have ready by August</p> <p><b>Lotus Financial Policy</b></p>	10 min

			<p>Arslan: -Marked up Copy -Credit Card Access -only approval given by ED -Financial Policy document needs to be updated</p> <p>Angela: We weren't notified that the document had changes. Tim, how can we be better and make sure this doesn't happen again?</p> <p>Nalcaci- Any changes made should be made during board meetings.</p> <p>Arslan: What happened happened during the summer with the Interim Director</p> <p>Angela: How moving forward can we do better?</p> <p>Tim: You hope things would be disclosed. I would suggest presenting proposed changes in a "RED LINE FORMAT" and the practice should be "changes should be informed as there is a trust factor".</p> <p>Arslan: didn't have time to review the Handbook in December.</p> <p>Tim: Most of the time they are regularly reviewed (statute changes).</p>	
--	--	--	---	--



			<p>Tim: Attorney's office wasn't aware of the changes made.</p> <p>Angela: Bart may not have seen the document.</p> <p>Arslan: Document requested from (Watson's drive) or someones.</p>	
Staff Appreciation Day	Discuss	Z. Arslan	<p><b>7:04p Staff Appreciation Day</b></p> <p><b>Rewards and recognition</b></p> <p>-Recognize Underwood and Hamm</p> <p>*Monetary Bonuses to these two as well as a plaque.</p> <p>In the previous board meeting the bonus wasn't finalized.</p> <p>The President proposed 2k per individual.</p> <p>Angela: Suggested a mom/pop shop in Aurora, Abilene Awards.</p> <p>Make a motion to approve the monetary amount after discussion.</p> <p>Angela-Motion, Kavi-continues conversation in regards to performance bonuses.</p> <p>Nalcaci: Shares appreciation for Underwood and Hamm. Others are performing well as well-maybe recognize more for next year.</p> <p>Angela: Maybe see if others who were</p>	5 min

		<p>recognized or stood out in the survey that you're away from. (Nasir mentioned)</p> <p>Kavi: Suggestions from admin</p> <p>Kelly was holding down the fort, sending emails late at night, being calm during crisis more.</p> <p>Tim: It is at the ED discretion to add bonuses assuming it is within the budget.</p> <p>Kavi: General authorization to make on-going thing to be up to Mr. Met</p> <p>Angela/Arslan: Leave future ones up to Mr. Met.</p> <p>President: approved 2kd Angela -Motion Kavi- 2nd Members voted: A -yes, K-yes, E- yes</p> <p>Tim: suggestions -Staff of the month or ongoing some type of rubric, criteria so it isn't subjective to avoid favoritism. Maybe motion to develop a staff recognition program.</p> <p>Nalcaci: Questions come up. Why them? Why not us? Need to have a solid rubric. It could be cause for favoritism. -We can look at previous years practices and budget.</p>	
--	--	---	--

			Tim: Maybe we can report back in a future meeting.	

8. Executive Session

<b>Agenda Item</b>	<b>Action</b>	<b>Who</b>	<b>Materials/Documents for Review</b>	<b>Time</b>
8.1 Executive Session pursuant to CRS 24-6-402(4)(f) to discuss personnel issues related to three employee grievances and CRS 24-6-402(4)(b) for the purpose of receiving legal advice as to the third party investigation reports as to each grievance.	Discuss/update	Tim Farmer and Mr. Nalcaci		30 min

9. Next Steps

<b>Agenda Item</b>	<b>Action</b>	<b>Who</b>	<b>Materials/Documents for Review</b>	<b>Time</b>
5.1 Adjourn board meeting		Board President		2 min
5.2 Scheduling next board meeting		Board President		2 min
5.3 Request for agenda at next board meeting		Board President		2 min