ROCKY MOUNTAIN SCHOOL OF EXPEDITIONARY LEARNING
MINUTES OF BOCES MEETING

February 23, 2004
5:30 p.m.
Seminar Room

In Attendance: Tim White, John Dunn, Barbara Volpe and Elaine Berman

Staff: Jon Mann, Leann Asgari, Melissa McComas and Julie Stelzer

Approval of Minutes
Minutes from the January 12, 2004 meeting were unanimously approved.

Open Forum
No one present for Open Forum.

Election of Board Officers
The board nominated and approved the following BOCES positions.

President Elaine Berman
Vice President Barbara Volpe
Treasurer Tim White
Secretary John Dunn

Finance Update
Julie Stelzer stated that we received more revenue than originally budgeted for and has revised the budget accordingly to cover existing shortfalls. When RMSEL originally moved into the Ash Grove school building, there was a $90,000 expense from DPS to install the technology infrastructure. At that time, the Executive Director, Rob Stein, negotiated with DPS to pay half of this expense up front and amortize the remainder over the next three years. During the preparation of the 2003-2004 budget, the final payment of $15,300 was mistakenly left out of the budget. Therefore, one of the budget revisions is an increase to the Data Infrastructure line item to $18,730. Another revision to the budget is to increase the Technology Services line item to $19,000 from $17,000. This additional amount is to be specifically used to compensate the contractor that services our network. At the present time, she does not charge the school for all of her time, and this should cover additional hours charged. There are numerous changes within the Facilities Maintenance section of the budget in order to cover the increased gas and electric utility charges. The net effect to this section is zero as budgets were adjusted according to revised projections. Elaine Berman asked how gas and electric charges are projected, and Julie explained that typically those numbers are budgeted from historical data. Special Education fees represent the amount paid to DPS to provide special education services to our students. The actual amount for the year came in at $112,671, and the original budget was for $113,022. The difference equates to services for one student. The final change to the budget is to the interest income line item. Originally, $15,000 had been budgeted for interest income, and this needs to be revised downward to $6,000. Barb Volpe asked how much money was in the investment account. Julie responded that the balance was approximately $800,000. Barb asked if the money could be invested in another type of interest bearing instrument such as a certificate of deposit, so we could earn a better rate of interest. Elaine asked what rules and regulations apply to these investment accounts. Julie will investigate this further with Velma Rose.

Elaine asked when the 2004-2005 budget would be prepared. Julie replied that the budget figures are based on the PPOR number, and we should know in April what the PPOR will be. The budget will be presented to the board in May.
The board unanimously approved the revised 2003-2004 budget as presented.

Accreditation
Jon Mann stated that the Colorado Department of Education created a standard accreditation report that reflects how the school is doing overall. Douglas County Schools were able to help with the analysis of that data.

Leadership Team
Jon stated that a leadership team has been established. This team is represented by teachers, administrative staff and specialists who will be the keepers of the Expeditionary Learning Core Practices. The EL Core Practices are the essential elements and building blocks for the school. We are using these core practices to help guide us in terms of what our culture, structure and expeditions look like. We currently have an administration team that makes decisions impacting the classroom. The leadership team will allow teacher input and participation. Barb requested that each board member receive a copy of the EL Core Practices. John Dunn requested that members of the leadership team come to a BOCES meeting and share progress.

CSAP Results
Elaine asked to discuss CSAP results. The results were discussed at the January meeting and are reflected in those minutes. Jon stated that the report card for the high school was high, and the results for the middle school were stable, while the elementary school showed a decline. Jon stated that the results for the elementary school were due specifically to third grade reading. We are mapping the students and trying to address the results. Additionally, the emphasis is currently on math. There are two math nights scheduled to discuss math instruction with parents. The decision was made to change the CSAP math tests to the initial testing period in order to give students a greater opportunity for success.

Aurora Public Schools
Aurora has expressed interest in joining our BOCES. Board approval is required in order to include the Aurora Public School district as one of RMSEL’s sponsoring districts and realign the enrollment numbers among all of the participating districts. Barb questioned the increase in overall numbers. Jon explained the need to increase our enrollment cap to building capacity. This is needed in order to achieve some flexibility with the enrollment numbers. Elaine asked why Aurora would not be able to open enroll through one of our sponsoring districts. They are able to enroll, but we currently do not market to that district. If they apply now, they go to the bottom of the list and are not part of the lottery. Barb stated that this also gives Aurora the ability to offer a school of choice.

The enrollment application deadline was February 19th, and we are beginning to offer positions. We have already met our numbers for Denver and are not able to offer any additional positions to Denver applicants. We are able to offer positions to our other districts. We have filled six sibling positions for Kindergarten with Denver students so far.

Administrative Transition
Deb Schukar, the Lower School Director, is retiring at the end of this school year. An administration transition team has been established to look at our administrative structure and determine if our existing structure is working. The Lower School Director and Upper School Director jobs are currently split between the educational leadership and instructional roles and administrative functions. The group feels that instructional leadership should be centralized to build instructional coaching and foster the relationship with Expeditionary Learning Outward Bound. This position would be the keeper of core practices and be in the classrooms to model expectations. The idea is to divide the current two positions into Administrative Director and Instructional Coach. Aurora has a strong coaching structure, and we have been studying that program to learn from their structure. John asked where the Upper School Director would be placed in the reorganized structure. Jon stated that both the new positions would be posted, Leslie Raynor, the current Upper School Director, would need to apply for the new positions. We have explored the idea of having two part time individuals for the Instructional Coach position in order to have individuals with varied backgrounds. Also included in the new
organizational structure is an increase in the hours of the Administrative Secretary from 20 hours per week to 32 hours per week in order to provide additional support to the Administrative Director.  The changes to the organizational structure were unanimously approved.

Discussion of the Executive Director’s evaluation using the position description has been scheduled for the March 22, 2004 BOCES meeting.

Audit
Julie referenced the management letter from the auditors.  The letter refers to the areas that the auditors feel need board attention.  Julie expressed concern over the section regarding check signing.  Julie currently signs checks when Jon is unavailable.  In an effort to increase the controls surrounding the signing of checks, we have implemented a procedure where Jon signs off on the monthly bank statement reconciliation.  Barb suggested that we implement some additional controls on the check authorization process.  The auditors suggested that a dollar limit be set on checks that the Finance Director is allowed to sign, and any check above that limit would require two signatures.  Currently, only Jon and Julie are authorized signers.  Barb stated that she would have the PEBC’s controller forward Julie a copy of their internal controls in order for us to begin formalization and documentation of our internal controls and processes.

Another area of concern from the audit is with regard to the tracking of and accounting for fixed assets.  At the present time, there is no system in place to administer a fixed assets inventory.  Our Media/Technology Librarian is investigating a bar code tracking system and software in order to establish a fixed assets inventory.  The board will be kept apprised of developments on this issue.

Proposed Enrollment Changes
In order to include Aurora in the BOCES, the minimum enrollment numbers of FTE from each district as stated in the intergovernmental agreement need to be adjusted.

The proposed adjustments are as follows:

<table>
<thead>
<tr>
<th>District</th>
<th>Current IGA</th>
<th>Proposed IGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas County</td>
<td>62.5 FTE</td>
<td>45.5 FTE</td>
</tr>
<tr>
<td>Cherry Creek</td>
<td>81.0 FTE</td>
<td>81.0 FTE</td>
</tr>
<tr>
<td>Littleton</td>
<td>37.5 FTE</td>
<td>37.5 FTE</td>
</tr>
<tr>
<td>Denver</td>
<td>140.0 FTE</td>
<td>150.0 FTE</td>
</tr>
<tr>
<td>Aurora</td>
<td>0.0 FTE</td>
<td>34.0 FTE</td>
</tr>
<tr>
<td>Total FTE</td>
<td>321.0 FTE</td>
<td>348.0 FTE</td>
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Elaine questioned the logic of adding another school district when there are so many applicants from Denver that are not currently getting into RMSEL.  Elaine reasoned that if Denver were to increase their numbers, it would make more sense to fill positions from Denver.  Barb stated that traditionally Denver did not want to increase their minimum enrollment number.  Elaine requested the opportunity speak with Denver’s administration regarding an increase to the cap before the BOCES votes on the final numbers.  When the original IGA was created, the size of all the participating districts was reviewed in order to determine the cap for each district.  One of the reasons behind the decision to pursue Aurora was because Douglas County and Littleton were concerned that the travel time to the school from their area would be adversely affected by the on-going highway construction and would ultimately affect the number of applicants from those districts.  Barb stated that it would be difficult to go to Aurora now and back out of the agreement since the Aurora board has already approved our proposal.  The specific numbers are not as much of an issue.  John requested that the change in the total FTE to allow for a maximum of 348 students should be approved.  Elaine asked if the cap for Denver was increased to 170 FTE, how that would affect each district?  Jon responded that the minimum enrollment figures for Littleton and Aurora would most likely be decreased.  Tim made a motion to increase our total maximum FTE to 348, and the motion was unanimously approved.
National Board Certified Teachers
Jon requested approval to compensate teachers who have attained the National Board Certification. This would be treated as a one-time bonus of $3,000. There are not funds available in the current budget, so Jon would like to take this from the 10% reserve account in order to provide a bonus to the one teacher on staff that has passed the certification exam. Jon would like to include $6,000 in the 2004-2005 budget in anticipation of two more teachers passing next year. We are also looking into restructuring our salary schedule to include a monetary recognition of this achievement. Currently, the Odyssey School pays a bonus, but Jon is unsure of the amount. Jon will check to see what that amount is and then RMSEL could pay a similar bonus. John made a motion to approve the $3,000 bonus as long as that aligns with what the Odyssey School pays. The board unanimously approved the motion.

Health Coverage
Julie distributed the renewal rates for PacifiCare that are effective from 3/1/04 to 6/30/04 as well as the current rate quote from Kaiser for the change effective 07/01/04. The board suggested that the 2004-2005 budget figures for health insurance be based on the higher PacifiCare rates since the Kaiser rates will not be finalized until after the 2004-2005 budget is presented in May.

Next Meeting
Elaine asked if we would have a quorum for the March 22nd meeting. Elaine and Tim stated that they would be unable to attend the meeting. Jon stated that he would check with Bee Kirk in order to determine if there would be a quorum.

The board adjourned at 7:50 p.m.

The next BOCES meeting will be March 22, 2004.