ULCCA called the board meeting to order. She asked the attendees to introduce themselves, and each did so.

**Approval of Agenda**
Ulcca asked for a motion to approve the agenda. Kevin made a motion to approve the agenda, Anne seconded. The agenda was unanimously approved.

**Approval of Minutes**
Ulcca asked if there were any corrections needed to the minutes, and there were none. Anne made a motion to approve the minutes as presented, and David seconded. The minutes were unanimously approved.

**Executive Director Report**
Chad said that returning from fall break, RMSEL staff began with a day of professional development. These days serve as an opportunity for teachers to connect with one another, focusing on professional learning tied to RMSEL’s school improvement goals as well as the EL work plan. Based on the organization of the school schedule, teachers receive 100 minutes of daily common planning time. They are able to collaborate daily with their teaching partner or school level team. This schedule does limit time during the school day for teachers to connect with different school levels to discuss the vertical alignment of curriculum. On November 4th, teachers had the opportunity to connect in vertical teams with the goal of aligning curriculum. The mathematics team took an in-depth look at the new lower school curriculum and the alignment to 6th grade curriculum and standards. Chad stated that in continuing to align RMSEL’s curriculum to learning targets and standards, teachers are also working toward creating high quality final products and assessments to determine student understanding and learning. The plan is to have a draft K-12 curriculum map at the completion of the school year to begin auditing for gaps in instruction tied to standards. By identifying standards that are not taught in expedition or another workshop, teachers can begin collaborating to create project plans to ensure all standards are taught in each two-year loop.

Chad said that along with on-site professional development, RMSEL teachers are also afforded the opportunity each year to attend a variety of institutes with the Public Education and Business Coalition (PEBC). This year, the lower school teaching staff will be attending an upcoming Mathematics Institute. Chad thanked the PEBC for their annual contribution of slots for institutes that provide RMSEL teachers with the opportunity to learn and grow. The transference of professional learning to the classroom enhances the learning community for students to develop and grow.

Chad stated that over the course of the next four weeks, RMSEL will host many school-wide community events for students and parents. Each school level will conduct an annual exhibition night or academic showcase. Each night is an opportunity for students to showcase their learning to the parent community. Students will present a variety of high quality final products, ranging from presentations to multi-media documentaries created in class. Also during the month of December, RMSEL will host the annual winter choir concert in which 300 students perform a variety of choral pieces.
that they have studied during the first trimester. The addition of vocal music is a welcomed addition by the parent community and students. Each of our school events is posted on the RMSEL website, which may be found at http://www.rmsel.org/Who-We-Are/Calendars/index.html

Chad said RMSEL Administration is in the process of creating a draft calendar to present to the BOCES for approval for the 2014-2015 school year. Feedback has been solicited from parents through the District Accountability Committee Parent Representatives, as well as the Organizational Leadership Team. Chad values the feedback from the parent community and teachers and attempts to align closely with RMSEL’s sponsoring districts while ensuring there are appropriate blocks of instructional and travel time each year as an Expeditionary Learning School. The proposed calendar will be presented at the January BOCES meeting.

Chad expressed that office staff is also in the process of preparing for RMSEL’s annual lottery and student enrollment window. The most recent Open House in November hosted about 100 potential students/families to RMSEL, and saw similar attendance during the October Open House. The expectation for December and January Open Houses is to attract a large volume of potential families. As a high performing school with the dynamic integration of academic and character development, parents are attracted to RMSEL’s learning community as a possible choice for their family. RMSEL does not invest annually in marketing campaigns, as promotion of the school is done through RMSEL’s website. This strategy is currently comprehensive as there is always an annual waiting list at the completion of the school lottery. Chad said he is once again targeting a total enrollment of 400 students.

In closing, Chad highlighted the return of RMSEL’s recent Explore and Plan Assessment Data. Improvement continues to be measured each year across each content area. RMSEL’s composite score outperforms the national average in each grade level. This is the third year of a four-year data collection cycle which assists in predicting first year college success and preparation for the ACT. The students who took the Plan test this year have taken the Explore test in the 9th and 10th grade in previous years. Next year will mark the fourth year of the data collection cycle, culminating with the 11th grade ACT. Per RMSEL’s Unified Improvement Plan in 2010-2012, RMSEL students scored below the state average on the ACT. In 2013, RMSEL students outperformed the state average and Chad expects to measure continued growth. The use of the four-year cycle for ACT preparedness increases exposure to the assessment, as well as resources, as students prepare for their transition to college. Chad presented the table below, which highlights the disaggregated data for students that have now taken the assessment for up to three consecutive years, and reflects their improvement annually.

**RMSEL EXPLORE / PLAN Data by Grade**

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Math</th>
<th>Reading</th>
<th>Science</th>
<th>Composite</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th EXPLORE (2013)</td>
<td>16.0</td>
<td>16.0</td>
<td>14.7</td>
<td>17.1</td>
<td>16.1</td>
</tr>
<tr>
<td>8th EXPLORE (2012)</td>
<td>14.1</td>
<td>15.0</td>
<td>14.4</td>
<td>16.4</td>
<td>15.1</td>
</tr>
</tbody>
</table>
**10th Grade**

<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>Math</th>
<th>Reading</th>
<th>Science</th>
<th>Composite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10th PLAN</strong> (2013)</td>
<td>18.6</td>
<td>16.1</td>
<td>16.8</td>
<td>18.1</td>
<td>17.6</td>
</tr>
<tr>
<td><strong>9th EXPLORE</strong> (2012)</td>
<td>16.2</td>
<td>14.7</td>
<td>16.2</td>
<td>17.4</td>
<td>16.4</td>
</tr>
<tr>
<td><strong>8th EXPLORE</strong> (2011)</td>
<td>15.3</td>
<td>15.2</td>
<td>15.3</td>
<td>16.8</td>
<td>15.7</td>
</tr>
</tbody>
</table>

Kevin asked how many students are in each cohort. Marci replied that it is roughly 15-22 students. JulieMarie asked what the highest score on the ACT is, and Marci said it is 36. She added that the highest score on the Explore is 25.

Ulcca asked about outreach to families and about Open House. Chad responded that Open House is held the first Thursday of each month, in the morning, excluding April and May. Events held in the evening, other than for current student events, result in very poor attendance. In offering an evening Chat with Chad option, one family attended.

Anne commented that she appreciates Chad’s intentional efforts for teachers to have time for vertical planning together. Ulcca asked if RMSEL is able to offer Lab Sciences to students. Chad replied that all high school students are participating in Science labs to the extent that the RMSEL facilities will allow, including two days with 100 minute blocks and one day with a 59 minute block. RMSEL does have some limitations since there is not a hood fan. An estimate was given to RMSEL of $70,000 just for a hood fan, meaning that a total renovation of a science lab could approach $250,000-$300,000. Ulcca said that perhaps there could be a capital campaign in the future to make that possible.

**Open Forum**

JulieMarie introduced Eric Nelson, the newest member of the Aurora Public School Board. It will be determined at the APS Board meeting in December who will be holding the position on the BOCES Board at RMSEL, with the anticipation that Eric will hold that position.

Steve Steadman, grandparent of a lower school student, said that he attended the Lower School Exhibition Night, and expressed how impressive the variety and content of the presentations were. He thanked the board members for all they do for RMSEL.

**Consent Agenda**

Item #1 – Personnel Matters – Ulcca asked for a motion to approve the Consent Agenda. Anne made a motion, Kevin seconded. The Consent Agenda was unanimously approved.

Item #2 – 2014-2015 Fieldwork Fee Recommendation – Chad commented that each year, Julie provides an estimate of costs for the upcoming year, which is then used to help determine fieldwork fees for each student. This recommendation provides for approximately a 2% increase, and was presented to the District Accountability Committee (DAC) in the November meeting, and was approved by the DAC. Julie added, for the benefit of the new board members, that the fieldwork fees at RMSEL are used to cover expenses associated with fieldwork and crew trips, including gas, travel, food, etc. This does not include the landmark trips at certain grade levels, which necessitate additional funds from the students and/or parents to cover costs. Ulcca asked if there were additional fees charged to parents for supplies. Julie said no, those come from the Per Pupil Revenue (PPR) funding.
Action Items

Audit Presentation (Mark Elmshauser, Clifton Larson Allen LLP) – Mark said that he is present today to review the findings of RMSEL’s annual audit. A final letter will be provided to the board after the Auditor’s Data Integrity Report is filed with the Colorado Department of Education. He reviewed a list of topics that the auditor is required to highlight to the board. As it relates to accounting policies, there were a couple of new standards implemented this year, with neither having a significant impact on RMSEL. Both relate to terminology changes primarily. He said RMSEL does not have any significant accounting estimates. The audit firm believes the financial statements are neutral, consistent, and clear. Mark said there were absolutely no difficulties encountered in performing the audit. He expressed his appreciation of Julie’s work and support provided to the auditors, and thanked her and Chad. There are no outstanding, uncorrected adjustments to the financial statements. There are a couple of adjustments that Julie has made, which were in accordance with Generally Accepted Accounting Principles (GAAP) basis. Regarding the timing of the purchase of the new bus, Mark said the funds were raised last year and the bus was ordered last year. However, the bus was not received until this year, so the expenditure will show up in next year’s statements. The auditors have no disagreements with management regarding accounting, reporting, or auditing matters, and will be asking management to sign a representation letter which is a standard part of the audit process. There is no evidence of RMSEL engaging in any “opinion shopping” regarding accounting matters.

Draft Audit – Mark discussed the draft audit that was presented to the board today. Page 1 is the Independent Auditor’s Report. The auditors believe that RMSEL’s financial statements are fairly presented. Management’s Discussion and Analysis begins on page 3. Focusing on the Condensed Statements of Net Position (previously called Net Assets), Mark said funds that are given for a specific purpose are considered restricted, and as such, must remain restricted for the use of the designated purpose. He noted that PACK fundraising appears to be designated to specific purposes. Julie commented that funds that the previous auditor specified as Committed are now being moved to Restricted. Mark then reviewed the revenue and expense statements, and noted specific line items that changed from the previous years and gave explanation of the changes. He noted an increase in revenue due to after school sports and the increase in middle school enrollment. Under expenses, he noted the Music program and it having a significant impact on increased instructional costs. Overall, RMSEL experienced a loss of $8,276, but excluding the depreciation RMSEL experienced of $49,000, positive operating results were actually experienced for the year. Mark referred to the fund balance, which is the difference between assets and liabilities, and said that it is now being presented differently than it was previously. He then mentioned the footnotes on page 10 of the draft audit, and said that explanations are given regarding some of the terminology changes. New Accounting Pronouncements are noted on page 11. He stated that page 20 reflects that RMSEL was well under budget for expenditures. Mark asked if there were questions that he could address. Anne commented that the clarity of his presentation and comments is very appreciated by the board. She also thanked Julie and Chad for the immense amount of work that went into preparing for the audit. Mark then said that the auditors have a couple of comments relating to the internal control structure that he should note. Both of these comments are due to RMSEL being such a small school with a small staff. One is a lack of segregation of duties, but the auditors note that Julie has a number of other compensating controls in place and it would not be cost effective to hire an additional person just for that purpose. The second comment is in regard to journal entries. In other entities, fraud has occurred via the use of journal entries. The auditors suggest having another person review journal entries on a regular basis. Chad asked if there is a monetary threshold for reviewing. Mark responded that his suggestion would be a list of all journal entries be given to Chad, with specific attention being given to entries with larger dollar amounts. Neither of these comments are considered by the auditors to be “significant deficiency” or “material weakness.” Part of the agreement with RMSEL and Clifton Larsen Allen is that the auditors who conducted the audit are the ones who have prepared the information provided to the board. Ulcca thanked Julie and Chad for the work that went into the preparing for the audit. Kevin asked about the Unrestricted Net Position on page 1, and asked what the operating expenditures for the same period of time were. Mark responded that total expenditures were at a very reasonable level. Julie said it usually run between 28-31%.

Ulcca asked for a motion to approve the audit as presented. JulieMarie made a motion, Kevin seconded. The audit was unanimously approved.
ELL Consent Decree – Revised Language – Chad said that DPS presented this to RMSEL, as a partnering school district, to comply with their ELL Consent Decree. Chad has solicited feedback from the partnering school districts’ legal counsel, and it was recommended that the CASB language be aligned with the ELL Consent Decree language of DPS. Chad also worked with the Office of School Reform and Innovation (OSRI) at DPS, and now have a document that will be presented to OSRI, along with RMSEL’s Inter-Governmental Agreement (IGA) to make sure that RMSEL is in compliance with regulations for English Language Learners. RMSEL’s small size limits the ability to service the needs of students who are non-English proficient. Students are identified through a Home Language Survey, and are then assessed as to their English language proficiency. At this time, RMSEL does not have any students who are non-English proficient, but is servicing 3 students who are Limited English Proficient. The language in this document, as it relates to CRS 22-36-101-3(b), allows RMSEL to partner with the sponsoring district to provide services at the level needed for non-English proficient students. This terminology will be added to section 9 of the current IGA. Chad asked if there were any questions from the board.

JulieMarie asked for clarification of the process used to make the ELL determination. Marci said that it is done with the Home Language Questionnaire. David commented that Cherry Creek School District is not prepared to vote on this terminology today and requested that there be additional time for discussion before a vote. The ELL Consent Decree will be moved to the January meeting. Anne asked David to share his district’s concerns with the board members via email prior to the next meeting. He agreed to do so.

Report Items
Budget Update – For the benefit of the new board members, Julie said that she sends this information to the board members the Friday prior to each meeting for the board members to review. She noted that the second payment of PPR funding was received in October, and RMSEL is still on track for budgeted funding. Kindergarten financial aid still has funds available, as does Fieldwork financial aid. Only one family this year has taken advantage of the multi-student discount of 10%. The Colorado Health Foundation grant is used for RMSEL’s High School Fitness program. In the current 2013-2014 budget, $40,000 was estimated as the budget carryover or unspent 2012-2013 budget. Julie will be presenting a revised resolution changing that to $65,000 at the January meeting. Julie mentioned the fieldwork fees, and said that each year, unspent fieldwork fees follow students each year through their specific school level and are applied toward the landmark trips. Any funds remaining at the end of the school level (K-5, 6-8, and 9-12) do not follow the student, but rather, they are allocated to the grade level for expenses incurred with landmark trips. In January, Julie will present a revised budget based on the adjusted student count, and the revised budget will require a vote from the board to approve. Julie offered to sit with new board members to review this information in detail, if necessary.

Discussion Items
Electronic Participation in Board of Directors Meetings – Policy BEAA – Ulcca asked Chad to address this policy. Chad commented that the material presented to the board today is based on information from the Colorado BOCES Association. This is a draft of the language, and some of the policies provided are more applicable to larger BOCES where the members of the board are spread over a very large geographic area. The intent for RMSEL’s policy is for more of an emergent nature rather than a standard operating procedure or practice. Sue commented that if board members were to call in via electronic media for participation, it removes the ability for RMSEL community members to actually address the board. Sue and Kevin both stated that Littleton and Douglas County board policies require that a quorum be present in order to even permit the electronic participation of board members. Ulcca asked how many RMSEL board meetings actually require a quorum present, and Julie said 4 of the meetings would require that, those being the audit, revised budget, supplemental budget and the actual budget. Kevin said that, since in the past it has sometimes been difficult to have the required 4 board members present to meet the quorum requirement, perhaps RMSEL should consider putting in place a policy that allows the physical presence of 3 board members be sufficient for a quorum, with the 4th member participating electronically. Having participated in the last board meeting electronically, Kevin noted the difficulty of doing so. Sue suggested using funds from reserves to purchase a high quality speaker phone device to be used for board meetings, since it is state law that board members be able to participate. Ulcca said that she feels that having only 3 board members present is not sufficient as a quorum. She asked if the other board members have electronic participation policies in place in their districts that this board may review. Some of the board members said yes and will
provide those to the board. JulieMarie added that she would like to add language to paragraph 3 regarding specific agenda items that could either be included or prohibited from electronic participation. She would also like to see language that reflects the value of the unique community aspect at RMSEL be added to the policy. Julie noted that when responding to email via the “Reply All” feature, it constitutes a board meeting, and thus, there needs to be language regarding that in the policy. Kelly said that she agrees with the suggestion of providing a device that will allow clear communication for any board members participating electronically. Sue commented that, as a BOCES board member, if the board member is unable to attend, there is the ability to send another district board member to attend in their stead. Ulcca made notes of the discussion today, and asked the board members to send her their comments. Anne added that whatever language is used, the commitment of the sponsoring districts to be present at the board meetings is very important to be included in this policy, and that the electronic participation is clearly stated as being the exception rather than the norm. As a side question, JulieMarie asked about the possibility of a new board member “handbook” or memo that could be made available to any new board members.

Adventure & Safety Guide – this document was sent electronically to the board members rather than printing it out for the meeting, due to the size of the document. Chad said that this is being provided to the board after some discussion regarding recent crew trip decisions from the fall. Ulcca said that the document she printed out is incredibly thorough and comprehensive, and that it makes sense for the board members to take time to review it. JulieMarie said that she feels that this provides a good opportunity to possibly engage with staff, parents, and/or students in a future meeting. Ulcca asked the board members to take time to review the document before the January meeting so that they may discuss the document more clearly in the January meeting.

Julie mentioned that the count of students by district was provided to the board today, due to a request from the last board meeting. Ulcca asked how the maximum number of students was determined in the IGA. Chad explained that, in the past, there was a set maximum number of students allowed from each district. If a district was not fully enrolled, it created the need to over-enroll in one of the other districts to meet total enrollment needs, and the board had to approve that every time it happened. Providing an allowance for a range of students allows the ability to enroll up to that maximum number without having to seek board approval repeatedly. The maximum numbers allowed by IGA would total 440 students, however, the maximum number for enrollment at RMSEL is 400. Julie noted that due to RMSEL’s physical proximity, DPS and CCSD have the largest number of students. Chad also explained that when the lottery is run, criteria is defined based on the number of spots available to each district, and spots are filled based on the districts who have the most spots available. Kevin clarified that the goal is 400, and asked what happens if students leave RMSEL. Chad said that this year, two students moved out of the area two days before the official count day. RMSEL does not enroll new students after the official count day, which is October 1st. Also, RMSEL does not enroll students in their senior year. This year, there are only 16 seniors, and we could not reach the goal of 400 due to those limitations. Knowing the shortfall in the senior class, the budget was projected at an enrollment of 390 for this year. Kevin asked how many juniors RMSEL has this year. Chad said 24 students. Ulcca asked what caused the attrition to the current senior class. Chad stated that he believes it is related to the increased expectations in the high school in regard to graduation requirements. Students who are missing credits and are not on track for graduating have options available, including summer school to recover credit or electing to transfer to their local district if they choose not to attempt credit recovery. Administration does not force students out of RMSEL, but tries to help parents in making the best decisions regarding their child’s education. Marci added that last year, there were 20 juniors, one of whom moved out of state; of the remaining 19 students, 16 are seniors this year.

Items for Future Agenda
Ulcca asked if there were additional items that need to be added to the agenda for the next meeting. There were none.

Adjournment
Ulcca asked for a motion to adjourn the meeting. Kevin moved to adjourn, and Anne seconded. The meeting was unanimously adjourned.
Ulcca Joshi Hansen, President

Anne Rowe, Secretary/Treasurer