In Attendance: Mike Johnson, Eric Nelson, Kelly Perez, Rosann Ward, David Willman, and Barbara Yamrick

Staff: Chad Burns, Julie Stelzer, and Cris Veteto

David called the board meeting to order. He welcomed everyone to the meeting.

Approval of Agenda
David asked for a motion to approve the agenda. Kelly made a motion to approve the agenda, and Rosann seconded. The agenda was unanimously approved.

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

Executive Director Report
Chad thanked RMSEL’s teachers and staff for their work in celebrating passages and portfolios, and the board members who were able to attend graduation. David expressed his appreciation to the high school teachers for the very unique perspectives and personal individuality that is demonstrated during graduation. Kelly added that she found it very exciting to attend the 8th and 10th grade passage ceremonies, as well as graduation. She said that she brought the Littleton Public Schools superintendent with her, and he was very impressed as well.

Open Forum
The board members introduced themselves to the RMSEL community member who was present.

Consent Agenda
Item #1 – Personnel Matters
Item #2 – Resolution for 15% Limit on Non-Appropriated Reserves
Eric made a motion to approve the consent agenda, and Rosann seconded. The consent agenda was unanimously approved.

Action Items
- 2014-2015 Budget Carryover Resolution
  Eric made a motion to approve the Resolution, and Kelly seconded. The resolution was unanimously approved.
- 2015-2016 Budget Adoption
  Eric made a motion to approve the adoption of the budget, and Rosann seconded. Julie commented that there have been some minimal changes since the last meeting, which were highlighted in yellow on the board members’ copies. David noted the placement of soccer goals, and acknowledged the increased budget for water and mowing of the field. Kelly asked Chad for clarification regarding Stipends and Others. Chad said the line item is a placeholder for revising the salary schedule next year, with the intention of asking the board to consider a performance based incentive for staff. Barbara asked if this budget included any costs for the pursuit of additional facilities in the future. Chad said it does not, and that discussion will be included in long-range planning. After a very brief discussion, the motion to approve the budget was unanimously approved. Rosann complimented Julie on her presentation of the budget and the work involved in doing so.
- 2015-2016 GASB 54 Resolution
  Rosann made a motion to approve the resolution, and Eric seconded. Julie noted that GASB 54 allows RMSEL to roll funds from one year to the next year, and categorize the funds as assigned. The resolution was unanimously approved.
Discussion Items

- Staff Leave – Policy GBGG (First Reading) May 26, 2015 Executive Director Report excerpt included here in italics for minutes:

  **Action Item – Executive Director Discussion**

  RMSEL is a in a unique place as an organization. We have experienced turn-over tied to strategic changes, personnel related non-renewals, and normal attrition tied to relocation or advancement. Currently, our turnover has resulted in many new staff members beginning their third or fourth year in education and beginning to plan new families. These staff members requested additional information on the comparison of our Staff Maternity / Paternity/ Parental Leave Policy (GBGE). I reviewed our policy with each staff member requesting additional information. During these conversations, I wanted to gather more data from our a school district partner and other organizations of similar size in the Denver Metro education community. Upon seeking information I found the following information:

  Independent Variables
  Teacher Age 33
  189 Day Teaching Contract
  Average Salary 2 + MA Salary - $40,112
  Total Tax and Retirement Percentage - 20.74% (PERA / Medicare Work Comp)
  Daily Rate - $256.25
  Monthly Medical Benefits - $354.12
  Monthly Dental Benefits - $33.40
  Monthly LTD Benefits - $19.50
  Monthly Benefit - $406.02

<table>
<thead>
<tr>
<th>Organization/District</th>
<th>Paid Leave ≤ (# of Days)</th>
<th>Paid Benefits ≤ (# of Months)</th>
<th>Total Maximum Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Odyssey EL School of Denver</td>
<td>Paid Leave (20) ≤ $5,125.00</td>
<td>Paid Benefits (3) ≤ $1,218.06</td>
<td>$6,343.06</td>
</tr>
<tr>
<td>Downtown Denver EL School</td>
<td>Paid Leave (10) ≤ $2,562.50</td>
<td>Paid Benefits (1.5) ≤ $609.03</td>
<td>$3,171.53</td>
</tr>
<tr>
<td>RMSEL</td>
<td>Paid Leave (24) ≤ $6,149.76</td>
<td>Paid Benefits (3) ≤ $1,218.06</td>
<td>$7,367.82</td>
</tr>
<tr>
<td>CCSD</td>
<td>Paid Leave (30) ≤ $7,687.50</td>
<td>Paid Benefits (3) ≤ $1,218.06</td>
<td>$8,905.56</td>
</tr>
</tbody>
</table>

In conducting the above research, we are currently offering a more substantial Staff Maternity / Paternity/ Parental Leave benefit than other EL schools of our similar size. As compared to a larger school district that has the ability to offer with a sick bank pool of leave time, we are within a reasonable metric for an organization of 390 total students.

In conducting this research I also found that other schools of our size have a Paid Time Off (PTO) Policy that is in place of 10 sick / 2 personal days of leave currently at RMSEL. We have built a similar PTO line item in the 2015 – 2016 Proposed Budget presented today. This proposal creates a more equitable distribution of time and resources school-wide. Currently, time not taken is no longer accessible to an employee unless they are taking Staff Maternity / Paternity/ Parental Leave the subsequent school year. By transitioning to 10 days of Paid Time Off, staff may utilize their time as they see fit. To encourage a minimal number of absences per school year, time unused will be compensated at the end of each school year at a daily sub rate. To make this proposed change, we would be required to revise two BOCES polices (GBGE & GBGG), we would conduct a first reading in June and a second reading in August.

Chad noted that at the last BOCES meeting, it was mentioned that a change in RMSEL’s staff sick leave policy was being considered. He presented the proposed changes to the board members today. The sick leave policy is being changed to a personal time off policy of 8 days, with the ability of a 5 day carryover specifically for maternity/paternity
leave. Kelly asked if the staff knows about the proposed changes and how they feel about it. Chad said this has not been addressed with staff as a whole; the conversation was initiated by staff members regarding the maternity/paternity policy, and has been discussed with those staff members. The policy will be presented as a whole to the staff during a staff meeting. The proposed policy allows equity among staff; previously, there were staff members who used only 2 of their allowed “sick” days, while other staff used all of them, plus additional days at no pay. Kelly said she would like to know the staff’s reaction to the proposed changes. Mike asked for clarification regarding the total number of days available for maternity/paternity leave. Chad said in comparison to Odyssey School, they allowed 10 days to be used at the employee’s discretion, and in the case of maternity leave (only if the staff member was pregnant), an additional 10 days was allowed, with no rollover. RMSEL’s proposed change allows a choice between paying out those unused days or a rollover of unused personal days to the next year specifically for the use of maternity leave. Julie reiterated that the proposed plan “levels the playing field” for all staff, maternity and non-maternity, allowing staff the choice of being paid for the unused days at the end of the year, or rolling them specifically for the purpose of having a child the next year. If not used for maternity that following year, the rolled days are forfeited.

Eric asked Chad to address the changes under Bereavement Leave and Parental Leave. Julie said that in the event of a death in the immediate family, 3 days of bereavement leave are given. If additional days are needed, they may be taken, but they will come from the personal time off (PTO) days. Chad said the terminology under Bereavement Leave is changing from sick leave to personal time off leave (PTO), since there will no longer be an option to choose from which bank to use. The Parental Leave not to exceed 6 months is in alignment with similar organizations and RMSEL’s supporting districts, which pay out 3 months of health care/life insurance benefits for employees, and after 3 months, the cost of the premiums become the responsibility of the employee. An employee could elect to take days in excess of their maximum, up to 3 months unpaid, and RMSEL would retain their benefits for them. Mike asked for some revision to the terminology in a couple of places because he felt the wording was somewhat unclear, and Chad said he will take care of that.

David asked if RMSEL is affected by the Family Medical Leave Act; Julie replied that due to the small number of employees, RMSEL is not affected. Barbara asked if the 5 days of maternity leave only comes into play after the birth of a child, or if it can be used prior to birth. She also questioned the situation for adoption or same sex marriages. Rosann suggested that if the policy is going to have language specifically spelled out, the terminology around adoption be included somehow. Chad said that the PTO may be used for any sick days needed because of pregnancy. The additional 5 days would come into play at the time of birth or adoption, and allows for some guaranteed compensation for maternity leave even if a staff member has exhausted all of their PTO. Mike asked if there is differentiation from a birth mother and an adoptive mother; Chad said no.

Kevin asked about piggybacking with a district, but Julie said it presented issues related to the teachers’ union. Kevin said that Douglas County would not present that same challenge. Chad noted that the proposed changes create a substantial increase in the budget from $12,500 to $43,000, but allows equity for all staff members, rather than the inequity that previously existed when some staff members elected to use all of their “sick” days while others only used a few days. This allows the staff member to have choices in the use of their time off while still providing equity for all. Chad said that he will make revisions to the proposed changes and send it to legal counsel for review.

Julie asked for clarification about the need for the policy change to be in place prior to the beginning of the next contract year. David replied that policy may be changed at any point during a school year, and the monetary aspect is already built into the budget line. The revised version will be sent to the board members for an electronic approval so that it may be presented to staff at the soonest opportunity.

**Items for Future Agenda**
Long-Range Planning Committee – David said that discussion will begin in August.
David made a motion that the board enter Executive Session, per C.R.S. 24-6-402 (4)(f)(1) – Matters pertaining to personnel. Kelly made a motion and it was seconded by Rosann. The board entered into Executive Session at this time.

**Adjournment**
The board returned from Executive Session. David asked for a motion to adjourn the meeting. Kevin made a motion to adjourn the meeting, and Rosann seconded. The meeting was unanimously adjourned.

_______________________________________
David Willman, President

________________________________________
Rosann Ward, Secretary/Treasurer