In Attendance: Mike Johnson, Kevin Larsen, Kelly Perez, Rosann Ward, and David Willman

Staff: Chad Burns, Marci Elder, 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. Mike made a motion to approve the agenda, and Kelly seconded. The agenda was unanimously approved.

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

Executive Director Report
Chad said the month of May at RMSEL is one of the most exciting times of each school year. As reported in his April Executive Director Report, students are engaged in their final crew trip of the school year. Each of these crew trips channel the energy of students connecting them with their classmates in final wilderness activity or culminating experience tied to the in-class learning expedition. When students return from spring travel, they are working diligently to complete their final portfolio for the year. Students in every grade level prepare a portfolio. In grades 3, 5, 8, 10, and 12, student portfolios are read and reviewed by a panel of staff members, parents, and community volunteers. Each year the portfolio captures the depth of learning experience at each grade level. Along with final products from each content area, students are also challenged to reflect and synthesize their learning process. Each reflection captures the unique voice of the student in which they describe each learning experience that often takes them out of the book and into a journey with first hand experiences. Chad expressed his thanks to Marci Elder, Director of Curriculum and Instruction, who organized the portfolio and passage process this year.

Chad said that if any board members have the opportunity to attend any one of the passage ceremonies on June 4, 2015, they will see the culminating ceremony for RMSEL’s 3rd – 10th grade students. Graduation is also on June 4, 2015 at Bethany Lutheran Church beginning at 4:00 pm.

This year the RMSEL Parent Action Crew for Kids (PACK) contributed a net income of $65,398.17. Fundraising is directly tied to instructional support resources at RMSEL. The PACK Annual Report will be released to the community through Field Notes on May 27, 2015 once all expenses are reported for the year. PACK is currently purchasing end of year teacher appreciation gifts for staff that are yet to be accounted for at this point. This school year income will be allocated to completing the RMSEL Auxiliary Field, Adventure rafts and rigging, Adventure resources, and classroom renovation projects. PACK elected a new Executive Board that will serve for the 2015-2017 school years. Chad said he is excited to once again work alongside a dedicated and committed group of parents. He extended a special thank you to the outgoing PACK Executive Board, led by PACK Chair, Margaret Bierman. This team exceeded their annual income each of the past two years, setting all time high contributions for fundraising.

Chad welcomed Michelle Gouge to the RMSEL community as the new K-12 Art Teacher. Michelle has taught Visual Arts for the past six years at Palmer Elementary School in the Denver Public Schools. Along with her teaching experience, Michelle also leads many learning experiences for her students outside of the classroom. One of her additional activities consists of a ukulele club for students after school. Michelle’s energy and excitement for teaching and learning is truly infectious.

He also welcomed Marshall Moore to the RMSEL Community as the new 9-12 Mathematics Teacher and Crew Leader. Marshall has most recently worked at Compass Montessori School as a High School Mathematics and Science
Apprentice. Compass is also a K-12 learning community that shares many instructional practices with Expeditionary Learning. Prior to his most recent teaching experience, Marshall taught AP Chemistry and 8th Grade Chemistry at the highly acclaimed Basis Charter School in Flagstaff, AZ. Along with Marshall’s teaching experience, he is also a Camp Director at Avid4Adventure Summer Camps.

As of Monday, May 11, 2015, the final walk-through of the Auxiliary Field Project was conducted with the project manager from the Denver Public School District and superintendent from AJI Construction. The project was completed in a timely manner and all aspects were designed and constructed per the submitted blueprints and engineering specifications. RMSEL has been fortunate to receive an unseasonal amount of spring rain, assisting with ensuring that the sod sets up correctly without an excessive amount of irrigation expense. Chad is hopeful that the first mowing will take place in the next two weeks and field use will begin in the fall of 2015.

Action Item – Executive Director Discussion

RMSEL is a in a unique place as an organization. Some staff turnover has been experienced tied to strategic changes, personnel related non-renewals, and normal attrition tied to relocation or advancement. Currently, the 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). Chad reviewed RMSEL’s policy with each staff member requesting additional information. During these conversations, he sought to gather more data from our school district partners and other organizations of similar size in the Denver Metro education community. Upon seeking information, he 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>
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<tr>
<th>Organization/ District</th>
<th>Paid Leave ≤ (# of Days)</th>
<th>Paid Benefits ≤ (# of Months)</th>
<th>Total Maximum Compensation</th>
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<td>Odyssey EL School of Denver</td>
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<td>Paid Benefits (3) ≤ $1,218.06</td>
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<td>Downtown Denver EL School</td>
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<td>Paid Benefits (3) ≤ $1,218.06</td>
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<td>CCSD</td>
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<td>Paid Benefits (3) ≤ $1,218.06</td>
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The results of the above research demonstrate that RMSEL is currently offering a more substantial Staff Maternity / Paternity/ Parental Leave benefit than other EL schools of similar size. As compared to a larger school district that has the ability to offer with a sick bank pool of leave time, RMSEL is within a reasonable metric for an organization of 390 total students.

In conducting this research, Chad also found that other schools of RMSEL’s size have a Paid Time Off (PTO) Policy that is in place of the 10 sick / 2 personal days of leave currently at RMSEL. The 2015-2016 Proposed Budget presented today has a similar PTO line item built in. 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, a revision of two BOCES polices (GBGE
& GBGG) will need to take place. A first reading will be conducted in the June BOCES meeting, and a second reading in August.

**Open Forum**
David mentioned that the Cherry Creek board met recently and discussed how they would be making the transition for a new board representative from Cherry Creek to the BOCES board. David will remain on the board until November. Kelly will assume the role of president of the RMSEL BOCES board at that time. Kevin said that if he remains on the Douglas County School Board, he will also remain on the BOCES board.

**Consent Agenda**
Item #1 – Personnel Matters
Rosann made a motion to approve the consent agenda, and Kevin seconded. The consent agenda was unanimously approved.

**Action Items**
There were no action items on the agenda.

**Report Items**
Budget Update – Julie mentioned that the BOCES 2015-2016 meeting dates are included on the agenda for today’s meeting. She then reviewed the items that were included in her Management Summary, which was sent to the board electronically. The Management Summary is included below for the minutes.

**Audit Update**
After the review of the 2013-2014 data pipeline submission and audit, RMSEL was notified by CDE that we are in violation of CRS statute 22-44-106(2) requiring that the school’s non-appropriated operating reserve (unreserved/undesignated) be 15% or less of the general fund expenditures. To rectify this violation, $140,000 of the opening balance equity was moved to the General Reserve (10%) and $70,000 was moved to the General Contingency (5%). In essence $210,000 was moved from unreserved fund balance to reserved fund balance which will keep us in compliance. The BOCES in effect in 2003 recommended that the reserve and contingency accounts be established since RMSEL is not subject to the TABOR requirement. A copy of the CDE letter is attached for your review.

**Revenue**
PPR funding is paid from DPS according to the following schedule: 25% is funded in July, 25% in October and the remaining 50% is paid in January less any adjustments or rescissions from CDE. PPR was budgeted in June 2014 at $7,398.97/FTE X 379.5 FTE, and $7,399.46/FTE X 376.5 FTE (10/1/13 count) is the per pupil amount that was received. The first 25% of PPR funding or $696,396.99 was received in July, and the second 25% or $696,551.36 was received in October. The PPR funding payment received in January of $1,413,018.49 was reduced by $44.37/FTE or .5996%, due to a change in the estimated at-risk population in DPS.

There remains $13,174.50 in fieldwork financial aid (#67800), and the funds remaining will be used to offset any budget shortfalls. Under RMSEL’s fieldwork fee structure, families with three (3) or more children at RMSEL have the option to take a 10% discount on their fieldwork fees. To date, six (6) families have opted to take advantage of this discount.

Per the Budget Appropriation resolution approved by the board in January 2015, $16,000 of beginning fund balance is reflected on the budget (#43503). This is in alignment with the provisions of GASB 54 and the categorization of fund balance assigned for budget carryover.

Per HB 12-1345, $213,850.04 was received in August to assist the BOCES with meeting state educational priorities determined by CDE. These funds are used to employ key personnel to implement a Response to Intervention (RtI) process for monitoring student achievement with 20% of our school population in grades K-12.
In September, we received $5,297.54 per the READ Act to support reading intervention for students in grades K-3 as identified from state assessment scores.

The amounts reflected in the Fieldwork Carryover-Landmark Trips line item include fieldwork fees carried over from 2013-2014 as well as 10% landmark trip allocation from the 2014-2015 fieldwork fees. These amounts are allocated toward funding the landmark 5th grade Sailing trip, 6th grade Yellowstone trip, 8th Civil Rights trip, and the 11th grade trip to Costa Rica.

Fieldwork fee revenue for high school (#44240) is over-budget due to 2 additional students which are included in the 379.50 FTE student count.

The revenue derived from kindergarten tuition (state currently funds only .58 FTE for kindergarten) is on target, with 2 months (May-June 2015) remaining to be invoiced.

Classroom revenue (#46400, #46500, #46550 and #46600) represents the student and parent chaperone contribution toward the 5th grade Sailing ($4,654.65), 6th grade Yellowstone ($5,000) and 8th grade Civil Rights ($8,192), and 11th grade Costa Rica ($17,469.19) landmark trips.

The Parent Action Crew for Kids (PACK) facilitates a Pizza Friday for our students. This fundraiser is included in the Community Events line item in the 2015-2016 Budget. Additionally, PACK collected funds for Staff Appreciation (#45660) and exceeded their anticipated revenue budget by $1,260. PACK also facilitates the sale of RMSEL spirit wear, and this is also included in the 2015-2016 Budget.

Miscellaneous income is greater than anticipated due to write-off of fieldwork fee deposits for students that decided not to attend RMSEL. These funds will be used to offset other budget shortfalls.

Interest Income #80000 is $785 less than budgeted due to continued low interest rates on the CSAFE investment. This shortfall in earnings will be reduced from the realignment of funds invested in USB and unspent budget line items.

**Expenses**

Line items with notable variances or exceptions are explained below.

- Building Fund #57110 – this account is over budget due to the DPS fence requirement on the auxiliary field. The board approved release of $25,000 of reserve at the April 2015 meeting.
- Lease #60020 – this variance is due to a timing difference.
- Minibuses-Other #64500 – this expense account is showing a credit balance of $3,500 from the sale of the 1997 gear van. These funds was used to purchase and install a permanent roof/bike rack on the new gear van and/or offset current budget overages.
- Adventure #66201 – this expense account is offset against funds in #46201, which represents $10,170 of funds raised at the 2015 Auction to support adventure equipment needs.
- Vocal/Instrumental Music #66210 – this expense account is offset against funds in account #46210 which include funds donated for the purchase of guitars for the 8th grade music program as well as funds raised from the “Wizard of Oz” production.
- Elementary Fieldwork #67402 & #67403 – these expense accounts are offset against funds in the Fieldwork Carryover-Landmark Trips and Classroom Revenue accounts for the 2014-2015 Sailing trip.
- MS Fieldwork #67501 & #67502 – these expense accounts are offset against funds in the Fieldwork Carryover-Landmark Trips and Classroom Revenue accounts for the 2014-2015 Yellowstone trip.
- MS Fieldwork #67503, #67504, #67505 & #67506 – these expense accounts are offset against funds in the Fieldwork Carryover-Landmark Trips and Classroom Revenue accounts for the 2014-2015 Civil Rights trip.
Discussion Items

2015-2016 Budget – Julie presented the proposed budget, and reviewed some changes over the Supplemental Budget approved by the BOCES in April, but said that the budget is in line with the current year budget. She said the budget is currently built on a projected enrollment of 390 students; however, actual enrollment will probably be higher, which will be reflected in the revised budget in January. Kelly asked what the “Bad Debts” account is for. Julie said that it ties to uncollected fieldwork fees or kindergarten tuition. There is a new line item built in for an Assessment Coordinator to oversee all of the state required student assessments. Chad said this may change in the final budget, once news is received from recent bills passed regarding state assessments. One possibility of reallocation is increasing bandwidth and/or hardware to increase the number of students that may be tested at one time, which will decrease the number of weeks required for testing. Julie noted that, as contained in Chad’s Executive Director Report, a change is being made to the sick/personal time off days for the upcoming year. Chad reviewed the results of his research in the matter (as contained above in his ED Report), and it shows RMSEL to be in line with other similarly sized schools. RMSEL proposes to buy back the unused leave time, at the daily rate of pay for a substitute, which is $100/day. This creates a substantial increase to the budget line item and revision to the personnel policy. Kelly asked about the increase since the current policy provides for a total of 12 days, versus the proposal being for only 10 days total, and asked why the budget doesn’t reflect a savings. Chad said that the budget line item is only budgeted at half of the cost because while some staff members use all 12 days each year, others only take a few days. The proposed change will increase the budget because of the buy-back option offered to staff members. Kevin asked if staff members are able to roll unused days for future use. Chad said only if the leave will be used in the subsequent year for maternity/paternity leave. Mike asked if Chad’s research showed that going to a straight PTO policy impacted the number of days a teacher was out of the classroom. Chad said that there wasn’t a reasonable metric with which to compare. Odyssey does not buy back unused time, so their teachers take their days. He said that he and Julie ran a comparison of the cost for an 8, 10, or 12 day policy, which may be discussed if the board chooses. Kevin said that DCSD previously allowed a rollover of unused sick days into a “sick bank” which essentially was an unfunded disability plan. DCSD has now changed to an insured disability policy, and offers 9 sick days. Additional days would be accessible via the disability policy in place. Rosann asked if RMSEL has had a historical concern with teachers using the entire number of days off, meaning they are out of the classroom. Chad said that there are some historical components, but also cultural undertones in this discussion. There have been teachers who take all 12 days, while other teachers take 3 days per year, only using the sick leave for actual sick leave. He said the new policy creates a more equitable distribution policy for all. He said that maternity/paternity leave is a very emotionally charged issue, and with his own recent experiences with fatherhood, he has personal experience with the current policy. He is trying to eliminate favoring any one group of staff members over another due to it being an emotional issue. Kevin said the direction Chad is pursuing is the trend in business. In his own personal business, they have gone to personal time off only, not sick time, but it does include some option for rolling up to one week unused time. Rosann asked if that time could be used for maternity leave, Kevin said yes. Continuing with her report, Julie mentioned a line item for stipends. Chad addressed this and said that RMSEL has not revised the salary schedule for the past 3 years. This amount is a placeholder for performance based bonuses that may be made available if determined appropriate by Chad or the BOCES. Mike noted the substantial increase to health insurance cost and asked if RMSEL’s health insurance is tied with any of the districts, or just a separate schedule. Julie said that in the past it has been attempted, but there were problems because of the teachers’ union. Right now, it is a small group policy. Kevin mentioned the possibility of being able to piggyback with the DCSD policy. David asked about some of the staff position increases noted in the budget. The math interventionist is increasing from a .6 FTE to a .8 FTE; the middle school science position increase is due to a teacher returning from a one year leave of absence vs. the one year teacher; kindergarten is due to the current school year budget being for a first year teacher and next year for a teacher with experience. David said that he thinks it would be helpful to add a PERA column to the budget that identifies the PERA contributions. He said that Julie will have the budget prepared for a vote in the June BOCES meeting, and any questions need to be expressed prior to then.

Classroom Visits – May 26, 2015 at 8:30 a.m. David said that those BOCES members who are able to stay following the meeting today will enjoy classroom visits. He asked if any of the board members will be able to attend graduation on June
4th. David and Kelly will be at graduation, and Kevin is trying to get a DCSD representative to be there as well. Chad noted that District Representative Rosenthal plans to also attend RMSEL’s graduation.

**Items for Future Agenda**

Long-Range Planning Committee – Rosann noted that this has been on the agenda for quite some time, and wondered if there is specific content tied to it, or if it is just a very general idea of long-range planning. Chad said that August will provide a good opportunity for discussion including growing the school, facilities, etc. He will be able to do an in-depth review over the summer of what items have been discussed and are still open. Rosann said that she assumes one of the items that will be included in the long-range planning is RMSEL’s continued relationship with EL. She also offered the use of PEBC’s conference spaces for a meeting.

**Adjournment**

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