In Attendance: Mike Johnson, Anne-Marie Lemieux, Kelly Perez, David Willman, and Barbara Yamrick

Staff: Chad Burns, Marci Elder, Julie Stelzer, and Cris Veteto

Kelly welcomed everyone to the meeting and called the board meeting to order.

Approval of Agenda
Kelly asked for a motion to approve the agenda. Barbara made a motion to approve the agenda and Anne-Marie seconded. The motion was unanimously approved. Mike asked Chad if the facility was on the agenda for discussion today; Chad said it would be added as a discussion item.

Approval of Minutes
Kelly asked if there were any corrections for the minutes; there were none. Barbara made a motion to approve the minutes and Anne-Marie seconded. The minutes were unanimously approved.

Executive Director Report
Spring has certainly sprung at RMSEL! RMSEL has been fortunate in the past two weeks to truly dodge the weather and ensure that all students were able to safely participate in their spring crew trip. The fifty 6th grade students studied geology in the canyons of Moab, Utah, and challenged themselves outside of their comfort zone while mountain biking the Bar Rim Trail. Seventh graders were able to successfully depart to the “four corners” of Colorado en route to the Crow Canyon Archeological Center and Mesa Verde National Park. While each trip takes a “crew” of staff, parents, and students to successfully execute the trip, Chad acknowledged Middle School Humanities Teacher, John Stene, for his impeccable organization of the 8th grade capstone trip to Birmingham, Alabama and Memphis, Tennessee. John not only organized and planned the experience, but also adapted to changing conditions, coordinating a safe and successful departure on Saturday morning prior to the brunt of the recent spring storm. In addition to his planning, John and his colleagues in the 7/8 middle school team strive to take the study of civil rights beyond a series of texts to real experiences for students. As RMSEL students stood in silence on the steps of Little Rock Central High School, history certainly came alive! The balance of curricular trips and overcoming adversity through adventure is what makes RMSEL’s program unique and exceptional for creating responsible scholars and citizens.

In addition to spring travel, students are preparing final products for the submission of their annual portfolio. The portfolio is the “story of each learner,” describing his/her learning experiences, crew adventures, reflections on mastery and growth, documentation of service learning, and many other artifacts describing each child’s development as a learner. This is one of the most exciting times of the year at RMSEL. Portfolio Reading Day for seniors is Friday, May 13th and grades 3, 5, 8, and 10 on Saturday, May 21st. It takes over 100 volunteers for this process to take place annually. A special thank you is warranted to Marci Elder for her organization of passages, as well as parent, Karl Liedtke, who has assisted in getting parents and community members to volunteer each year. If you attend or volunteer for anything over the course of a school year, Portfolio Reading and Presentation is certainly Chad’s recommendation.

Important Dates for Portfolio / Passages 2016
- Friday, May 6, 2016 – Passage Ready Conferences
- Friday, May 13, 2016 – Senior Reading Day
- Friday, May 20, 2016 – Senior Presentation Day
- Saturday, May 21, 2016 – 3/5/8/10 Reading Day
- Tuesday, May 31, 2016 – 8/10 Presentation Day
- Wednesday, June 1, 2016 – 3/5 Presentation Day
- Thursday, June 2, 2016 – Passage Ceremonies and Graduation
Professional Development Summary – April 2016

In March, the last round of internal classroom labs for the year was held. At an after school professional development session, teacher lab groups shared a summary of what they had learned, as well as the main product they had developed during their time together:

- **Primary (K-3)** – Identified and implemented classroom practices that are developmentally appropriate for primary learners.
- **Science** – Integrated more laboratory activities into their lessons in 6th-12th grade, as well as created a lab report format that is developmentally appropriate and scaffolded for students as they move from 6th to 12th grade.
- **Mathematics** – Created a tool to use with students for solving a mathematics problem called the “UPS Check” (Understand-Plan-Solve-Check) and piloted it with small groups of students.
- **Humanities/Literacy** – Identified tools and scaffolding strategies to improve student writing performance and began to implement them into their practice.
- **Specialists/Electives** – Created and used various progress monitoring tools to help students stay motivated to finish long-term projects.
- **Learning Specialists/Interventionists** – Evaluated different ways the Workshop Model could be used effectively in an intervention class, as well as aligned structures within their role as learning specialists.

Monday, April 4th, was set aside as a day of professional development for teachers before students returned from Spring Reflection. Some of this day was dedicated to the portfolio revision process and preparing for passage ready conferences in early May. Additionally, teachers engaged in reflection around EL Education’s Core Practice, “Planning Effective Lessons.” This time was in service of beginning to uncover RMSEL’s student achievement goal for next year. Some celebrations were that teachers generally felt confident in their use of the Workshop Model as a whole, as well as their use of student friendly learning targets tied to standards and focusing on student-driven instruction. However, the themes of differentiation, pacing of lessons, and varying the lesson formats they use came to the surface as possible areas of growth. These areas are therefore being considered for inclusion in next year’s student achievement goal.

As of Thursday, April 21, 2016 all PARCC, CMAS, ACT, and PSAT exams are complete for the year. This is a monumental task in a K-12 school each year. While last year RMSEL recorded Opt-Out rates between 5-79% across all grade levels, a significant decrease was recorded for the 2015-2016 SY assessment administration. While in some grades an Opt-Out rate above the 5% standard may still be recorded, a significant decrease in the number of students and families electing not to complete the annual exam will be demonstrated. This decrease will allow the team access to reliable and comparable data sources to guide instructional goal setting and services for students. While assessment is not the only source of decision-making, it does allow for patterns and themes as measured by standard for celebration and areas for change and growth. It will be shared with the BOCES in the fall when results are released by CDE.

Also included in your packet today is a copy of the recently submitted Unified Improvement Plan (UIP). The UIP process this school year was absent of data sources as the one-year hold of the school performance framework is in effect for the 2014-2015 school year. While the UIP accurately reflects RMSEL’s ongoing goals for improvement as a school and district, Chad is unable to report root causes or noticeable trends as requested without accurate standardized state data sources. To accurately reflect itemized goals and measurements of performance of students who may be identified through student growth gaps, Chad included internal standardized measures of student achievement and ongoing progress monitoring of students receiving intervention services. The use of this tool to drive school/district improvement will be applicable in future years when year-to-year data measurements are reliable sources of data tied to the achievement of the student.

Chad said he is excited to announce that two new 2/3 crew leaders have been hired for the 2016-2017 school year. He welcomed Lisa Cleary and David Sheldon to the RMSEL crew! Lisa Cleary is a familiar face to some students and families, as she has spent the past year as a co-teacher in the first grade classroom on Monday and Tuesday of each week. Lisa has also served as a Lead Teacher at Denver Options and Aspen Academy. Prior to Lisa’s decision to transition to the classroom, she was a Landscape Architect and continues to own a local Bakery. Chad is excited for Lisa to continue at RMSEL. Lisa’s teaching partner, David Sheldon is currently a second grade teacher at Creative Challenge Community (C3) School in Denver. David is a member of the school’s Innovation Advisory Team, Garden Committee, and
Schools, regarding end of year DRA expectation; Barbara asked what consent agenda.

No one was present for open forum.

Open Forum

Discussion Items portion of today’s agenda.

Consent Agenda

- Item #1 – Personnel Matters
- Item #2 – 2014 Form 990
David made a motion to approve Item #1 – Personnel Matters, and Barbara seconded. David asked Chad if the turnover in personnel seems pretty normal. Chad said he believes that statistically, the turnover seems fairly average for what has been seen annually at RMSEL. He said that losing team teachers at the same time is unusual, however. Specifically, the 2/3 teaching team are both leaving; one is retiring, one is having a baby. The other occurrence of team teachers leaving simultaneously is in the high school team. The high school Science teacher is opening a new high school, and the Humanities teacher is moving to Carbondale. The resignations are not coming due to issues of discontent.

Barbara made a motion to approve Item #2 – 2014 Form 990, and David seconded. Barbara mentioned how Aurora Public Schools handles the consent agenda in their meeting, and a brief discussion ensued as to the various districts’ practices. Julie said that the Form 990 has to be distributed to the board prior to being filed. This year, the tax preparers have asked for it to be approved prior to submittal. Kelly asked why they wanted it approved first, and Julie said there are new tax preparers at CliftonLarsonAllen, and this is what they have requested. Kelly asked Julie to find out why the tax preparers want board approval prior to submittal. The consent agenda was unanimously approved.

**Action Items**

There were no action items on the agenda.

**Report Items**

- **Budget Update** – Julie noted that the Management Summary was included in the electronic BOCES packet, and is contained below in its entirety for the minutes.

- **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 funding for 2015-2016 breaks down as follows:

  - 25% funded in July 2015 based on 10/1/14 count (381.50 FTE X $7,633.42/FTE) $728,037.43
  - 25% funded in October 2015 based on 10/1/14 count (381.50FTE X $7,633.42/FTE) $728,037.44
  - 50% funded in January 2016 based on 10/1/15 count (386.50 FTE X $7,558.86/FTE) $1,465,424.53
  - Additional at-risk funding received in March 2016 (27 FTE X $16.23/FTE) $438.21
  - January-June 2016 Supplemental (386.50 FTE X $53.44/FTE) $20,654.56

  The difference in budgeted PPR of $21,092.78 (at-risk funding and supplemental) will be adjusted on the Supplemental Budget presented to the BOCES in May 2016.

  Kindergarten financial aid (#42500) is fully expended. There remains $10,966.40 in fieldwork financial aid (#67800). 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, three (3) families have opted to take advantage of this discount.

  Per the Budget Appropriation resolution approved by the board in January, $140,000 of beginning fund balance is reflected on the budget for Prior Year Budget Carryover (#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, $214,415.06 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 August, we received $12,682.26 per the READ Act to support reading intervention for students in grades K-3 as identified from state assessment scores.

  The revenue derived from kindergarten tuition (state only funds .58 FTE for kindergarten) remains on target, with 3 months (April-June 2016) remaining to be invoiced.
The amounts reflected in the Fieldwork Carryover-Landmark Trips line item include fieldwork fees carried over from 2014-2015 as well as 10% landmark trip allocation from the 2015-2016 fieldwork fees. These amounts are allocated toward funding the landmark 5th grade Sailing trip, 6th grade Yellowstone trip, 8th grade Civil Rights trip, and the 11th grade trip to Costa Rica.

Athletic Program revenue (#45300) and the corresponding expense (#55300) are greater than originally budgeted, and these line items will be adjusted on the Supplemental Budget.

Afterschool Enrichment Program revenue (#45500) and the corresponding expense (#55500) are less than originally budgeted, and these line items will be adjusted on the Supplemental Budget.

Classroom revenue (#46400, #46500, #46550 and #46600) represents the student contribution toward the 5th grade Sailing ($5,200), 6th grade Yellowstone ($5,000), 8th grade Civil Rights ($7,050) and 11th grade Costa Rica ($17,375.35) landmark trips.

A donation from a parent in the amount of $6,000 received in August was designated as $5,000 for HS Science (#46602) and $1,000 for HS Humanities (#46603) to be used to purchase classroom equipment and supplies.

School-based fundraising revenue and costs will be adjusted on the Supplemental Budget presented to the BOCES in May 2016.

Miscellaneous income is greater than anticipated due to the 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 $967 greater than budgeted due to better than expected rate of return on the CSAFE investment account. This line item will be adjusted on the Supplemental Budget.

**Expenses**

Line items with notable variances or exceptions are explained below.

Lease #60020 – this variance is due to a timing difference related to the lease payments of $75,000 to DPS which are due 11/1 and 5/1.

Gas & Electric #63110 – this expense account is over-budget; however, the overage should adjust out with the remaining months left in this fiscal year.

Vocal/Instrumental Music #66210 – this account is over-budget and offset against the classroom revenue account #46208 for materials and supplies related to the Seussical music production.

HS Science Supplies #66602 – this account is over-budget and offset against a parent donation in account #46602 for the purchase of additional science supplies.

Elementary Fieldwork #67402 & #67403 – these expense accounts are offset against funds in the Fieldwork Carryover-Landmark Trips #43610 and Classroom Revenue #46400 for the 2015-2016 Sailing trip.

Middle School Fieldwork #67503 & #67506 – these expense accounts are offset against funds in the Fieldwork Carryover-Landmark Trips #43642 and Classroom Revenue #46550 for the 2015-2016 Civil Rights trip to Birmingham, AL, Little Rock, AR and Memphis, TN.

High School Fieldwork #67600 – these expense accounts are offset against funds in the Fieldwork Carryover-Landmark Trips #43671 and Classroom Revenue #46600 for the 2015-2016 Costa Rica trip.
Barbara asked if there was anything that Julie wanted to bring to the board’s attention. Julie said there is nothing out of line to make note of. Barbara made a motion to accept the Management Summary as provided, and Mike seconded. The Management Summary was unanimously accepted.

Julie said that she has received the audit proposal for the next three years from CliftonLarsenAllen, with an increase on the tax preparation side of about 11%, and an audit increase of about 1.5%. Clifton has new staff that have not done RMSEL’s audit previously. The increase mostly covers expenses required by GASB 68. Barbara asked Julie to clarify what she is requesting today. Julie said the request is for the board to approve Clifton’s proposal for the next three years. Kelly asked if Julie is pleased with the audit previously made a motion to accept the Management Summary as provided, and Mike seconded the motion. The proposal was unanimously approved. Barbara asked if there is a withdrawal clause in the engagement agreement with CliftonLarsenAllen. David said the board has already approved the proposal, and there is no need for discussion at this time.

Discussion Items

- Proposed 2016-2017 Budget – Julie directed the board members to the proposed budget in their packets. The budget has been prepared very conservatively, based on student enrollment of 392, while anticipated enrollment at this time is 401. The budget rollover amount will change, and that number will be better known in May. Schedule A, the payroll schedule for next year, includes a 3% increase between steps. The exceptions to that are with new hires, educational aides transitioning to hourly instead of salaried positions, and staff that have not yet been hired which is based on an estimate. David asked if the staff recommendation is Schedule A as listed, and Julie said yes. Mike asked if teacher compensation is based on seniority. Chad said that compensation to this point is based on a 3% step between years. Chad would like to bring in the future an option for seniority and merit based pay. Barbara asked if the educational aides have been included in PERA as salaried employees, and will they be as hourly? Julie said yes, that RMSEL pays into PERA for every employee regardless of the position. The only exception to that is anyone who is an independent contractor and receives a 1099. Kelly asked for the reasoning for changing from salaried to hourly. Julie said that it is in order to have more accurate tracking of the actual time the educational aides work. Kelly asked for a motion to approve Schedule A. David made a motion for Schedule A to move forward. Barbara seconded the motion. The motion was unanimously approved.

- Unified Improvement Plan (UIP) – Chad said that goals were carried over from the 13-14 plan that were in place for the 14-15 year and are still targets for improvement. The one area that RMSEL did not meet with federal, state, or local expectation is high school math, with RMSEL being under the state average by less than 1%. Instruction has been differentiated in 9th and 10th grade math with two teachers, allowing for both accelerated and remediated math instruction and math intervention. In supporting advanced students, 11th and 12th graders have the opportunity to take higher level math in cooperation with Arapahoe Community College in the form of concurrent enrollment classes. Chad said that relevant information to the work being done with students, around identifying growth gaps in the absence of state data sources, includes targeted intervention services for students, and staff continues to monitor in small group instruction. That data is included, as well as what services they received, in the UIP. Chad said that improvement continues to be seen, and is hopeful that, as year to year PARCC information is available, that improvement will continue. Chad commends RMSEL’s interventionists and special education team. The UIP has been submitted to CDE, and Chad is anxious to receive data for comparison. Barbara asked about comparison even though it wouldn’t be an “apples to apples” comparison. Mike responded that DPS compared TCAP percentiles against the rest of the state, and CMAS percentiles. Chad said comparison can be made of RMSEL students vs. state average students. David said his district is trying to also compare the data, even though it isn’t an “apples to apples” comparison. Chad said the opt out percentage may have an impact on the data. Anne-Marie said she has never seen a UIP before, and Chad said he will meet with her after the board meeting to further explain the document. David commented that it is clear that this has involved a very thoughtful process. Barbara said she feels it is important to note in the UIP the cause for scores increasing.
Community Survey Responses – Chad said the board received the electronic results of the community survey. As reflected in the UIP, math is still an area of concern for parents. Parents are asking for specific attention to be paid to math as an area of improvement. The threshold used as an area of significance was 70%. Concern was expressed around Spanish and Music, and state testing as a measure of how their children are being educated. Examples of areas for celebration:

- My child enjoys attending RMSEL: 94.48% agree or strongly agree.
- My child’s interactions with other students have been positive: 91.34% agree or strongly agree.
- My child’s interactions with staff have been positive: 92.85% agree or strongly agree.
- My child’s interactions with administration have been positive: 89.67% agree or strongly agree.

Anne-Marie commented that this type of survey with parent comments is one source of determining the root that was previously discussed.

Officer Positions – Kelly said that Barbara has expressed a desire to assume the role of chair-elect/vice-president. David asked if the board is looking for a chair-elect, what is the root behind any individual’s desire to assume the role; and expressed his belief that it would be valuable for that discussion to be held with the entire board. Barbara said that the more she can get involved, she hopes to be an asset. She said she has served as an officer of her district’s board for 8 years. Kelly asked David if Janice is interested in an officer position, David said perhaps, and he will discuss it with her. Since Janice and Rosann are both out today, the board will wait until the May meeting to elect officers.

Calendar Events – Upcoming dates are listed at the bottom of the agenda. Opportunities to celebrate with families include the passage ceremonies and graduation. RMSEL graduations are very unique in that each crew leader prepares a personalized speech about each student rather than just having a roll call of names. Chad encouraged board members that one opportunity to gain a better understanding of what RMSEL is and does is by participating in a passage panel.

Electronic Distribution of BOCES Material – Julie said that the entire packet of information for board meetings is sent to every board member prior to the meeting electronically. In the past, RMSEL has also mailed the entire paper packet to board members who are absent from the meeting. In an effort to save the expense of mailing packets, Julie requested that the practice be discontinued. The board is supportive of this request.

DPS Bond Request – Chad said that he sat with the planning department to review the request for additional student seats. Denver agrees that there is a need geographically for additional students from DPS, and therefore, DPS would like to allocate all of the additional seats to DPS students only. There is no need for an additional 100 students in high school within DPS, as they have vacant high schools at this time. Mike said there are lots of demands for bond money, and DPS’ first obligation is to serve their students. There is specifically a demand for elementary seats. Mike said that DPS isn’t going to pay for seats for students from other districts, unless the other districts are willing to help pay for the cost of additional facilities at RMSEL. An alternative is to fill the elementary seats only, but an additional complication is that DPS runs a complicated choice system of which RMSEL is not integrated. If DPS is going to allocate bond funds to RMSEL, they need elementary seats. There would need to be an amendment to the IGA regarding number of seats from each district. Chad asked about the timeline on this process. Mike said that DPS is supposed to get the final report from the community meetings in June. David commented that the BOCES needs to understand how this option ties into the strategic plan for RMSEL, and that addressing the immediate needs of the existing facility needs to remain on the table at this time.

Items for Future Agenda
- Policy GBGE – Staff Family and Medical Leave Modification
Adjournment
Kelly asked for a motion to adjourn the meeting. Barbara made a motion to adjourn the meeting, and Anne-Marie seconded. The meeting was unanimously adjourned.

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Kelly Perez, President

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Rosann Ward, Secretary/Treasurer