In Attendance: Anne-Marie Lemieux (DCSD), Janice McDonald (CCSD), Kelly Perez (LPS), Anne Rowe (DPS), Rosann Ward (PEBC), and Barbara Yamrick (APS)

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

Guests: Margaret Bierman, Mark Elmshauser (CliftonLarsonAllen LLP), Mitzi Leaver, John Peters, and Steve Steadman

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

Kelly advised that the board needed to enter into executive session, per C.R.S. § 24-6-402(4)(b) for discussion regarding the buying and selling of property. Janice made a motion to enter executive session, and Rosann seconded. The motion was unanimously approved.

After a brief period of time in executive session, the board returned to the regularly scheduled BOCES meeting.

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

Approval of Minutes
Kelly asked for a motion to approve the minutes. Anne-Marie moved to approve the minutes, and Anne seconded. The minutes were unanimously approved.

At this time, Kelly said that the Action Items on the agenda would be moved ahead of the Executive Director Report, in order to honor Mark Elmhauser’s time.

Action Items
- Audit Presentation – Mark Elmshauser, CliftonLarsonAllen LLP
  Mark noted that all of the documents presented today are in draft form; they have completed the audit, and Julie will file for an extension to present the final audit in February. He said there were no new accounting policies to note this year. Accounting estimates include depreciation expense and the pension liability accounts. Mark said there were no difficulties encountered in performing the audit, and thanked Julie and the staff for their hard work. He mentioned that there were no uncorrected misstatements and that the only corrections made were in regard to accumulated deferred fees that are used for trips, which are standard entries that are made every year. Regarding RMSEL’s financial statements, Mark reviewed the Independent Auditors’ Report and said that the auditors’ opinion is that the financial statements fairly represent RMSEL’s financial position. He mentioned the Condensed Statements of Net Position and said that the liability reflected is mostly due to the deferred pension accounts. Mark reviewed the Balance Sheet, and said that it was consistent with previous years, resulting in a positive fund balance. Anne-Marie asked if the fund balance was reasonable, and Mark said yes. Kelly asked what the prepaid expenditures are, and Julie said it includes the lease payment, insurance premiums, and prepayments on trips for this year. He noted that there were leasehold improvements made this year, as well as the acquisition of a couple new buses. He commented that in comparing budget to actual expenses, there was a result of a positive balance of $288,000. Mark said that, as in other years, the audit noted a lack of segregation of duties, due to the small size of the school and staff. Julie is the primary person doing all of the financial transactions, but additional steps have been taken to address this concern, including another staff member processing all incoming cash before it gets to Julie, the review of bank statements, etc. He said that none of the identified significant deficiencies are considered to be material weaknesses. Kelly thanked Mark on the thorough job by the auditors, and Julie, Chad, and the staff for the work that takes place to bring about such a clean audit. Anne made a motion to accept the audit as presented, and Rosann seconded. The audit was unanimously accepted as presented.

Executive Director Report
Chad gave a brief overview of his Executive Director Report, which was then accepted into the minutes as presented to the board electronically. The entire report is included below for the minutes.
Executive Director Report Summary
1. Appreciation  BOCES Board – Barbara Yamrick and Michael Johnson
2. High School – Outward Bound Classic
3. Exhibition Night
4. District Accountability Committee Update
5. Professional Development

Appreciation BOCES Board – Barbara Yamrick and Michael Johnson
Expeditionary Learning and Outward Bound visionary Kurt Hahn was obsessed by the social declines or social diseases that he observed in society. Hahn shared, “I regard it as the foremost task of education to ensure these qualities: an enterprising curiosity, an indefatigable spirit, tenacity in pursuit, readiness for sensible self-denial and, above all, compassion.”

I want to take this opportunity to thank BOCES board members Barbara Yamrick and Michael Johnson in serving on their respective school district boards in service of the BOCES. Barbara and Michael represented Aurora Public Schools and Denver Public Schools in supporting RMSEL to fulfill Hahn’s tenants of education. Barbara was a huge advocate in lifting up student work at RMSEL with her board and district, and she was instrumental in establishing the first RMSEL Open House for district leadership to see this work firsthand. Barbara was a leader in ensuring that the RMSEL IGA was renewed during the 2016-2017 school year and that supporting school policies were in place to begin the new school year.

In addition, Michael Johnson truly has an “indefatigable spirit” for supporting students and families of Denver Public Schools. Michael was an advocate for ensuring residents of Denver have great schools like RMSEL to attend across their district. We appreciate the additional time and demands of serving on another local board, we could not do great work in service of students without supportive board members who understand and value the unique and powerful work that happens day in and day out in every classroom at RMSEL!

High School Outward Bound Classic
In the same spirit of appreciation, I want to recognize the following RMSEL staff members for their work in planning, organizing, and executing the first three week Outward Bound Classic for our high school students:

Nick Wilson – Adventure Coordinator
Rachael Efta – Assistant Adventure Coordinator
Eric Dinkel – High School Science Teacher
Marshall Moore – High School Math Teacher
Auston Brecht – High School Humanities Teacher
Ian Silberman – High School Humanities Teacher
Lindsay Emery – High School Learning Specialist

I want to take a moment to put this in perspective: three weeks away from your friends and family, venturing into the wilderness with no modern technological interruptions, supporting 84 students in a time of physical challenge and emotional growth. These students may never again in their adult lives have an experience that removes them from modern society in such an enriching adventure. Our teachers spend every day leading and nurturing our students, pushing them to problem solve and helping them through challenge. When our staff returned over the weekend, through the thick layer of wilderness crud adorning their clothing and equipment, their smiles told a silent story of joy and jubilation. While all teachers are super heroes, this group of professionals truly went above and beyond.

Anne interjected at this point that she thought it would be beneficial to the board to have students and staff share the impact of this extraordinary experience. Chad said that a student did a film study on the trip, and he would get that accessible as soon as possible. Rosann said that if students were going to share their experiences, she wanted to make sure that she knew when, so that she could have that presentation filmed as well. Chad said he would put that on the agenda for the January meeting.
Exhibition Night
We will be hosting two exhibition nights in the month of December. The purpose of exhibition night is for students to demonstrate to an authentic audience high quality work products created through the first half of the school year during expedition case studies. The EL instructional framework breaks student achievement into three categories: Mastery of Skill and Knowledge, Ethical People, and High Quality Work. High Quality Work is a demonstration of authentic, rich, and engaging products that require students to explain and expand upon their learning experience. Students will showcase their independent study of historical figures in Colorado, alternative fuel engine design, tiny house architecture to support local homeless projects, etc. This is an amazing opportunity for friends and family to view and celebrate student work. We hope that you can join us on:

- Thursday, December 7, 2017 – Lower School Exhibition Night – 5:30-7:00 pm
- Thursday, December 14, 2017 – Middle School Exhibition Night – 5:30-7:00 pm

Rosann commented that this sounds like a fun event, and encouraged all of the board to attend. Kelly commented that they should come early, due to limited parking.

District Accountability Committee Update
RMSEL DAC is moving forward with preparing for our next fundraiser and community event of the school year in hosting the 2018 RMSEL Auction. The annual auction is the largest revenue generator of the school year, supporting supplemental student resources throughout the school. In addition to this event, DAC also provided valuable revisions and feedback as a team to our biannual community survey that will go out to the entire parent community during the month of January. The community survey is used to determine areas for improvement tied to our strategic plan and annual work plan goals. It was great to receive such a large volume of feedback in design of the survey from our DAC representatives.

Professional Development
Over the course of the last month we have worked collaboratively in Professional Development to create teacher exemplary lesson plans in service of high quality student products. Teachers presented and received feedback on their respective plans and products on Monday, October 30, 2017. Many teachers used this time in preparation for planning lessons in service of the upcoming exhibition nights. We look forward to moving forward with lesson design and differentiated PD throughout the month of December as our entire staff will be on campus together for the next four weeks!

Open Forum
Kelly said that Rosann is the board liaison to DAC, and she will give brief reports from the DAC meetings to the board in future meetings. She said that the members of the BOCES board are committed to RMSEL. She commented that Barbara and Michael have made many contributions to RMSEL in their tenure on the BOCES board, and thanked them for that. Barbara said it has been an honor to serve on the RMSEL BOCES. She mentioned a school board that has revised their bylaws to include a voting student member on the board, and said it might be food for thought for RMSEL. Chad asked John if he had any input from his son, Enzo, a RMSEL alumni, who was a Wilderness First Responder on the high school trip. He said he didn’t have anything really specific, because Enzo was already off on his next adventure. Mitzi commented that her son was thrilled to have a RMSEL alumni on the trip, because “he gets RMSEL!” Chad added that Enzo is now an EMT, and was able to participate in the first two weeks of the 9th and 10th grade trip. Rosann asked about the Thanksgiving lunch that was recently held at RMSEL and what a wonderful idea that was, and encouraged board members to attend future similar events. There were at least 100 parents and family members who came to that lunch, and it was very well received. DAC has discussed having some additional similar events throughout the year, and Rosann said that when the dates and events have been scheduled, she would also encourage the board members to participate and be involved with the RMSEL community.

Consent Agenda
There were no items for a consent agenda.

Report Items
- Budget Update (Julie Stelzer)
  Rosann made a motion to approve the budget update, and Anne-Marie seconded. The Management Summary was approved as presented. The Management Summary, as presented to the board, is included below for the minutes.
Revenue
The PPR funding is paid from DPS on a quarterly basis according to the following schedule: 25% is funded on July 15th, October 15th, January 15th and April 15th. The final quarterly payment will incorporate any changes in the State’s supplemental budget, if applicable, to reflect any adjustments or rescissions from CDE. The first 25% of PPR funding was received in July, and the second 25% of PPR funding was received in October as per the payment schedule. PPR was budgeted at $7,700/FTE X 377.5 FTE, and $7,915.10/FTE X 382.08 FTE (10/1/16 count) is the per pupil amount that was received. The PPR and FTE difference funded at 50% explain the budget variance. This line item will be adjusted with the revised budget submitted in January to reflect 389 students as well as the increase to PPR. According to DPS, the January 2018 payment will be adjusted to the official October 2017 count numbers and will include any known CDE revisions to PPR.

In July, we received a federal grant award through CDE in the amount of $491.40 for Race To The Top School Readiness Assessment. These funds were used to acquire the Teaching Strategies Gold assessment system for kindergarten students. This budget line item will be adjusted on the revised budget submitted in January.

Kindergarten financial aid (#42500) has $10,500 remaining, and there remains $14,051.20 in fieldwork financial aid (#67800). Under the 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, eight (8) families have opted to take advantage of this discount. Any unused funds in these line items will be used to offset future budget shortfalls.

Per the Budget Appropriation resolution approved by the board in June 2017, $150,000 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, $201,694.29 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. This line item was budgeted at $203,310.22 and will be adjusted with the revised budget submitted in January.

In August, we received $5,697.89 per the READ Act to support reading intervention for students in grades K-3 as identified from state assessment scores. This line item was budgeted at $10,164.79 and will be adjusted with the revised budget in January.

The amounts reflected in the Fieldwork Carryover-Landmark Trips (#43600) line items include fieldwork fees carried over from 2016-2017 as well as 10% landmark trip allocation from the 2017-2018 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 Outward Bound trip.

As of October count day, budgeted enrollment was 388 FTE, and actual enrollment was 389. The variance in the fieldwork fee grouping (#44200) represents over-enrollment in grades 2-5 and under-enrollment in grades 9-12. These line items will be adjusted on the revised budget submitted in January.

The revenue derived from kindergarten tuition (state only funds .58 FTE for kindergarten) remains on target, with 8 months (November 2017-June 2018) remaining to be invoiced.

Classroom revenue (#46400, #46500 and #46550) represents the student contribution toward the 5th grade Sailing ($5,200), 6th grade Yellowstone ($5,000) and 8th grade Civil Rights ($7,200) landmark trips as well as other various classroom revenue.

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.

Facilities & Custodial #64000 – these line items will be adjusted on the revised budget submitted in January based on a new janitorial company.
Elementary Fieldwork #67402 & #67403 – these expense accounts are offset against funds in the Fieldwork Carryover-Landmark Trips #43610 and Classroom Revenue #46400 for the 2017-2018 Sailing trip.

Staff Retreat #68350 – this account does not have a budget associated with the expense but will be adjusted in the revised budget submitted in January. The expenses in this account are for winter staff retreat.

Discussion Items
- Board Member Recognition – Chad said that the board member recognitions had already taken place in earlier discussion in this meeting.
- DPS Property Acquisition Update – Chad said that he and Rosann have met with DPS, and discussed a long term non-operational lease; if this progresses with BEST, everything would become the responsibility of RMSEL; the other option is to purchase the facility outright. He said the meeting went well; they are preparing to present to the DPS board in the near future. If necessary, an emergency meeting will be called since there is no regularly scheduled BOCES meeting in December.
- BEST Grant Owner Representative Update – BEST clarified that this is a one step process, rather than two steps, as previously believed. This should make the process more expedited. Anne has committed to attend the next meeting with BEST.

Items for Future Agenda
- Assignment of Officers – January 2018
- BOCES Retreat – CASB Board Members Training Session – TBD – Kelly presented this as a potential for the BOCES to participate in. Anne said she thinks it is a great idea, and suggested the end of January or in February, and Anne-Marie agreed.

Adjournment
Kelly asked for a motion to adjourn the meeting. Barbara made a motion to adjourn, and Janice seconded. The meeting was unanimously adjourned.

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Kelly Perez, President

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Rosann Ward, Secretary/Treasurer