In Attendance: Krista Holtzman (DCSD), Dan Jorgenson (APS), Janice McDonald (CCSD), and Kelly Perez (LPS)

Staff: Chad Burns, Julie Stelzer, and Cris Veto

Guests: Coulter Bump (Kaplan & Earnest); Jessica Killian and Todd McCowin (NV5); Mark Elmshauser (CliftonLarsonAllan LLP); Eric Dinkel (HS teacher/Student Government leader); Margaret Bierman and Mitzi Leaver (DAC); Kayla Scheid, Kalon Shepard, and Lucy Weyer-Johnson (Student Government and/or HS Adventure Team representatives); Christiane Boree, Ruthie Scheid, and Georgia Sehlmeyer (MS students)

Kelly welcomed everyone to the meeting, had all attendees introduce themselves, and called the board meeting to order. A quorum was not present at the beginning of the meeting, so the agenda order was modified and Chad began with his Executive Director report.

Executive Director Report
Chad reviewed his Executive Director Report. The report was accepted as presented and is included below in its entirety for the minutes.

Rocky Mountain School of Expeditionary Learning
25 Years and Counting
Executive Director Report – November 27, 2018

Executive Director Report Summary
1. Fitness Update
2. Leaders and Achievers – Community Recognition
3. DAC – Colorado Gives Day – December 4, 2018
4. Community Alumni Night – November 28, 2018
5. Upcoming School Events

Fitness Update
On Tuesday, November 20, 2018, prior to our departure for Thanksgiving we celebrated our first trimester fitness accomplishments as a K-12 community. During our community meeting, we celebrated that every student K-12 has achieved a personal best and/or record in one or more of our fitness benchmarks. In addition to recognizing personal achievement, we also shared “patches” for students to iron on their fitness t-shirts for students who have met a blue or purple standard for achievement. Our leveled fitness program is modeled after the successful Prescott Middle School program featured in The Motivation Factor.

In the weeks leading up to testing week, it was inspiring to hear students encouraging and pushing one another to try again or push through a barrier. This type of encouragement is directly related to our values of crew and supporting one another to do more than we think we can accomplish.

I also want to share that our fitness program is measuring a positive impact on attendance and behavior.
- Student Attendance is up 10.04% from the 17-18SY to the 18-19SY over the same number of days in first trimester. Students are in class as an overall population 10% more this year than last. WOW!
- Student Behavioral Incidents are down 10.25% from the 17-18SY to the 18-19SY over the same number of days in first trimester!
- Even more astounding is the number of Out of School Suspensions is down 36% from the 17-18 SY to the 18-19SY!
Leaders and Achievers – Community Recognition

To conclude each trimester, we conduct a recognition breakfast and celebration for students in three domains: 1) Academic Excellence, 2) Character Excellence, and 3) Perfect Attendance. On Friday, November 16, 2018, we started the day by hosting breakfast for 75 students and families to celebration their accomplishment(s). This is always a highlight as we conclude each academic trimester, as it is inspiring to lift up the accomplishment and hard work of our students that is supported by the entire community.

DAC Colorado Gives Day – December 4, 2018

I want to begin by thanking the District Accountability Committee and DAC Chair Margaret Bierman for her leadership in registering our school to participate in Colorado Gives Day – December 4, 2018. While this should be a pretty straightforward process, unfortunately we had to register all names associated with the school with the Secretary of State prior to being permitted in the program. This took time and energy and I want to sincerely thank Margaret and Julie for their work to make this possible.

We are currently promoting Colorado Gives Day through Field Notes and on our external website, we encourage you to share the link with as many parties that you see fit as well. (www.coloradogives.org/RMSEL)

We look forward to fundraising that will provide additional funding for instructional support resources.

Community Alumni Night – November 28, 2018

We are excited to work with our internal 8th grade community and external prospective parents in hosting our second annual High School Community Alumni Night on November 28, 2018 at 5:30 pm.

This event is designed in conjunction with 8th grade shadow day to provide students and families with a look into the high school program as well as the successful experiences and stories of RMSEL graduates. The community will have the opportunity to ask questions of RMSEL Alumni as a panel discussion to learn what aspects of the program may be in alignment with what they are looking for in selecting a high school program for their son/daughter.

To support our continued work in marketing our program, High School Team Leader, Eric Dinkel and DAC Chair, Margaret Bierman, have collaborated to create a professional prospectus that outlines the attributes of the RMSEL high school. I have been coordinating with a RMSEL graduate to direct and produce a short film, and he will be onsite working in service of this project. The film will feature students, teachers, and community in telling our story over the past 25 successful years.

Upcoming December School Events

Lower School Exhibition Night – December 6, 2018 – 5:30 pm
Middle School Exhibition Night – December 13, 2018 – 5:30 pm
High School Internship & Elective Showcase – December 20, 2018 – 5:30 pm

Having a quorum now present, the regular agenda order was resumed.

Approval of Agenda

Kelly asked for a motion to approve the agenda. Krista moved to approve the agenda, and Dan seconded. The agenda was unanimously approved.

Approval of Minutes

Kelly asked for a motion to approve the minutes. Janice moved to approve the minutes, and Krista seconded. The minutes were unanimously approved.

Due to meeting schedules, the Executive Session was moved up on the agenda. Kelly requested a motion for the board to enter Executive Session per C.R.S. § 24-6-402(4)(b) Conferences with an attorney for the local public body for the
purposes of receiving legal advice on specific legal questions (issues of student safety). Krista made a motion to enter Executive Session, and Dan seconded the motion. The motion passed unanimously. The board members moved into Executive Session.

After a period of time in Executive Session, the board members returned and the regular board meeting resumed.

Open Forum

Consent Agenda

- Item #1 – Personnel Matters
- Item #2 – GASB 54 Resolution (Revised)

Kelly asked for a motion to approve the consent agenda. Janice moved to approve the consent agenda, and Dan seconded the motion. The consent agenda was passed unanimously.

Action Items

- Audit Presentation (Mark Elmshauser, CliftonLarsonAllen LLP) – Mark said everything is still in draft form. He addressed the significant audit findings letter. He noted that there was a new requirement this year that added the health benefits to what has to be reported per GASB 75. He said that accounting estimates are used for depreciation expense and net pension liability. There were no difficulties encountered in the audit, nor were there any uncorrected misstatements. There are some standard entries that are made each year, and nothing on which the auditors disagreed with management. He noted that the negative Net Position is due to the future pension expenses, of which RMSEL has no control. Mark reviewed the auditors’ responsibility regarding financial statements. He reviewed the fund balance and what that dollar amount relates to, including inventory of unsold grocery cards, fund raising projects, collected transportation fees, fieldwork fees, etc. Overall, the net change in fund balance is a positive figure of $204,648. He referenced the Capital Assets table changes which include the replacement of a bus and depreciation. Mark spoke about the changes between the measurement date of the net pension liability and June 30, 2018; changes that were made in the legislature are going to cause that figure to drop considerably. He noted that RMSEL’s revenue exceeded expenditures. Mark said that as is usual, one thing noted at RMSEL is the lack of segregation of duties, and that due to the small size of RMSEL’s staff, this is noted each year in the audit; they are aware of the measures that RMSEL has taken to mitigate that. Janice asked how unearned revenue is determined, and Mark said that is from fees that are paid in advance of the next school year. Julie referenced the lottery and the deposit that is required when an enrollment spot is accepted; those funds will not be spent until the next fiscal year. Krista asked about the removal of 2 buses and addition of one, and what happens to the buses that are gotten rid of. Julie said the old buses usually get traded in; one exception is a bus that was used for parts for other buses. Dan asked how long CliftonLarsonAllen is responsible for the audit process. Julie said it has been for a number of years. Kelly asked for a motion to accept the audit as presented. Janice made a motion to accept the audit, and Dan seconded the motion. The audit was unanimously accepted.

At this time, Dan had to leave the meeting, but continued his participation for the duration of the meeting via telephone, to maintain a quorum.

- Lottery Preference Language – Chad said that the lottery policy was adopted in 2007 and includes outdated language, and reviewed the proposed changes as follows (board members had red-lined copies in their packets):
  - Removal of the language regarding staff members who live outside of member districts; students are not “open enrolled” into another district, they are enrolled in RMSEL as out of district students.
  - Addition of a preference for former staff members who have left RMSEL due to having small children at home and being unable to go on week long crew trips, but love RMSEL and want their children to attend RMSEL.
  - Removal of the extended leave section; RMSEL does not have students who have taken extended leave in at least 7 years.
  - Removal of the preference for students currently in an expeditionary learning school. When this policy was written, there was only one other EL school in Denver, which was a K-8 school. This priority was intended to give priority for high school enrollment to students who completed 8th grade in that school. There are now numerous EL schools across the five districts, and especially in the K-5 school level, the true sense of open
lottery for all students is very restricted. RMSEL cannot discriminate between schools who have a contract with EL and those that just identify themselves as an expeditionary learning school, or preschool programs at a school that is identified as EL, yet the preschool is not an expeditionary learning program. Removing this priority allows more families equal opportunity to attend RMSEL.

- Removal of most of the out of district language; RMSEL does not wish to tell a currently enrolled student that they can no longer be enrolled simply because they moved out of the five district boundaries.

Chad said the reason for the discussion and vote today is because the lottery process will be coming up very soon, and needing the lottery policy to be finalized in time for updated information to be made public prior to the lottery. Chad said there have been 3 cases in the past of staff members who have been strongly invested in the RMSEL program, and have requested consideration of the possibility for their children. Dan asked about the former staff member priority, and said that he appreciates the service they have provided, but he is concerned that it could lead to a perception of preferential treatment. Krista said that she has the same reaction, and she feels it would be better not to put that into policy. Kelly and Janice agreed, and after this discussion, the former staff member priority was stricken from the proposed changes. The policy will remain that only current staff members’ children will have priority. Dan thanked Chad for the work that went into the proposed changes, and making the lottery policy so clear to all. Kelly asked for a motion to approve the approved lottery policy changes, with the deletion of former staff member priority. Janice made a motion to approve the lottery policy changes, and Krista seconded. The revised lottery policy was unanimously approved.

**Report Items**

- **Budget Update** – Julie presented the Management Summary, and it is included in its entirety below for the minutes.

  **Revenue**

  Beginning in October 2018, the DPS payment schedule changed to monthly. It is assumed that one of the monthly payments in the first quarter of 2019 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 first monthly payment of $263,986.09 was received on 10/19/18. PPR was budgeted at $8,300/FTE X 374.5 FTE, and $8,369.44/FTE X 378.50 FTE (10/1/17 count) is the per pupil amount that was received. The PPR and FTE difference funded at 25% explains the budget variance. This line item will be adjusted with the revised budget submitted in January 2019.

  Per the State Board of Education, English Language Proficiency Act (ELPA) allocations were approved for the 2017-2018 school year. RMSEL received $656.95 of ELPA funding in October 2018 to support the requirement to provide an evidence-based English language proficiency program for all English learners. The ELPA program provides funding intended to offset the cost of educating English learners with the goal being to increase the English language proficiency and academic performance of English learners.

  Kindergarten financial aid (#42500) has $8,750 remaining in the budget, and there remains $14,440 in the fieldwork financial aid (#67800) budget. 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, nine (9) 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 2018, $200,000 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, $201,633.62 was received in August 2018 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 $9,182.69 per the READ Act to support reading intervention for students in grades K-3 as identified from state assessment scores. This line item 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 2017-2018 as well as 10% landmark trip allocation from the 2018-2019 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 high school Outward Bound trip on the Colorado Trail.

As of October 31, 2018, budgeted enrollment was 385 FTE and actual enrollment was at 379 FTE on 10/1/18, count day. The variance in the fieldwork fee grouping (#44200) and transportation fee line item (#44500) represent over-enrollment in grades K-5 and under-enrollment in grades 6-12. 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 2018-June 2019) remaining to be invoiced.

Classroom revenue (#46400, #46500 and #46550) represents the student contribution toward the 5th grade Sailing ($5,200), 6th grade Yellowstone ($5,100) and 8th grade Civil Rights ($7,500) landmark trips. The high school science classroom has received a donation of $5,000 to be used for the installation of a vent hood and wall monitors. In addition, the high school classroom received a PACK grant and parent donation for the purchase of binoculars for birding.

**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.

- **Furniture #60035** – this variance is due to the replacement of additional furniture not anticipated when the budget was created last May. This expense line item will be adjusted with the revised budget in January 2019.

- **Minibus License & Registration #64560** – this line item is over-budget due to greater than expected registration costs for the school’s fleet and will be offset with other line items within the account grouping.

- **Fitness #66207** – this expense line item is over-budget due to the acquisition of fitness t-shirts ($4,050) purchased to support the K-12 fitness program implemented this year. This expense line item will be adjusted with the revised budget in January.

- **Fergon-Math/Science Supplies #66501** – this expense account is over-budget due to an automatic online software renewal of $375 which was credited back to the school in November.

- **HS Science #66602** – this variance is offset against the classroom revenue (#46602) account for the monitors and birding binoculars.

- **K-12 Instruction Support & Resources #66700** – this line item is over-budget due to the purchase of new math and K/1 reading curriculum and will be adjusted on the revised budget in January.

- **Elementary Fieldwork (4-5) #67400** – this variance is offset against Fieldwork Carryover Landmark trips (#43610) and the classroom revenue (#46400) for expenses related to the Sailing Trip in May 2019.

- **Student Insurance #67900** – this variance is due to the enrollment variance and will be adjusted on the revised budget submitted in January 2019.

Krista made a motion to accept the Management Summary as presented, and Janice seconded the motion. The Management Summary was unanimously accepted.
District Accountability Committee (DAC) Report
Due to the length of the meeting already, Chad proposed that a future meeting be scheduled for December or January to review the 2019-2020 fee proposal. It was agreed that Chad would email board members regarding a potential date for a meeting. The meeting will be specific to the DAC 2019-2020 Fee Proposal.

Discussion Items
- BEST Grant – Owner’s Representative Update (Jessica Killian/Todd McCowin, NV5) – Chad said the intention is for the draft proposal of the BEST Grant to be finished by January 7, 2019. The final application is due mid-February. RMSEL will be completing sections 1-5, pages 14-15, and 16, section 1-3 of the application. The master plan draft will be completed by January 7th also, with the Schematic Design and a construction budget for review. A BEST Grant Final Master Plan will be finished with the review of the application in May. Chad will follow up regarding the match with D.A. Davidson in the regarding determination of borrowing capacity. Davidson will be establishing a credit rating for RMSEL. One thing that does not benefit RMSEL is the Charter School Moral Obligation Program, where the state acts as a co-signer, but Davidson does not expect this to be a problem. Chad turned the conversation over to Todd with NV5. Todd said that NV5 has put out an RFQ for a Master Planner, which is very different than the RFQ put out by RMSEL. They are meeting with the Cunningham Group, who has experience with working with schools in the past. The goal is to accomplish the evaluation of the campus over winter break, including asbestos mitigation, then work through the BEST grant process. Janice asked a clarifying question about the scope of work. Todd said that the scope of work is very clear to RMSEL and NV5; since the process is different than usual for master planners, Cunningham had questions which have since been clarified. Krista asked what the alternatives will be if the fee proposal from Cunningham comes back out of line with what is expected. Todd said that they have 15 years of experience in this, and will go into negotiations with the firm to reduce the fees. The second contingency will be to go to the second firm, but because of the compressed schedule, that is not the preferred option. Chad said that the process of reviewing the building took place prior to hiring the Owner’s Representative, and the Master Planner firms are accustomed to that being the starting process for them, and wanted to come in and propose their own ideas of building revisions. In discussions with CDE, Cheryl Honigsberg said that the building has a good structure and it would be cost prohibitive to tear down and rebuild a new building and renovation should be what RMSEL pursues. It was noted that if board members have any questions regarding this process, they are welcome to contact NV5 directly.

Items for Future Agenda
The board will hold a December meeting to address the DAC fee proposal.

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

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Kelly Perez, President

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Rosann Ward, Vice President

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Janice McDonald, Secretary/Treasurer