In Attendance: Krista Holtzman (DCSD), Dan Jorgenson (APS), Kelly Perez (LPS), Anne Rowe (DPS), and Rosann Ward (PEBC)

Staff: Chad Burns, Julie Stelzer, and Cris Veteto

Guests: Margaret Bierman (DAC), Eric Dinkel (HS teacher/Student Government leader), Kayla Scheid and Avery Newcom (HS students)

Kelly welcomed everyone to the meeting, had all attendees introduce themselves, and called the board meeting to order.

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

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

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.

Executive Director Report – October 16, 2018
Executive Director Report Summary

1. Elevate Student Learning
2. Crew Trip Season
3. Professional Development
4. High School Marketing Campaign

Elevate Student Learning

This school year, our entire community of staff, students, and parents are dedicated to the elevation of student learning. RMSEL has an exceptional growth and achievement record as documented in our annual School / District Performance Framework. While we take pride in these achievements, it is important that our focus remaining on striving for excellence in both achievement and character development.

To highlight the work that is taking place, I want to provide the BOCES with concrete examples of our focus this school year at each board meeting. Currently in 7th/8th grade, our students are doing a multidisciplinary learning expedition shared between Science and Mathematics. Students are currently engaged in the design, construction, and planning of tiny house models. To elevate this work, students are conducting fieldwork experiences as well as working with local experts in the classroom to understand all aspects of design and implementation of a tiny house community. Last week, Steale Ethridge from Denver Homeless Out Loud, joined our students in class to share sample blueprints from a current Tiny House Community in the Denver Metro Area. Steale worked hand in hand with the students to answer questions and steer their thinking and learning about the current learning expedition. It is exceptional for students to experience this type of learning in the classroom and an added bonus is that Steale understands the process of Expeditionary Learning. Steale is a proud alumnus of RMSEL graduating in 2007.

In addition to this project, we are working to make connection with RMSEL graduate (2015), Faaris Hays, who is currently a student at the University of Colorado studying design and architecture. This winter, if you make it out to the
Denver Botanic Gardens, you will likely purchase your ticket from a modular ticket booth. The ticket booth was designed and constructed by Farris and his team of fellow students. The ticket booth is amazing as it has the ability to be illuminated to reflect the marketing campaign of the Botanic Gardens throughout the year. The booth is currently operational and will surely make a splash this winter during the annual holiday of lights celebration.

This work is authentic and purposeful leading to deeper engagement of students in seeing the connection of their grade level content to the local community. In addition to the increase in complexity, it requires students to work together through challenges and setbacks throughout the learning process. Design Principle #5 states, “All students need to be successful if they are to find the confidence and capacity to take risks and meet increasingly difficult challenges. But it is also important for students to learn from their failures, to persevere when things are hard, and to learn to turn disabilities into opportunities.”

Authentic learning experiences in which students experience success and failure also lead to stronger relationships and true compassion for their classmates. Academic achievement and character excellence cannot be met in isolation of one another.

Crew Trip Season

We are in the process of concluding crew trip season this week. Our Kindergarten and First Grade students were unfortunately unable to attend their final trip as scheduled last week. In planning crew trip season, we provide a week prior to Fall Break to make-up any crew trip that may be cancelled for weather or other hazards. The Kindergarten and First Grade students shifted to this week and will get to complete their fall crew experience. I appreciate and value all the members of our team that make these experiences a success for students. We can’t control the weather here in Colorado, but we can attempt to proactively plan. This process requires staff, parents, and students to be flexible and dynamic in supporting the adventure program. After Fall Break, we will finalize all details for spring season as well as securing permits for the 2019-2020 school year. Chad added that the High School Adventure team is learning everything from gear inventory and repair to planning experiences, so that they will eventually be able to help with planning high school trips, and assist with other school level trips in the future. Kayla will be going on a bicycle expedition and a cross country expedition; she is also a WFR and works at a climbing gym.

Professional Development Summary – October 2018

Teachers continue to work in their three cohort groups for Wednesday morning professional development:

After Fall Break, our focus in Wednesday Professional Development will shift from our Fitness Work Plan goal to our Academic Work Plan goal. This goal states, “Staff will create lesson plan overviews in service of targeted instruction, resulting in higher quality student work used for data analysis and revision. The outcome will be measured by students’ increase in understanding and deeper learning.”

High School Marketing Campaign

The climate, culture, and achievement within our High School has shifted significantly over the past two years. While RMSEL has always provided amazing opportunities for students to excel as reflected above, we also have experienced up to 70% attrition from Middle School to High School annually. Currently, the RMSEL High School is the only school level that is not filled to capacity. As a team led by High School Teacher Team Leader, Eric Dinkel, and supported by DAC Chair, Margaret Bierman, we are working to construct a multifaceted marketing campaign, which will include paper, electronic, and onsite opportunities for current and prospective parents to understand the exciting work that transpires in our high school program. We also do not believe that our school contains three independent levels that are siloed accordingly. The RMSEL experience at the highest degree of fidelity is a process of learning K-12. As a part of the marketing campaign, all materials will include aspects of all school levels culminating in the experience as a RMSEL graduate. We are excited to engage in this work as it provides us the opportunity to dig into high quality work samples, standardized achievement data, observation data from adventure, and alumni student experiences to truly share the exceptional story of learning that takes place at RMSEL! Chad added that RMSEL is modeled after Kurt Hahn’s original vision for a boys’ boarding school in Scotland, Gordonstoun. Eric attended a wedding in Europe and was able to spend a day visiting at Gordonstoun, and Chad will allow him to speak about that during Open Forum.
Krista asked where the kindergarten and first graders are on their crew trips, and Chad said they are at the YMCA of the Rockies, outside of Winter Park.

**District Accountability Committee (DAC) Report**

Rosann said the DAC meetings are becoming more and more exciting. There is a new blog on the RMSEL website that is specific to DAC, which is live now. There will be a spring Art Show sometime in April, which will alternate each year with the RMSEL Auction. Colorado Gives Day is December 4th, and donations may be made online. Rosann said she is very excited to be spending time with the tiny house project. She mentioned that Avery attended the DAC meeting, and said what an impressive young woman she is. Avery told DAC about the various committees that Student Government will have, which include Volunteerism; Girls, Girls, Girls; Community Engagement; Fundraising for the upper school; and the Newspaper committee. Rosann suggested the board members stop by the bulletin board in the main hallway, which displays where all the crew trips are going. Margaret commented that the bulletin board is still a work in progress.

**Open Forum**

Eric shared a little bit about his trip to Gordonstoun and Scotland. It was exciting to learn more about Kurt Hahn, and to be able to go and see the 300 year old mansion that is the original school. He was scheduled for 9 different interviews, scheduled on 30 minute intervals. He noticed that they are still so focused on the whole student at Gordonstoun; they don’t refer to things as “extra-curricular,” but rather “broader curricular,” because they see those things as having equal importance. Eric was able to talk to the Adventure Coordinator, the teachers, the Headmaster, and they are all so dedicated, which he also sees in RMSEL staff. He is excited to come back with some of the ideas he gained from the conversations.

Kayla spoke about what the HS Adventure Team is doing. They are currently working on a two day high school trip for the Monday and Tuesday prior to Thanksgiving; one day would include an adventure day and the other day would be a day of service. The team is also working with David and the lower school to help plan days for the adventure team to go out with lower school students as chaperones. Liam and Kayla will be going on the bike trip and the cross country skiing trip. She said the adventure team’s goal is to extend the high school influence to all of RMSEL and to create a stronger bond between high school and the middle and lower schools. She is excited about these opportunities.

Avery spoke about the Volunteerism committee. She said last year they partnered with the Ronald McDonald House; they did fundraising, then went and bought food, prepared food and ate with families. This year, they would like to do something similar, except with Urban Peak, which will be more personal because it is working with homeless teenagers. Fundraising for it includes a movie night, bake sales, and trying to come up with other new ideas for fundraising. The newspaper will be a “stall street journal” which will be posted in the bathroom stalls, called The RMSEL Outhouse, with seasonal publications including artwork and poetry from K-12 students to connect the community. They will be working with the Kindness Club that Melanie Wheeler does with students; high school students want to work together to demonstrate their kindness also. Student Government is very excited about this year. Last year, Student Government had about 10 students, this year there are at least 15 members. Anne thanked the students for what they are doing and said that the board and adults really need to hear the student voice. She would love to come and sit with the student government and learn from them. She mentioned that DPS has a robust Student Board of Education, and wondered if RMSEL would like to participate in that. She said that it currently includes participants from about 40-50 different high schools. It would be great for RMSEL students to be able to interact with their peers, plus might also provide a marketing opportunity for RMSEL high school. Krista said that DCSD has something similar, and invited the students to come and talk to them about RMSEL. Kayla said she feels it is very important to share what RMSEL is doing, because it is unique and special, and she would love to come and talk to each of the school districts.

**Consent Agenda**

- **Item #1 – Personnel Matters**
  
  Kelly asked for a motion to approve the consent agenda. Anne moved to approve the consent agenda, and Krista seconded the motion. The consent agenda was passed unanimously.

**Action Items**

There were no action items on the agenda.
Report Items

- Budget Update – Julie said the audit is still underway. The audit presentation will be at the next meeting, and a quorum will need to be present to vote on the audit. She presented the Management Summary, and it is included in its entirety below for the minutes.

Audit Update

The fieldwork portion of the 6/30/18 audit with Clifton Larson Allen began on 10/8/18 and ended on 10/10/18. The staffing for this year's audit engagement includes a partner, reviewing manager and one staff auditor for the fieldwork. Only one of these CLA auditors, the partner, was present for the prior year's audit. Continuity and consistency of audit staff allow for historical understanding of how RMSEL operates as well as allowing the auditors to dig deeply into transactions on a year over year basis. The draft of the 6/30/18 audited financial statements should be available in the next couple of weeks for CLA partner review. To date, we have not been advised of any significant audit findings or issues.

Revenue

In the past, the PPR funding was paid from DPS on a quarterly basis; however, beginning in October 2018, the payment schedule is changing to monthly. It is assumed that one of the monthly payments in the first quarter of the new year 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. 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.

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, 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 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 September 30, 2018, budgeted enrollment was 385 FTE and actual enrollment was at 381 FTE. 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 9 months (October 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 ($7,650) 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.

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.

Rosann asked what the impact of being about 20 students short in high school has been. Julie said that current enrollment is at 379, which includes increasing K-6 enrollment by one student per crew, to help balance out the shortage in high school.

**Discussion Items**

- RFP BEST Grant – Owner’s Representative Update – Chad said there were four RFQs submitted for the upcoming project, including The Bergman Group, Diversified Consulting Services, NV5, and CBRE. Three were selected for in-person interviews, which take place today and tomorrow. Each was provided with an interview presentation outline, which includes what is expected for the first 15-20 minutes, followed by 7 questions, after which each firm will be scored. Cheryl Honigsberg from CDE will be on site to assist with the scoring and selection process. The intention is to work with legal counsel, Coulter Bump, at Caplan & Earnest, to draft a contract to extend to the selected firm. Guiding questions for RMSEL fall into three tiers: 1) what is their success with working with school of choice programs; 2) what is their experience in working in buildings of this age; 3) because of the small staff size at RMSEL, everyone wears multiple hats; what is the experience in working with very small teams such as RMSEL's. RMSEL will still be operating school while this project is going on. Chad hopes to make the final selection of the Owner’s Rep prior to fall break. Barring unforeseen circumstances, the Owner’s Rep will be at the November board meeting, and will have monthly presentations to the board from that point on up through the application for the grant. Rosann asked when Chad would be able to present his perceptions from the three interviews to the board, and he said he can do that on.

BOCES Minutes
October 16, 2018
Page 5 of 6
Friday. Rosann would like to hear a summary of what the interviewers feel about each candidate. Kelly asked the board members to read over the summary Chad sends and provide feedback to Chad.

**Items for Future Agenda**
There was no discussion of future agenda items.

**Adjournment**
Kelly asked for a motion to adjourn the meeting. Rosann made a motion to adjourn, and Anne seconded the motion. The meeting was adjourned.

__________________________________________
Kelly Perez, President

__________________________________________
Rosann Ward, Vice President

__________________________________________
Janice McDonald, Secretary/Treasurer