**Facility Schools Board**

**Minutes of Meeting**

**August 11, 2022**

**Via Zoom & In-Person at Shiloh House Family Resource Pavilion**

**In attendance:**

Board Members Present: Mylynda Herrick, Sonjia Hunt, Elizabeth Lucier, Kelly O’Shea, Steven Ramirez, Carolena Steen, Laura Writebol

Staff Present: Isabel Broer, Quinn Enright, Annie Haskins, Lori Kochevar, Robin Singer, Judy Stirman, Ann Symalla

Audience: Barb Taylor

**Approval of Minutes for May 12, 2022:** A motion was made by Elizabeth Lucier and seconded by Kelly O’Shea to approve the minutes of the June 9 meeting. Motion passed.

**Approval of Agenda:** A motion was made to approve the agenda after removing the curriculum and induction update and adding Recognition of Service and Board Seats at 1:00 P.M. by Kelly O’Shea and seconded by Laura Writebol. Motion passed.

**Facility Schools Office Update:**

* **CDE/Facility Internal Updates** – Judy Stirman
  + IEP System contract fell through at the last minute. Annie will discuss how we will be moving forward with IEPs in light of this change. All IEPs from the past school year have been saved to the Office of Facility Schools internal drive. Thank you to Carolena and her team for helping us with this.
  + Darren Sorato is the new administrative assistant for the Office of Facility Schools and will start with the office on Monday.
  + Covid testing materials, PPE, and wet wipes are available to facilities for free via CDE.
  + The facility schools team will do a presentation on facility schools at the ESSU Directors Meeting in September
  + School closures include Hampden Youth Campus, Turning Point, and Valley View Youth Recovery. Valley View was the last substance abuse-related facility school in the state of Colorado.
  + Facility schools are struggling to find teachers right now, which could greatly affect Tuition Cost.
* **Data Management & Systems Support** – Quinn Enright
  + School enrollments are being rolled over in Infinite Campus for the 2022-23 school year
  + Preparing for October Count, which is right around the corner
  + Setting up attendance tracking in Infinite Campus for PPR tracking purposes.
  + Kaleidoscope paperwork is being prepared
  + Training Darren on administrative tasks
* **I-Ready/Tuition Cost** – Lori Kochevar
  + Tuition Cost opened on July 25. Financial data collection of facility schools staff, building expenses, business expenses, etc. Determines the tuition cost rate that is the legislatively mandated daily tuition rate districts must pay to each facility school. All schools were able to successfully submit their first portion of the report. The second portion is due September 19 and includes staff. Our schools are really struggling to hire staff, get hired staff to show up, and then retain staff that do show up. Vacant positions are not allowed to be funded through tuition cost and could cause a school’s tuition cost rate to fall drastically. Interim authorization is a potential avenue for schools to receive this funding, but any questions need to be directed to licensing. Talking with directors tomorrow about writing contracts with districts. Tuition Cost office hours for technical assistance.
  + Offering i-Ready training on August 30 at the Shiloh Family Resource Pavilion. Three-hour training for new teachers, but all are welcome. I-Ready training will also be available during Kaleidoscope.
  + PPR reporting moving from Google format to Smartsheet.
* **Monitoring/Updates from the Field** – Robin Singer & Ann Symalla
  + Updated monitoring forms and moved them from Google to Smartsheet. Will test them as we visit sites.
  + All visits are scheduled for the Fall semester.
  + New IEP system trainings
  + End of year monitoring summary (35 approved facility schools, 17 monitoring visits, 12% had compliance issues which included PLP and supervision, teacher interview summary (43% of teachers teach all subjects, 70% teach grades 6-12, 40% of teachers have taught at the school for 5 or more years, 97% of teachers feel that the agency supports the school program, 73% of teachers see their supervisors in the classrooms daily, 14% of teachers are taking part in the induction program)
  + Policies and Procedures Kahoot was reviewed
* **Frontline/AnLar/State Assessments –** Annie Haskins
  + We were unable to reach an agreement on a contract with Frontline/Enrich. Since then, there have been discussions about flexibility with the contract, but none have been found. Instead, we will use Infinite Campus for their IEP system, which we already have access to. Downloaded all current IEPs from Enrich at the end of June. Trained the field to download files as well. Still have access to view things in Enrich and send things to districts via Enrich for the time being. Are currently using the state IEP templates for new IEPs until we can get the IC IEP system up and running. Did a small training on how and when to use all of these templates and created a link tool for all templates/forms. Holding office hours every few weeks on this as well.
  + State assessments- received 2022 CMAS results last week. Will give those to schools tomorrow during directors meeting.
* **Update from Attorney General’s Office** – Isabel Broer
  + Operations procedures- revised in spring of 2020. Every two years the board needs to revisit them. In September or October, we can look into those. Specific portion of the
  + Title IX information around obligations regarding allegations sexual harassment. Some changes within the next year are expected, which will cause some schools to need to update their processes regarding Title IX reporting. Rules will change to make things easier for smaller schools and rural school districts. What responsibility does the district have to support a facility school within their district with this situation? The district has no liability or responsibility to support a facility school within their district with a Title IX sexual harassment allegation.

**SB21-274 Workgroup Update** – Judy Stirman & Wendy Dunaway

* Workgroup Recommendations
  + Four recommendations: Baseline Funding Model, Shared Operational Services, Technical Assistance Center, and the Extended Reach (revisions to the definitions and language of facility school-related statute as well as expanding the continuum of facility schools and what these schools can look like).
  + September meeting will focus on the group looking at the proposed recommendations and making sure that the language accurately reflects their stated recommendations.
  + Commissioner Anthes and Dr. Foster will present the recommendations to the Joint Budget Committee in October.
* State Supplemental Funds
  + These are funds tied to the funding in the bill have their final report from the past year due within the next month.
  + For this coming year, $5 million has been set aside for facilities.
  + School funding use proposals are due on September 15th and should receive it by October 31st.

**Service Recognition** – Judy Stirman

* Kelly O’Shea will be moving out of state at the end of this month and will no longer be able to serve on the Board. She was recognized by the Board and the Office of Facility Schools staff for her years of service to facility schools.

**Board Seats** – Judy Stirman

* In light of Kelly’s unexpected absence from the Board, there will be an open seat on the Board. Can the Board appoint someone or does it need to open applications? The Board does not have authority to appoint its own membership and will need to open applications as it would during an expected vacancy.

**September Board Meeting and Kaleidoscope –** Judy Stirman

* Due to Kaleidoscope and the ESSU Directors Meeting both taking place in September, the September Board meeting will be cancelled.
* Kaleidoscope will take place on September 29-30 at the Adams 12 Training Center in Thornton. Recognitions are scheduled for Friday at 12:30 P.M., which Board members are welcome to attend and help present. Will take place both remote and in-person. Breakfast and lunch will both be served on both days.
* October and November meetings will be in-person with a remote option as well.

**IEP System Update** – Annie Haskins

* Started exploring the IC IEP system as soon as we found out that Enrich would no longer be an option for our office. Carolena and her team helped us with questions that arose through training videos and conversations with others who use IC for IEPs. This meeting helped us determine that we are going to move forward with IC’s IEP system as the facility schools IEP system.
* The OFS team will all attend the IC IEP system admin training next week. After which, we will move forward with training our folks potentially in September. We will use the IC IEP system for at least the next school year, if not longer.

**Other Topics from the Board**

* N/A

**Opportunity for the Public to Address the Board**

* N/A

**Adjournment of Meeting**

Carolena Steen made a motion to adjourn the meeting and Sonjia Hunt seconded. Meeting was adjourned.

**Next meeting** – October 13, 2022, at 11:30 a.m.