**Facility Schools Board**

**Minutes of Meeting**

**February 10, 2022**

**Via Zoom**

**In attendance:**

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

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

Audience: Barb Taylor

**Approval of Minutes for January 13, 2022:** A motion was made by Carolena Steen and seconded by Elizabeth Lucier to approve the minutes of the January 13th meeting. Motion passed.

**Approval of Agenda:** A motion was made to approve the agenda after adding a vote to the JBC response by Carolena Steen and seconded by Elizabeth Lucier. Motion passed.

**Facility Schools Office Update:**

* **CDE/Facility Internal Updates** – Judy Stirman
  + The February workgroup meeting went well, and members accomplished a lot.
  + The I-Ready assessment system will be up for a new bid. Quinn, Lori, and Judy are working on the associated paperwork, which will be finished by the end of May.
    - A bid will go out in July, and we will have a system by December, which is when we will start transition to a new system if necessary.
    - We may reach out to some of you to potentially be on the group that makes the final system decision.
  + Federal Programs colleagues are coming to directors meetings starting last month to talk about ESSER funds.
  + The state SPED Directors meeting is coming up as well as the Legal conference.
* **Data Management and Systems Support** – Quinn Enright
  + Starting to collect calendars for next school year and next summer
  + Infinite Campus New Look trainings will be held virtually on Wednesday, February 23 from 8:00 A.M. – 12:00 P.M. and 1:00 P.M. – 5:00 P.M. and Thursday, February 24 from 8:00 A.M. – 12:00 P.M.
    - Each training will be the same, ensuring that everyone is able to attend and receive the same information
    - The first hour of each training will be specifically geared towards what teachers need to know. They may leave after that if they do not use the registrar/school administrator portion of the system.
    - Creating “cheat sheet” guidance documents for the field
    - Office Hours will be held from 2-3 P.M. on the third Tuesday of every month through the end of the school year starting in March.
* **I-Ready/Tuition Cost** – Lori Kochevar
  + Tuition Cost and December Staff will go to EDAC in March to ensure schools are not being asked for duplicate information.
  + Finishing the December Staff collection. CDE IT is short staffed, which means that- due to tech issues- this is taking longer than usual.
* **Monitoring/Updates from the Field** – Robin Singer and Ann Symalla
  + Conducting hybrid monitoring with in-person and/or virtual visits
  + There was a lot of conversation about shared service providers and transportation at this month’s small Out of District meeting.
  + Working on annual report. Once completed, Robin will share this information with the board.
  + Conducting IEP training for specific facility schools who require extra help
    - JeffCO has a specific tool that Kelly will send to Ann and Robin
  + Robin and Ann will present at the CHRP community meeting. We want to make sure that schools are included and that they are consulting with schools early in the process.
  + Holding new SpEd Director meetings once a month. These meetings cover different topics necessary to know as a new director.
  + Policies and procedures have been delivered to SDLT. They now have a month to give us feedback. We have not received anything so far, which is good news.
* **Frontline/AnLar/State Assessments –** Annie Haskins
  + The next Enrich training is on March 1
  + Recently, AnLar started contracting with a contract manager who has addressed a lot of our specific concerns, which has left us hopeful for the future. We have a follow up meeting in a few weeks and are coming up with contingency plans if the system is not ready on time.
  + This year, we hired a part-time ACCESS Testing (ELL state assessment) Administrator to support with assessing 14 students in 9 schools. At this point, we are halfway through and will have a total of 9 kids tested.
* **Curriculum/Induction/Out of District Consortium** – Wendy Dunaway
  + Out of district coordinators meeting is feeding into the consortium and allowing us to improve our relationships with HCPF and the RAEs. Next meeting is February 17th.
  + Supplemental funding was granted for our two new sites. Poplar Way and StarBound will both being seeing these funds soon.
  + 7 Mindsets is being evaluated for use and effectiveness.
  + The last module for CITW for ELLs will be the last week of February.
* **Attorney General’s Office Update** – Isabel Broer
  + No updates

**Approval Paperwork for Centennial** – Judy Stirman

* Deon and Judy are in the process of making very minor changes and corrections.
* Once Judy has clean copies of all documents, she will email them to the board.
* Deon and her team are planning to attend the March meeting where they will present on their new program.
* Are we able to film the presentation? Yes. Quinn will record.

**JBC/Stakeholders Group Response** – Judy Stirman

* We received a request from Amanda Bickel of the JBC: “Does the workgroup think that we need additional stopgap funding for facility schools for the 22-23 school year?”
  + The JBC is asking because they approved the supplemental funds for this year.
  + The workgroup came to consensus that this was a good idea and were informed that we were going to bring it to the board as the non-CDE representatives of facility schools.
* A draft of this approval was sent to all of you. You are free to change it however you wish.
  + The board went through the draft response to the JBC and associated data.
* We are estimating that there will be somewhere between $5-6 million for facility schools.
* Carolena made a motion to approve the edited approval document, which was seconded by Elizabeth. The board held a roll call vote to determine if they want to send the drafted response to the JBC:
  + Sonjia Hunt: Y
  + Elizabeth Lucier: Y
  + Kelly O’Shea: Y
  + Steven Ramirez: Y
  + Carolena Steen: Y
  + Laura Writebol: Y
* The Office of Facility Schools will meet this afternoon to compile all information for the JBC. We will send out final copies to the JBC and to the board.

**i-Ready RFP Survey** – Judy Stirman and Lori Kochevar

* The recommendation for accountability procedures including assessments is a legal charge of the board.
* This survey will help us determine general opinions of i-Ready as well as which key components we want to be included on the vendor evaluation rubric.
* The board worked through the draft survey and made edits.
* The survey will also be presented to Out of District Coordinators.

**JBC/Stakeholders Group/Bill – Update and Feedback** – Judy Stirman and Wendy Dunaway

* Recap of February meeting
  + The meeting went smoothly with very little interruption. We were able to have good discussions and get down to business.
  + Dillinger walked through some of the data they received from facilities regarding funding and where funding is lacking.
  + There was a discussion about looking through the eyes of a district where we had four scenarios breakout rooms discussed. “If you had this student in your (small) district and you’re five hours away from the nearest facility school, what do you need?”
  + The workgroup discussed stopgap funding, if it is needed, and why.
* The next conversation is going to be about capacity in the facility, what that could look like, and how we can get there.
* Medicaid aspect of reimbursement was brought up several times but it’s not a common funding stream for all of our facility schools.
  + Members of the board were concerned about the emphasis on this one funding stream.
  + Part of the workgroup’s charge is to figure out a system that does not rely on another system such as Medicaid.
* OFS, Dillinger, and G (the facilitator) will meet on Monday to start coming up with the agenda for the next meeting.
  + We can include a review of last time and bring the Medicaid conversation back.
  + Thursday, March 3 9-12.

**Other Topics from the Board**

* How can the Office of Facility Schools best support facilities staff while balancing what is needed and how much everyone can handle with stress/energy levels as they generally are?
  + Big issue throughout all of Shiloh; people are tired.
    - Doing little things for the staff on both individual and small group levels. Get togethers at a local pub and enjoying one another, which helps people. The more they do these activities, the less stressed they seem.
  + Between now and our next board meeting, could we each come up with one idea of how we as a board could come up with a way to show our support for facility schools?
    - One initial idea is to send goody baskets to a few facilities each month with a little note from the board thanking them and letting them know that we appreciate them.
  + Carolena oversees her district mental health team.
    - Self-care has become almost cliché.
    - Any recognition and/or appreciation goes a long way.
    - People need time off and time to relax.
  + The board is worried about directors who are really carrying a heavy burden. Do they have anyone supporting them at their facility?

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

* Where is Keystone at with their paperwork?
  + They caught COVID right when they were opening their new site.
  + Probably will not be able to open until next school year but will reach out prior to that to get started.
  + Keystone understands tuition cost and everything that comes with that.
  + They will help with Pueblo 60’s lack of access situation.

**Adjournment of Meeting**

Carolena Steen made a motion to adjourn the meeting and Kelly O’Shea seconded. Meeting was adjourned.

**Next meeting** – March 10, 2022, at 11:30 a.m.