**Facility Schools Board**

**Minutes of Meeting**

**September 9, 2021**

**Via Zoom**

**In attendance:**

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

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

Audience: Barb Taylor, Deongella Roberts

**Approval of Minutes for August 12, 2021:** A motion was made by Kelly O’Shea and seconded by Sonjia Hunt to approve the minutes of the August 12 meeting as presented. Motion passed.

**Approval of Agenda:** A motion was made to approve the agenda with no changes by Kelly O’Shea and seconded by Elizabeth Lucier. Motion passed.

**Facility Schools Office Update:**

* **CDE/Facility Internal Updates/Frontline** – Judy Stirman
  + There are currently staffing issues at CDE. OFS is also short staffed at the moment.
  + Learning loss is a CDE-wide focus.
  + Political issues with masking and other areas have impacted districts.
  + Some facilities have had to temporarily close due to Covid.
  + The ESSU New Directors’ orientation took place last week.
    - 4-5 of our new directors joined along with other directors across the state.
    - Ann and Robin will serve as mentors for all new directors and are currently setting up times to meet with them.
  + OFS met with the Out of District Coordinators in the OOD group yesterday to identify issues and work together to problem solve them.
* **Data Management and Systems Support** – Quinn Enright
  + Quinn has spent a lot of time getting up to speed on how facility schools utilize systems, system integration, and common support needs.
    - There have been several issues with i-Ready and Infinite Campus (IC) integration. Quinn is working with both i-Ready and IC to resolve these.
  + There is a new IC access request form for new teachers/staff in Smartsheet that makes it easier to submit and track access requests.
    - Quinn will send this out to Directors at tomorrow’s meeting.
  + Everything has been transferred to the new Google Drive.
    - Wendy has sent out the new links to everyone who needs them over the past few months, but schools can contact Quinn if they still need any new links.
    - Quinn will also announce this at the meeting tomorrow.
  + Quinn is preparing for October Count and will send out instructions to all relevant people later this month.
* **I-Ready/Tuition Cost** – Lori Kochevar
  + Tuition Cost applications are in the process of being turned in.
    - The first deadline is September 17 for cost line items to be entered into the system.
    - Tuition Cost is the rate setting mechanism where OFS collects information from schools and their tuition rate is set based on that data.
  + The December Staff kickoff will happen at the end of November.
  + Lori is currently working to train new folks in the field for i-Ready and to meet any other i-Ready needs that arise.
* **Monitoring/Updates from the Field** – Robin Singer and Ann Symalla
  + The first new director mentor meeting will be held at the end of this month and will focus on leadership, operations, and addressing questions and concerns.
  + The first official monitoring visit of the 2020-21 school year will take place at the end of next week.
  + We had to conduct a surprise visit to a school, which is now working in the right direction.
  + Robin and Ann are currently working on capstone guidance for schools.
  + They are also working on updating the toolbox so that it may be shared at the monthly Directors meeting.
* **AnLar/Enrich Update –** Annie Haskins
  + AnLar has released calendar dates for implementation.
  + Annie and Dede are setting up a meeting with AnLar to go over facility schools specific needs.
  + The user’s group meeting is this afternoon. It is expected to be the first time the system is shown.
* **Curriculum/Induction/Kaleidoscope/Out of District Consortium** – Wendy Dunaway
  + The Out of District Consortium’s next meeting is next Thursday.
    - Wendy is working with OOD Consortium members to decide what the group’s purpose is in order to focus on resolving issues.
  + Kaleidoscope registration went out this week.
    - If you did not receive this, let Wendy know.
  + There are a small number of administrators participating in induction
    - The group is made of a couple of principals and sped directors and will have more members when everyone receives their licenses.
  + There will be a 7 Mindsets training this week for new users
    - 15-16 people have RSVP’d, and it will be recorded for those who can’t attend.
  + McREL is finalizing dates for their ELL trainings.

**Approval Presentation – Poplar Way Academy**

* A PowerPoint presentation was given by Deongella Roberts who will act as the Special Education Director at Poplar Way Academy at Highlands Behavioral Health.
* General Information
  + Poplar Way Academy will be a mental health support facility/hospital that specializes in crisis situations
  + It will serve students ages 11-17.
  + One of their missions is to meet the increased need for mental health services in adolescents and address dropout rates and perception in this population.
  + The school will aim to prepare students to be functional, active adults in society after grade school.
* Questions
  + How is “hallucinations and delusions” and “suicidal and/or homicidal ideation” involved as they are not diagnoses and it is illegal to diagnose a child under the age of 18 with schizophrenia?
    - These are notes included by the hospital to inform providers about symptoms without providing a diagnosis. This is because students cannot legally be diagnosed with related issues.
  + What is the targeted average length of stay for a student?
    - Poplar Way Academy will act as a short-term mental hospital for children in need of acute care.
    - The length of stay has extended due to placement capacity shrinkage.
    - The target length of stay is 3 days – 4 weeks.
    - This will not be a residential long-term facility.
    - Mental health is integrated into all classes.
  + What input do you get from the school system regarding this placement?
    - It depends on the parent and their willingness to allow communication with the district. Once that paperwork is signed, the school therapist works closely with the medical professionals.
  + Are these children students with IEPs?
    - We get both. The majority of students have IEPs but there are some that do not.
  + Is the IEP team placing them there or is the parent placing them?
    - It depends on where and when the student expresses M1 hold-qualifying information. If they tell the school therapist, it is the IEP team. If they tell a parent, it is the parent’s responsibility to bring them in.
  + Could you be more specific about the collaboration between school staff and hospital staff when a student is getting ready to be discharged? This question is specifically in reference to HB10-1274 regulations.
    - Legally, the student has to be with the hospital for 10 days. However, many do not stay that long.
    - A parent might not have been able to sign the paperwork when the student was placed.
      * If this happens, Deon reaches out to the IEP team and has a meeting to come up with a plan with everyone involved.
  + Have you found that the schools have been receptive to collaboration?
    - Deon has focused on building relationships with the schools since beginning at Cedar Springs.
    - Schools have been very receptive to collaboration as the previous model was for the hospital staff to decide everything without consulting the schools, leading to confusion and miscommunication.
  + Would the teacher or teachers be going into the rooms of the acute students? How many teachers do you have?
    - Yes, the teachers would be going into the rooms of the acute students.
    - Currently, there are no teachers as we have run into the same staffing issues as other facility schools. Deon received three resumes right before this meeting which will be followed up upon right after this presentation. They would only want one teacher.
    - The school would have three support staff.
  + Can we have some clarity around the ages allowed in the program?
    - The hospital recently changed the age of the population it wants to serve to 11-17 so it has been changed in the paperwork but not in the paperwork submitted previously.
  + Do you have content specialized teachers?
    - Yes. Every teacher needs to be highly qualified in special education and highly qualified in at least one other area.
  + Do you have access to transcripts? Do you have any trouble getting what you need from districts?
    - Deon is working to address this with districts.
    - Due to HIPPA, districts are only allowed to use fax, but many districts no longer have fax machines.
    - The Poplar team will interview students upon arrival about their school so that we are able to get that information and contact the school.
  + How many students do you average?
    - Generally, we try to maintain a maximum of 24 but, if an additional hospital unit is open, the school can reach a maximum of 36.
  + Who transports PHP students?
    - In Cedar Springs, we do offer transportation through transport techs.
    - In Highlands, we are waiting for verification on what the transportation is and how large their transportation radius is.
* Kelly O’Shea made a motion to approve contingent upon Deon making the appropriate age range change in the official paperwork and the hiring of a special education teacher. Laura Writebol seconded. Motion passed.

**Allocation to Facility Schools –** Judy Stirman

* SB21-274 grants an allocation of funds for each of our sites.
  + OFS has been working diligently to implement this and was required create a pseudo-grant application that was required to be approved by EDAC. Now, the funds are just about ready to be disbursed.
  + The disbursement plan is to send out the application tomorrow after the directors meeting.
    - We will walk through the application during the meeting tomorrow morning.
    - Schools do not have to apply for the funds; funds are guaranteed due to the legislation.
    - This application will serve as a required fiscal tracking piece on the CDE end.
    - Schools will come up with how they plan to use the funds and there will be a mid and end year check-in about what they used the funds for.
  + This funding has to be used in the school, not any other part of the program.
    - The funds can be used for anything supplementing (not supplanting) education.
    - The funds could be used for hiring bonuses, materials, etc.
  + We are hoping that we can learn from this and have the information feed the stakeholder group (i.e., “I was able to purchase books for everyone in my class for the first time”, “I was able to purchase three books, but I needed six”, etc.)
* Disbursements were calculated from the largest number over the past three years of state funding numbers.

**JBC/Stakeholders Group/Bill** – Wendy Dunaway

* The next meeting is October 7. At that time, the group will make a final determination about dates and times for these meetings.
  + Based on feedback and known schedules, we are tentatively landing on the first Thursday of each month in the morning.
  + If we have to make adjustments, we can talk about that at the October meeting.
* All information is available on the Facility Schools website.
  + There is a tab on the right side of the page that takes you directly to the SB21-274 Workgroup page.
  + Notes from each of the meetings will be posted on this page.
  + The public will be able to access this information there.
* The final paperwork for the workgroup facilitator is almost finished.
* Final interviews for the fiscal analyst are about to be held.

**Update – New Programs –** Judy Stirman

* We have two programs that will make it through the cycle.
  + One of these programs was the one you approved today.
  + The other program is Goldstar Academy.
    - They are currently waiting on DHS licensing.
    - Our hope is that Goldstar will be able to go through in the next month.
* Judy received three calls last week inquiring about the process of becoming an approved facility school.
  + Judy is meeting with one tomorrow.
  + There is definitely an interest out there in sites becoming approved facility schools, but there is rarely follow-up from interested parties.

**Other Topics from the Board**

* Disability Law says that they are federally required to audit a few facilities each year. Does this happen?
  + Judy has been contacted twice over the past five years; it was always after-the-fact. They do not notify OFS that they are going or if they have been there unless there is a problem.
  + Their audits are generally focused on holds and how staff are being trained. They are also really interested in kids that have 504s and how many they have had.
* Do we want a Meet the Board session at Kaleidoscope?
  + We could potentially do this during lunch.
  + Judy will ask directors tomorrow to gauge their interest. If there is a strong interest, we can figure something out.

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

* Barb Taylor provided an update on Mount Saint Vincent.
  + It has not closed and there is currently no plan to close.
  + They have one teacher and one administrator. They have contracted with Barb as knowledge about the school portion of the site is limited.
  + Those who are higher up in the organization are dedicated to the school and specifically call it a school with therapeutic support.
  + Barb reports that they are on the right track.
  + Question: Regarding MSV OOD placement, you mentioned that they were in contact with a company. Could you tell us more about that? Has anyone else heard of it?
    - The company assigns travelling special education teachers contracts a year at a time.
    - MSV has reached out and is working on if this is a possibility for hiring.
    - Barb does not know the name of it or if they are from out of state, but she is trying to find out.
* Does the board want more of an education focus in approval presentations or more focus on the “why” behind the decision to open the school and the mission going forward?
  + Deon did a great job balancing the two and showed her knowledge, her ability to properly handle all aspects of the site, her passion, and why the school is needed.
  + Can we ask Deon to present a model for presentation?
    - We can have a rubric for presentations based on Deon’s presentation and PowerPoint.
  + Judy will get a copy of Deon’s PowerPoint and OFS will put together a rubric.
  + Does the board prefer group or individual presentations?
    - Group presentations are preferred but, as Deon demonstrated, individual presentations can work as well.

**Adjournment of Meeting**

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

**Next meeting** – October 7, 2021, at 11:30 a.m.