**Facility Schools Board**

**Minutes of Meeting**

**January 13, 2022**

**Via Zoom**

**In attendance:**

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

Staff Present: Judy Stirman, Wendy Dunaway, Lori Kochevar, Robin Singer, Quinn Enright

Audience: Barb Taylor

**Approval of Minutes for November 11, 2021:** A motion was made by Carolena Steen and seconded by Sonjia Hunt to approve the minutes of the November 11th meeting. Motion passed.

**Approval of Agenda:** A motion was made to approve the agenda by Carolena Steen and seconded by Sonjia Hunt. Motion passed.

**Facility Schools Office Update:**

* **CDE/Facility Internal Updates** – Judy Stirman
  + The State Board of Education (SBE) meeting was planned to be held in-person but was switched to remote due to the Omicron variant.
  + Facility schools were included in the distribution of ESSER III funds. The Office of Facility Schools is working with the CDE Federal Programs Unit which will present at directors meetings for the rest of the school year.
  + The Centennial program through Cedar Springs is beginning paperwork to seek approval from the board. The board is planned to have these documents by the February meeting.
  + Center Pointe is also beginning paperwork to seek approval from the board.
  + Due to Omicron, there will be a discussion about preparing for remote learning at the January directors meeting.
  + Serenity is not closing.
  + The Office of Facility Schools budget for next fiscal year is being formulated.
* **Data Management and Systems Support** – Quinn Enright
  + December Count went well with only two small mistakes across all schools
    - Now organizing that data for the December Report Robin and Ann put together
  + Starting to put together calendars for next school year
  + Preparing for Infinite Campus “New Look” update rollout
    - Timeline starts with CDE trainings this and next month and moves on to office hours for the rest of the school year.
      * Infinite Campus will change to the new look as the default setting in July, but the classic look will be available until August 2023.
    - Training registrars on January 26
      * We will go over the implementation timeline and a few basic functionalities so that they may better assist those in their school(s).
    - In-depth trainings for everyone on February 23 and 24.
      * Three four-hour-long sessions
      * IC full-time trainers will present these sessions
      * Will ask directors at meeting tomorrow if they prefer the same training three times so that everyone can go to the one that best fits their schedule or three different trainings- each for a different level of IC engagement and with much more content.
* **I-Ready/Tuition Cost** – Lori Kochevar
  + As of yesterday, the SBE has approved tuition cost rates for all facilities.
    - These rates are posted on our website.
    - The submission time period was extended to help people who were struggling to get staff, which was beneficial to some sites and hurtful to others.
  + December Staff reporting has opened for submissions.
    - This is an annual staffing report that is part of federally mandated reporting.
    - It sometimes gets confused with December Count. Quinn and Lori will review the differences with directors.
  + i-Ready trainings and PPR trainings for sites are being provided
* **Monitoring/Updates from the Field** – Robin Singer
  + Hosting a new SPED directors meeting on the 25th
  + Providing a graduation training with Dede and Annie in February
  + Annual Reports are due tomorrow
    - Include licenses, signed assurances, and school improvement plans
* **Frontline/AnLar/State Assessments –** Judy Stirman for Annie Haskins
  + The state testing process for this year has been put in motion. Directors will be reminded about the February state testing guidelines and accessibility requests tomorrow morning.
  + CDE is in the process of hiring an administrator of ACCESS for ELL assessments who will contend with fluctuating numbers and locations.
  + Enrich trainings have increased as the new semester begins
  + Equity, Diversity, and Inclusion (EDI) Affinity Groups have provided framework for the ESSU to guide and implement EDI in the field.
* **Curriculum/Induction/Out of District Consortium** – Wendy Dunaway
  + McREL is providing our schools with free for CITW for ELLs professional development. 13 people are participating in the modules, some of whom have been consistent in joining the live sessions.
  + The Teaching and Learning Conditions survey opens January 19. All of our schools are set up to participate in that if they so choose. This is an opportunity for schools to get anonymous feedback from staff.
  + Kaleidoscope 2022 is set for September 29 and 30 and is planned to be held in-person.
  + The next Out of District Consortium meeting is next Thursday.
* **Update from Attorney General’s Office** – Isabel Broer
  + The office continues to think about facility school funding and is holding a meeting tomorrow to look at how we can increase facility school funding.
    - Coleen Lachlan, Paul Foster, Judy, and Melissa Colesman are collaborating with HCPF and CDHS to create an interagency agreement that would help with funding.
  + Isabel is helping the OFS with the SB21-274 Facility Schools Model Workgroup.

**Policies and Procedures** – Robin Singer

* Background information
  + Each facility already has a copy of these.
  + They hadn’t been updated since 1996. There are no major changes to what was there previously. The 1996 document was used as a template and then updated from there.
  + After the board reviews these, Robin will take them to SDLT for approval, then the facilities will have next year to update their policies and procedures to match
* Board Comments
  + Does this document include nuances about comparable services?
    - Those would likely be in the contract. However, we can include a direction to the contract in the policies and procedures.
    - An increasing number of districts are requiring facilities to use their contract, which varies between districts.
    - The board would like the final Policies and Procedures document to strongly suggest reaching out to the home district whenever there is a question regarding a nuance.
  + Training on high cost is needed for our facilities due to the importance of wording in IEPs.
  + How often to facilities students have an Educational Surrogate Parent?
    - Many of them do but the ones that do typically have a GAL. Many districts have not had a request for an ESP in years.
    - The board suggested adding clarification about this in the document.
    - Robin will check for agreement with this clarification amongst other document collaborators.

**Tuition Cost** – Judy Stirman and Lori Kochevar

* The final rates were posted last night/this morning.
* Depending on the FS Model Workgroup’s recommendations, Tuition Cost may change. Is this something the board would like to bring to the workgroup? If the board wants to conduct Tuition Cost differently, how?
  + The tuition cost application should be reviewed. It is difficult to complete since the costs reported are not the only costs associated with providing services to a school’s students.
  + The tuition cost requirements were written back in the mid-80’s. Are all requirements still relevant in current settings?
  + The system needs to be streamlined. Some facilities have a difficult time figuring out how to enter their information correctly and in such a way that they can maximize their rates. The system as-is is not accurate, predictable, or equitable.
  + This would be a good conversation for the workgroup that the board would like to bring forward.

**i-Ready Request for Proposal (RFP) –** Judy Stirman

* The i-Ready contract is up for renewal, which is something done every five years by state law.
* Having a common assessment is one of the charges of the board
* Things to consider:
  + We have had i-Ready for years now, our schools have used it and know how to use it, some districts are using it as well, and kids are recognizing it.
  + We have heard from facility schools serving HS students that it has not been as helpful due to it not being at an appropriate level and having graphics that are not appropriate for HS students
    - We could possibly contract with two systems: one for lower grades and one for high school aged students
  + I-Ready does not allow us to have a training site, which makes internal training difficult.
* The directors will discuss this further at tomorrow’s meeting.
* Any company that successfully answers the RFP should know what other Colorado districts use their product

**Supplemental Funding Summary** – Wendy Dunaway

* Supplemental funds were disbursed to facility schools through the Senate Bill.
* Schools are spending funds on:
  + Building improvements including remodeling and updating restrooms, carpet, flooring, kitchens, playgrounds, etc.
  + Security systems installs
  + Technology including computers, software, and smartboards
  + Classroom supplies and equipment including curriculum and resources
  + Professional development
  + Recruitment and retention bonuses
  + All of this information will be shared with the workgroup
* Wendy is working on the mid-year report, which will be discussed with directors tomorrow
  + Schools will update their applications with what they have accomplished
  + The report will go out mid-February and will be due mid-March
* These funds have boosted morale in schools, helped schools become more competitive with teachers and paras, and helped schools with building structures that were in needs of repairs (e.g., air conditioning units that were broken can now be fixed)

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

* The JBC has requested the workgroup’s opinion on the need for additional funding and, if so, when that funding is needed.
  + The OFS is planning to send out some pre-reading as any recommendations need to come from the workgroup. It is not clear if this will take away from the funding recommendations the workgroup ultimately presents.
* How does the board think the meetings are going?
  + The group is good in the sense that there are a lot of good ideas and opinions, but it gets bogged down with various, personal agendas to the point that the work is not moving as aggressively as it should. Board members felt unsure if the group will be able to accomplish everything within the proposed timeline.
  + The board suggests that the workgroup utilizes the board to get the data and information they need. The board can be one of the subgroups within the workgroup.

**Other Topics from the Board**

* Student numbers have been wildly fluctuating. Tomorrow, there will be a conversation about enrollment numbers with directors.

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

* Barb Taylor presented possible solutions to the stakeholders group frustrations board members discussed.
* Barb Taylor presented a Mount Saint Vincent (MSV) Update:
  + The school is accepting kids, hiring, and moving along.
  + They have hired school social workers, increased the residential to other states, and grown their day treatment program. There are currently 6 students in day treatment, 6 in residential, and 6 in referrals.
  + One teacher left but they have three candidates. Two teachers are starting within the next few weeks.
  + The whole school went on a trip to the Stock Show.

**Adjournment of Meeting**

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

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