**Facility Schools Board**

**Minutes of Meeting**

**April 17, 2025**

**located at: Shiloh FRP**

**In attendance:**

Board Members Present: Mylynda Herrick, Rebecca Carpenter, Carolena Steen, Doug Hainley, Sonjia Hunt, Megan Coggins

Staff Present: Judy Stirman, Wendy Dunaway, Darren Serrato, Robin Singer, Ann Symalla, Annie Haskins, Allie Miller, Lori Kochevar, Celina Ulibarri, Tara Butler,\*Virginia Winter(G) - contracted staff. \*Jenna Zerylnick - AG’s office

**Meeting Commencement:**

Co-Chair Steen called the meeting to order.

**Approval of Minutes for March 13, 2025:**

Co-Chair Steen entertains a motion to accept the Board minutes.

Board member Carpenter makes a motion to approve the March 13, minutes, and Board member Hunt seconds. The Board unanimously approves minutes.

**Approval of April 17, 2025, Agenda:**

Co-Chair Steen entertains a motion to accept the updated agenda.

A motion was made by Board member Carpenter, seconded by Board member Herrick to approve the April 17, 2025, agenda; The Facility Schools Board unanimously approved the updated agenda.

**Public Comment –** Members of the public who wish to address the board must sign up 24 hours prior to the meeting using this link – Public Comment Sign-up Sheet. Presentations are limited to 3 minutes, with a maximum of 10 people.

* No public comment provided

**Havern Autism Program request for approval as Specialized Day School/Approved Facility School Action Item – Vote**

* Co-Chair Steen entertains a motion to approve the Havern Autism Program, Specialized Day School as an Approved Facility School. Board member Hainley makes a motion to approve. The Facility Schools Board unanimously votes to approve the Havern Autism Program, Specialized Day School as an Approved Facility School.

**PRN Approval Presentation request for approval as Day Treatment/Approved Facility School Action Item – Vote**

* PRN- Preservation Reunification Networking
* PRN representatives provide an introduction of themselves.
* Introduction of the PRN program was presented to the Facility Schools Board.
* Board member Herrick asks for clarification on policy and procedures.
* Co-Chair Steen asks for clarification on what student population PRN is serving.
* Co-Chair Steen asks for clarification on how PRN would address the no restraint policy within their program.
* Judy Stirman asks for clarification on staffing.
* Co-Chair Steen entertains a motion to conditionally approve the PRN day treatment, upon receipt of clarification of questions as discussed by the Board. Board member Herrick makes a motion to conditionally approve the PRN day treatment program as a facility school upon clarification of questions as discussed by the Board. Seconded by board member Carpenter. The board unanimously votes to approve the PRN day treatment program on the condition of the clarifications as discussed by the Board. PRN is tasked to bring revisions to the May FSB meeting.

**Kaleidoscope 2025**

* Discussions on Board attendance at Kaleidoscope.
* All board members will be attending the first day of Kaleidoscope, and will volunteer to attend the second day.

**Review Facility Schools Board 2025-2026 Schedule:**

* September 11, 2025 Meeting date changed to September 4, 2025
* October 9, 2025 Meeting date will be held on the same date at the Kaleidoscope Conference.
* April 9, 2026 Meeting date will be reviewed upon receipt of confirmed dates for the ESSU Spring Legal Conference.

**Monthly reference to the Board’s governing documents and preparations for the June Board retreat; Board leadership and performance and review of the process of strategic planning.**

* Virginia Winter reviewed Collaborative Leadership, Board Performance self-evaluation, and Strategic Planning Model documents with the board.

**Discussion of need for attendance/presentation at State Board of Education meeting in June regarding facility schools.**

* Discussions on attendance and date logistics
* Judy Stirman will discuss potential dates for presenting to the SBE with Dr. Paul Foster, and will report back at the May FSB meeting.

**December Count PowerPoint**

* Robin Singer provided the December Count data presentation for the board. PowerPoint presentation will be sent to the Board.

**Dialogue Item**

**Accreditation -- Review draft of standards and indicators rubric, revisit definitions from March**

Reviewed and updated Accreditation Standards and Indicators Rubric document with the Board and Facility School’s staff.

* The board’s homework is to look over the Standards and Indicators Rubric document.

**Declare Next Month’s Board Dialogue Topic**

* Continue discussion of Accreditation

**Confirm Board member tasked with April Board Corner**

* Darren has received Carolena’s April submission and is actively working on finishing the April edition of the Facility Schools Newsletter.
* Megan Coggins is tasked with the May Newsletter.

**Team Updates:**

**ESSU Updates,** Judy Stirman**-** will continue to send Commissioner Cordova’s updates on federal topics three times per week to the Board and facility school directors. Last week’s successful ESSU Spring Directors meeting had the highest participation, including by most facility school directors, in many years.

**Policy/Operations**, Wendy Dunaway- Work group tasks include finalizing the third party evaluation statement of work. State revenue projections have been sent to approved facility schools, and we are preparing for several end of year reports that will be due in the fall. Continue to attend meetings with various state level stakeholders regarding placements in facility schools and update the specialized day school guidance.

**Monitoring,** Ann Symalla/Robin Singer-

* March is a little lighter due to spring break and testing. We will have our end-of-year meeting with new directors and coordinators on April 21 and the Little Out-of-District meeting on 4/23.
* We have two more monitoring visits to complete the year, and then we will compile all the monitoring information to share.
* Graduation committee met and finished working on compiling course recommendations to create a multiple year scope and sequence resource document.
* Have not received any graduation applications as of yet. Sounds like there may be one headed our way soon. We are also putting the message out for any schools that may be doing graduation ceremonies to let us know if they want a board member to be present or speak at their ceremonies.

**Assessments**, Annie Haskins- Currently all schools are administering state assessments. No issues to report with this, as all schools are staying on top of assessment-related tasks and are seeking support as needed. The Office of Facility Schools interviewed several highly qualified candidates for the new Multilingual Coordinator position and will soon make one candidate an offer. We are hoping to have this person hired within the next 1-2 weeks.

**Systems Support**, Celina Ulibarri and Lori Kochevar - Celina Ulibarri- Office of Facility Schools Attendance was sent to Dillinger RAD last week. Month of April’s attendance will be due on Thursday, May 15th. Ann, Lori, and Celina have almost finished calendar approvals. Celina will be working with Allie, Tara, and Wendy to prepare 7 Mindsets for next school year. Looking into active and inactive accounts. Lori will be training Celina in IC with roll-forward information. Continuing to assist our schools with IC support.

Lori Kochevar - Finishing the school calendar process and will begin the student roll-forward to summer calendars. Infinite Campus will secure their system with two-factor authentication. Preparing the 2025-26 Tuition Cost Rate sheet for the State Board of Education approval in June 2025. New accessibility law includes all documents created by a digital information system such as transcripts. Transcripts older than July 1, 2024 are considered archived content and do not need to be accessible.

**Technical Assistance Center**, Allie Miller- April’s HUB meeting including representatives from a few rural districts, had a great discussion. Allie will be hosting a rural community meeting on May 21st and this will hopefully be a monthly meeting. Made some great connections at the Spring ESSU director’s meeting as well.

**Academic Systems Support**, Tara Butler- Discussed changes to Kaleidoscope - see notes above.

**Program Support:** Darren Serrato- Assisting contract managers with obtaining approvals for our office’s contracts and submitting all the required documents to Purchasing for processing and execution. Working within Canva on the Facility Schools Newsletter for April, and also virtually attended Canva’s 2025 keynote speech last Thursday. Learned about cool features they’ve rolled out, like Canva Sheets, Photo Editor, Canva AI, and Magic Charts. Taking the opportunity to get familiar with the new features within the Canva suite when possible. Reaching out to the ACES facility to work out the May facility schools board meeting logistics. Lastly, supporting the team with accessibility checks, supply orders, and other administrative tasks as assigned.

**Board Counsel update,** Jenna Zerylnick- will be presenting the required annual board training at the May FSB meeting.

**Adjournment of Meeting:**

Co-Chair Steen adjourns the meeting.

**Next Meeting Date** – May 8, 2025. In Person – ACES- 10255 West 104th Drive, Westminster, CO 80021

9:45 AM was the agreed upon start time for the May meeting.