



SCHOOL DISTRICT 27J

18551 East 160th Avenue
Brighton, CO 80601-3295
(303) 655-2900 FAX (303) 655-2870
Chris Fiedler, Ed. D. Superintendent

BOARD OF EDUCATION
Roberta Thimmig, President
Greg Piotraschke, Vice President
Kevin Kerber, Director
Blaine Nickeson, Director
Mandy Thomas, Director
Jennifer Venerable, Director
Lloyd Worth, Director

**BOARD OF EDUCATION
SCHOOL DISTRICT 27J**

**December 11, 2018
7:00 p.m. Regular Meeting
Educational Service Center
Lois Lesser Board Room
18551 E. 160th Avenue
Brighton, CO 80601**

BOARD OF EDUCATION MISSION STATEMENT

The Board of Education is committed to the School District’s overall success and improvement. The central focus of all meetings and discussions will be on establishing, monitoring, and supporting the District’s goals. We will actively engage all segments of our community in this ongoing focus and provide an instructional program to assure that our students meet or exceed the highest and most rigorous standards.

AGENDA

- 1. CALL TO ORDER** President Thimmig

All matters noticed on this agenda, in any category, may be considered for action as listed. Any item not so noticed may not be considered. Items listed on this agenda may be considered in any order, at the discretion of the chairperson.

- 2. PLEDGE OF ALLEGIANCE** President Thimmig

ROLL CALL FOR ATTENDANCE (Policy Reference: 2.C) President Thimmig

- 3. COMMITMENT TO GOVERNING STYLE** President Thimmig

The Board will govern lawfully, observing Policy Governance principles, with an emphasis on (a) outward vision rather than internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of Board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) governing proactively rather than reactively.

- 4. APPROVAL OF AGENDA** President Thimmig

Recommended motion: “Move to approve the agenda dated December 11, 2018 as presented.”

ROLL CALL FOR VOTE (Policy Reference: 2.C)

President Thimmig

5. PRESENTATIONS TO THE BOARD OF EDUCATION

President Thimmig

United Power's Community Affairs Representative Tom Green, and Chief Executive Officer John Parker will be making a check presentation to the Board of Education. This represents rebates for the LED retrofit for various schools throughout the District.

6. SUPERINTENDENT'S REPORT

Dr. Fiedler

Dr. Fiedler will report on activities throughout the District.

7. MATTERS OF PUBLIC COMMENT

President Thimmig

The Board will now hear public comment on the following topics that have been indicated on the sign-in sheet. A reminder that this Board meeting is a business meeting held in public not a public meeting. The Board hears public comment to learn about the preferences and concerns of our community. So, tonight we will listen. We are prohibited by state law to take any action on the items because law requires formal public notice prior to any action on an agenda item. During our next meeting, if appropriate, we will consider your comments in our discussion, and we will ask that the Superintendent attempt to find an answer for any of your questions by that time.

The Board welcomes the comments of our community members, but to ensure that everyone will have an opportunity to participate, we have a few ground rules we ask you to follow:

- Anyone intending to address the Board should sign the speaker sign-in sheet at the back of the room. I will call speakers in the order in which they signed in.
- Speakers' comments are limited to three minutes.
- If more than one person wishes to speak on the same topic, the new speaker is limited to providing only new information. Please, do not repeat views already expressed by other speakers.
- We ask you to refrain from making complaints or negative comments against individual students or District employees; however, we cannot prevent you from doing so. Such complaints and comments should be addressed first at the classroom or school level, and then if still unresolved, to the Superintendent.
- Disturbing good order by inappropriate language or gestures is grounds for removal from the meeting.

We thank you in advance for your participation tonight.

8. CONSENT AGENDA (Policy References: 2.C)

President Thimmig

All matters listed under Consent Agenda are operational matters about which the Board has governing policies, implementation of which is delegated to the Superintendent. They will be enacted in one motion by category in the order listed below. There will be no discussion of these items prior to the time the Board of Directors vote on the motion,

unless members of the board, staff or public request specific items to be discussed separately and/or removed from this section.

Any member of the public who wishes to discuss Consent Agenda items should notify the President of the Board at the time requested and be recognized by invitation of the President to address the Board.

- a. Approval of the Board of Education minutes dated November 13, 2018 Regular Board Meeting (Enclosure)
- b. Approval of personnel items on memorandum dated December 5, 2018 (Confidential enclosure)

Recommended motion: “Move to approve the consent agenda items as presented.”

ROLL CALL FOR VOTE (Policy Reference: 2.C) President Thimmig

9. GOVERNANCE PROCESS THAT SUPPORTS OUR GLOBAL GOALS

President Thimmig

- a. Ownership Linkage
- b. Board Education
- c. Board Committees
 - i. Facility Planning Advisory Committee
 - ii. Capital Facility Fee Foundation
 - iii. Rocky Mountain Risk
 - iv. Reaching Out/In
 - v. Commerce City and School District 27J Use Tax Committee
 - vi. 2015 Bond Oversight Committee
- d. Other Matters of Information for the Board.

10. EXPECTATIONS OF THE BOARD (Policy Reference 4.E)

Dr. Fiedler

- a. Board acts to accept/reject the following reports due/submitted since last meeting. (ADDENDUM “A”) None at this time.
- b. External Expectations of the Board Report through 3.D – Financial Conditions and Activities (Separate Enclosures of the Comprehensive Annual Financial Report that includes the Independent Auditors’ Report from RubinBrown LLP)

Recommended motion: “Move to acknowledge receipt of the 2017-2018 Comprehensive Annual Financial Report.”

ROLL CALL FOR VOTE (Policy Reference: 2.G.1)

President Thimmig

- c. Superintendent Dr. Chris Fiedler will present the Expectations of the Board Report through 3.I Board Awareness & Support. (Separate Enclosures)

Recommended motion: “Move to accept the Expectations of the Board Report through 3.I Board Awareness and Support as conveying reasonable interpretation of the executive limitations.”

ROLL CALL FOR VOTE (Policy Reference: 2.G.1)

President Thimmig

d. Policy Review Schedule

- i. December 11, 2018 3.D External Financial Condition & Activities
3.I Board Awareness and Support Internal & Direct Inspection
- ii. January 22, 2019 3.C Treatment of Faculty/Staff/Volunteers
3.D Financial Condition and Activities
- iii. February 26, 2019 1.1 Graduation Rate
3.B Treatment of Parents/Guardians
- iv. March 12, 2019 3.G Compensation & Benefits
1.4 Primary Literacy
- v. April 23, 2019 3.E Asset Protection
- vi. May 28, 2019 3.A Treatment of Students/Public
3.F Financial Planning/Budgeting
- vii. June 11, 2019 None
- viii. August 27, 2019 3.0 General Executive Constraint
- ix. September 24, 2019 1.2 Composite SAT Scores/1.3 Academic Status of School Ratings
3.J Charter Schools
- x. October 22, 2019 3.D Financial Condition & Activities Internal
- xi. November 12, 2019 3.H Emergency Executive Succession

11. FISCAL YEAR 2019 CERTIFICATION OF MILL LEVY

President Thimmig

Chief Financial Officer Lori Schiek will present information concerning the certification of the fiscal year 2019 mill levy. (Enclosures)

Recommended Motion: “Move to certify to the Board of County Commissioners in Adams, Broomfield, and Weld counties property tax amounts and mill levies required for Fiscal Year 2019 Budget as presented in Enclosure A. Furthermore, we authorize the Superintendent or his designee, to modify the final mill levy to generate the budget property tax revenues as may be required by final calculations made by the Colorado Department of Education in accordance with the implementation of the Colorado School Finance Act of 1994.”

ROLL CALL FOR VOTE (Policy Reference: 2.G.1)

President Thimmig

12. BRIGHTON LEARNING AND RESOURCE CENTER SUBLEASE

President Thimmig

Chief Operations Officer Terry Lucero will present information concerning a sublease with Carrie Radmann doing business as D’lish Catering. (Enclosure and lease is a separate enclosure)

Recommended Motion... “Move to approve a sublease with Carrie Radmann doing business as D’lish Catering for the use of the commercial kitchen space located at 1850

Egbert Suite G-50 in Brighton Colorado and authorize the Superintendent or his designee to complete negotiations and execute any and all required documents.”

ROLL CALL FOR VOTE (Policy Reference: 2.G.1)

President Thimmig

13. SCHEDULE OF MEETINGS

January 8, 2019	6:00 p.m. Linkage Meeting with Home School and Private School Parents Educational Service Center 18551 E. 160 th Avenue Brighton, CO 80601
January 22, 2019	5:30 p.m. Study Session 7:00 p.m. Regular Board Meeting District Training Room 80 S. 8 th Avenue Brighton, CO 80601
January 29, 2019	6:00 p.m. Joint Meeting with City Council Members Hosted by City of Brighton Exact Location is To Be Determined
February 12, 2019	6:00 p.m. Linkage Meeting with SPED/GT/IB Parents Educational Service Center 18551 E. 160 th Avenue Brighton, CO 80601
February 26, 2019	5:30 p.m. Study Session 7:00 p.m. Regular Board Meeting Educational Service Center 18551 E. 160 th Avenue Brighton, CO 80601

14. BOARD MEETING EVALUATION

Director Kerber will present the quarterly meeting evaluation.

15. CLOSING COMMENTS

16. ADJOURNMENT

Date of Notice: December 5, 2018

Expectations of the Board Report Evaluation Worksheet

Date Due	Policy No.	Policy Title	Frequency	Date Submitted	Date of Board Action	Accepted	Not Accepted	Comments Conditions

**BOARD OF EDUCATION
November 13, 2018
Regular Meeting Minutes**

1. CALL TO ORDER: 7:02 p.m.

2. PLEDGE OF ALLEGIANCE

3. COMMITMENT TO GOVERNING STYLE

President Thimmig read the following statement: The Board will govern lawfully, observing Policy Governance principles, with an emphasis on (a) outward vision rather than internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of Board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) governing proactively rather than reactively.

4. ROLL CALL FOR ATTENDANCE

Director Nickeson, Director Piotraschke, Director Thimmig, Director Thomas, Director Venerable, Director Worth were all present at the entire meeting. Director Kerber was expected to arrive at approximately 7:20 p.m.

5. APPROVAL OF AGENDA

Motion by Director Venerable, seconded by Director Worth, to approve the agenda dated November 13, 2018 as presented. Roll Call Vote: all ayes

6. PRESENTATIONS TO THE BOARD OF EDUCATION

United Power's Community Affairs Representative Tom Green, and Chief Executive Officer John Parker presented a check in the amount of \$63,350 to the Board of Education. This represents rebates for the LED retrofit for various schools throughout the district.

7. SUPERINTENDENT'S REPORT

Dr. Fiedler reported on activities throughout the district.

Director Kerber arrived at 7:22 p.m. and remained present for the entire meeting.

8. MATTERS OF PUBLIC COMMENT: None

9. CONSENT AGENDA

Motion by Director Piotraschke, seconded by Director Nickeson to approve the consent agenda as presented. Roll Call Vote: all ayes

- a. Approval of the Board of Education minutes dated October 23, 2018 Regular Board Meeting
- b. Approval of personnel items on memorandum dated November 6, 2018

10. GOVERNANCE PROCESS THAT SUPPORTS OUR GLOBAL GOALS

- a. Ownership Linkage: No report at this time.
- b. Board Education: Director Nickeson reported that the Board heard a report from Planning Director Kerri Monti. Ms. Monti presented an overview of the work that the Facility Planning and Use Committee and the Capital Facility Fee Foundation are completing. She explained various demographics and growth needs. She stressed that it is important to look at trend lines to manage growth. Director Piotraschke stated that it was also important to get ahead of the growth with a good plan, and understands a lot depends on voters in future elections and being forthright with the message to the community. Director Nickeson also stressed that sending a letter to the Commerce City Manager Brian McBroom and engaging with board members' peers at the cities, will make sure that important issues involved in healthy growth don't get ignored.
- c. Board Committees
 - i. Facility Planning Advisory Committee: Director Nickeson reported that the committee received similar information that Ms. Monti presented during tonight's study session. The committee will also be discussing the boundary and school-naming processes for Elementary School #13. This will then be presented as a recommendation to Dr. Fiedler and the Board members.
 - ii. Capital Facility Fee Foundation: No meeting had occurred since the last Board of Education meeting.
 - iii. Rocky Mountain Risk: Director Piotraschke reported that next week's meeting has been postponed until potentially December 12, 2018. The lawsuit is going forward, and is in the discovery process. The pool is using their own attorney, and possibly set for a hearing in front of a judge in the spring of 2019. Mediation could occur at that time. The group is doing well and continue to build reserves.
 - iv. Reaching Out/In: Director Venerable reported that the next awards will occur at the January 22, 2019 meeting. They are looking at revising the nomination form. Director Worth expressed that he enjoyed the topic and likes that the Board is recognizing the Reaching In winners that have provided additional services that assist with four-day schedule needs. The board and staff will continue to identify potential award winners.
 - v. Commerce City and School District 27J Use Tax Committee: No meeting occurred since the last Board of Education meeting.
 - vi. 2015 Bond Oversight Committee: Director Thimmig reported that the committee toured Overland Trail Middle School, and reviewed the International Baccalaureate process. At the committee's regular meeting, Terry Lucero reviewed cash in lieu, and site dedication processes. The group is also creating a "wish" list of projects to fund with contingencies monies.
- d. Other Matters of Information for the Board: Director Piotraschke briefly explained how the change of control in the state house may affect TABOR or the ratcheting

down effect. Legislators are returning; the first bills will be submitted early in December 2018. There may be a request of Dr. Fiedler and staff to assist with gathering information on unfunded mandates. More to follow.

11. EXPECTATIONS OF THE BOARD

- a. Board acts to accept/reject the following reports due/submitted since last meeting. None at this time.
- b. Superintendent Dr. Chris Fiedler presented the Expectation of the Board Report through 3.H Emergency Executive Succession as conveying reasonable interpretation of the executive limitations.

Motion by Director Piotraschke, seconded by Director Kerber to accept the Expectations of the Board Report through 3.H Emergency Executive Succession as conveying reasonable interpretation of the executive limitations. Roll Call Vote: all ayes

c. Policy Review Schedule

- | | |
|-----------------------|---|
| i. November 13, 2018 | 3.H Emergency Executive Succession |
| ii. December 11, 2018 | 3.D External Financial Condition & Activities
3.I Board Awareness and Support Internal & Direct Inspection |
| iii. January 22, 2019 | 3.C Treatment of Faculty/Staff/Volunteers
3.D Financial Condition and Activities |
| iv. February 26, 2019 | 1.1 Graduation Rate
3.B Treatment of Parents/Guardians |
| v. March 12, 2019 | 3.G Compensation & Benefits
1.4 Primary Literacy |
| vi. April 23, 2019 | 3.E Asset Protection |
| vii. May 28, 2019 | 3.A Treatment of Students/Public
3.F Financial Planning/Budgeting |
| viii. June 11, 2019 | None |
| ix. August 27, 2019 | 3.0 General Executive Constraint |
| x. September 24, 2019 | 1.2 Composite SAT Scores/1.3 Academic Status of School Ratings
3.J Charter Schools |
| xi. October 22, 2019 | 3.D Financial Condition & Activities Internal |

12. PROCLAMATION RECOGNIZING NOVEMBER 12-16, 2018 AS AMERICAN EDUCATION WEEK

The Proclamation was read by Director Nickeson.

Motion by Director Nickeson, seconded by Director Piotraschke to approve Proclamation Number Two 2018-2019 as presented. Roll Call Vote: all ayes

13. ADDENDUM TO THE 2018-2019 SUPERINTENDENT'S CONTRACT

The Board of Education discussed the addendum to Superintendent Dr. Chris Fiedler's 2018-2019 contract.

Motion by Director Nickeson, seconded by Director Piotraschke to approve the addendum to Superintendent Dr. Chris Fiedler's contract as presented. Roll Call Vote: all ayes

14. RENEWAL OF THE SUPERINTENDENT'S CONTRACT

The Board of Education discussed the renewal of Superintendent Dr. Chris Fiedler's contract.

Motion by Director Venerable, seconded by Director Thomas to approve the renewal of Superintendent Dr. Chris Fiedler's contract as presented. Roll Call Vote: all ayes

15. RECOGNITIONS BY THE BOARD OF EDUCATION

- a. The Board of Education recognized Director Mandy Thomas and Director Kevin Kerber for their commitment and dedication to the School District 27J community. They were awarded their one-year service pins.

16. SCHEDULE OF MEETINGS

December 6-9, 2018	Colorado Association of School Boards Conference The Broadmoor Hotel 1 Lake Avenue Colorado Springs, CO 80906
December 11, 2018	5:30 p.m. Study Session 7:00 p.m. Regular Board Meeting Educational Service Center 18551 E. 160 th Avenue Brighton, CO 80601
January 8, 2019	6:00 p.m. Linkage Meeting with Home School and Private School Parents Educational Service Center 18551 E. 160 th Avenue Brighton, CO 80601
January 22, 2019	5:30 p.m. Study Session 7:00 p.m. Regular Board Meeting District Training Room 80 S. 8 th Avenue Brighton, CO 80601
January 29, 2019	6:00 p.m. Joint Meeting with City Council Members Hosted by City of Brighton Exact Location is To Be Determined

17. BOARD MEETING EVALUATION

The next quarterly meeting evaluation will occur at the December 11, 2018 meeting.

18. CLOSING COMMENTS: Director Kerber thanked the Board for allowing his tardiness at the beginning of this meeting, and apologized for missing the 5th Tuesday Joint Meeting with City Council members.

19. ADJOURNMENT: 8:05 p.m.

SCHOOL DISTRICT 27J



**GOVERNING POLICY OF
THE BOARD OF EDUCATION
Policy 4.E – MONITORING SUPERINTENDENT PERFORMANCE**

(Accepted 8-24-10)

Management Limitations 3.I
Board Awareness & Support

To: Board of Education

From: Dr. Chris Fiedler, Superintendent of Schools

Re: Expectations of the Board Report – 3.I Board Awareness & Support

I hereby present my Expectations of the Board Report on our Board Awareness & Support, Management Limitations 3.I, in accordance with the monitoring schedule as set forth in Board policy. I certify the information in this report is true. (Separate Enclosure)

Signed:

A handwritten signature in blue ink, appearing to read 'C. Fiedler', is written over the 'Signed:' label.

Date: December 11, 2018

Dr. Chris Fiedler
Superintendent, School District 27J

Board of Education Agenda Item

Board Meeting Date: December 11, 2018

Item: 2018 Mill Levy Certification

Status of Item: Action

Time Needed: 10 minutes

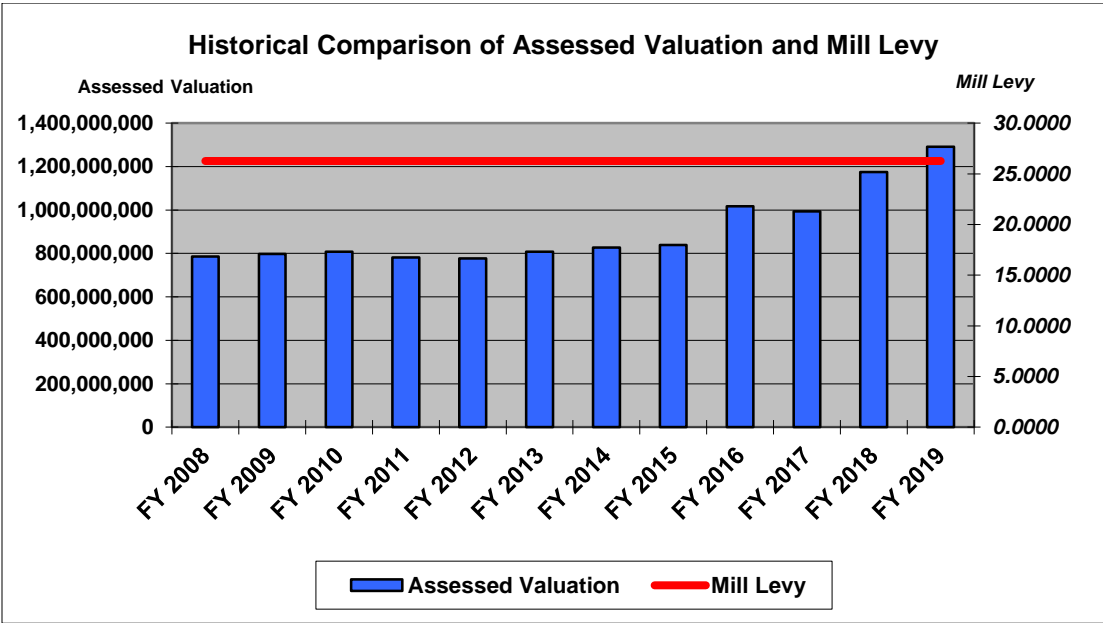
Relevant Information:

The District is required by December 15th of each year to certify to the county treasurers within the district’s boundaries the general and bond mill levies. The certification information is contained in Enclosure A. See below for historical information pertaining to the general mill levy.

The certification of the mill levies addresses the following Board Governance policies:

- Policy 3.D – Financial Condition & Activities: With respect to financial condition and activities, the Superintendent will not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Board’s End priorities.
- Policy 3.F – Financial Planning & Budgeting: Financial planning for any fiscal year or the remaining part of any fiscal year will not deviate materially from the Board’s Ends priorities, risk financial jeopardy, or fail to be derived from a multi-year plan.
- Policy 3.I – Board Awareness & Support: The Superintendent will not cause or allow the Board to be uninformed or unsupported in its work.

Historical Information:



C.R.S. requirements:

- **C.R.S. 39-5-128(1)**: No later than August 25 of each year, the assessor shall certify to the department of education, to the clerk of each town and city, to the secretary of each school district, and to the secretary of each special district within the assessor's county the total valuation for assessment of all taxable property located within the territorial limits of each such town, city, school district, or special district and shall notify each such clerk, secretary, and board to officially certify the levy of such town, city, school district, or special district to the board of county commissioners no later than December 15. The assessor shall also certify to the secretary of each school district the actual value of the taxable property in the district
- **C.R.S. 22-40-102(6)**: Each school district, with such assistance as may be required from the department of education, shall inform the county treasurer for each county within the district's boundaries no later than December 15 of each year of said district's general fund mill levy in the absence of funds estimated to be received by said district pursuant to the "Public School Finance Act of 1994", article 54 of this title, and the estimated funds to be received for the general fund of the district from the state
- **C.R.S. 22-42-117(1)**: If the board of education has issued any of said bonds, at the time of certifying to the board of county commissioners a statement showing the amount necessary to raise from the taxable property of said district for the general fund as required by law, it shall also certify to said board of county commissioners the amount needed for its bond redemption fund to pay all installments of principal and interest of said bonds, which, according to their terms, have already become due and payable or shall become due and payable during the next ensuing fiscal year, or both, together with such additional amount, if any, as in the judgment of the board of education it is desirable to raise from the taxable property of said district for the purpose of redeeming, during the said ensuing fiscal year, any of said bonds which are redeemable but not due. Separate amounts shall be certified for the bond redemption fund to satisfy the outstanding obligations of bonded indebtedness which involve separate tax levies on taxable property located within different territorial limits.
- **C.R.S. 22-54-106(a)(I)**: Every district shall levy the number of mills determined pursuant to paragraph (a) of subsection (2) of this section, and the amount of property tax revenue which the district is entitled to receive from the levy, assuming one hundred percent collection, along with the amount of specific ownership tax revenue paid to the district, as defined in section 22-54-103 (11), shall be the district's share of its total program.

Originator: Lori Schiek, Chief Financial Officer

Enclosure A

Board of Education Meeting – December 11, 2018

General Fund Mill Levy	26.262
Abatements	.180
Total General Fund Mill Levy	26.442
Mill Levy Override	.581
Total	27.023
Bond Redemption Mill Levy	22.069
Total School District 27J Mill Levy Certification	49.092

Board of Education Agenda Item

Board Meeting of: December 11th, 2018

Subject: Approval of a Sublease of the Kitchen Area in the Brighton Learning and Resource Center

Status of Item: Action

Time Needed: 20 Minutes

PERTINENT FACTS:

- In compliance with Management Limitation 3.E.7, the Board of Education was previously provided with information regarding this matter via a Board update.
- A local catering company is interested in subleasing the commercial kitchen currently leased by the District from Community Reach.
- In compliance with the current lease Community Reach has consented to the sub-lease.
- The significant terms of the proposed sublease include:
 - The term of the sublease will run from December 15, 2018 through June 14, 2019.
 - The sublease will be renewable on an annual basis.
 - The sublease may be terminated by either party with a 30-day notice.
 - The use of the space will be managed by the District's Nutrition Department.
 - Monthly sublease payments will be \$1020 per/month.
 - Subtenant shall indemnify and hold District 27J harmless from all liability, claims, demands, or expenses (including reasonable attorneys' fees) resulting from or related to any injury, loss, or damage arising from the use of the space.
 - Subtenant shall procure and maintain general liability and property damage insurance with a single combined liability limit of not less than \$2,000,000 and property damage limits of not less than \$1,000,000.
- The lease has been reviewed by District legal counsel and approved as to form.
- A copy of the proposed lease is enclosed for your review.

Board Policy or C.R.S. regarding this item:

- C.R.S. 22-32-110(1) (f) – Board of Education Powers and Duties – To rent or lease District property...
- Board Policy – Management Limitation 3.E.7 – Asset Protection – The Superintendent will not allow the purchase, disposal or lease of real estate or personal property valued at \$20,000... without providing the Board with information for discussion prior to the final decision being made.

Originator: Terry Lucero, Chief Operating Officer

	METHOD	FREQUENCY	SCHEDULE
3.D - Financial Condition & Activities	Internal	Semi - Annually	January & October
	External	Annually	December
3.C - Treatment of Faculty/Staff/Volunteers	Internal	Annually	January
1.1 - Graduation Rate	Internal	Annually	February
3.B - Treatment of Parents/Guardians	Internal	Annually	February
3.G - Compensation & Benefits	Internal	Annually	March
1.4 – Primary Literacy	Internal	Annually	March
3.E - Asset Protection	Internal	Annually	April
3.A - Treatment of Students/Public	Internal	Annually	May
3.F - Financial Planning/Budgeting	Internal	Annually	May
3.0 - Global Executive Constraint	Internal	Annually	August
1.2 - Composite SAT Scores	Internal	Annually	September
1.3 - Academic Status of School Ratings	Internal	Annually	September
3.J - Charter Schools	Internal	Annually	September
3.H - Emergency Executive Succession	Internal	Annually	November
3.I - Board Awareness & Support	Internal	Annually	December
	Direct Inspection	Annually	December