



BOARD OF EDUCATION
Greg Piotraschke, President
Blaine Nickeson, Vice President
Tom Green, Director
Kevin Kerber, Director
Mandy Thomas, Director
Mary Vigil, Director
Lloyd Worth, Director

**BOARD OF EDUCATION
27J SCHOOLS
June 23, 2020
7:00 p.m. Regular Meeting
Electronic Meeting**

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 Piotraschke

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 Piotraschke

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

3. COMMITMENT TO GOVERNING STYLE President Piotraschke

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 Piotraschke

Recommended motion: "Move to approve the agenda dated June 23, 2020 as presented."

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

President Piotraschke

5. STUDENT ADVISORY GROUP MONTHLY REPORT

Dr. Fiedler

New leadership of the advisory group will present information regarding school activities. New members of the group will also be introduced.

6. SUPERINTENDENT'S REPORT

Dr. Fiedler

Dr. Fiedler will report on activities throughout the District.

7. MATTERS OF PUBLIC COMMENT

President Piotraschke

The Board is conducting this meeting virtually, and will now hear public comment on the following topics that were submitted by 12:00 p.m. on the day of the meeting via a submission document. 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, at this meeting, 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 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 each comment will have an opportunity to be heard, we have a few ground rules:

- Anyone submitting topics should include their name and address.
- The statements will be read in the order in which they were submitted. The submitter's comments are limited to a three-minute reading.
- If more than one person submitted comments on the same topic, new information will be provided when reading the next statement. Please avoid repeating views already expressed by other, if possible. Multiple names and addresses may be attached to the same submission.
- 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.

We thank you in advance for your participation tonight and submitting public-comment topics.

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

President Piotraschke

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 May 26, 2020 Regular Board Meeting (Enclosures)
- b. Approval of personnel items on memorandum dated June 16, 2020 and updated June 19, 2020 (Confidential Enclosure)

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

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

President Piotraschke

9. GOVERNANCE PROCESS THAT SUPPORTS OUR GLOBAL GOALS

President Piotraschke

- 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: The Board will reassign representatives to the committees.

10. STEAD CHARTER SCHOOL CONTRACT ADDENDUM INFORMATION

President Piotraschke

The Board of Education will be presented with information concerning an addendum to the STEAD Charter School contract that was approved on March 10, 2020. This is informational only, no action is required.

11. 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. Chief Financial Officer Lori Schiek will present the Expectation of the Board Report through 3.F Financial Planning and Budgeting. (Separate Enclosure)

Recommended motion: “Move to accept the Expectations of the Board Report through 3.F Financial Planning and Budgeting as conveying reasonable interpretation of the executive limitations.”

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

President Piotraschke

- c. Policy Review Schedule

i. June 23, 2020	3.F Financial Planning/Budgeting
ii. August 25, 2020	3.0 General Executive Constraint
iii. September 22, 2020	1.2 Composite SAT Scores/1.3 Academic Status of School Ratings
	3.J Charter Schools
iv. October 27, 2020	3.D Financial Condition & Activities Internal
v. November 10, 2020	3.H Emergency Executive Succession
vi. December 8, 2020	3.D External Financial Condition & Activities
	3.I Board Awareness and Support Internal & Direct Inspection
vii. January 26, 2021	3.C Treatment of Faculty/Staff/Volunteers
	3.D Internal Financial Condition and Activities
viii. February 23, 2021	1.1 Graduation Rate
	3.B Treatment of Parents/Guardians
ix. March 9, 2021	3.G Compensation & Benefits
	1.4 Primary Literacy
x. April 27, 2021	3.E Asset Protection
xi. May 25, 2021	3.A Treatment of Students/Public

12. STUDENT FEE SCHEDULES FOR THE FISCAL YEAR 2020-2021

President Piotraschke

Chief Financial Officer Lori Schiek will present information pertaining to the Student Fee Schedules for the Fiscal Year 2020-2021. (Enclosure and Student Fee Schedules are a Separate Enclosure)

Recommended Motion: “Move to approve the Student Fee Schedules for the Fiscal Year 2020-2021 as presented.”

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

President Piotraschke

13. APPROVAL OF RESOLUTION NUMBER TWELVE 2019-2020 ADOPTION OF THE FISCAL YEAR 2020-2021 BUDGET AND APPROPRIATIONS

President Piotraschke

Chief Financial Officer Lori Schiek will present information pertaining to the 2020-2021 budget and appropriations. (Enclosure and Budget is a Separate Enclosure)

Recommended Motion: “Move to approve Resolution Number Twelve 2019-2020 adoption of the Fiscal Year 2020-2021 budget and appropriations as presented”

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

President Piotraschke

14. APPROVAL OF ADDENDUM TO SUPERINTENDENT’S CONTRACT

The Board of Education will consider an addendum to Superintendent Dr. Chris Fiedler’s contract dated July 1, 2020 and ending June 30, 2024. (Enclosure)

Recommended Motion: “Move to approve the addendum to Superintendent Dr. Chris Fiedler’s contract dated July 1, 2020 thru June 30, 2024 as presented. ”

15. SCHEDULE OF MEETINGS

June 23, 2020	7:00 p.m. Board of Education Regular Meeting Electronic meeting or Lois Lesser Board and Conference Room 1850 Egbert Street Brighton, CO 80601
June 30, 2020	6:00 p.m. 5 th Tuesday Joint Meeting with City Council Members Electronic Meeting
July 28, 2020	6:00 p.m. Linkage Meeting with 27J Schools Principals Electronic meeting or Lois Lesser Board and Conference Room 1850 Egbert Street Brighton, CO 80601
August 11, 2020	Linkage meeting or planning session Electronic meeting or Lois Lesser Board and Conference Room 1850 Egbert Street Brighton, CO 80601
August 25, 2020	7:00 p.m. Board of Education Regular Meeting Electronic meeting or Lois Lesser Board and Conference Room 1850 Egbert Street Brighton, CO 80601

16. BOARD MEETING EVALUATION

Director Thomas will present the quarterly meeting evaluation.

17. CLOSING COMMENTS

18. ADJOURNMENT

Date of Notice: June 18, 2020

Updated: June 19, 2020

**BOARD OF EDUCATION
27J SCHOOLS
May 26, 2020
Regular Meeting Minutes
Electronic Meeting**

1. CALL TO ORDER: 7:03 p.m.

2. PLEDGE OF ALLEGIANCE

Director Green, Director Kerber, Director Nickeson, Director Piotraschke, Director Thomas, Director Vigil, and Director Worth were present for this entire electronic meeting.

3. COMMITMENT TO GOVERNING STYLE

Director Piotraschke 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. APPROVAL OF AGENDA

Motion by Director Nickeson, seconded by Director Kerber to approve the agenda dated May 26, 2020 as presented. Roll Call Vote: all ayes

5. STUDENT ADVISORY GROUP MONTHLY REPORT

Graduating members of the advisory group presented information regarding their future plans and favorite memories. They announced their new group leadership will be Co-Chairs Gabby Chavez and Coby Clemons, with Secretary Landry Longmore. New members will be Logan Flanagan, Mariah Niday, Kaynadi Fairchild, Chloe Taylor, Diana Hernandez and Megan Cable. The Board of Education and 27J Schools staff thanked them for the commitment and dedication to this group.

6. PRESENTATION TO THE BOARD

Tom Green, community affairs representative from United Power (and 27J School Board of Education member), presented the Board with the district's capital credit distribution for the amount of \$40,114.50.

7. SUPERINTENDENT'S REPORT

Dr. Fiedler reported on activities throughout the District.

8. MATTERS OF PUBLIC COMMENTS: None.

9. CONSENT AGENDA

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

- a. Approval of the Board of Education minutes dated April 28, 2020 Regular Board Meeting
- b. Approval of personnel items on memorandum dated May 21, 2020
- c. Approval to authorize the Superintendent or his designees to negotiate the final terms of the proposed intergovernmental agreement concerning a Joint School Resource Officer Program with the City of Thornton for the 2020 -2021 school year and to execute all necessary documents

10. GOVERNANCE PROCESS THAT SUPPORTS OUR GLOBAL GOALS

- a. Ownership Linkage: No meetings have occurred since the last Board of Education meeting. Director Piotraschke suggested a Zoom meeting if possible, depending on what will be allowed for the August 2020 meeting.
- b. Board Education: Director Thomas reported that the Board has suspended these educational sessions until the Board can meet in person. Director Vigil suggested that the first session may be reviewing the educational processes that are implemented in the fall.
- c. Board Committees
 - i. Facility Planning Advisory Committee: Director Nickeson reported that the committee continues discussions concerning the District's capital needs. They also are reviewing the deferred maintenance items, and maximizing the use of elementary space.
 - ii. Capital Facility Fee Foundation: No meeting has occurred since the last Board of Education meeting.
 - iii. Rocky Mountain Risk: Director Piotraschke reported that updated pool agreements have been sent to the Division of Insurance. They have an increase of funds. He also reported that various insurance carriers are leaving the state, but our carriers that are leaving are compared to other areas in the state. Workers compensation claims are down due to employees not working in buildings.
 - iv. Reaching Out/In: Director Thomas reported that the Board has suspended these awards until the Board can meet in person
 - v. Commerce City and School District 27J Use Tax Committee: No meeting has occurred since the last Board of Education meeting.
 - vi. 2015 Bond Oversight Committee: Director Worth reported that Padilla Elementary is completed, and office space will be utilized by the 27J Schools construction staff. This will allow staff to monitor the building for warranty issues, and safety and security of the building. The construction of the administration space at the Brighton Learning and Resource Campus has been halted.
- d. Other Matters of Information for the Board: None

11. CAPSTONE ACADEMY CHARTER SCHOOL CONTRACT APPROVAL

The Board of Education considered approval of the Capstone Academy Charter School contract between 27J Schools and Capstone Academy Charter School.

Motion by Director Nickeson, seconded by Director Green to approve the charter school contract between Capstone Academy Charter School and 27J Schools as presented. Roll Call Vote: All ayes

12. EXPECTATIONS OF THE BOARD

- a. Board acts to accept/reject the following reports due/submitted since last meeting. (ADDENDUM "A") None at this time.
- b. Chief Academic Officer Will Pierce presented the Expectation of the Board Report through 3.A Treatment of Students/Public.

Motion by Director Green, seconded by Director Thomas to accept the Expectations of the Board Report through 3.A Treatment of Students/Public as conveying reasonable interpretation of the executive limitations. Roll Call Vote: all ayes

- c. Policy Review Schedule
 - i. May 26, 2020 3.A Treatment of Students/Public
 - ii. June 23, 2020 3.F Financial Planning/Budgeting
 - iii. August 25, 2020 3.0 General Executive Constraint
 - iv. September 22, 2020 1.2 Composite SAT Scores/1.3 Academic Status of School Ratings
3.J Charter Schools
 - v. October 27, 2020 3.D Financial Condition & Activities Internal
 - vi. November 10, 2020 3.H Emergency Executive Succession
 - vii. December 8, 2020 3.D External Financial Condition & Activities
3.I Board Awareness and Support Internal & Direct Inspection
 - viii. January 26, 2021 3.C Treatment of Faculty/Staff/Volunteers
3.D Internal Financial Condition and Activities
 - ix. February 23, 2021 1.1 Graduation Rate
3.B Treatment of Parents/Guardians
 - x. March 9, 2021 3.G Compensation & Benefits
1.4 Primary Literacy
 - xi. April 27, 2021 3.E Asset Protection

13. SCHEDULE OF MEETINGS

June 23, 2020	7:00 p.m. Board of Education Regular Meeting Electronic meeting
July 28, 2020	6:00 p.m. Linkage Meeting with 27J Schools Principals Electronic meeting or Lois Lesser Board and Conference Room

August 11, 2020	1850 Egbert Street Brighton, CO 80601 Linkage meeting or planning session Electronic meeting or Lois Lesser Board and Conference Room 1850 Egbert Street Brighton, CO 80601
August 25, 2020	7:00 p.m. Board of Education Regular Meeting Electronic meeting or Lois Lesser Board and Conference Room 1850 Egbert Street Brighton, CO 80601

14. BOARD MEETING EVALUATION

The next quarterly meeting evaluation will be completed at the June 23, 2020 meeting.

15. CLOSING COMMENTS: None

16. ADJOURNMENT: 8:51 p.m.



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

(Accepted 8-24-10)

Management Limitations 3.F
Financial Planning and Budgeting

To: Board of Education

From: Dr. Chris Fiedler, Superintendent of Schools

Re: Expectations of the Board Report – 3.F Financial Planning and Budgeting

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

Signed: 

Date: June 23, 2020

Dr. Chris Fiedler
Superintendent, 27J Schools

Board Meeting Date: June 23, 2020

Item: Student Fee Schedules for Fiscal Year 2020-2021

Time Needed: 10 minutes

Relevant Information:

The following fees were added, removed or revised:

ADD

- PE Uniform – Shirt replacement \$7.50
- PE Uniform – Shorts replacement \$7.50

REVISED

- World Languages (Purpose language) – revised from “Workbooks and Copies” to “Course Materials and Consumables”

Nutrition Services Meal Prices

- Lunch Price Increases
 - Middle School increase to \$3.25
 - Elementary School increase to \$3.00
- Breakfast Price Increases
 - Secondary increase to \$2.25
 - Elementary School increase to \$2.00

Facility Usage Fees

- No changes.

Preschool Fees

- Increase in tuition from \$275 to \$300 per month over 10 months (\$3000/year).

Childcare Fees

- Increase before school from \$7.00 to \$10.00 per day
- Increase after school from \$13.00 to \$15.00 per day
- Increase full day from \$30.00 to \$35.00 per day (Monday and Summer Camp)

Originator: Lori Schiek

SCHOOL DISTRICT 27J
FISCAL YEAR 2020-2021 BUDGET AND APPROPRIATIONS
RESOLUTION NUMBER TWELVE 2019-2020

BE IT RESOLVED, by the Board of Education of the School District 27J that the fiscal year 2020-2021 Adopted Budget for all funds as submitted to the Board by the Superintendent on June 23, 2020 be Adopted as the budget of revenues and expenditures for the School District for the ensuing fiscal period beginning July 1, 2020 and ending June 30, 2021, in the following amounts.

Fund	Recommended 2020-21 Appropriations
General Fund	\$ 184,617,856
Capital Reserve Fund	\$ 2,290,562
Risk Management Insurance Fund	\$ 2,769,521
Colorado Preschool Program Fund	\$ 2,961,531
Government Designated Grants Fund	\$ 21,958,595
Pupil Activity Fund	\$ 5,138,312
Transportation Fund	\$ 7,520,034
Growth Impact Fund	\$ 60,848
Other Special Programs Fund	\$ 2,411,846
Bond Redemption Fund	\$ 63,979,273
Building Fund	\$ 34,862,092
Nutrition Services Fund	\$ 8,063,422
Child Care/Extended Day Kindergarten	\$ 2,187,075
Printshop Fund	\$ 146,410
Dental Insurance Fund	\$ 1,536,941
Trust Fund	\$ 26,913

BE IT FURTHER RESOLVED, that amounts which were authorized to be expended in the Building Fund, Designated-Purpose Grants Fund, and Capital Reserve Fund for various purposes and projects by Board action prior to June 30, 2020 and which are incomplete at the time be, and hereby are, ratified and re-appropriated for the 2020-2021 fiscal year for such purposes and projects.

BE IT FURTHER RESOLVED, that the adoption of this Appropriation Resolution shall be deemed to include the irrevocable pledging of present cash reserves for future fiscal years'

payments of any multiple-fiscal year financial obligations authorized or approved by the Board of Education subsequent to November 3, 1992; and

BE IT FURTHER RESOLVED, that the budgets for the following funds include the use of beginning fund balance as shown below.

Fund	Beginning Balance	Revenues	Expenditures/ Transfer/ Allocations	Ending Fund Balance and Reserves
General Fund	\$ 28,579,907	\$ 156,037,949	\$ 174,475,462	\$ 10,142,394
Capital Reserve Fund	\$ 1,235,246	\$ 1,055,316	\$ 1,635,800	\$ 654,762
Risk Management Insurance Fund	\$ 536,093	\$ 2,233,428	\$ 2,238,369	\$ 531,152
Colorado Preschool Program Fund	\$ 201,020	\$ 2,760,511	\$ 2,877,263	\$ 84,268
Governmental Designated Grants Fund	\$ 2,109,750	\$ 19,848,845	\$ 21,958,595	\$ -
Pupil Activity Fund	\$ 1,852,983	\$ 3,285,329	\$ 5,138,312	\$ -
Transportation Fund	\$ -	\$ 7,520,034	\$ 7,520,034	\$ -
Growth Impact Fund	\$ 60,148	\$ 700	\$ 60,848	\$ -
Other Special Programs Fund	\$ 922,797	\$ 1,489,049	\$ 2,411,846	\$ -
Bond Redemption Fund	\$ 26,055,278	\$ 37,923,995	\$ 26,398,172	\$ 37,581,101
Building Fund	\$ 34,286,092	\$ 576,000	\$ 34,862,092	\$ -
Nutrition Services Fund	\$ 1,697,020	\$ 6,366,402	\$ 8,063,422	\$ -
Child Care Program Fund	\$ 726,008	\$ 1,461,067	\$ 2,187,075	\$ -
Printshop Fund	\$ -	\$ 146,410	\$ 146,410	\$ -
Dental Insurance Fund	\$ 649,463	\$ 887,478	\$ 1,536,941	\$ -
Trust Fund	\$ 26,413	\$ 500	\$ 26,913	\$ -

BE IT FURTHER RESOLVED, that the adoption of this Budget and Appropriation Resolution shall be deemed to include the exercise of the School District's rights, if any, to renew for the 2020-2021 fiscal year all leases, lease purchase agreements, lease agreements with an option to purchase, installment purchase agreements, and other agreements in accordance with their terms, which have been authorized or approved by the Board of Education subsequent to November 3, 1992; and

BE IT FURTHER RESOLVED, that designation "Adopted Budget," the name of the School District 27J, the date of adoption and the signature of the President of the Board of Education be entered upon the Adopted Budget and that the Adopted Budget, together with the Appropriation Resolution, be placed on file at the principal administrative office of the School District, where both shall remain throughout the 2020-2021 fiscal year and be open for inspection during reasonable business hours.

Adopted this 23rd day of June, 2020.

School District 27J
By

Greg Piotraschke, President
Board of Education

(SEAL)

Attest:

Lynn Ann Sheats, Secretary
Board of Education

ADDENDUM TO SUPERINTENDENT CONTRACT

Dr. Chris Fiedler

This Addendum to the Superintendent Contract is an addendum to the Superintendent Contract by and between School District No. 27J, hereinafter referred to as “District,” and Dr. Chris Fiedler, hereinafter referred to as “Superintendent.”

The Superintendent Contract is on file with the Human Resources Department and this document is made a part of that contract.

The parties, for good and just consideration, hereby agree as follows: That the language in item 1. TERM below:

1. **TERM.** The District hereby employs the Superintendent and the Superintendent hereby accepts employment as Superintendent of Schools for a term commencing **July 1, 2020** and ending **June 30, 2024**.

To the extent required by applicable law, the District agrees that it will irrevocably pledge board reserves of the District in an amount sufficient for the payment of any obligation.

Be changed to read as follows to include language that will not require that the Board irrevocably pledge board reserves of the District in an amount sufficient for the payment of any obligation:

1. **TERM.** The District hereby employs the Superintendent and the Superintendent hereby accepts employment as Superintendent of Schools for a term commencing July 1, 2020 and ending June 20, 2024.

However, any financial commitment on the part of the Board contained in this Contract is subject to annual appropriation by the Board based upon the fiscal resources of the District. The parties agree that the Board has not irrevocably pledged and held for payment sufficient cash reserves for the payment of salary or benefits herein for the entire term of the Contract.

ATTEST:

SCHOOL DISTRICT NO. 27J
ADAMS COUNTY, COLORADO

Lynn Ann Sheats
Secretary, Board of Education

By: _____
Greg Piotraschke
President, Board of Education

Dr. Chris Fiedler
Superintendent

	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