

**Caprock Academy Board of Directors**  
**Regular Business Meeting**  
**Tuesday, July 17, 2018 at 6:00 p.m.**  
**Caprock Academy - 714 24 1/2 Rd, Grand Junction, CO 81505**  
**Vocal Music Room (Main Building)**

**Mission:** We help all students achieve their highest academic and character potential, using proven accelerated academic programs while providing a safe environment.

**I. Pledge**

**II. Call to Order:** Tim Fry, CABOD President

**III. Vision**

Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

**IV. Public Comments/Correspondence**

Members of the public may address the Board during this portion of the agenda on any topic. This comment period is not limited to items on the agenda. Certain agenda items may have a public comment section tied to that item and public comments can be given on that topic at that time. We ask that comments be limited to three (3) minutes. The Board reserves the right to limit or end public comment that it deems to be defamatory, insulting, abusive, or does not comply with normal expectations of Caprock students. Please note that this Public Comment time is separate and distinct from a parent's opportunity to seek Board review of a matter with respect to a specific student and a particular class and/or a specific circumstance of administration of a policy (see the Family Handbook, 2 Policy SE8.5). Similarly, this opportunity is separate and distinct from a Caprock employee requesting Board review of a specific employment matter (see the Employee Handbook, Policy E 8.7).

**V. Corrections to Regular Business Agenda and Consent Agenda**

A. Corrections to the Agenda

B. Consent Agenda (CABOD Members may request any item(s) be removed to be considered in full at meeting)

1. June Business Meeting Minutes

## **VI. New Business**

### **A. Regular New Business**

1. Discussion and Action Regarding Year-End Bonus for Kristin Trezise
2. Head of School Update

### **B. Public Hearing Items – These items have a public comment period. Public comments during this part of the agenda are limited to the agenda item and are requested to be no more than three (3) minutes.**

1. Discussion and Review of Working Document from Strategic Planning Workshop including Possible Action on Expansion of the Strategic Plan
2. Discussion of teacher distribution of rewards to students during the school day.

## **IX. Old Business**

### **A. Public Hearing Items – These items have a public comment period. Public comments during this part of the agenda are limited to the agenda item and are requested to be no more than three (3) minutes.**

1. N/A

### **B. Regular Old Business**

1. Modular Relocation Update
2. Long Range Planning / Building Expansion Update

## **X. Future Agenda Items Discussion**

## **XI. Adjourn**

**Caprock Academy Board of Directors  
Regular Business Meeting Minutes  
Tuesday, June 12, 2018 at 6:00 p.m.  
Caprock Academy - 714 24 1/2 Rd, Grand Junction, CO 81505  
Vocal Music Room (Main Building)**

**Mission:** We help all students achieve their highest academic and character potential, using proven accelerated academic programs while providing a safe environment.

**Board members in attendance:** Tim Fry, Joyce Sekharan, Catherine Norton Breman, Ted Okey, Kathy Cantu, Mark Beckner

**Others in attendance:** Andrew Collins, Tisha Moore, Nikole Duran, Zema Chambers, Joe Fanning, Sam Morgan, Cheri Miracle, Malia Green, Candice Freeman, Bruce Crowhurst, Kyrey Yanez, Jessica Savoya, Jennifer Jackett, Natalie Lyons, Ron Phillips

**I. Pledge**

**II. Call to Order:** Tim Fry, CABOD President at 6:02pm

**III. Vision**

Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

**IV. Presentation – ~~Staff of the Quarter~~ Changed to Read Camp**

**Ron Phillips presented about Read Camp explaining that there are 22 students, 3 teachers and 7 volunteers this year.**

**V. Public Comments/Correspondence**

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**VI. Corrections to Regular Business Agenda and Consent Agenda**

- A. Corrections to the Agenda
- B. Consent Agenda (CABOD Members may request any item(s) be removed to be considered in full at meeting)
  - 1. May Business Meeting Minutes
  - 2. ~~Head of School's Report~~ **Moved to Regular New Business**
  - 3. Business Manager's Report
  - 4. Treasurer's Report

**Motion to accept the Consent Agenda 1<sup>st</sup> JS, 2<sup>nd</sup> TO, motion passed**

## **VII. Financial**

- A. Consideration and Motion to Approve April 2018 Financial Reports as Submitted

**Motion to approve 1<sup>st</sup> CNB, 2<sup>nd</sup> MB, motion passed**

- B. Consideration and Approval of FY18-19 Budget

**No changes. Motion to approve 1<sup>st</sup> CNB, 2<sup>nd</sup> MB, motion passed**

- C. Reading and Approval of FY18-19 Budget Resolution

**Motion to approve 1<sup>st</sup> KC, 2<sup>nd</sup> JS, motion passed**

- D. Approval of FY18-19 Fee Schedule

**Included student parking permit implementation with a cost of \$15.00, which is the same as the district. No uniform deposit, but instead a uniform fund. Need to add that scholarships will be provided for those in need. Motion to approve 1<sup>st</sup> MB, 2<sup>nd</sup> CNB, motion passed.**

## **VIII. New Business**

- A. Regular New Business

**Head of School's Report- Elimination of one high school teaching position.**

- 1. CABOD election of Officers

**Keep the current slate. Motion to approve 1<sup>st</sup> JS, 2<sup>nd</sup> CNB, motion passed.**

- 2. Discussion regarding Strategic Plan Workshop on June 15, 2018

**Facilitated by John B. from 8am-3pm in the choir room, focusing on the next 1-2 years academic goals, financial goals and operational goals.**

3. Discussion and Approval of Modular Relocation Plan – including review of conceptual plan and budget/funding

**Motion to approve 1<sup>st</sup> CNB, 2<sup>nd</sup> MB, motion passed.**

4. Long Range Planning / Building Expansion Items
  - i. Discussion and Approval of Underwriter

**Authorize Dan Sherrill to negotiate with DA Davidson. Motion to approve 1<sup>st</sup> TF, 2<sup>nd</sup> MB, motion passed.**

- ii. Discussion and Approval of Architect and Approval of contract for initial services including scope and conceptual design changes

**Architect Motion:**

**Having met with and obtained proposals from various architects for the proposed addition improvements for the school, I make a motion, that the school engage Design West to perform preliminary Phase I design work, as described in their proposal dated April 15, 2018, for redesign and value engineering of existing plans. Such work will be performed at an hourly rate, not to exceed a maximum of \$10,000.**

**I move that Caprock enter into the proposed Memorandum of Understanding Design West, for the Phase I work, with the edits suggested by legal counsel, and with the approval of the final document by legal counsel and Facilities & Business Director, Dan Sherrill; and upon such approval, any officer of Caprock is authorized to execute the Memorandum of Understanding.**

**Motion to approve 1<sup>st</sup> TF, 2<sup>nd</sup> TO, motion passed.**

- iii. Discussion and Approval of Builder and Approval of contract for pre-construction work.

**General Contractor Motion:**

**Having obtained proposals and referrals regarding construction contractors, for the proposed addition improvements for the school, I make a motion, that the school engage Asset Engineering Limited to perform the pre-construction work, up to a maximum cost of \$10,000.**

**I further move that the school enter into an agreement with Asset Engineering, on either form AIA A105 or A133, as reasonably determined by legal counsel and Asset Engineering, and that**

**Caprock is authorized to execute such agreement specifying the terms and conditions and specific pre-construction tasks, and maximum cost, with the modifications suggested by legal counsel, and with the approval of the final document by legal counsel and Facilities & Business Director, Dan Sherrill; and upon such approval, any officer of Caprock is authorized to execute the agreement with Asset Engineering for the pre-construction work.**

**Motion to approve 1<sup>st</sup> TF, 2<sup>nd</sup> CNB, motion passed.**

iv. Discussion and Approval of Reimbursement Resolution

**A Resolution of Caprock Academy, declaring it's official intent to reimburse itself with the proceeds of a future borrowing for certain capital expenditures to be undertaken by the charter school; identifying said capital expenditures and the funds to be used for such payment; and providing certain other matters in connection therewithin.**

**Motion to approve 1<sup>st</sup> CNB, 2<sup>nd</sup> TO, motion passed.**

v. Update on Owner's Representative

**Jim Gardner will be employed by the school for the period, providing assistance and support Dan Sherrill and saving the school between \$125,000-\$150,000.**

B. Public Hearing Items – These items have a public comment period. Public comments during this part of the agenda are limited to the agenda item and are requested to be no more than three (3) minutes.

1. Teacher Survey Results presented by CASAC

**Presented by Candice Freeman:**

**81.8% of staff are satisfied working at Caprock Academy**

**84.2% of staff would recommend to others to work at Caprock Academy.**

**87.6% of staff would recommend to others to send their child to Caprock Academy.**

**84.2% of staff are satisfied with Caprock Academy's academic expectations.**

**76.4% of staff are satisfied with the current Admin.**

**78.2% of staff feel equipped/supported in meeting academic expectations.**

**73% of staff are satisfied with the discipline police at Caprock Academy.**

**71.8% of staff feel equipped/supported in meeting discipline expectations.**

**74.2% of staff are satisfied with the current conflict/resolution policy.**

**74.8% of staff are satisfied with the communication between faculty and Admin.**

**79.4% of staff are satisfied with the communication between faculty and parents.**

**92% of staff are satisfied with the current office staff.  
75.4% of staff are satisfied with the current Board of Directors.**

**IX. Old Business**

A. Public Hearing Items – These items have a public comment period. Public comments during this part of the agenda are limited to the agenda item and are requested to be no more than three (3) minutes.

1. Discussion and possible action regarding changes to Dress Code proposed by **CASAC Dress Code Committee**

**Presented by Catherine Norton Breman. Motion to approve 1<sup>st</sup> TF, 2<sup>nd</sup> TO, motion passed.**

B. Regular Old Business

1. Committee Updates:
  - a. Long Range Planning Committee

**No update.**

- b. Safety Committee

**To be discussed at the next meeting**

- c. Finance Committee

**No update.**

**X. Future Agenda Items Discussion**

**Discussed July BOD Meeting to be held on 07/17/2018.**

**XI. Adjourn at 8:47pm**

**Minutes respectfully submitted by Nikole Duran, Executive Assistant to the Head of School.**

## **Head of School's Report for July 2018 – July 13, 2018**

**CSI News** –CSI offices have been closed with low activity for a majority of June.

**Colorado League of Charter School News** – Dan Sherrill and Andrew Collins attended the National Charter School Conference in Austin, Texas June 17<sup>th</sup> through the 20<sup>th</sup>.

**CDE School of Choice Unit:** No news.

**Staff Recruitment** – Currently there are two open positions, including a position for a part time Occupational Therapist. The only open teaching position is Elementary Spanish, but there are currently a couple of leads on that position.

**Academics:** 51 members of K-8 teaching staff and several additional Singapore math teachers participated in Singapore training on the 12<sup>th</sup> and 13<sup>th</sup> of July. Staff response was that the outside trainer was very well received and gave them many great ideas about how to better implement the Singapore curriculum. The trainer also helped the admin staff with a reorganization of curriculum in order to help form a better foundation beginning in Kindergarten, as well as offering useful ideas about catching up middle schoolers who are behind schedule so they can enter high school no lower than Pre-algebra. Back to School Night will be Thursday, July 19<sup>th</sup>, and the first day of school will be Monday, July 23<sup>rd</sup>.

**Character:** The staff are reading Don Quixote for summer staff book discussions, as well as “how to Read a Book,” by Mortimer Adler for the high school and “Teaching Primary Mathematics” for K-8 teachers.

**Accountability:** No news.

**Other Notes:** The school has moved forward with the addition of a math specialist who will help organize math interventions for struggling students, as well as assist K-8 teachers with implementation of a curricular shift to help make the Singapore progression more effective, from Kindergarten through 8<sup>th</sup> grade.

## Caprock Academy Enrollment Totals as of 5/04/2018

**Current Enrollment**

CLASS	TOTAL
HTK-AM	16
HTK-PM	16
FTK-Class A	22
FTK-Class B	22
1st Grade-Class A	26
1st Grade-Class B	27
1st Grade-Class C	27
2nd Grade-Class A	26
2nd Grade-Class B	27
2nd Grade-Class C	24
3rd Grade-Class A	24
3rd Grade-Class B	25
3rd Grade-Class C	24
4th Grade-Class A	26
4th Grade-Class B	27
4th Grade-Class C	27
5th Grade-Class A	25
5th Grade-Class B	25
5th Grade-Class C	26
6th Grade-Class A	24
6th Grade-Class B	26
6th Grade-Class C	27
7th Grade-Class A	26
7th Grade-Class B	25
7th Grade-Class C	26
8th Grade-Class A	22
8th Grade-Class B	0
8th Grade-Class C	22
9th Grade	56
10th Grade	38
11th Grade	29
12th Grade	20
<b>TOTAL</b>	<b>804</b>

**2018-2019 Intent to Return**

Intent to Return	TOTAL
HTK-AM	14
HTK-PM	14
FTK-Class A	21
FTK-Class B	18
1st Grade-Class A	25
1st Grade-Class B	25
1st Grade-Class C	27
2nd Grade-Class A	23
2nd Grade-Class B	26
2nd Grade-Class C	22
3rd Grade-Class A	23
3rd Grade-Class B	23
3rd Grade-Class C	24
4th Grade-Class A	27
4th Grade-Class B	26
4th Grade-Class C	26
5th Grade-Class A	21
5th Grade-Class B	24
5th Grade-Class C	25
6th Grade-Class A	24
6th Grade-Class B	25
6th Grade-Class C	25
7th Grade-Class A	23
7th Grade-Class B	24
7th Grade-Class C	24
8th Grade-Class A	15
8th Grade-Class B	0
8th Grade-Class C	16
9th Grade	54
10th Grade	36
11th Grade	24
<b>TOTAL</b>	<b>725</b>

**2018-2019 Waiting List**

WAITING LIST	TOTAL
HTK	18
FTK	18
1st Grade	12
2nd Grade	18
3rd Grade	8
4th Grade	8
5th Grade	6
6th Grade	19
7th Grade	8
8th Grade	9
9th Grade	9
10th Grade	1
11th Grade	0
<b>TOTAL</b>	<b>134</b>

Reasons for withdrawal: Caprock was NOT a good fit; feels overwhelmed; online schooling will be a better choice for us at this time and homeschooling.

**Caprock Academy  
Enrollment Totals  
as of 07/13/2018**

<b>CLASS</b>	<b>TOTAL</b>	<b>WAITING LIST</b>	<b>TOTAL</b>
HTK-AM	16	HTK	19
HTK-PM	17	FTK	16
FTK-Class A	22	1st Grade	0
FTK-Class B	22	2nd Grade	4
1st Grade-Class A	25	3rd Grade	0
1st Grade-Class B	26	4th Grade	0
1st Grade-Class C	25	5th Grade	9
2nd Grade-Class A	28	6th Grade	0
2nd Grade-Class B	28	7th Grade	0
2nd Grade-Class C	28	8th Grade	0
3rd Grade-Class A	26	9th Grade	0
3rd Grade-Class B	27	10th Grade	0
3rd Grade-Class C	26	11th Grade	0
4th Grade-Class A	26	<b>TOTAL</b>	<b>48</b>
4th Grade-Class B	26		
4th Grade-Class C	27		
5th Grade-Class A	28		
5th Grade-Class B	28		
5th Grade-Class C	28		
6th Grade-Class A	25		
6th Grade-Class B	26		
6th Grade-Class C	27		
7th Grade-Class A	27		
7th Grade-Class B	26		
7th Grade-Class C	27		
8th Grade-Class A	25		
8th Grade-Class B	25		
8th Grade-Class C	25		
9th Grade	38		
10th Grade	51		
11th Grade	38		
12th Grade	24		
<b>TOTAL</b>	<b>863</b>		

Reasons for withdrawing: Moving; The school doesn't fit my child. The work load is just too much for my student. School should be fun & enjoyable and not worry and stressful.

**Caprock Academy  
Strategic Plan**

**Mission Statement**

*“Help all students achieve their highest academic and character potential using proven, accelerated academic programs while providing a safe environment.”*

<b>Goal #1: Secure sufficient funding to ensure the future success of the school</b>							
Indicator	Measure/Metric	Baseline	Years	Targets	Activities	Person(s) Responsible	Status
Facility Expansion	Overall budget figure and schedule.	Current facility structure.	2018-19	Build and occupy the new facilities by 2019. Create a capital campaign to fund up to \$700,000 FFE for the new facilities.	Secure financing. Complete design process. Initiate construction in fall 2018. BOD to sanction a capital campaign committee.	HOS FAB BOD	Monthly until completion.
			2019-20	Open new facility by November 2019.			
			2020-21	n/a			
Identify and attracting revenue sources other than state and federal funding		Currently raising \$20-30 thousand annually	2018-19	To arrive at a dollar amount (by November) that allows CA to graduate students to be “Ivy League ready.”	Fund raising committee to complete the following by September: Define/identify what similar size successful schools raise as percentage of budget on annual basis. Determine how much money would have to be raised to compete with D51 salaries.	HOS DCIS BOD	Monthly

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Indicator	Measure/Metric	Baseline	Years	Targets	Activities	Person(s) Responsible	Status
			2019-20	TBD	Review current salary structure and options (i.e. performance based compensation structure)		
			2020-21	TBD			
Student enrollment, retention and wait list		800 FTE	2018-19	827 FTE Retain XX% of students Wait list of 120 students	Calculate actual percentage of retention from 2015-2018. Determine investment grade criteria for wait list.	HOS FOB	July 2018
			2019-20	850 FTE Retain XX% of students Wait list TBD			
			2020-21	860 FTE Retain XX% of students Wait list TBD			
			2018-19				
			2019-20				
			2020-21				
			2018-19				

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<b>Goal #1: Secure sufficient funding to ensure the future success of the school</b>							
Indicator	Measure/Metric	Baseline	Years	Targets	Activities	Person(s) Responsible	Status
			2019-20				
			2020-21				
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				
			2020-21				

**Caprock Academy  
Strategic Plan**

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<b>Goal #2 – Provide an academic program to prepare graduates to attend “Tier 1” (i.e. Ivy League etc.) level schools</b>							
<b>Indicator</b>	<b>Measure/Metric</b>	<b>Baseline</b>	<b>Years</b>	<b>Targets</b>	<b>Activities</b>	<b>Person(s) Responsible</b>	<b>Status</b>
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				

**Caprock Academy  
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<b>Goal #2 – Provide an academic program to prepare graduates to attend “Tier 1” (i.e. Ivy League etc.) level schools</b>							
<b>Indicator</b>	<b>Measure/Metric</b>	<b>Baseline</b>	<b>Years</b>	<b>Targets</b>	<b>Activities</b>	<b>Person(s) Responsible</b>	<b>Status</b>
			2020-21				
			2018-19				
			2019-20				
			2020-21				

**Caprock Academy  
Strategic Plan**

**Mission Statement**

*“Help all students achieve their highest academic and character potential using proven, accelerated academic programs while providing a safe environment.”*

<b>Goal #3: Establish a positive school culture that manifests our mission, vision and values</b>							
Indicator	Measure/Metric	Baseline	Years	Targets	Activities	Person(s) Responsible	Status
Review of family and staff policies and procedures			2018-19				
			2019-20				
			2020-21				
Increase parental volunteerism			2018-19				
			2019-20				
			2020-21				
Annual student, parent and staff surveys			2018-19		More than simply asking students what they think of their experience at CA Other than surveys to gather perceptions of s/p/s experience		
			2019-20				
			2020-21				
			2018-19				
			2019-20				

**Caprock Academy  
Strategic Plan**

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<b>Goal #3: Establish a positive school culture that manifests our mission, vision and values</b>							
<b>Indicator</b>	<b>Measure/Metric</b>	<b>Baseline</b>	<b>Years</b>	<b>Targets</b>	<b>Activities</b>	<b>Person(s) Responsible</b>	<b>Status</b>
			2020-21				
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				
			2020-21				

**Caprock Academy  
Strategic Plan**

**Mission Statement**

*“Help all students achieve their highest academic and character potential using proven, accelerated academic programs while providing a safe environment.”*

<b>Goal #4: Caprock Academy recognized as the school of choice and a vital asset to the Grand Valley</b>							
Indicator	Measure/Metric	Baseline	Years	Targets	Activities	Person(s) Responsible	Status
Branding/messaging			2018-19				
			2019-20				
			2020-21				
Community outreach			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				

Caprock Academy  
Strategic Plan

Mission Statement

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Goal #4: Caprock Academy recognized as the school of choice and a vital asset to the Grand Valley							
Indicator	Measure/Metric	Baseline	Years	Targets	Activities	Person(s) Responsible	Status
			2019-20				
			2017-18				
			2018-19				
			2019-20				

**Caprock Academy  
Strategic Plan**

**Mission Statement**

*“Help all students achieve their highest academic and character potential using proven, accelerated academic programs while providing a safe environment.”*

Goal #5:							
Indicator	Measure/Metric	Baseline	Years	Targets	Activities	Person(s) Responsible	Status
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				
			2020-21				
			2018-19				
			2019-20				

Caprock Academy  
Strategic Plan

Mission Statement

*“Help all students achieve their highest academic and character potential using proven, accelerated academic programs while providing a safe environment.”*

Goal #5:							
Indicator	Measure/Metric	Baseline	Years	Targets	Activities	Person(s) Responsible	Status
			2019-20				
			2018-19				
			2019-20				
			2020-21				

# Caprock Academy

## Summer 2018 Facilities Updates

- Small Modular Move
- Long Range Planning

# Small Modular Move

- Budget
  - Original: \$100,000
  - Current Projected: \$
    - See budget sheet for detail
  - Primary factors for over budget
    - GVP Electrical service installation cost
    - More complex ADA, fire and data solutions

# Small Modular Move

- Timeline
  - Water and Sewer done.
  - Modulares moved and set.
  - GVP electrical service pending;
    - Temporary power may be required
    - Conduit for all wire is in ground
  - Buildings should be ready for July 23 but may lack phone/data temporarily.

# Long Range Planning

Progress items:

- Small modulars out of way
- Legal team being assembled – Bond counsel, School counsel, Issuer counsel set; Bank/funder TBD
- Data and information provided to financial advisor for bank RFP's
- Bank RFP's being sent this week (week of 7/16)

# Long Range Planning

Progress items (continued):

- Bond vs. bank options to be evaluated after RFP responses (7/30)
- Scope reduction meeting held and schematics updated
- Updated pre-construction cost estimate in progress now

# Long Range Planning

## Upcoming

- Cost estimate review
- Appraisals
- BOD decision regarding financing options and scope/cost for building.
- Architecture and Builder long term agreements.
- And much more....
- Estimated Finance Close and Ground breaking: Oct 2018 (aggressive).

**Modular Move Summary**

	Original	Estimated as of 7/12	Delta
Modular set crew (Carl)	31000	30000	-1000
- Additions	2000	2000	0
MVC	28000	27400	-600
- add for ramps/access including asphalt- estimated	1500	7750	6250
Plumber	7500	4500	-3000
Electrical - New service panel, building connects, conduits, etc.	7500	25624	18124
-GVP New service	3000	24376	21376
Ramps/Stairs - - Satellite (alternate ramps/access option ) - N/A	0	0	0
Trucking	900	785	-115
Concrete/asphalt - moved to MVC above	1500	0	-1500
Fire Alarm /Security/Data	1500	6523	5023
Contingency	15000	0	-15000
<b>Total</b>	<b>99400</b>	<b>128958</b>	29558