

Official Minutes  
Weld Re-3J Board of Education  
August 23, 2017

**Lochbuie Elementary**

1. **Call to Order** by President Haffner at 6:46 p.m.
2. **Roll Call** Directors Baumgartner, Grundy, Gustafson, Haffner and Jensen were present
3. **Pledge of Allegiance**
4. **Approval of Agenda**  
Director Grundy moved to approve the agenda as presented. Director Baumgartner seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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5. **Public Open Forum**

- 5.1 Recognition of Visitors
- 5.2 Public Comments  
No public comment was made.
- 5.3 Correspondence

6. **Special Reports**

- 6.1 **Academic Spotlight - Lochbuie**  
Mr. Palmer gave the Board an overview of the Leader In Me Program and specifically talked about the Lighthouse Status process. There are a few things that Lochbuie staff will be focusing on this year to gain Lighthouse Status with the Leader in Me Program. Parent involvement, grade alignment and getting the kids to fully understand the “why” around the 7 habits. Mr. Palmer noted a few important dates coming up for Lochbuie: October 10<sup>th</sup> & 12<sup>th</sup> will be Student led Parent Teacher Conferences, October 20<sup>th</sup> is Leadership Day, and November 2<sup>nd</sup> is their final Lighthouse review from the Leader In Me team.
- 6.2 **NV5 Owner’s Representatives: 2016 Bond Projects Update**  
NV5 provided a written summary of work completed since the last update. Todd McCowin gave an update with pictures during the Capital Construction Update, just prior to the meeting. Additional information and updates were provided regarding: the Waste Water Treatment Facility IGA with the Town of Keenesburg, the purchase of the property for the Transportation facility, the abatement at the Red Brick Building, the Hudson land acquisition, MS boiler work, HS roof work and final walk through will happen next week, Hoff & Lochbuie roof work will be completed in the next couple of weeks, Hudson construction is progressing nicely and permits have all been secured. Meadow Ridge ground has been cleared and foundations will start being poured next week.
- 6.3 **Capital Construction Update**  
Dr. Rabenhorst updated the Board on bond projects in tandem with the NV5 update.
  - The most recent bond project cost summary was reviewed.Administrative Contract/Agreement Approvals since previous meeting:
  - NOCO Energy Solutions – WCMS Boiler Controls \$11,800
  - Front of School Drainage Correction – Hoff \$11,500
  - Front of School Drainage Correction – Lochbuie \$11,500
  - Roof Change Order with Garland – Hoff approximately \$15,500
  - Roof Change Order with Garland – Lochbuie approximately \$15,500
- 6.4 **Back-to-School Night and First Day Enrollment Summary**  
Principals who were in attendance, including Mr. Kennedy, Ms. Jeffery, Mrs. Forbes, and Mrs. Soliz, provided highlights from back-to-school night, initial enrollment projections and information about the first week with students. Dr. Rabenhorst provided information on Hudson as provided by Mr. Dent. Ms. Orbanosky provided a brief description of the new teacher orientation process.

7. **Board Consent Agenda**

- 7.1 Approval: Meeting Minutes
  - (a) July 19, 2017 Special Meeting / Governance Process Meeting Minutes

- (b) July 19, 2017 Regular Meeting Minutes
- 7.2 Approval: Financial Reports
  - July Financial Reports
- 7.3 Approval: Resignations/Retirements
  - Lauren Kiel – Counselor @ WCHS
  - Rachael Dechant – Bus Driver
  - Julie Branch – Data Secretary @ Lochbuie
- 7.4 Approval: Contracts for Licensed Employees
  - Regan Chandler – District Psychologist
  - Mandi Krill – 5<sup>th</sup> Grade Teacher @ Lochbuie
  - Shane Dyer – PE Teacher @ WCMS
  - Sara Johnson – 3<sup>rd</sup> Grade Teacher @ Hoff
  - Ira Bane – Art Teacher @ Lochbuie
- 7.5 Approval: Letters of Employment for Classified Personnel
  - Stacie Reil-Berry – SPED Aide @ Lochbuie
  - Sarah Turner – Secretary @ Lochbuie
  - Jennifer Stevens – Kindergarten Aide @ Lochbuie
  - Debra Swank – Bus Driver
  - Andrea Byington – Paraprofessional/Instructional Aide @ Lochbuie
  - Michelle George – Preschool Aide @ Lochbuie
- 7.6 Approval: Additions to the 2017-2018 Coaching/Extra Duty Employment Agreement/Notice of Assignment
  - Sarah Johnson – 8<sup>th</sup> Grade Volleyball Coach @ WCMS
- 7.7 Approval: Resignations for 2017-2018 Coaching/Extra Duty Employment Agreement/Notice of Assignment
  - Deanna Teter-Ries – Head Track Coach @ WCMS
- 7.8 Approval: Request for Extended Leave
- 7.9 Approval: Intra-School/Intra-District Staff Transfers
  - Esperanza Pinedo – Transfer from Instructional Aide @ Lochbuie to Data Secretary @ Lochbuie
  - Karen Crowe – Transfer from Secretary @ Lochbuie to Secretary @ WCMS
  - Gloria Estrada – Transfer from Sub Custodian to SPED Paraprofessional @ Hoff
  - Jaylene Adkins – Transfer from Kindergarten Aide @ Lochbuie to Health/Office Aide @ Lochbuie
  - Jodie McCormick – Transfer from Bus Driver to Preschool Aide @ Hudson
- 7.10 Approval: Additions to the 2017-2018 Substitute Teaching List
  - Amanda Hollar
  - Abby Dean
- 7.11 Approval: Out of District Student Requests for 2017-2018
- 7.12 Approval: Home School Requests for 2017-2018
- 7.13 Approval: Request for Open Enrollment/Within District Transfer for 2017-2018
- 7.14 Approval: Administrative Policy E-20 (EBCE) School Closings and Cancellations
- 7.15 Approval: Administrative Policy I-3 (IC/ICA) School Year/School Calendar/Instruction Time
- 7.16 Approval: Administrative Policy J-17 (JQ) Student Fees, Fines and Charges
- 7.17 Approval: Administrative Policy J-29 (JICDD) Violent and Aggressive Behavior
- 7.18 Approval: Monitoring Review Cycle
  - EL-6 Educational Program

Director Gustafson moved to approve the consent agenda as presented. Director Jensen seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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## 8. Action/Discussion

### 8.1 Construction Contract and Final Guaranteed Maximum Price with Fransen Pittman

The final budget cost for Meadow Ridge was reviewed. The FGMP is in line with budget and projected scope of the full project. Cost could fluctuate but only through change orders with a FGMP in place. Dr. Rabenhorst explained there are some items being reviewed by the team, some of which could increase cost and some of which could decrease cost. This will occur throughout project completion.

Director Baumgartner moved to approve the construction contract and final guaranteed maximum price with Fransen Pittman. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.2 Change Order with Fransen Pittman Regarding Hoff ES and Lochbuie ES Site Work and RTUs**

Fransen Pittman was selected to lead site work (including drainage and playgrounds) at Hoff and Lochbuie. Rather than develop separate contracts, FP and NV5 preferred to create a change order for these projects based on the already approved contract with Meadow Ridge. Since these are technically different projects, Dr. Rabenhorst preferred that the Board approve the Change Orders, even if they are in the parameters of superintendent approval, particularly given the cost. Work will be complete soon with RTU replacement slated for September/October currently.

Director Grundy moved to approve change orders 1 & 2 with Fransen Pittman regarding Hoff Elementary School and Lochbuie Elementary School site work and RTU replacements. Director Jensen seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.3 Resolution #2-2018 Authorizing the District Superintendent to Act on the Board’s Behalf in Real Estate Closing Pertaining to the Purchase of the Hudson Highlands Property**

The Board had previously approved the purchase agreement with Renaissance Homes. In order for Dr. Rabenhorst to carry out duties at the closing, he requested a resolution authorizing him to do so.

Director Baumgartner moved to approve resolution #2-2018 authorizing the district superintendent to act on the Board’s behalf in real estate closing pertaining to the purchase of the Hudson Highlands property. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.4 Real Estate Exchange Agreement Regarding Transportation Center**

The most current version of the exchange agreement was reviewed. The district’s attorney has been working with the owner’s attorney to come to a final agreement in the language. The district is awaiting additional disclosures related to the petroleum spill. Because there were pending language revisions, Dr. Rabenhorst advised the Board to take no action. After discussion, the Board agreed substantively with the language currently in the agreement and discussed the item 8.5 resolution in conjunction with the discussion of the agreement. The Board agreed that further disclosures were needed regarding the property before proceed on the remainder of the agreement. No motion was made regarding this item.

**8.5 Resolution #3-2018 Authorizing the District Superintendent to Act on the Board’s Behalf in a Real Estate Exchange Transaction Pertaining to the Transportation Facilities Properties**

Similar to Resolution 2-2018, Dr. Rabenhorst asked for the Board’s approval to carry out all closing responsibilities with the exchange agreement related to the Transportation Facility. Given the Board’s decision in item 8.4, the resolution would authorize the superintendent to finalize the agreement. Dr. Rabenhorst indicated that if there were substantive changes to the agreement, he would bring it back for Board discussion and approval rather than approving through the resolution.

Director Grundy moved to approve Resolution #3-2018 authorizing the district superintendent to act on the Board’s behalf in a real estate exchange transaction pertaining to the transportation facilities properties. Director Jensen seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.6 Intergovernmental Agreement, Town Cost Agreement and Cost Recovery Agreement with Town of Keenesburg Concerning Waste Water Treatment Facility for Central Campus**

The most current version of the WWTF IGA was reviewed. The Town of Keenesburg replied back to district consultants this week regarding the WWTF IGA. The district has already complied with nearly all of what the Town has requested. Dr. Rabenhorst explained new language regarding the tap fee; the district will agree to the higher calculation with language indicating a refund will be provided if the meter readings after installation indicate lower usage. The readings will be within 12-24 months of installation.

If it is less than the 5,400 gallons per day average, the district would be eligible for the refund. Board members inquired about the surcharge, which Dr. Rabenhorst will inquire about with consultants. Dr. Rabenhorst advised no action on this item since new language needs to be presented to the Town regarding the tap fee change. Dr. Rabenhorst indicated that the team would work toward a document ready for action on Sept. 13. No motion was made regarding this item.

**8.7 Revised 2017-2018 Food Services Meal Prices**

As the Board was previously notified, due to a decrease in Free/Reduced students, administration decided to recommend ending the universal free breakfast program. Continuing with the program would mean the district would have to subsidize a significant amount of the total cost. Ms. Clark explained how the CDE tool is used to determine meal prices. Because of the change, the Board was asked to approve breakfast prices for those who intend to purchase breakfast. Students who are on Free/Reduced status will continue to receive a free breakfast although not in the classroom.

Director Gustafson moved to approve the revised 2017-2018 Food Services Meal prices. Director Baumgartner seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.8 DAC Appointments**

The recommended members of the DAC for 2017-2018 were reviewed. Membership exceeds minimum requirements. Additional members were added last winter following the successful Bond election as this group oversees the Bond project budgets. Since those additions were new, the proposed list does not contain any new members. Advertisements were made to recruit additional members; however, to date, there has been no interest.

Director Baumgartner moved to approve the District Accountability Committee member list as presented. Director Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.9 Licensed Staff Handbooks**

Dr. Rabenhorst introduced items 8.9 and 8.10 together. The Licensed Staff Handbook was reviewed. The handbook was reviewed by Mountain States Employment Council last year, and administration reviewed again this year in order to update it to be consistent with any policy changes. Minor revisions were made from the previous year. The handbook is in line with all administrative policy and legal requirements as recommended by MSEC. Handbooks were provided to all staff at the beginning of the year. A signature is required on the last couple of pages by all staff. Policy requires formal Board approval of the handbook.

**8.10 Classified Staff Handbooks**

The Classified Staff Handbook was reviewed. The handbook was reviewed by Mountain States Employment Council last year, and administration reviewed again this year in order to update it to be consistent with any policy changes. Minor revisions were made from the previous year. The handbook is in line with all administrative policy and legal requirements as recommended by MSEC. Classified staff are considered “at-will” so varying language is needed when compared to the Licensed Staff Handbook. Handbooks were provided to all staff at the beginning of the year. A signature is required on the last couple of pages by all staff. Policy requires formal Board approval of the handbook.

Director Grundy moved to approve the licensed staff handbook and the classified staff handbook as presented. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.11 Resolution #1-2018 Cancellation of School Board Election**

In the event insufficient petitions are returned or there are uncontested seats, the Designated Election Official (Meleia Monsey) can take steps to cancel the election if the Board adopts the resolution. Administration recommended approval of the resolution so that the election could be cancelled, thereby saving district funds, if parameters for cancellation were met.

Director Haffner moved to approve Resolution #1-2018 Cancellation of School Board Election. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.12 Proposed Contract for CASB Policy Services: Policy Governance Administrator’s Manual Overhaul Project**

The proposed contract with CASB for a policy overhaul was reviewed by Board members. Dr. Rabenhorst indicated the contract was in line with scope and cost of the services as previously discussed with the Board.

Director Gustafson moved to approve the contract for a Policy Governance Administrator’s Manual Overhaul Project with CASB. Director Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.13 Administrative Policy F-11 Memorials for Deceased Students and Staff**

Dr. Rabenhorst made revisions to the draft policy based on discussion at the July Board meeting. Sample policy from other organizations was sought unsuccessfully; however, the comments by the Board were integrated into the draft policy. If approved, the policy would now allow for moveable items such as furniture and benches, and any request and approval would need to conform to district standards. Board discussion led to a couple of minor revisions.

Director Jensen moved to approve administrative policy F-11 Memorials for Deceased Students and Staff with amended statements as discussed. Director Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.14 Memorial Request at Weld Central High School Campus**

Board members discussed the memorial request as made by Robert Gudka on behalf of the Leet family. Within the context of the potentially approved policy, the Board was able take action on the request, however, they did not. The Board directed Dr. Rabenhorst to talk to Robert Gudka, and the Leet family if needed, about what memorial the family would prefer based on new information learned from WCHS administration. No formal action was taken.

**9. Information/Discussion**

**9.1 Agreement with Cureton Midstream Pipeline Project Regarding Right of Way and Plat at Altamira School Site**

The District was approached by Cureton Midstream regarding an easement agreement on the Altamira property. They are also working with Walton on adjacent properties. They intend to run an oil/gas pipeline in the area, and their preferred route is through the northern boundary of our Altamira property. Their proposed agreement was reviewed. Dr. Rabenhorst noted that this agreement has not been vetted by legal counsel, however, general counsel was sought and Dr. Rabenhorst shared the cautions. Board members noted concern about not having developed site plans for Altamira, so having the easement could conflict with future plans. An additional concern was noted regarding potential future legislation which could restrict school buildings/fields on or near oil wells and pipelines. Board consensus was to not agree to the easement and direction was given to Dr. Rabenhorst to convey this to Cureton Midstream representatives

**9.2 Administrative Policy E-9 (ECAF) Use of Video and Audio Monitoring (1<sup>st</sup> Reading)**

This policy was updated by CASB in June. The update better protects the district’s interests regarding safety and security of schools. This policy will replace E-9 Video Cameras on Transportation Vehicles and now encompasses all district vehicles, schools and other buildings. Prior to Board review, the policy was reviewed by all district administration. Board members directed the policy to be placed on the consent agenda in September.

**9.3 Administrative Policy J-33 (JICJ) Student Use of Cell Phones and Other Personal Technology Devices (1<sup>st</sup> Reading)**

This policy was updated by CASB in June to better reflect the prevalence and use of cell phones and other technology devices by students at school. Prior to Board review, the policy was reviewed by all district administration. Board members directed the policy to be placed on the consent agenda in September.

**9.4 CMAS Math & English Language Arts Data Review**

Ms. Orbanosky prepared a summary of district data for English Language Arts (ELA) and Math scores from the 2017 state assessment. The data revealed a decrease in performance in nearly all grades and subjects. As hoped, Algebra scores did increase although by a small amount. Ms. Orbanosky talked about how ANet will help administrators use this data to help teachers guide classroom teaching. She also noted that this information will be used by the interventionists at each school to help guide the interventions that need to take place.

**9.5 Financial Institution Changes and Requirements**

Ms. Clark was recently notified that our local bank is no longer able to insure funds in the amounts we have in accounts with TBK. Their letter to the district was reviewed. The district would have to pay thousands of dollars per month to continue accounts with TBK. Ms. Clark has sought guidance from district auditors who have provided a list of banks who could provide services. Ms. Clark provided more details on what an anticipated change in financial institutions will encompass. Administration is targeting more information to Board members in September with a request for action on approval a new financial institution in October.

**10. Superintendent Reports and Presentations**

**10.1 Financial Transparency Website Presentation**

Ms. Clark provided a brief overview of the new financial transparency requirements and website which is managed by CDE by projecting the site for the Board and audience.  
[www.coloradok12financialtransparency.com](http://www.coloradok12financialtransparency.com)

**10.2 Superintendent Goals**

The proposed goals were provided to Board members. Goals are in line with Core Values, Strategic Plan Goals, and Dr. Rabenhorst’s 2017 evaluation. Dr. Rabenhorst requested formal approval of the goals as required to be approved prior to the end of August, annually.

Director Grundy moved to approve the superintendent goals as presented. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**10.3 2017-2018 Strategic Plan Activities**

Administration is still working on the strategic plan activities for the current school year. A draft was not ready for the Board following an Aug. 22 administrator meeting. Given the released achievement scores, administration will need additional time to fully develop the activities. This will likely place the approval request on the October regular meeting.

**11. Board Member Reports/Discussion**

Director Haffner noted that he was at the Middle School for Back-to-School night and it was a positive atmosphere.

Director Gustafson was at the High School and there were not many parents, but she enjoyed seeing the new faces.

Director Grundy was at Lochbuie for Back-to-School night and noted that it seemed to run really smoothly. She shared a few things that parents brought to her attention: parents are worried about, and would like more information on, the staggered start times for Meadow Ridge Elementary and Lochbuie in 2018; parents are concerned about the speed limit and people speeding on Willow Drive (a main thoroughfare for students getting from Berkshire to Lochbuie Elementary); finally, parents were excited to see the materials that updated them on the bond projects.

Director Baumgartner was at Hoff for Back-to-School night and she noticed many new faces. She was excited that as she talked with these new families they had already seen the materials from their interactions on our website. She was pleased with the turnout and noted that the Re-3J Education Foundation may have some new members.

Director Jensen was set up in the cafeteria at Hudson for Back-to-School night. He noted that there were lots of people and the parents were engaged with the different tables set up.

Director Grundy reminded people that the Re-3J Education Foundation Chick-fil-A Spirit Night is August 30<sup>th</sup>.

**12. Adjournment at 9:22 p.m.**