

Official Minutes
Weld Re-3(J) Board of Education
December 14, 2016

District Office

Regular Meeting (6:30 p.m., Board room)

1. **Call to Order** by President Haffner at 6:39 pm.
2. **Roll Call** Baumgartner, Grundy, Gustafson, Haffner and Jensen present.
3. **Pledge of Allegiance**
4. **Approval of Agenda**
Baumgartner moved to approve the agenda. Gustafson 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
- 5.3 Correspondence
Dr. Rabenhorst noted a letter from CDE indicating a very successful audit for Child Count, At-Risk, and Transportation.

6. **Special Reports**

- 6.1 NV5 Update & CM/GC Introduction
NV5 has provided a summary. Sarah Lara was present to provide an update on work completed to date with the district's bond projects. As previously reported to the BOE, Dr. Rabenhorst approved contracts for surveying and geotechnical work. This has allowed the district to begin work on some of the pre-construction work. The selection committee has recommended two companies as General Contractors. Reference 8.1. Representatives from the selected CM/GC firms were present for introductions and a short message to Board members. Doug Johnson, Tony Cingoranelli were present from Adolfson & Peterson. Tim Williams, Justin Clark, Will Longhorne & Dave Eddy were present from Fransen Pittman.
- 6.2 Highlights from Food Services Program
Melissa Welham, Food Services Coordinator, was present to highlight the Food Services program and discuss initiatives led by Chartwells. She noted that the Breakfast in the Classroom initiative is going well. This initiative was implemented in January of 2016 for grades K-8. She also noted that a survey will be going out, through Google, asking kids opinions of school lunches. Ms. Welham also provided meal count comparisons from the previous to current years.

7. **Board Consent Agenda**

- 7.1 Approval: Meeting Minutes
 - (a) November 9, 2016 Regular Meeting Minutes
 - (b) December 9, 2016 Special Meeting Minutes
- 7.2 Approval: Financial Reports
 - November Financial Reports
- 7.3 Approval: Resignations/Retirements
 - Alyssa DeVisser – SPED Aide @ WCMS
 - Bernie Sharp – Bus Driver
 - Jennifer Prosser – Intermediate Aide @ Lochbuie
 - Megan Smith – Evening Custodian @ Lochbuie
- 7.4 Approval: Contracts for Licensed Employees (EL-12: Staff Treatment)
 - Sarah Ferlin – SPED Teacher @ Lochbuie
 - Ashton Bowers – Kindergarten Teacher @ Lochbuie
- 7.5 Approval: Letters of Employment for Classified Personnel (EL-12: Staff Treatment)
 - Graciela Ibanez – Sub Custodian
 - Jennifer Prosser – Sub Aide

- Romonica Rhinehart – Instructional Aide @ Lochbuie
 - Beronica Castillo-Hernandez – SPED Aide/Lunch Monitor @ Lochbuie
- 7.6 Approval: Additions to the 2016-2017 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- None
- 7.7 Approval: Resignations for 2016-2017 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- None
- 7.8 Approval: Separation of Employment for 2016-2017
- Lauren Shaffer – District Nurse
- 7.9 Approval: Intra-School/Intra-District Staff Transfers
- None
- 7.10 Approval: Additions to the 2016-2017 Substitute Teaching List
- None
- 7.11 Approval: Out of District Student Requests for 2016-2017
- 7.12 Approval: Home School Requests for 2016-2017
- 7.13 Approval: Request for Open Enrollment/Within District Transfer for 2016-2017
- 7.14 Approval: Administrative Policy D-1 (DA) Fiscal Management Goals/Priority Objectives
This policy was reviewed on November 9th and no revisions were made since the first reading.
- 7.15 Approval: 2017-2018 School Calendar

Baumgartner moved to approve the consent agenda. Jensen seconded the motion.

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

8.1 Approval of the CM/GC Firms for 2016 Bond Projects

Select pages from the recommended CM/GC RFQ submittals were reviewed. Ten companies submitted proposals, and four made the short-list for interviews. The selection committee consisted of Dr. Rabenhorst, Mr. Peterson, Ms. Monsey, and Mr. Haffner. Representatives from TreanorHL and NV5 also participated in order to provide technical input. The goal going into the process was to select more than one company for the three primary projects: Hudson Academy Rebuild, Lochbuie primary school, and Weld Central Middle School renovations. The remaining projects in the Bond will be bid later by GCs, be added to contracts as change-orders, or be directly put out to bid to subcontractors.

The four interviewed firms were all highly qualified and provided excellent presentations. Adolfson & Peterson was recommended by the selection committee for the Hudson Renovation and WCMS project. Fransen Pittman was recommended by the selection committee for the Lochbuie new school project.

Grundy moved to approve Adolfson & Peterson as the CM/GC firm for 2016 Bond Project 01-A-Hudson Academy Additions, Demolition & Renovation and Project 01-C-Capital Maintenance Projects at Weld Central Middle School as well as approve Fransen Pittman as the CM/GC for 2016 Bond Project-01-B-New Lochbuie Elementary school. Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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8.2 Approval of the Fiscal Year Ending June 30, 2016 Financial Audit Report

Melissa Bigler presented the annual financial report during the work session. Dr. Rabenhorst and Ms. Clark reviewed highlights from the presentation and offered answers to any questions.

Jensen moved to approve the Fiscal Year Ending June 30, 2016 Financial Audit Report as presented. Baumgartner seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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8.3 Approval of the Mill Levy Certification

Annually, the Board must approve the mill levy certification. Information to finalize the mill levy was made available on December 13. Ms. Clark assembled the levy and certification for Board review during the meeting. The mill levy certification must be submitted to CDE by December 15.

Baumgartner moved to approve the Certification of Mill Levies at 20.296 mills, based upon an assessed valuation of \$976,149,010, for property tax year 2016 to be collected in 2017 as presented. Gustafson & Jensen seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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8.4 Approval of the Purchase of District Transportation/Service Vehicles

Administration is proposed the purchase of new vehicles with this year’s Mill Levy Override funds from the Operations component of the MLO in order to begin a replacement cycle for the aging fleet. Going forward the replacement cycle calls for 1-2 vehicles to be purchased per year.

The quotes from the recommended vendors were provided for Board members. The recommended buses were the lowest quotes and also in stock. The recommended service vehicle was also the lowest quote.

Grundy moved to approve vehicle purchases of two transportation buses and one service vehicle as presented. Jensen seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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8.5 Draft FY17 MLO Expenditure Recommendation

Dr. Rabenhorst shared a proposed spending plan for MLO funds the district will receive in the coming months as part of 2017 collections. District and building administration have also reviewed and approved this conceptual plan. The plan includes holding \$1 million in reserve in this first year of the MLO as most of the programs cannot be implemented this year. The fund balance could be used strategically near the end of the MLO sunset period in the event the community does not approve a continuation of the MLO or other financial problems transpire due to state funding cuts.

Dr. Rabenhorst indicated that the staff bonuses and the building allocations are built into the FY17 spending plan. These funds would be used to support school programs or areas not identified as priorities in the Bond scope. Principals and building leadership teams would determine how to best spend the funds. District oversight would be limited to allow for site-based decisions.

Dr. Rabenhorst described the plan in detail and was able to answer questions. Board members commented on the recommendation for building the fund balance and gave direction to proceed with the proposed reserve plan.

8.6 Approval of Mill Levy Override Recruit & Retain Priorities

As has been previously discussed, there is inequity within staff on what steps individuals fall on in the salary and wage schedules. Due to salary freezes in 2010-2012, staff employed then are two steps lower on the schedules than those with similar experience who entered the district subsequent to the freezes. This is an area of contention with many staff and has attributed to retention problems, particularly among teachers. An analysis was completed and there are approximately 30 licensed staff and 35 classified staff who are affected by the inequity in the system.

The Meet & Confer Joint committee reviewed options as to how to use MLO funds to rectify the problem. Since only approximately ¼ of staff would be affected, a decision was made not to recommend a step recoupment in the current budget year. Rather, a bonus was agreed upon that would impact all staff. The bonus would be 2% on current salary/wage spreads for all classes of employees in the district. In reaching this decision, agreement was also reached that those staff affected by salary freezes in the previously mentioned years would receive step recoupment in any

salary/wage schedules developed effective in the 2017-2018 school year. As such, two motions were recommended so that administration can plan the finances accordingly and the Joint Committee can continue their work on the Recruit & Retain initiative. Administration recommended the approval of the Joint Committee proposals.

Grundy moved to approve step recoupment for those employees affected by salary freezes in the school years 2010-2011 and 2011-2012 effective in the 2017-2018 school year. Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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Jensen moved to approve a nonrecurring staff bonus of 2% on current, individual base contracts/wage spreads for all employee groups payable in school year 2016-2017 with individual amounts and payments determined by district administration. Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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8.7 Approval of Community Church Use of Lochbuie Elementary

David Stitt is a pastor of a yet unestablished nondenominational church in Lochbuie. Mr. Stitt has approached administration about using Lochbuie Elementary for Sunday services beginning in March or April of 2017. Administration has worked out a cost option that is affordable to a just establishing church and recommends that approval be given to the church as a way of supporting community development in Lochbuie. District policy on this matter specifically calls for the need for Board approval of facility use for religious purposes. If approved, Dr. Rabenhorst would draft a short-term lease agreement which would be reviewed after six months of building use. Should the agreement work out, Dr. Rabenhorst might look at amending the guideline to policy K-7 (KF) to allow for continuous use of facilities by religious groups, as opposed to only during emergencies or for less than three months.

Baumgartner moved to approve the use of Lochbuie Elementary school for Sunday religious services to the yet unestablished and unnamed church currently under the leadership of Mr. David Stitt. Haffner seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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8.8 Director District Boundaries

At the last meeting, the Board gave Dr. Rabenhorst direction to pursue a contract with Strategic Resources West to analyze the district’s current population and director district boundaries. Denny Hill handed off the project to a colleague, David Porter, due to issues with the state retirement system. Dr. Rabenhorst subsequently entered into an agreement with Mr. Porter. An analysis of the current population and director boundaries revealed that the director districts are within 1% of population variance. The Board reviewed the breakdown by director district. Based on the information, Dr. Rabenhorst recommended no changes to the director district map. Based on growth in Lochbuie, the boundaries will likely need to be revised in four years, when the Board is statutorily required to review the boundaries again.

Jensen moved to approve current director district boundaries with no modification. Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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8.9 Approval of Conditional Notice to Proceed with TreanorHL for Conceptual & Schematic Design

NV5 is working with TreanorHL to finalize the agreement and contract for 2016 Bond Project work. The contract should be ready for Board approval in January. Until then, the Board must approve them to begin the conceptual and schematic design work now as the cost exceeds the threshold for

superintendent approval. This amount is included in the original quoted fees so the contract will reflect this accordingly.

Grundy moved to approve the conditional notice to proceed with TreanorHL for conceptual and schematic design. Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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9. Information/Discussion

9.1 WCHS Course Description Book for the 2017-2018 School Year (1st Reading)

The WCHS course description book is revised annually and approved by the Board. Mr. Kennedy was present to report on the updated booklet, including course additions and deletions that went through the administrative approval process.

The 2017-2018 Course Proposals/Removals was also provided as a companion to the course description book.

9.2 Administrative Policy G-b-20 (GCKAA) Teacher Displacement Guideline (1st Reading)

The Policy Guideline for the existing policy on Teacher Displacement was reviewed. The guideline was created and approved by the Meet & Confer Joint Committee. While guidelines are within superintendent approval purview, since the guideline was developed and recommended through Joint Committee, Dr. Rabenhorst is requesting formal Board approval. The guideline now makes it clear how the determination would be made of who the affected teacher is under the definition of Displacement. A scenario was created with six elementary teachers to verify the process would work as intended. Consensus was to have this policy placed on the consent agenda for next month.

9.3 Administrative Policy D-12 (DJ/DJA) Purchasing/Purchasing Authority (1st Reading)

The policy D-12 (DJ/DJA) was revised within the past year. Due to the Bond passage, problems with contract approval have already arisen due to the low threshold before requiring Board approval. CASB was consulted and counsel indicated she had not seen such a low threshold (\$25,000) in a long time. Administration is not recommending that this increase. Rather, administration recommended an addition to the current policy which would create an exception to contract or purchase approval under the scope of Bond work. Without such a provision, the Board would likely have to convene in special meetings several times over the course of the bond projects timeline. Dr. Rabenhorst also asked the Board to waive the 2nd reading requirement in governance policy in order to put the policy change in place immediately.

Haffner moved to waive the second reading requirement for Policy D-12 (DJ/DJA). Jensen seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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Grundy moved to approve Policy D-12 (DJ/DJA) as written. Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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9.4 Administrative Policy F-5 Construction Documentation (1st Reading)

Administration has begun reviewing policies pertaining to completion of Bond projects. For most of the F Policies, CASB does not have sample policies, and upon review, many of the district policies are outdated or may be contradictory to other existing policies. Such is the case with Policy F-5. Administration recommended the deletion of the final paragraph of the policy since the awarding of contracts is addressed in other policies where not all contracts require Board of Education action. Having the Board approve all contracts would delay progress.

Haffner moved to waive the second reading requirement for Policy F-5. Baumgartner seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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Jensen moved to approve Policy F-5 as edited. Baumgartner seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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9.5 Administrative Policy F-6 Change Orders (1st Reading)

The current policy on Change Orders requires Board approval on changes that exceed one-half percent of the total cost of a project. This could lead to the need for the Board to approval small dollar amount changes, depending on the size of a project. Dr. Rabenhorst consulted with NV5 who indicated that they have not seen policy requiring any Board approval. Dr. Rabenhorst recommended language to deal more efficiently with change orders. Consensus was to have this policy placed on the consent agenda for next month.

9.6 Math Improvement Plan

The board reviewed a brief summary of the work principals and district administrators have been doing through professional development with Achievement Network to improve instruction in math. Per board direction, administration was asked to provide updates of what was occurring to improve math achievement in the district. This information presented was a precursor to the information which will be provided by principals in the January and February work sessions. Principals will be more specific as to the initiatives within the schools that are designed to affect math achievement. Ms. Orbanosky led the discussion during the Board meeting.

10. Superintendent Reports and Presentations

10.1 Election Results Analysis

Weld County provided a detail of voting by precinct, and Ms. Monsey prepared a table showing the breakdown of results. The majority of precincts supported both the Bond and MLO at a similar margin. The more rural areas were more split than majority supported. Ms. Monsey will provide Board members with the results from Adams County.

10.2 Bond Work Update

An option to locate the Transportation facility in Hudson was discussed as the developer of the land adjacent to Hudson Academy to the east may be interested in selling. The potential of the Transportation Facility to be more centrally located is economical. The Board directed Dr. Rabenhorst to pursue the purchase of the land and to work with the Town of Hudson on the potential of the district Transportation Facility to be located in Hudson.

11. Board Member Reports/Discussion

11.1 CASB Conference Feedback

Director Haffner noted his disappointment in CDE's opinions. He also noted that he had received an email, following Dr. Rabenhorst's presentation at CASB, regarding the passing of our Bond & MLO and information he might have. All other Directors received the same email and Director Haffner has responded on behalf of the Board.

Director Jensen attended a break-out session where CASB attorneys noted laws that have changed this year and their implication to policy that Re-3J has in place; Notably marijuana and transgender. Director Gustafson noted that CASB is collecting policy that districts develop regarding marijuana use by qualified students, if they are different from the CASB sample policy. This is for other boards to use when creating their policy. Director Gustafson also noted that the new Commissioner of Education is Katy Anthes.

Director Baumgartner was pleased with the conference this year. She attended Dr. Rabenhorst's presentation to see if she could figure out reasons why some elections, like ours, were successful this year.

Director Grundy felt that the conference was valuable. She noted that the state budget update was informative and the school attorney update was good.

12. Adjournment at 9:08 pm.