

Official Minutes  
Weld Re-3(J) Board of Education  
May 24, 2017

**District Office**

1. **Call to Order** by President Haffner at
2. **Roll Call** Directors Baumgartner, Grundy, Gustafson, Haffner and Jensen present.

3. **Pledge of Allegiance**

4. **Approval of Agenda**

Director Grundy moved to approve the agenda. Director 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

6. **Special Reports**

- 6.1 NV5 Owner’s Representatives: 2016 Bond Projects Update

NV5 provided a written summary of work completed since the last update. Todd McCowin and Sarah Lara were present to answer questions. Mr. McCowin gave an overview of work to date. The roofing materials are on site at both Hoff & Lochbuie, and the work will start on May 30<sup>th</sup>. The design of the STEM & Art rooms at Hoff & Lochbuie should be finalized in the next couple of weeks. The high school roofing and windows were fixed and design work is being done for their STEM & Art rooms. Weld Central Middle School will have abatement done on any area that will be worked on. The kitchen will expand to have better flow of students purchasing lunch and to add some refrigerator/freezer space. Work at the middle school will start later this year, likely November, and conclude before school starts in August of 2018. Work at Hudson has started. The construction crew has fenced off the work area and set up their initial worksite. Abatement will begin on June 12 and demo will start soon after. The new Lochbuie school contractors have hired mechanical sub-contractors. There has been no progress on an agreement of any kind with the developer regarding the, but the developers have stated that roadways will be complete before the opening of the school. The Waste Water Treatment Facility IGA is in the hands of the Town of Keenesburg. There will hopefully a final document for the June meeting. Dr. Rabenhorst provided an update on the Transportation Center options. An initial offer was made on the property in Keenesburg, and this may be interested in the Prospect Valley site as part of a purchase deal. A cost analysis will be done on the potential property upgrades versus using the current district office site to build new.

- 6.2 Capital Construction Update

Dr. Rabenhorst updated the Board on bond projects in tandem with the NV5 update as indicated above.

Administrative Contract Approvals since previous meeting:

- Multicard – Consulting Services for Security Projects

- 6.3 2017-2018 Tentative Budget Presentation

Ms. Clark provided information regarding budget development thus far. Dr. Rabenhorst previously communicated that the district will receive additional revenue via the School Finance Act and through the Rural Relief funds approved by the legislature. Administration is planning to place these funds into capital projects, primarily. With carryover of fund balance, the adopted budget will show a deficit as some of the reserve is planned to be expended in FY18. The 2017-18 budget is being developed with an increase of only 10 students which is conservative. More changes will be forthcoming and the budget will be on the agenda for adoption at the June 21<sup>st</sup> meeting.

- 6.4 The Board recognized Scott Richardson for being the Colorado 7 League Athletic Director of the Year.

**7. Board Consent Agenda (EL-4: Communication and Counsel to the board)**

- 7.1 Approval: Meeting Minutes
- (a) April 26, 2017 Regular Meeting Minutes
  - (b) May 10, 2017 Special Meeting/ Work Session Meeting Minutes
- 7.2 Approval: Financial Reports
- April Financial Reports
- 7.3 Approval: Resignations/Retirements
- Rebecca Bradford – Science Teacher @ WCMS (*at the end of the contract year*)
  - Eric Brittain – HR Specialist
  - Nathan Schleicher – Assistant Principal @ WCHS (*at the end of the contract year*)
  - Alicia Nunez – Custodian @ WCMS
  - Jennifer Cook – Secretary @ WCMS (*end of June*)
  - Kathy Zimbelman – SPED Aide @ WCMS
  - Evelyn Mikulewicz – English Teacher @ WCHS (*at the end of the contract year*)
  - Lucia Lee – Math Intervention Teacher @ WCMS (*at the end of the contract year*)
  - Audrey Dowdy – Instructional Paraprofessional @ Hudson
  - Jennifer Chavez – Preschool Paraprofessional @ Hudson
  - Shari Dragon – Operations/Transportation Secretary
- 7.4 Approval: Contracts for Licensed Employees
- Kimberly Russo – English Teacher @ WCHS
  - Shawn Walter – Science Teacher @ WCHS
  - Sarah Cooksey – AG Teacher @ WCHS
  - Joseph Marler – Art Teacher @ WCHS
  - Nathaniel Nelms – 5<sup>th</sup> Grade Teacher @ Hudson
  - Avery Maxwell – 5<sup>th</sup> Grade Teacher @ Hudson
  - Elizabeth Miller – 4<sup>th</sup> Grade Teacher @ Lochbuie
  - Cassandra Haner - 4<sup>th</sup> Grade Teacher @ Lochbuie
  - Diana Malacalza – Music Teacher @ Lochbuie
  - Ernestina Gallegos – ELL Teacher @ Lochbuie
  - Cassidy Salazar – ELL Teacher @ WCMS
  - Juanita Ramirez – Lunch Monitor @ WCMS
  - Joshua Shoeman – Math Teacher @ WCMS
  - Nathan Nesmith – PE Teacher @ WCHS
- 7.5 Approval: Letters of Employment for Classified Personnel
- Brian Williams – Computer Tech II
  - Nicole Contreras – Sub Aide @ WCMS
  - Elyse Casey – SPED Aide @ WCMS
  - Christina Stout – Secretary @ WCMS
  - Carl Rose – Bus Driver
  - Jack Blair – Bus Driver
- 7.6 Approval: Additions to the 2016-2017 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- Chris Piper – Boys Basketball Head Coach @ WCHS
  - Preston Hopkins – Cross Country Head Coach @ WCHS
- 7.7 Approval: Resignations for 2016-2017 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- Cody Schmelling – Boys & Girls Head Soccer Coach @ WCHS
  - Todd Mettler – Boys Basketball Head Coach @ WCHS
  - Terran Duncan – Boys Baseball Assistant Coach @ WCHS
  - Alyssa Olson – Head Volleyball Coach @ WCHS

- 7.8 Approval: Request for Extended Leave
- 7.9 Approval: Intra-School/Intra-District Staff Transfers
  - Julie Branch – Transfer from Health Aide @ Lochbuie to Secretary @ Lochbuie
  - Sylvia Ortiz – Transfer from Substitute Teacher to ELL Interventionist @ Hudson
  - Amanda Lewis – Transfer from Small Bus Driver to Bus Driver
  - Jennifer Forbes – Transfer from Principal at Lochbuie to Principal at New Lochbuie School (for school year 2018)
- 7.10 Approval: Summer School 2017
  - Lisa Neuberger – Teacher @ WCHS
  - Rosa Olivas – Aide @ WCHS
- 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 G-b-4 Professional Staff Schedules and Calendar
- 7.15 Approval: Administrative Policy G-a-13 Staff Compensation
- 7.16 Approval: Administrative Policy G-c-7 (GDO) Evaluation of Classified Staff
- 7.17 Approval: Administrative Policy I-46 (IKF) Graduation Requirements
- 7.18 Approval: 2017-2018 Board of Education Meeting Calendar
- 7.19 Approval: Monitoring Review Cycle
  - EL-9 Treatment of Students, Parents and Community
  - EL-12 Staff Treatment
  - EL-14 Staff Evaluation

Director Gustafson moved to approve the consent agenda. Director Baumgartner seconded the motion.

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

### 8.1 Approval of Out-of-State Travel for FBLA

High school administration submitted a memo requesting out of state travel for the WCHS FBLA. Three members from FBLA attended the meeting to provide a brief overview on their anticipated experience and to make a formal request.

Director Grundy moved to approve the out of state travel by FBLA to Anaheim, California on June 28-July 3, 2017. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen - Yes
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### 8.2 Approval of Student Handbooks (WCHS, WCMS, Elementary, Transportation, WCHS/WCMS Athletic/Activity)

The Board had previously reviewed the handbooks where respective administrators outlined changes. The handbooks were edited with final changes made. Mr. Kennedy, Mr. Richardson, Ms. Jeffery and Ms. Forbes were all present to answer any additional questions. Some clarifications were made regarding athlete attendance at school on game days. Mr. Richardson will look into any CHSAA rules regarding specific components of that.

Director Baumgartner moved to approve the high school, middle school, elementary, transportation, and athletic/activity handbooks as presented. Director Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen - Yes
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### 8.3 Approval of 2017-2018 Food Services Meal Prices

The proposed increase in meal prices was reviewed. The increase is \$0.10 per lunch at all levels. These increases are based on a required submission to CDE using a PLE tool. A memo from CDE explaining the rationale behind the use of the PLE tool to determine food pricing was available for review.

Director Grundy moved to approve the 2017-2018 Food Service meal prices as presented.  
 Director Baumgartner seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen - Yes
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**8.4 Approval of 2017-2018 Licensed / Administrative Personnel Contracts**

Contracts are to be approved annually by the board of Education. The Board reviewed a list that reflects employees recommended for contracts as of May 23, 2017. Dr. Rabenhorst described the process for classified staff employment. Classified staff will soon receive a letter of assurance for their positions in 2017-2018. The Board will be asked to approve letters of employment for classified staff at either the June or July Board meeting.

Director Baumgartner moved to approve the licensed and administrative personnel contracts for the 2017-2018 school year as presented. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen - Yes
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**8.5 Approval of Passenger Vehicles Purchase**

Administration has proposed the purchase of three new district vehicles. There may be sufficient funds to make the purchase out of FY17 funds, but this was not built into the budget. Therefore, official Board approval is required. If there are not sufficient funds in this fiscal year, the plan is to budget this in FY18. Administration recommended the purchase of two 7 passenger vehicles and one 5 passenger vehicle.

Director Baumgartner moved to approve the purchase of two 7 passenger vehicles and one 5 passenger vehicle through Johnson Auto Plaza and Spradley Barr Greeley, respectively, as recommended. Director Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen - Yes
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**8.6 Approval of New Lochbuie School Name**

The New Lochbuie ES Design Advisory Group completed a series of surveys to narrow the school name options. The two options, which were finalists, included:

- *Meadow Ridge ES*
- *Silver Peaks ES*

In the final survey, there was no consensus on a favorite, and when the Board members weighed in on the final survey, a tie occurred. Consensus from the DAG members was to not have a final meeting but to allow the Board to make the final decision. The Board discussed the school name options and even talked about a combination name that was not presented by the DAG. In the end, the Board recommended one name.

Director Gustafson moved to approve the naming of the new elementary school in Lochbuie as Meadow Ridge Elementary School. Director Jensen seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen - Yes
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**8.7 Approval of Agreement for FF&E Consulting Services between MeTEOR Education and Weld County School District Re-3J**

With the assistance of NV5, the district solicited proposals from consultants to provide Furnishings, Fixtures, and Equipment services for district bond/capital construction projects. The amount budgeted for FF&E for all projects is approximately \$1 million. Three firms were interviewed. All firms have access to several furniture vendors. MeTEOR had the widest range of vendor options, preferred design suggestions, and the lowest fees. Administration recommended approval of the agreement with MeTEOR.

Director Baumgartner moved to approve the Agreement for FF&E consulting services between MeTEOR Education and Weld County School District Re-3J. Director Jensen seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen - Yes
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**8.8 Approval of Purchase and Sale Agreement of Hudson Highlands Property between Renaissance Homes of Douglas County, Inc. and Weld County School District Re-3J**

The Purchase and Sale Agreement for the land in Hudson was reviewed. This has been negotiated with multiple changes made between both party’s legal counsel. The cost is the same as in the original letter of intent to purchase. Administration recommended approval of the agreement so that next steps can take place. The site design of Hudson is now dependent on this purchase. Todd McCowin explained some provisions in the agreement, including the appendix noting district requirements for roadway and utility infrastructure. Dr. Rabenhorst also explained that a lease is needed for the CMGC to utilize the land for lay-down until the property purchase is closed.

Director Grundy moved to approve the Purchase and Sale Agreement of Hudson Highlands Property between Renaissance home of Douglas County, Inc. and Weld County School District Re-3J for an amount of \$271,000. Director Baumgartner seconded the motion.

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

**9.1 Intergovernmental Agreement for Wastewater Treatment Facility Capital Improvements between the Town of Keenesburg and Weld County School District Re-3J (1<sup>st</sup> Reading)**

LRA was hired as the design consultant for the WWTF project, and at a kickoff meeting last week, LRA provided their recommended revisions to the IGA which was based on the first draft provided by the Town of Keenesburg. The District is now the lead on the project and will essentially fund the entire cost of the project. Dr. Rabenhorst indicated that he was hopeful the Town would review the IGA and an agreement could be reached by the June 21 regular meeting of the Board. Board members had no comments or additions to the IGA.

**9.2 Curricular Supplies & Materials Adoption**

The Board reviewed a list of materials that are recommended in order to update and refresh the Instructional Materials Adoption Cycle. These courses were not able to have their curriculum refreshed according to the adoption cycle due to the economic downturn in 2008. Each school and department worked collaboratively with their principals to determine which programs should be purchased. If approved, funds to purchase will come from the original curriculum budget as well as the MLO Instructional Materials Adoption Cycle line item in the January amended budget. These purchases will bring the Instructional Materials Adoption Cycle to a current status. Items will be placed on public display, and approval of the curriculum adoptions will be placed on the June regular meeting agenda.

**9.3 Administrative Policy E-7 (EF) Food Services (1<sup>st</sup> Reading)**

Federal rules dictated a change in this policy, specifically, districts participating in the National School Lunch Program must have a policy addressing procedures district take to handle negative account balances. CASB revised their sample policy and added an exhibit which addresses the federal requirement. The legal references throughout have been modified. The district already has procedures in place for this, but the policy and procedures must reflect the federal requirement. Dr. Rabenhorst and Ms. Clark reviewed the policy and Board members asked questions. Consensus was to place this on the consent agenda in June.

**9.4 Administrative Policy E-21 (EFEA) Nutritious Food Choices (1<sup>st</sup> Reading)**

State law requires that public schools adopt a “healthy beverage” policy that prohibits the sale of beverages to students from any source, including but not limited to the school cafeteria, vending machines, school stores and fundraising activities, unless the sale complies with the State

Board's rules. The policy was recommended by administration. Consensus was to place this on the consent agenda in June.

**9.5 Administrative Policy E-19 (EFC) Free and Reduced-Price Food Services (1<sup>st</sup> Reading)**

The Board reviewed an edited version of the Free and Reduced-Price Food Services policy. The recommended changes from CASB included some updated language as well as additional legal references. No changes to the guidelines were made by administration. Ms. Clark explained the procedures that are in place and documented in policy. Administration recommended the changes to this policy. Consensus was to place this on the consent agenda in June.

**9.6 Administrative Policy A-13 (ADF) School Wellness (1<sup>st</sup> Reading)**

An edited version of the School Wellness policy was reviewed. CASB suggested removing the goal/objectives from the policy and placing them in the guidelines. There is also an additional goal that was recommended by CASB. After review, consensus was to place this on the consent agenda in June.

**10. Superintendent Reports and Presentations**

**11. Board Member Reports/Discussion**

Director Baumgartner noted that a guest was impressed with our graduation ceremony on Sunday.

Director Haffner noted that this has been a good year.

Director Grundy told the Board that the town of Lochbuie plans to construct a sidewalk up Road 37 from the park all the way to Town Hall. Santiagos restaurant is still a work in progress for Lochbuie. The town will be placing a mill levy override on the ballot this fall to expand County Road 2/168<sup>th</sup> adding sidewalks between the neighborhoods.

**12. Executive Session to Discuss a Personnel Matter Relating to the Superintendents Evaluation and Contract C.R.S 24-6-402 (4)(f)**

Director Grundy moved that the Board convene into executive session to discuss a personnel matter relating to the Superintendent's evaluation pursuant to C.R.S. 24-6-402 (4)(f). In executive session will be the Board of Education and the Superintendent. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen - Yes
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Executive session was entered into at 8:47 p.m.

Executive session was concluded at 9:45 p.m.

**13. Adjournment at 9:46 p.m.**