

Official Minutes
Weld Re-3J Board of Education
June 21, 2017

Lochbuie Elementary

1. **Call to Order** by Vice President Baumgartner at 6:45 p.m.
2. **Roll Call** Directors Baumgartner, Grundy, Gustafson and Jensen present. Director Haffner was absent.
3. **Pledge of Allegiance**
4. **Approval of Agenda**
Director Grundy moved to approve the amended agenda as presented. Director Gustafson seconded the motion.

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

- 5.1 Recognition of Visitors
- 5.2 Public Comments

Mr. Robert Gudka spoke on behalf of the Red Thunder Booster Club. The Booster Club would like to put up a memorial in honor of Izzy Leet, and the Booster Club has been working with the parents on a proposed memorial. Mr. Gudka provided information regarding the size and placement as well as a visual image of the proposed memorial. The Red Thunder Booster Club is seeking approval so that they can have this memorial in place by the start of the Fall sports season. This topic will be placed on the July 19th agenda.

- 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 in May. Todd McCowin and Meg Hohnholt were present. Meg reviewed work completed at each of the school sites: Hudson abatement and demolition has started. The Meadow Ridge groundbreaking was held just before the Board meeting. Roofs are being replaced at both Lochbuie, Hoff and the High School. The playground upgrades will also happen at both Hoff & Lochbuie this summer. The Middle school may have more scope completed because of cost savings in other projects. The High School security upgrades, other than the vestibule, will be completed this summer.

6.2 Capital Construction Update

- Mr. McCowin updated the Board on the progress with meeting requirements in the PSA for the Hudson Property. So far the work is going well.
- The Town of Keenesburg, just today, responded to the proposed IGA regarding the WWTF. There are more issues to work out in the agreement.
- There continues to be interest in the property in Keenesburg for the Transportation site. Counter offers have been made but no tentative agreements have been reached.
- The design process for Hoff/Lochbuie STEM & Art classroom renovations are progressing. The Board reviewed images that show more detail of the plans. Other STEM spaces in the remaining schools are in development.
- The overall Bond budget update from NV5 was reviewed. To date, 6% of bond proceeds have been expended.
- A visual timeline summary was also reviewed. Dr. Rabenhorst shared plans for displaying project updates and budget information at back to school night in August. NV5 will help with this display. This transparency will explain the scope of work to be completed at each school as well as the budgeted costs.

Administrative Contract/Agreement Approvals since previous meeting:

- CTL Thompson, Inc. – Geotechnical services related to the WWTF \$6,750
- Group 14 – Boiler Replacement Commissioning at WCMS \$6,000
- Satellite Shelters Inc – Portable Classroom Lease for Hudson \$12,264

- GROUND Engineering – Consulting Services for Materials Testing & 3rd Party Building Inspections (Time & Materials fee/rate schedule, not anticipated to exceed \$250,000)

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

- 7.1 Approval: Meeting Minutes
- May 24, 2017 Regular Meeting Minutes
 - June 7, 2017 Special Meeting Minutes
- 7.2 Approval: Financial Reports
- 7.3 Approval: Resignations/Retirements
- Jack Blair – Bus Driver
 - Keila Reyna – ELL Aide @ WCHS
- 7.4 Approval: Contracts for Licensed Employees
- Michael Driscoll – English Teacher @ WCHS
 - Jennifer Lamph – K/1 Support Teacher @ Hoff
 - Kelli Dwyer – Assistant Principal @ WCHS
 - Caroline Kuncken – Art Teacher @ Lochbuie
- 7.5 Approval: Letters of Employment for Classified Personnel
- Brandi Olivas – HR Specialist
 - Brian Olivas – Maintenance Technician
- 7.6 Approval: Additions to the 2017-2018 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- Alyssa Olson – Rebels United Sponsor @ WCHS
 - Amber Hansen – Head Volleyball Coach @ WCHS
 - Krystin Ruppel – Assistant Volleyball Coach @ WCHS
 - Dwaine Barclay – Assistant Football Coach @ WCHS
 - Kyle Haffner – Assistant Football Coach @ WCHS
 - Chris Piper – Assistant Football Coach @ WCHS
 - Chris Piper – Assistant Baseball Coach @ WCHS
 - Bob Buschman – Assistant Boys Basketball Coach @ WCHS
 - Nathan Nesmith – Assistant Boys Basketball Coach @ WCHS
 - Eric Jefcoat – 8th Grade Girls Basketball Coach @ WCMS
 - Kelsey Hatley – NJHS Sponsor @ WCMS
 - Ashley Ross – Student Council Sponsor @ WCMS
 - Adrienne Barclay – Assistant Volleyball Coach @ WCHS
 - Rebekah Dornbos – Head Boys & Head Girls Soccer Coach @ WCHS
- 7.7 Approval: Resignations for 2017-2018 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- Corissa Cieloha – Student Council Co-Sponsor @ WCMS
 - Blake Chamness – Student Council Co-Sponsor @ WCMS
 - Jerad Sutton – National Junior Honor Society Sponsor @ WCMS
 - Jerad Sutton – Girls Assistant Soccer Coach @ WCMS
- 7.8 Approval: Request for Extended Leave
- 7.9 Approval: Intra-School/Intra-District Staff Transfers
- Naomi Braden – Transfer from 1st Grade Teacher @ Lochbuie to 2nd Grade Teacher @ Hoff
 - Elaine Needham-Zelaya – Transfer from Bus Driver to Secretary @ Operations/Transportation
- 7.10 Approval: 2017-18 Extra Duty Salary Schedule
- 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 A-13 (ADF) School Wellness
- 7.15 Approval: Administrative Policy E-7 (EF) Food Services
- 7.16 Approval: Administrative Policy E-19 (EFC) Free & Reduced-Price Food Services
- 7.17 Approval: Administrative Policy E-21 (EFEA) Nutritious Food Choices
- 7.18 Approval: Monitoring Review Cycle
- EL-5 Commitment to Accomplishment and Accountability
 - EL-10 Student Conduct, Discipline and Attendance
 - EL-15 Budgeting

Director Gustafson moved to approve the consent agenda as proposed. Director Grundy seconded the motion.

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

8.1 Approval of Abatement and Demolition Contract and Change Order for Hudson Elementary with Peak Environmental Inc.

A contract was previously approved with Peak for abatement of Hudson ES and now, the same company will be used for the demolition. Due to the increased cost, a change order must be approved. There are efficiencies in having the abatement and demolition contracted by the same company.

Director Grundy moved to approve the abatement and demolition contract and change order for Hudson Elementary with Peak Environmental Inc. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Absent	Jensen – Yes
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8.2 Approval of Construction Contract and Change Order with Fransen Pittman Construction for Meadow Ridge Elementary

Select summary pages from the Initial Guaranteed Maximum Price were provided in advance of the meeting. The construction costs are coming in line with expectations. NV5 and administration are comfortable with the projects costs to date. The Board previously approved Fransen Pittman as the CMGC for the new elementary school in Lochbuie; however, this contract is technically a major change order to include the full cost of the contract with FP.

Director Gustafson moved to approve the construction contract and change order with Fransen Pittman construction for Meadow Ridge Elementary construction as presented. Director Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Absent	Jensen – Yes
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8.3 Approval of the IGA with the Town of Keenesburg for the Waste Water Treatment Facility

Dr. Rabenhorst received a response from Keenesburg just prior to the meeting, and there was not time for consultants or legal counsel to review. Upon initial review, there will need to be continued negotiation to reach an agreement. Dr. Rabenhorst recommended the item be tabled

Director Gustafson moved to table this item. Director Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Absent	Jensen – Yes
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8.4 Approval of the 2017-2018 NCLB Consolidated Program Application

The Board reviewed documents that included the approved budget amounts and summary for Title funding from the federal government. Ms. Wakeman noted that the district is provided an allocation for each of the Title categories (IA, IIA, III & IVB) and the district then allocates the funding based on the federal requirements. The application has received substantial approval from the State which oversees administration of the federal program. Based on census data from three years ago, poverty rates increased which resulted in a higher Title allocation for 2017-2018. Board approval and signature is required to complete the application process.

Director Grundy moved to approve the 2017-2018 NCLB Consolidated Program Application as presented. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Absent	Jensen – Yes
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8.5 Approval of 2017-2018 Classified Personnel Letters of Employment

Letters of employment are to be approved annually by the Board of Education. The list reviewed reflected employees recommended as of June 15, 2017. Human Resources will process the letters of employment following approval and these will be mailed to employees.

Director Gustafson moved to approve the classified letters of employment for the 2017-2018 school year as presented. Director Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Absent	Jensen – Yes
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8.6 Approval of Curricular/Instructional Supplies, Materials & Resources Adoption

- (a) Elementary Health & PE Adoption
- (b) Middle School Science Adoption
- (c) Middle School Health Adoption
- (d) High School CTE Adoption
- (e) High School Business Adoption
- (f) High School Choir & Band Adoption
- (g) High School Spanish Adoption
- (h) High School Health & PE Adoption

Summary information was provided by Ms. Orbanosky at the May meeting. The recommendation has not changed since then. The recommended resources have been on public display since the May meeting.

Director Gustafson moved to approve the adoption of Curricular/Instructional Supplies, Materials, and Resources for elementary health/PE, middle school science, middle school health, high school CTE, high school business, high school choir and band, high school Spanish, and high school health/PE as presented. Director Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Absent	Jensen – Yes
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8.7 Approval of Emergency Funding Agreement between the Weld County School District Re-3J and Cardinal Community Academy

As previously discussed, the Board gave direction to move forward with sharing the Emergency Funding with CCA. CCA’s legal team drafted the agreement which was revised by Dr. Rabenhorst and Attorney Farrington. CCA would receive their per pupil share once approved by both Boards, and the agreement protects the district from setting a precedent of sharing such funds received outside of the School Finance Act in the future. The CCA Board is meeting on June 28, and if approved, the funds would be subsequently transferred.

Director Grundy moved to approve the Emergency Funding Agreement between WCSD Re-3J and Cardinal Community Academy. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Absent	Jensen – Yes
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8.8 Approval of the Fiscal Year 2018 Budget, Resolution to Spend Down the Fund Balance, & Appropriation Resolution

The proposed budget for 2017-2018 was reviewed. Ms. Clark provided an overview of revenue and expenditures and made note of any significant changes from the proposed budget presented in May.

Director Grundy moved to approve the Fiscal Year 2017-2018 Budget as presented, Resolution #10-2017 Authorizing the use of a Portion of Beginning Fund Balance as Authorized by Colorado Statutes, and Appropriation Resolution #11-2017. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Absent	Jensen – Yes
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8.9 Approval of 2017 Election Official

Administration recommended that Ms. Meleia Monsey be approved as the 2017 Designated Election Official for Weld County School District Re-3J. Ms. Monsey has served as the Election Official for the past three years.

Director Gustafson moved to approve Meleia Monsey as the 2017 Designated Election Official. Director Jensen & Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Absent	Jensen – Yes
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8.10 Approval of Change Orders with Fransen Pittman for Hoff and Lochbuie Elementary Schools for Site Work and RTU Replacements

Fransen Pittman has been contracted to complete planned work at Hoff and Lochbuie. The site work includes playground, drainage, and other exterior work, and the RTU project includes the planned cooling systems for the cafeterias at both schools. In total, these projects are under projected budget by approximately \$500,000. Todd McCowin was present to answer questions. Administration recommended approval of the Change Orders so that the scope of work can be completed this summer.

Director Gustafson moved to approve the Change Orders with Fransen Pittman Construction for site work and RTU replacement at Hoff and Lochbuie Elementary Schools as presented.

Director Grundy seconded the motion.

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

9.1 Administrative Policies Pertaining to Claire Davis Act Requirements

The following polices were updated by CASB due to implications from the Claire Davis Act. The changes from Claire Davis Act go into effect on July 1, 2017. Most policy changes are minor but potentially protect the district from liability claims.

- (a) A-6 (ADD) Safe Schools (*1st Reading*)
- (b) E-22 (ECA/ECAB) Security/Access to Buildings (*New Policy/1st Reading*)
- (c) J-28 (JICF) Secret Societies / Gang Activity (*1st Reading*)
- (d) J-54.2 (JK) Student Discipline (*1st Reading*)
- (e) G-a-3 (GBEA) Staff Conduct (*subject to Meet & Confer process*)

These policies will be placed on the next agenda for approval.

9.2 Administrative Policies pertaining to Federal Uniform Grant Guidance

Colorado school districts that receive federal funds are required by federal law to have written standards and policies pertaining to the federal funds. In December of 2014 the US OMB issued comprehensive regulations titled Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards. The regulations are slated to take effect this coming fiscal year. The listed policies are all impacted by these new requirements. Two policies pertain to Board and staff member conflicts of interest when federal funds are involved.

- (a) GP-12 BCB—This policy is currently GP12. Administration recommends moving this to the B administrative policies rather than Governance Process. If the Board wishes to continue self-monitoring GP12, the recommendation is to reference BCB in GP12.
- (b) G-a-4 (GBEA) Staff Ethics / Conflict of Interest (*subject to Meet & Confer process*)
- (c) D-21 (DKC) Expense Authorization / Reimbursement
- (d) D-33 (DAC) Federal Fiscal Compliance This policy is required by law and is not currently in place in the district. Administration has reviewed and recommends CASB sample policy.
- (e) D-34 (DJB) Federal Procurement This policy is required by law and is not currently in place in the district. Administration has reviewed and recommends CASB sample policy.

These policies will be placed on the next agenda for approval.

9.3 Administrative Policy J-7 (JRCB) Privacy & Protection of Confidential Student Data (*New Policy/1st Reading*)

This is a new policy. State law requires that public schools adopt a policy regarding student information privacy and protection. This policy was drafted by CASB as an “umbrella” policy that addresses requirements concerning student privacy and protection. This policy has been reviewed and was recommended by administration. This will be placed on the next agenda for approval.

9.4 Administrative Policy J-66 (JKA) Use of Physical Intervention & Restraint (*1st Reading*)

This policy was recently updated by CASB. In response to advocacy groups such as Disability Law Colorado, the state legislature passed a bill “Concerning prohibiting the use of certain restraints upon public school students.” The new CASB sample policy was reviewed and

compared against existing policy. Administrators have also been asked to review the revision. These policies will be placed on the next agenda for approval.

10. Superintendent Reports and Presentations

10.1 Strategic Plan Implementation Outcomes

The strategic plan with an 'outcomes' column was reviewed. Planning for next year's targets and activities has already begun with school administrators.

10.2 CASB Policy Audit Report

Ms. Monsey has been in contact with CASB following the initial audit of district policies. The total cost of a policy overhaul will be close to \$15,000. CASB can start the process in February of 2018 and the entire process will take just over 1 year to complete. Dr. Rabenhorst made a recommendation to proceed with the policy, and the funds have been included in the FY18 budget. Direction was given by the Board to proceed with the policy overhaul, and Ms. Monsey was asked to work with CASB on the contract and timing.

11. Board Member Reports/Discussion

Director Grundy noted that the Town of Lochbuie will be hosting the Lochbuie Fall Festival on Saturday, September 16th. She suggested that the district host a booth with bond/construction updates for the town to see. Ms. Grundy also noted that construction of the sidewalk on Road 37 has started. Construction on roads in Lochbuie may hinder bus routes next year (2018).

Director Gustafson noted that she talked with some disgruntled community members during a bike race on the weekend of June 17th. These community members were concerned that the district had sponsored the event because they were using the parking lot at Hoff. The district approved the use of the parking lot at Hoff, but did not sponsor the event. There were more participants this year than in previous years, and that caused the traffic congestion in town.

12. Adjournment at 8:32 p.m.