

*Official Minutes*  
**Weld Re-3(J) Board of Education**  
Work Session Meeting Minutes  
September 16, 2015

1. **Call to Order** by President Haffner at 6:34pm.
2. **Roll Call** Baumgartner, Gustafson, Haffner, Jensen and Veldhuizen present.
3. **Pledge of Allegiance**
4. **Approval of Agenda**  
Veldhuizen moved to approve the agenda as presented. Gustafson seconded the motion.

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

**5.1 Recognition of Visitors**

**5.2 General Public Comment**

Manny Cordero asked the Board for a solution to the bus stop provided for his son. He noted that the stop is safe but that the walk there is not. He would like a solution to this.

**5.3 Correspondence**

Dr. Rabenhorst noted that district ACT average scores were provided to the Board.

6. **Special Reports**

**6.1 Academic Spotlight on CCA**

April Dowdy, Principal of CCA, discussed new initiatives and highlighted a few things that are happening this year at CCA. Curriculum changes at elementary level include new elementary math resources. The teachers have had training and there has also been a parent information night. Ms. Dowdy also noted Rachel's Challenge as a new initiative this year.

7. **Board Consent Agenda**

**7.1 Approval: August 26, 2015 Regular Meeting Minutes**

**7.2 Approval: September 9, 2015 Work Session Minutes**

**7.3 Approval: August Financial Reports**

**7.4 Approval: Resignations/Retirements**

- Kailene Whittington – Substitute Teacher

**7.5 Approval: Letters of Employment for Classified Personnel**

- Erica Arellano – ELL/Mega Aide @ WCHS

**7.6 Approval: Contracts for Licensed Employees**

- Luv Russell – Art Teacher @ Hudson

**7.7 Approval: Intra-School/Intra-District Staff Transfers**

- Connie Defee – Sub Bus Driver to Regular Bus Driver
- Wareagle Eastwood – Regular Bus Driver to Small Vehicle Driver
- David Gallegos – Substitute Teacher to SPED Teacher @ Hudson

**7.8 Approval: Separation of Employment**

- Robert O'Hair – Head Wrestling Coach @ WCMS

**7.9 Approval: Resignations for 2015-2016 Coaching/Extra Duty Employment Agreement/Notice of Assignment**

- Lucia Lee – Brain Bowl @ WCMS

**7.10 Approval: Additions to the 2015-2016 Coaching/Extra Duty Employment Agreement/Notice of Assignment**

- Talara Ries – Asst. Volleyball Coach @ WCHS
- Cory Urban – Asst. Volleyball Coach @ WCHS
- Cody Schmeling – Asst. Boys & Girls Soccer Coach @ WCHS
- Jessica Dreher – GT Liaison @ Lochbuie
- Blake Chamness – Co-Student Council Sponsor @ WCMS

- Monique Cover – Co-Student Council Sponsor @ WCMS
- Mark Vaughn – Teacher of Record –Social Studies @ WCHS

**7.11 Approval: Additions to the 2015-2016 Substitute Teaching List**

- Candace Dean
- Deborah Mueller
- Kimberlee Brenkle
- Heather Sands
- Rebecca Hoffman

**7.12 Approval: 2015-2016 Amended Contracts**

**7.13 Approval: Request for Open Enrollment/Within District Transfer for 2015-2016**

**7.14 Approval: Out of District Student Requests for 2015-2016**

**7.15 Approval: Home School Requests for 2015-2016**

**7.16 Approval: Administrative Policy C-15 (CHCA) Handbooks and Directives**

**7.17 Approval: Administrative Policy I-3 (IC/ICA) School Year/School Calendar/Instruction Time**

**7.18 Approval: Administrative Policy I-37 (IHBF) Homebound Instruction**

**7.19 Approval: Voluntary Retirement Options**

**7.20 Approval: Monitoring Review Cycle**

- EL-3 Development of Administrative Procedure
- EL-4 Communication and Counsel to the Board
- EL-11 School Safety

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

Baumgartner – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes	Veldhuizen – Yes
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**8. Action/Discussion Items**

**8.1 Approval for FFA to attend the National FFA Conference**

A memo requesting approval for attendance at the national conference in Louisville, Kentucky from October 26<sup>th</sup> -31<sup>st</sup> was provided by Mr. Kennedy. Ms. Wright and Mr. Lotspeich were present with some students who will be attending the conference. Students who won a state competition this year in agronomy will represent Colorado at the national conference, competing in the competition at the national level.

Gustafson moved to approve the FFA trip to the National FFA Conference. Jensen seconded the motion.

Baumgartner – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes	Veldhuizen – Yes
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**8.2 Approval of Administrative Policy I-46 (IKF) Graduation Requirements**

The recommended policy was presented for second reading in August and tabled due to pending State Board of Education action. The State Board did take action to change graduation competency requirements on September 9 and the graduation guidelines policy was revised to reflect these changes. An exhibit will be added to the policy book which delineates the options to meet competency requirements.

Veldhuizen moved to approve I-46 (IKF) Graduation Requirements, as presented with the changes.

Gustafson seconded the motion.

Baumgartner – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes	Veldhuizen – Yes
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**8.3 Approval of Annexation Agreement, Annexation Petition, & Cost Agreement Pertaining to the Annexation of Weld Central Campus to the Town of Keenesburg**

Board consensus was reached on the annexation documents pertaining to the annexation of Weld Central Campus to Keenesburg. Ms. Clark and Dr. Rabenhorst will file the documentation with the Town upon completion of the survey and title work and in a timeline discussed with Town representatives.

Director Baumgartner noted that she will be voting as a Board of Education member and then abstaining her vote as a Town of Keenesburg Board member with regards to this subject matter.

Director Veldhuizen noted that though she supportive of Annexing to Keenesburg, she is not satisfied with sections 7 and 8 in the Annexation Agreement that pertains to special district inclusions and exclusions. She believes that is not in the best interest of the school district.

Gustafson moved to accept the Annexation Agreement, Annexation Petition and the Cost Agreement pertaining to the annexation of Weld Central campus to the Town of Keenesburg. Jensen seconded the motion.

Baumgartner – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes	Veldhuizen – No
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**9. Information/Discussion Items**

**9.1 Administrative Policy D-2 (DB) Annual Budget (1<sup>st</sup> Reading)**

This updated policy recommendation is more thorough and clear and reflects statutory requirements. The policy contains a section on an operating reserve. Consensus was that this policy be placed on the consent agenda at the next regular meeting.

**9.2 Administrative Policy D-12 (DJ/DJA) Purchasing/Purchasing Authority (1<sup>st</sup> Reading)**

This policy was reviewed by Administration, and the CASB sample is recommended. Its contents are similar to what is in current policy. Single, non-budgeted purchases requiring board approval was tailored to match dollar recommendations in the Bidding Procedures policy. Policy D-14 contents were moved to the guidelines for Policy D-12; therefore, D-14 is recommended for deletion. Administration also recommends deleting policy D-13 Purchasing Local/Competitive because its content is inconsistent with the requirements in D-12 Purchasing. While the district should encourage purchasing from local vendors, the requirements in D-12 are almost impossible to adhere to. Consensus was that this policy revision and the deletions be placed on the consent agenda at the next regular meeting.

**9.3 Administrative Policy D-15 (DJE) Bidding Procedures (1<sup>st</sup> Reading)**

District bidding procedures were not in line with recommended practices, so this policy was reviewed. CASB policy contains statutory requirements and recommended practices. Current D-15 policy is recommended as guidelines with changes as noted. The dollar amounts have been changed to adjust to current dollar value. The amounts have not been changed in unrecorded years to adjust for inflation. Administration recommends the deletion of policy D-17 Contract Approval. CASB has no sample policy on this topic, and the subject is referenced in the DJE policy sample. Consensus was that this policy revision and the deletion be placed on the consent agenda at the next regular meeting.

**9.4 Administrative Policy D-18 (DJG) Vendor Relations (1<sup>st</sup> Reading)**

This policy was reviewed because the other financial policies were under review. Administration recommends the CASB sample with the additions from current policy. Consensus was that this policy be placed on the consent agenda at the next regular meeting.

**9.5 Administrative Policy D-29 (DIE) Annual Audit (1<sup>st</sup> Reading)**

Administration has reviewed and recommends the CASB sample. Current policy is very consistent with the CASB sample; however, legal references are included and the policy will be date stamped. Consensus was that this policy be placed on the consent agenda at the next regular meeting.

**9.6 Administrative Policy D-31 (DEB) Loan Programs (1<sup>st</sup> Reading)**

The policy was reviewed by Administration due to our need to participate in the state loan program. Current policy is not date stamped, and the CASB sample contains statutory requirements. Consensus was that this policy be placed on the consent agenda at the next regular meeting.

**9.7 Administrative Policy A-4 (AC) Nondiscrimination/Equal Opportunity (1<sup>st</sup> Reading)**

This policy was reviewed and Administration recommends the CASB sample which incorporates both current Equal Opportunity and Notice of Nondiscrimination policies. Current policies do not reflect all statutory requirements and guidelines did not address all of the district's obligations if a complaint is filed. Guidelines were changed a few years ago, but guidelines and exhibits will all be updated with the

policy approval. Consensus was that this policy be placed on the consent agenda at the next regular meeting.

### **9.8 CASB Board of Directors – Open Seats**

There is an open seat on the CASB Board of Directors and Ms. Veldhuizen is requesting Board support for her candidacy. She requested a letter, similar to the one that was provided last year, from the Board. Dr. Rabenhorst will get the letter drafted and ready for Board members to sign at the work session.

## **10. Superintendent Reports and Presentations**

### **10.1 Community Finance Forum**

The Finance Forum is September 24<sup>th</sup> at 6:30pm. It has been advertised on the district website and has also gone out via School Messenger. Another message will go out on Monday before as a reminder.

### **10.2 Charitable Donation for Purchase of a Compressed Natural Gas School Bus**

A donation letter from Noble Energy was reviewed. The purchase of a bus was budgeted and with more grant money the purchase will be made later this school year.

Dr. Rabenhorst also provided an enrollment update. This update was provided to the demographers to work on the facilities update. Total, current enrollment numbers were looked at and Dr. Rabenhorst noted that class sizes are ideal and potential gains can be made with the smaller class sizes.

Dr. Rabenhorst discussed the copy machine lease agreement. A decision will need to be made before October 25<sup>th</sup>, so he proposed a Special Meeting on October 14<sup>th</sup>, just before the Work Session, to approve the lease.

## **11. Board Member Reports/Discussion**

- Director Veldhuizen asked that Dr. Rabenhorst look into the issues noted by Mr. Cordero. She would also like Dr. Rabenhorst to follow up with the families that were present. The board provided direction to Dr. Rabenhorst to review and follow-up with those families present.
- Director Veldhuizen noted that she participated in the greatcolorado.org phone conference. The idea was to inform voters on how school finance works in Colorado. She also attended an OEDIT (Office of Economic Development and International Trade) meeting on Monday. Much of the conversation at this meeting centered on job/workforce readiness and how financing education helps make people more job/workforce ready and in turn entices businesses to come to Weld County. Director Veldhuizen also noted that the county commissioners have appointed her to be a representative on the advisory board for the Bright Futures scholarship foundation. Her next meeting is September 30<sup>th</sup>. Director Veldhuizen noted that she missed the CASB Region 4 meeting in Loveland. She contacted CASB and they told her they could refund the money or she or any other Board member could attend another regions meeting. Director Veldhuizen noted that she was disappointed with all the talk on social media – and lack of turn out at the board meetings to get questions answered as the Board was prepared to engage them during the Dialogue Session. Director Veldhuizen brought up the idea of honoring the two students at Lochbuie who passed away recently.
- Director Jensen talked about the DAC meeting that he attended. He noted that the members seemed energetic and there was a good mix of representation. He also referenced dates he will be out of town for work and unable to attend Board events; namely September 24<sup>th</sup> Finance Forum. He is encouraging the use of Let's Talk! on social media. He hopes that those who use Let's Talk! will soon start posting the answer back on social media so that all can see the response.
- Director Baumgartner noted her attendance at the Special Education Consortium meeting this week.
- Director Haffner attended the balloon release at Lochbuie for the two students who passed away. He also encouraged communication and interaction with the community.

## **12. Adjournment at 7:55pm.**