

Official Minutes  
Weld Re-3(J) Board of Education  
August 24, 2016

**Regular Meeting**

1. **Call to Order** by President Haffner at 6:34 p.m.
2. **Roll Call** Baumgartner, Grundy, Gustafson, Haffner present. Jensen participated electronically.
3. **Pledge of Allegiance**
4. **Approval of Agenda**  
Gustafson moved to approve the agenda as presented. Grundy 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  
Dan Gibson from Hudson expressed concerns that a tax increase will have on the farmers in the community.
- 5.3 Correspondence  
A thank you from the High School Science Department regarding the Boards recent purchase of new curriculum was provided. An ACT summary report for 2015 graduates was provided.

6. **Special Reports**

- 6.1 Back to School Reports  
School principals provided highlights from back to school night, initial enrollment projections, and information about the first week with students.
- 6.2 Introduction of Owners Representative  
Sarah Lara and Jessica Killian with NV5 were present to meet board members and provided a summary of work completed to date.

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

- 7.1 Approval: Meeting Minutes
  - (a) July 20, 2016 Governance Process Meeting Minutes
  - (b) July 20, 2016 Regular Meeting Minutes
- 7.2 Approval: Financial Reports
  - June Financial Report
  - July Financial Report
- 7.3 Approval: Resignations/Retirements
  - Karmen Hembury – Aide @ Hudson
  - Krista Ramirez – SSN Aide @ WCMS
  - Catherine Thomas – Bus Driver
  - Kimberly Brownell – Bus Driver
  - Amber DeLeon – Transportation Coordinator
  - Rachel Maksimowicz – Science Teacher & Athletic Trainer @ WCHS
- 7.4 Approval: Contracts for Licensed Employees
  - Cassandra Barfoot – Math Teacher @ WCHS
  - John Spencer – Social Studies Teacher @ WCHS
  - Sarah Weseman – 1<sup>st</sup> Grade Teacher @ Lochbuie
  - Kelly Accetta - .5 ELL @ Lochbuie
- 7.5 Approval: Letters of Employment for Classified Personnel
  - Skye Barefield – Transportation Coordinator
  - Jodie McCormick – Bus Driver
  - Gayla Akerfelds – SPED Aide @ WCMS
- 7.6 Approval: Additions to the 2016-2017 Coaching/Extra Duty Employment Agreement/Notice of Assignment
  - Jay Lindstrom – 7<sup>th</sup> Grade Girls Head Girls Basketball Coach @ WCMS

- Kyle Snyder – Head Boys Soccer Coach @ WCMS
- 7.7 Approval: Resignations for 2016-2017 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- 7.8 Approval: Request for Extended Leave
  - Kelly Dibble – Aide @ Lochbuie (8 weeks maximum)
- 7.9 Approval: Intra-School/Intra-District Staff Transfers
  - Megan Smith – Substitute Custodian to Custodian @ WCHS
  - Jennifer Kovtynovich – Health/Office Aide to SPED Aide @ WCMS
  - Denise Kilker – Lunch Monitor/Paraprofessional to SPED Aide @ WCMS
  - Alicia Marseilles – Sub Aide to Preschool Aide @ Lochbuie
- 7.10 Approval: Additions to the 2016-2017 Substitute Teaching List
  - Jay Lindstrom
- 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 E-20 (EBCE) School Closings and Cancellations
- 7.15 Approval: Delete Administrative Policy I-5 Emergency School Closing and Early Dismissal
- 7.16 Approval: Monitoring Review Cycle
  - EL-6 Educational Program

Grundy moved to approve the consent agenda as presented. 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 Resolution Authorizing the Issuance of its General Obligation Refunding of Bonds, Series 2016

GK Baum presented in July regarding the refunding of bonds at a lower interest rate. This refunding would not extend the term of the debt, so administration recommended that the Board approve the resolution to refund bonds. Todd Snidow with GKB and Rick Buddin with Kutak Rock LLP were present to answer any questions and provide the Board with next steps in the process. The parameters resolution and other documents were prepared by counsel with specialty in this area and were reviewed and revised by administration, GKB staff, and district's general counsel.

Grundy moved to approve Resolution #2-2017, a resolution authorizing the issuance by Weld County School District no. RE-3(j) (Weld and Adams counties, Colorado) of its general obligation refunding bonds, series 2016, in the aggregate principal amount not to exceed \$12,985,000, providing for the form and other details in connection with said bonds, fixing the maximum net effective interest rate on said bonds; providing for the levy of ad valorem taxes for the payment of said bonds; authorizing, approving and directing the execution and delivery of certain documents in connection with the issuance of the bonds; creating certain funds and accounts; ratifying actions previously taken in connection with the issuance of the bonds; and providing other matters properly relating thereto. Gustafson seconded the motion.

Baumgartner – Yes	Grundy - Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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### 8.2 Approval of Memorandum of Understanding Between Weld County School District Re-3J and Cardinal Community Academy Charter School Regarding Future Mill Levy Override Sharing

Administration recommended approval of a MOU with CCA. Dr. Rabenhorst and Ms. Clark met with CCA administration to share concerns regarding funding and the costs incurred by the district on behalf of the charter which are not accounted for in the current charter agreement. In this meeting a verbal solution was reached to amend the charter agreement to include billing for some of those annual costs (primarily related to technology and assessment) should the MLO election pass. If the election passes, the charter agreement would be amended to include both

the additional billing and 100% per pupil MLO sharing. The amendment would require approval by both Boards.

Baumgartner moved to approve the memorandum of understanding between Weld County School District Re-3J and Cardinal Community Academy Charter School Regarding the Future 2016 Mill Levy Override Sharing. Gustafson seconded the motion.

Baumgartner – Yes	Grundy - Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.3 Approval of Memorandum of Understanding Between Weld County School District Re-3J and Cardinal Community Academy Charter School Regarding Inclusion of the Charter School in a District Bond Election**

Similar to the MOU in 8.2, administration recommended approval of the MOU to include CCA in the Bond election. An agreement must be reached with CCA outlining the process by which the bond proceeds and investment and interest earnings on such proceeds shall be distributed to the charter school. The Board will need to formally approve this agreement prior to certification of the election question with the County Clerk. As such, the Board will need to convene on September 7 at 6:00 p.m. to consider approval of the agreement. Board members agreed to their availability on September 7. Since Bond inclusion is relatively new in the state, attorney firms do not have template agreements prepared. CCA’s attorney is preparing the first draft of the agreement which will then be provided to the district’s general counsel. If CCA does not approve of the agreement prior to the Board’s September 7 consideration, the ballot question will need to be revised and re-approved with language excluding CCA from participation in the Bond election. As suggested in the meeting, agreement is anticipated to be smooth since most of the provisions are based on statute.

Baumgartner moved to approve the memorandum of understanding between Weld County School District Re-3J and Cardinal Community Academy Charter School Regarding Inclusion of the Charter School in a District Bond Election. Grundy & Gustafson seconded the motion.

Baumgartner – Yes	Grundy - Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.4 Approval of Resolution Authorizing a Ballot Issue for a Mill Levy Override; Setting the Ballot Title and Content for the Ballot Issue; and Providing Other Matters Thereto for the November 8, 2016 General Election**

This resolution was prepared by Kutak Rock. Much collaboration occurred on the language within the bullet points. Administration recommended the language included in the resolution.

Baumgartner moved to approve Resolution #3-2017, a resolution calling an election on November 8, 2016 to authorize additional local property tax revenues for the general fund of the district and determining the ballot title and text of the ballot issue to be submitted at such election. Grundy seconded the motion.

Baumgartner – Yes	Grundy - Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.5 Approval of Resolution Authorizing a Ballot Issue to Authorize the Incurrence of General Obligation Indebtedness; Setting the Ballot Title and Content for the Ballot Issue; and Providing Other Matters Relating Thereto for the November 8, 2016 General Election**

This resolution was prepared by Kutak Rock. The ballot question begins on the fourth page of the document and includes highlights of the projects to be included within the scope of the Bond, including inclusion of the charter school. Administration recommended the language included in the resolution which does not include language which would make passage of the bond dependent on passage of a mill levy override.

Baumgartner moved to approve Resolution #4-2017, a resolution calling an election on November 8, 2016 to authorize the incurrence of general obligation indebtedness by the district and the levy of ad valorem property taxes to repay such indebtedness, and determining the ballot title and text of the ballot issue to be submitted at such election. Gustafson seconded the motion.

Baumgartner – Yes	Grundy - Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.6 Approval of District Accountability Committee (DAC) Appointments**

Dr. Rabenhorst provided an updated member list as one additional individual contacted him today. The list of recommended District Accountability Committee members for 2016-2017 was reviewed. These individuals have expressed interest in serving on the committee. Most of the parent members are new to the committee and some of the other members are returning. Meetings are open to the public. This year’s meeting dates were included at the bottom of the member list.

Grundy moved to approve the 2016-2017 District Accountability Committee member appointments as presented. Gustafson seconded the motion.

Baumgartner – Yes	Grundy - Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.7 Approval of Licensed Staff Handbook**

A copy of the Licensed Staff Handbook was reviewed. The handbook was reviewed by Mountain State’s Employment Council and Dr. Rabenhorst. Minor revisions were made from the prior year. The handbook is in line with 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 page by all staff. Policy requires formal Board approval of the handbook. Mr. Haffner suggested the two handbooks be approved in a joint motion.

**8.8 Approval of Classified Staff Handbook**

The Classified Staff Handbook was also reviewed. The handbook was reviewed by Mountain State’s Employment Council and Dr. Rabenhorst. Minor revisions were made from the prior year. The handbook is in line with 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 page by all staff. Policy requires formal Board approval of the handbook.

Grundy moved to approve the Licensed Staff handbook and the Classified Staff handbook as presented. Gustafson seconded the motion.

Baumgartner – Yes	Grundy - Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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**8.9 Approval of 2016-2017 NCLB Consolidated Program Application**

The 2016-2017 NCLB Consolidated Program Application was reviewed. It includes the approved budget amounts and summary for Title funding from the federal government. The district is provided an allocation for each of the Title categories (IA, IIA, II, & 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. Board approval and signature is required to complete the application process.

Grundy moved to approve the 2016-2017 NCLB Consolidated Program Application as presented. Gustafson seconded the motion.

Baumgartner – Yes	Grundy - Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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Director Jensen discontinued participation at this point in the agenda.

**9. Information/Discussion**

**9.1 Bond and Mill Levy Override Planning and Timeline**

A document from Kutak Rock that provides an overview of permitted and prohibited activities under the Colorado Fair Campaign Practices Act was reviewed. Dr. Rabenhorst informed the Board of how this was addressed with all staff at the district kickoff event on August 15.

**9.2 Administrative Policy K-3 (KE) Public Concerns and Complaints**

This policy was reviewed by administration based on its dated approval date. Current district policy was compared to CASB sample policy and the section noted red is a district addition from policy K-4 regarding complaints regarding school personnel. CASB does not have a policy specific to complaints about school personnel because this is already addressed in K-3 (KE). Therefore, administration recommended the changes to K-3 and the deletion of K-4. Consensus was to have this policy placed on the consent agenda for next month.

**9.3 Administrative Policy K-5 (KEC) Public Concerns and Complaints about Instructional Resources**

This policy was reviewed by administration based on its dated approval date. CASB sample policy was reviewed, and the portions in red are additions from CASB into the current district policy. Consensus was to have this revised policy placed on the consent agenda for next month.

**9.4 Administrative Policy K-6 (KEF) Public Concerns and Complaints about Teaching Methods, Activities or Presentations**

Similar to the above policies, CASB sample policy was reviewed and one section was added to existing district policy. This policy pertains to instructional activities, not clubs and activities. Consensus was to have this revised policy placed on the consent agenda for next month.

**9.5 Administrative Policy B-4 (BEDH) Public Participation at School Board Meetings**

There has been some confusion regarding the public comment limitations during regular Board meeting. Most entities have a three minute time limit. Administration recommended the revised language to limit public comment to three minutes with an extension provision of two minutes. This would help lessen the total public comment period in the event there are multiple speakers addressing the same topic and potentially repeating comments already made. Consensus was to have this revised policy placed on the consent agenda for next month.

**10. Superintendent Reports and Presentations**

**10.1 Superintendent Annual Goal Setting**

Dr. Rabenhorst reviewed the goals with board members and answered questions that the Board had. Goals are in line with Core Values and Strategic Plan Goals.

Gustafson moved to accept the Superintendent Annual Goals and Objectives. Grundy seconded the motion.

Baumgartner – Yes	Grundy - Yes	Gustafson – Yes	Haffner – Yes	Jensen – Absent
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**10.2 District Assessment Calendar**

The District Assessment Calendar is provided as Attachment 10.1 and must be prepared annually. This was sent out to all families on August 19.

**11. Board Member Reports/Discussion**

Director Baumgartner noted that attendance at the Middle School Back-to-School night was strong. She had good information to give out and received good feedback regarding the facility scorecards.

Director Grundy was at Lochbuie for Back-to-School night. She noted that the parent participation there was hairy. Some parents had seen the facility score cards, while others had not. Director Grundy also noted the at the Education Foundation supply drive fundraiser had gone well. They are still accepting cash donations and asked for needs from schools.

Director Gustafson was at Hoff for Back-to-School night and the turnout there was great. She noted that Spanish speakers were needed for parents because students were doing the translating. Gustafson noted that there are many new people to Keenesburg and Hoff and for the most part everyone seems to be supportive of the Bond & MLO. She expressed concern about exit surveys not being received by some former employees. Dr. Rabenhorst asked her to have those people contact district office and he would have one mailed to them. Transportation questions have been asked of her again. Parents in her area, District E, are asking if the MLO & Bond pass, will transportation routes be restored. The answer

is still the same: we don't have enough drivers to fill all the current routes. Rural stops will continue as the norm for the foreseeable future.  
Director Haffner noted that he attended CCA's Back-to-School night. He also noted that he and Director Jensen attended the Staff Kick-off meeting and that it went well.

**12. Adjournment** at 8:14 p.m.