



Poudre School District Board of Education

2407 Laporte Avenue, Fort Collins, CO 80521 • 970-490-3607

Meeting Minutes

Minutes from Board of Education Business Meeting
December 12, 2017

DINNER SESSION – 5:30 PM

PRESENT: President Christophe Febvre, Vice President Susan Gutowsky; Directors Nate Donovan, Kristen Draper, Cathy Kipp, Rob Petterson, and Carolyn Reed; Superintendent Sandra Smyser, Assistant Superintendents Jinger Haberer, Todd Lambert, and Scott Nielsen; Executive Directors Danielle Clark, Pete Hall, Dave Montoya, Dustin Reintsma, and Victoria Thompson; Legal and Policy Counsel Tom Crabb.

ABSENT: None

1.0 District Issues/Board member updates

Director Petterson moved that the Board go into executive session as authorized under C.R.S. 24-6-402(4)(b) to confer with the District's attorney for the purpose of receiving legal advice on issues concerning the Mountain Sage Community School charter school renewal application and the Compass Community Collaborative School charter application and Board's terms of conditional approval of the charter application. Individuals invited to join the Board and Superintendent in executive session are Legal and Policy Counsel Crabb, Assistant Superintendent Lambert, Executive Director Dave Montoya and Assistant Board Secretary Stoddard.

Director Draper seconded the motion.

The voting was as follows:

Those voting AYE: Directors Draper, Febvre, Gutowsky, Kipp, Petterson and Reed

Those voting NO: Director Donovan

ABSENT: None

Motion passed 6-1

Executive Session began at 5:32 p.m.

Executive Session ended at 6:13 p.m.

2.0 Agenda Planning

Wellington Water: The Board discussed ongoing concerns with water and water quality at the Wellington site. Director Reed suggested the project should be closely monitored, and recommended follow-up with Wellington town officials.

Late Start for Secondary Schools: The upcoming informational report regarding late start for secondary schools was discussed. Specifically, the timing of community input and possible implementation if the Board chooses to pursue a later start option. President Febvre heard Cherry Creek review their process with a similar project, and it was recommended that staff obtain existing scientific evidence as guidance.

Board Recognitions: Board members discussed a potential new way to recognize students, staff, members of the community and programs. Directors Kipp and Gutowsky met with the Communications Department to discuss changing the way the Board recognizes the good work being done. Some suggestions were as follows:

- Give recognition certificates to students outside of Board of Education meetings
- Send letters to students' homes
- National achievements should still be recognized at Board meetings
- Announcements of student and community and achievements included on the PSD website

Director Donovan asked about sending a survey to students, to get feedback on their preference for how to receive recognition for achievements. Director Reed commented that students likely wouldn't be interested in completing a survey.

The Board recognized the importance of community and student recognition. It was agreed that there are more questions that need to be answered before coming to consensus.

The Dinner Session ended at 6:27 PM

REGULAR BUSINESS MEETING (BOARDROOM) – 6:30 PM

PRESENT: President Christophe Febvre, Vice President Susan Gutowsky; Directors Nate Donovan, Kristen Draper, Cathy Kipp, Carolyn Reed and Rob Petterson; Superintendent Sandra Smyser, Assistant Superintendents Jinger Haberer, Todd Lambert and Scott Nielson; Executive Directors Danielle Clark, Pete Hall, Dave Montoya, Dustin Reintsma, Victoria Thompson; Legal and Policy Counsel Tom Crabb

ABSENT: None

1.0 CALL TO ORDER

President Febvre called the regular business meeting to order at 6:32 p.m.

2.0 PLEDGE OF ALLEGIANCE

President Febvre led the Board of Education and audience members in the Pledge of Allegiance.

3.0 APPROVAL OF AGENDA

Director Kipp moved that item 8.1 Annual Report of Audit Committee for 2017 to become item 7.2, following the Mill Levy Certification.

Director Donovan seconded the motion.

Voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Gutowsky, Kipp, Petterson and Reed

Those voting NO: None

Motion passed 7-0

4.0 RECOGNITIONS AND REPORTS

Dr. Smyser indicated there were no staff or student recognitions this month. Recognitions will return in January.

4.1 Superintendent's report

Superintendent Smyser shared some of what she has been doing and district events.

- Attended a principal advisory group discussion on problem-solving
- Participated in Coloradoan School Finance meeting with the Editorial Board
- Attended a PSD Foundation event at the Elizabeth Hotel
- Attended a negotiations training and updates meeting
- Attended a meeting with Foundation and key partners
- Met with David May from the Chamber of Commerce

- Participated in the Denver Area School Superintendents' Council (DASSC)
- Attended principals' level meetings
- Has begun inviting staff from central office to participate in school site visits, which has been well received
- First semester finals are under way
- Renew our Schools contest winners (available on PSD website)

4.2 Board Reports

Director Petterson shared recent PSD Board activities which include:

- Visited Timnath Elementary, Putnam Elementary and Lincoln Middle School
- Attended District Accountability Committee meeting
- Attended District Advisory Board meeting
- Attended PSD Foundation Board meeting
- Attended Audit Committee meeting
- Attended Centennial Thanksgiving Celebration
- Attended Shepardson Family STEM Night
- Attended Fort Collins High School Camino Night
- Attended Poudre High School Spectrum Club
- Participated in Board New Member Orientation
- Held active Board subcommittee meetings:
 - Superintendent evaluation instrument
 - Outreach
 - Legislative
- Held Board retreat

Special meetings attended:

- Colorado Association of School Boards conference
 - Director Cathy Kipp was elected to the board of CASB
- Individual meetings with constituents
- Meetings related to Board advocacy
- PSD Board school finance forum
- Habitat for Humanity annual breakfast
- DACA/immigration forum
- Transgender day of remembrance at CSU Pride Center
- CSU Virtual Reality Lab

The next Community Engagement meeting will take place in January 2018.

5.0 COMMUNITY COMMENT

Eric Sutherland: Signed up to comment on agenda and non-agenda items, but was not present. The Board agreed that should he arrive late it would be acceptable for him to comment at the applicable action item. Mr. Sutherland did not appear.

Dan Curran: Mr. Curran is a teacher with PSD. He feels that classes are currently packed and teachers continue to do more with less. Teachers have to make personal and professional trade-offs with such large class sizes. It was suggested that the District designate maximum class size and to prioritize and have flexibility as to how money is spent because doing nothing is not acceptable. Teaching staff needs more support from the Board of Education in order to do their jobs more effectively and provide every student with a good education.

6.0 CONSENT AGENDA

6.1 Personnel action

6.2 Meeting minutes from November 14, 2017

6.3 Audit Committee Ongoing Member Recommendation

6.4 Acknowledgement of Receipt of MSCS Charter Renewal Application

6.5 2018-19 Kindergarten Tuition Increase

6.6 2018-19 Early Childhood Tuition Increase

6.7 Agricultural Land Leases

6.8 Changes to Employee Memorandum of Understanding Due to COLA

6.9 District-wide and School-based Student Fees and Other Select Changes (ratification)

6.10 District-wide and School-based Student Fees and Other Select Changes (approval)

Director Kipp moved to pull item 6.7 from the consent agenda with the understanding that the administration would like to bring it back in January.

Director Kipp moved that the Board approve and adopt the recommended actions for the items on the consent agenda.

Director Petterson seconded the motion.

Director Donovan questioned the voting procedure for pulling item 6.7, and after discussion with Legal Counsel agreed to a separate vote to postpone until a later date.

Voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Gutowsky, Kipp, Petterson and Reed
Those voting NO: None
ABSENT: None
Motion passed 7-0

Director Kipp moved to remove item 6.7 Agricultural Land Leases, and bring back in January.

Director Donovan seconded the motion.

Voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Gutowsky, Kipp, Petterson and Reed
Those voting NO: None
ABSENT: None
Motion passed 7-0

7.0 ACTION ITEMS

7.1 Mill Levy Certification

Executive Director Dave Montoya gave a presentation regarding the Mill Levy Certification for Poudre School District, which the Board is required to do annually. The first step in certification is getting the Assessed Valuation from the county. The preliminary Assessed Valuation was provided in August and finalized in November. Pertinent information used in calculation are:

- Gross assessed valuation less TIF District increment, if any;
- Current year's net total taxable assessed valuation
- Taxes abated and refunded as of August 1st

CDE provides assistance with calculating the mill levy when the County Assessed Valuation is finalized. This information is used to prepare the mill levy resolution the Board is asked to approve.

Summarization of the completed documents and recommendations were included in Board packet.

Director Donovan read aloud the full resolution as included in the Board packet, and moved that the Board approve and adopt the resolution certifying the mill levy for Poudre School District R-1 for the tax year 2017, collectable in 2018, as presented in the December 12, 2017 Board packet.

Discussion: Director Donovan asked for clarification. If the resolution is passed and tax is levied in 2017 and debt is issued in 2018 the money would be used for debt service.

Director Petterson seconded the motion.

Voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Gutowsky, Kipp, Petterson and Reed

Those voting NO: None

ABSENT: None

Motion passed 7-0

7.2 Annual Report of the Audit Committee for 2017

Mr. Frank Johnson, audit committee member, presented the annual report of the Audit Committee for 2017. Mr. Johnson is leaving the Committee and shared his appreciation for serving on the committee.

Mr. Johnson described how the committee operates and the work the committee is tasked to do.

Mr. Johnson reviewed the audit report, which was also included in the Board agenda packet.

The committee operates by charter, but also has procedural details to consider both for internal accounting and assessment of risk that the district might incur. One such discussion was regarding Charter schools. Over the past few years, financial management has had some issues with conduct of independent audits for Charter schools. There have been several delays over the years, for different reasons. One question proposed was whether delays have become enough a burden that additional fees should be assessed. Ultimately the committee answered no to any additional cost. Either in contractual form or otherwise, is there another way to audit Charter schools? It is Essential to report to the state. From a financial standpoint it becomes a compliance issue.

Pension accounting is also a very complex topic, and Mr. Johnson encouraged the Board to pay particular attention to the footnotes, as there is more information there about financial reporting that would be very beneficial.

Technology is also playing an important role in terms of security and privacy of data.

Directors Febvre and Kipp thanked Mr. Johnson for his presentation and years of service, and wished him well.

Director Donovan asked if the problem is that there are deadlines for Charter school audits. Mr. Johnson stated deadlines have a direct impact on external auditors to complete their work on time.

Director Donovan asked if there is anything the Board of Education or PSD can do to work with Charter schools to resolve the issue since there is a financial penalty if they don't have the information and documentation ready. Mr. Johnson stated that Charter schools hire their own auditors, and are consistently out of sync with agreements at the district so there should be a penalty for missing deadlines.

Director Kipp thanked Mr. Johnson and the staff for assembling all the information for the report. She went on to ask if it is a matter of deciding who would do the audits at the time of renewal and initial chartering, or if that can that be done in between. Liberty has turned in their information late two years in a row. Both times, this nearly caused PSD to be late and districts are allowed to be late only once every 10 years. Mr. Johnson stated that a last resort would be to revoke the Charter.

Director Petterson stated it was his understanding this issue would be taken up in spring semester.

President Febvre reminded Board members that this discussion is only informational, and not an action item, despite the item being moved under the Action Items category.

7.3 2017 Fiscal Year External Audit-related Documents (Comprehensive Annual Financial Report (CAFR) and Single Audit)

Executive Director Dave Montoya presented the fiscal year audit report, which was also included in the Board agenda packet. He reaffirmed concerns regarding late audits. District administrative staff and external auditors did an excellent job getting the report completed despite Charter school deadline delays.

There are no concerns over single audit or control structures. Very clean audit.

Mr. Montoya and the audit committee participated in Management Discussion and Analysis (MD&A), which is a great opportunity to speak with the public and the Board to explain what the numbers mean.

Unfunded PERA pension liability is a highlight of the report. Local districts need to show pro rata share of liability on financial statements. Pension liability total net position for

government activities decreased by \$164 million to a deficit of \$464 million, a 53% decrease in unfunded liability from PERA.

PSD closed the fiscal year end below the fund balance policy. The balance hit the mark expected and it is anticipated to be back to that 4% level with changes to the Board's reserve and retention of override.

Discussion: Director Petterson wanted to confirm that PERA liability is out of district control. Mr. Montoya confirmed and added that it is driven by state statute. Director Petterson strongly suggested anyone directly impacted to pay close attention to this issue.

Director Kipp moved that the Board approve and adopt the Comprehensive Annual Financial Report (CAFR) and Single Audit for the year ended June 30, 2017, the Accreditation Report and the Board Resolution Authorizing the Use of a Portion of Beginning Fund Balance, all as presented in the December 12, 2017 Board meeting agenda packet.

Director Donovan seconded the motion.

Voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Gutowsky, Kipp, Petterson and Reed

Those voting NO: None

ABSENT: None

Motion passed 7-0

7.4 Monitoring/Policy Review: EL 2.3, Financial Condition and Activities

Director Donovan moved that the Board determine that the Superintendent has reasonably interpreted Board of Education policy EL 2.3 in her internal monitoring report dated December 12, 2017 and that the evidence presented supports the Superintendent's conclusion stated in the internal monitoring report.

Director Draper seconded the motion.

Voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Gutowsky, Kipp, Petterson and Reed

Those voting NO: None

ABSENT: None

Motion passed 7-0

7.5 Compass Community Collaborative School (CCCS) Conditional Charter Approval Term/Condition No. 2

The Board revisited the CCCS application condition No. 2 that would allow a \$1 million gift. Terms and conditions were based on a deadline of November 30, 2017. Some information from Compass has been received.

Director Petterson to read the Resolution in its entirety. Term/condition No. 2 was waived.

Director Petterson moved to adopt the resolution as read.

Director Donovan seconded the motion.

Ms. Harrison stated that although they have been struggling with some of the other resolutions, she assured the Board that all conditions would be met as stated in the resolution. She also offered to answer any questions.

Director Donovan indicated the hope that the Board can continue to negotiate with CCCS in good faith and issues can be resolved.

Those voting AYE: Directors Donovan, Draper, Febvre, Gutowsky, Kipp, Petterson and Reed

Those voting NO: None

ABSENT: None

Motion passed 7-0

The Board recessed at 7:55 p.m.

The meeting resumed at 8:01 p.m.

8.0 INFORMATIONAL REPORTS/DISCUSSION ITEMS

8.1 Technology Refresh Status Update – Digital Age Learning

Assistant Superintendent of Student Achievement, Jinger Haberer, Director of Curriculum and Instruction, Robert Beauchamp, and Director of Professional Development, Kate Canine, shared how PSD is empowering today's learners for tomorrow's world. A video was shown, and the group spoke to how students are learning to explore, design, and create using technology. The purpose behind the use of technology has evolved and is part of an international movement. The key is to have the right technology available to our students. It was determined to pilot at 3rd and 6th

grades to determine what devices and features enhance the experience. Open-ended feedback from students and teachers, as well as information technology staff, will be used to further develop the program. Information from experts and groups in student technology will be considered along with feedback from PSD.

The decision was made to only pilot 3rd and 6th grades. Rocky Mountain High School students were asked about the technology that they are using. The outcome revealed it was more about their experiences than the technology being used. Devices, including cell phones, are used in the classroom at some schools.

The program will be designed with obsolescence in mind. A wide variety of choice will also be a benefit to the new program. Access to broadband should also be a factor. The purchasing process is being used to drive the project. The purchase of the next generation of devices is not the only consideration. Being thoughtful and looking years down the road to address obsolescence and the varying needs of our students.

8.2 Secondary Curriculum Planning

Assistant Superintendent of Secondary Schools, Scott Nielsen, presented information on secondary curriculum planning. We are working to prepare to build new schools which give us a platform to evolve. The curriculum design team made up of secondary administrators, teachers, assistant principals, directors, human resources staff, and Tom List has been formed to engage communities where our new schools will be located. The team will not only design curriculum for the new schools, but will also help design curriculum in our existing schools for the best outcome for all PSD students.

Community member collaboration will be critical in designing curriculum and overall design of the new schools. Visits by the team to innovative schools have occurred this semester. Looking beyond bricks and glass to the practices these schools are implementing. In PSD there is an interest in authentic work. We want to have flexible spaces to allow this creativity and personalization to continue.

The idea that instruction needs to drive construction requires vision and understanding of what can be. Other school districts have done remarkable work to this end and are willing to partner with us as we move into the future with our learning environments.

Discussion: Young adults in the workforce should also be involved to provide the point of view of people who grew up with technology. In favor of giving more choices to students. Current requirements may be restrictive to giving students an authentic learning experience. In this process, will be considering meeting standards in a different

way to provide choice. Learning spaces should be flexible to accommodate different needs. The work of the team is designing collaborative environments in new schools as well as how to shift and redesign existing spaces in our secondary schools.

8.3 PWR Update

Assistant Superintendent of Student Achievement, Jinger Haberer, Assistant Superintendent of Secondary Schools, Scott Nielsen, along with Director of PWR, Sheila Pottorf, CTE Coordinator, Kathy Hanson, and Internship Coordinator, Kelly Kappel, provided an update on post-secondary and workforce readiness (PWR).

Career preparation opportunities include going out into the community to see the workforce first hand. Addressing the employment gap by educating the whole child and meeting needs. Data continues to be collected and drives the program. The goal is providing access to all students, aligning all campuses, and removing barriers. Work is ongoing to overcome barriers. We are building a strong awareness by students, parents, and the community about work-based opportunities. The PWR program is building strong partnerships with members in the community, industries, and post-secondary institutions. Apprenticeships, internships, forums, tours, and discussions with members of the current workforce are important to preparing students for their future.

Discussion: Should look at the overall picture of the program instead of focusing on one portion. Continuing to collect data to help develop the quality of the program. School advisors are using Career Cruising differently based on individual career and academic plans. The PWR program is supporting the schools to assure students understand the process. A questionnaire on interests and skills is given to students. Counselors and ICAP teams are meeting regularly.

PSD partners with over 300 businesses and are careful not to over-ask. Have many businesses who contact PSD because they want to participate.

Would like to hear more about how PSD is allowing students to experience authentic learning and exploring choices to develop their interests.

8.4 Legislative Discussion

Director Kipp provided information on the Board's legislative work. The subcommittee recommended removing the item advocating changes to percentages in the Educator Effectiveness law from its legislative agenda. The committee remains concerned with

school financing and getting more information on possible ballot initiatives. Chalkbeat is providing a legislative preview on January 4 if any Board members would like to attend.

9.0 AGENDA PLANNING

Director Kipp proposed canceling the next community engagement session, scheduled for January 20 because of community conflicts. Perhaps other options could be considered. Consensus was to hold a “Brews with the Board” session on January 18. Details will be determined later.

Director Kipp would like staff to address issues raised by a teacher during community comment. Scott Nielsen will follow-up with the teacher. Executive Director Montoya offered to meet with him as well. Director Petterson is also willing to meet with him.

10.0 ADJOURNMENT

The meeting adjourned at 9:48 p.m.

Respectfully submitted,

Valerie Stoddard
Assistant Secretary to the Board of Education