



Poudre School District Board of Education

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

Meeting Minutes

Minutes from Board of Education Business/Work Session Meeting
May 23, 2017

DINNER SESSION - 5:30 PM

PRESENT: President Cathy Kipp and Vice President David Trask; Directors Nate Donovan, Christophe Febvre, Susan Gutowsky, Carolyn Reed, and Rob Petterson; 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

Vice President Trask moved that the Board go into executive session to discuss matters concerning the acquisition of real property, to determine positions relative to matters that may be subject to negotiations concerning the real property acquisition, to develop strategy for those negotiations and to instruct the negotiators, all as authorized under C.R.S. 24-6-402 (4) (a) & (e). Individuals invited to join the Board and Superintendent in executive session are Legal and Policy Counsel Crabb, Executive Directors Hall and Montoya, Planning Manager Willits; and Assistant Board Secretary Davis.

Director Donovan seconded the motion.

The voting was as follows:

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

Those voting NO: None

ABSENT: None

Motion passed 7-0.

Executive session started at 5:32 p.m.

Executive session ended at 5:50 p.m.

President Kipp passed around an informational brochure on AVID's summer institute 2017 district training leadership session.

There was discussion about lunch fees. What does our district do if a student cannot pay? They are served a meal. In our district, you cannot tell which students are in the free and reduced lunch

program. At the lunch line checkout, there is nothing that distinguishes those students from other students.

When someone graduates, or moves out of district, what happens to money left in their online lunch account? Executive Director Montoya will get back to the Board on this question.

The Board (recruiting) brochure is finalized and online. This Saturday during the community engagement meeting at Harmony Library from 10-11:30 a.m., the Board will talk about being on the Board and answer questions from potential candidates.

There was Board discussion with Executive Director Vicki Thompson. Thompson clarified how district employees use flex days and leave time. This was an issue that was discussed during employee negotiations. The district continues to work on communicating more information to employees on the topic.

The district is hiring bus drivers.

The dinner session ended at 6:06 p.m.

BUSINESS MEETING/WORK SESSION - (BOARDROOM) – 6:30 PM

PRESENT: President Cathy Kipp and Vice President David Trask; Directors Nate Donovan, Christophe Febvre, Susan Gutowsky, Carolyn Reed, and Rob Petterson; 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 CALL TO ORDER

President Kipp called the work session meeting to order at 6:30 p.m.

2.0 APPROVAL OF AGENDA

There were no changes to the agenda.

3.0 COMMUNITY COMMENT

Michael Pruznick: Summarized his thoughts on school year 2016-2017. He would like to see a focus next fall on continuous improvement throughout the district, working together to support those

improvements, engaging in open-minded proactive behavior and exploring safer, more prosperous options. Please consider forming a committee that will look at the long-range plan.

Soley Belt: Front Range Community College (FRCC) Career Pathways Program. Thanked the district for the very successful partnership between the district and FRCC's Career Pathways program. It is a fabulous experience. Students from the program are here tonight to share their stories.

Danika Valdez: Computer networking student in Career Pathways Program. This is a great program that gave me so much software engineering knowledge; grateful for the opportunity and the amazing teacher.

Riley Dowdy: Medical Careers Exploration student in Career Pathways Program. Thank you to the district for this program partnership; thankful for the teachers, the real-world experience and the development of study skills. This college-level class has made a huge impact on my career.

Conor Medina: Practical Mechanics student in Career Pathways program. I learned about basic automotive, went on field trips, and was exposed to many career options. This has been my favorite class. I am so thankful that the district gives this opportunity to high school students. It was a challenging, but very rewarding experience.

Alesha Weinland: Forestry Resources student in Career Pathways Program. This program gave me a huge advance in my career. Because of the program, I got a job as an animal care technician before I was out of high school. I am so thankful for this opportunity.

Kodiak Bay: Forestry Resources student in Career Pathways Program. I appreciated the opportunity in this program to talk to people in the field and make connections in the scientific world. This program also put me a semester or two ahead of the rest of my class. It's amazing to get these kinds of connections in a high school program. To say it was valuable is an understatement. Thank you.

This year marks Front Range Community College Career Pathways Program's 45th year of partnership with Poudre School District. PSD students in the welding program made a plaque for the school district in recognition of the milestone. It was presented to the Board and Superintendent at this point in the meeting.

Dan Rypma: Faculty/Staff from Fossil Ridge High School read a written statement. Some points from the letter included: Faculty was shocked and dismayed that Will Allen was being placed on leave (non-renewal of contract). Placing on administrative leave during the school year is disruptive. The wisdom, judgement, etc. of this decision is hard to know.

Lisa Plank: Faculty/Staff from Fossil Ridge High School read a written statement. Some points from the letter included: This process has been very disruptive. We are concerned about future repercussions of the decision and concerned that the decision was based on a vocal minority.

Niall O'Dwyer: Faculty/Staff from Fossil Ridge High School read a written statement. Some points from the letter included: The district neglected to share information with the staff, citing confidentiality, but

then publicized information in the paper that was not shared with staff. There is a need to quell the rising level of faculty/staff concern about the district's decision.

Kristin Rust: Faculty/Staff from Fossil Ridge High School read a written statement. Some points from the letter included: The staff have valid questions. Why couldn't the announcement have waited until after the school year ended? Why disrupt important end of the year activities? Why must we get information from secondhand sources? We have no access to our Principal. Why wasn't he given the opportunity to resign?

Tara Rigby: Faculty/Staff from Fossil Ridge High School read a written statement. Some points from the letter included: Why didn't the Principal's vision align with the district's vision? This was a concerning statement from Will Allen. Is the entire school vision out of touch with the district's vision? Does the voice of the school faculty/staff matter? How can the school work with district administration?

Todd Forkner: Faculty/Staff from Fossil Ridge High School read a written statement. Some points from the letter included: Thanked Will Allen for his service to the high school. Thanked him for his dedicated work to students and colleagues. There is a list of signatures at the end of the letter. A culture of fear is developing in the school; teachers are afraid of retribution from the district if they speak out about this situation. We have questions we would like to discuss. We would like to have a dialogue about this situation with district administration. Please meet with us.

4.0 CONSENT AGENDA

- 4.1 Personnel Action**
- 4.2 Personnel Action: Non-renewal**
- 4.3 Memorandum of Understanding Between Poudre School District and Employee Representative Associations**
- 4.4 SB 191 Assurances**
- 4.5 Revisions to Policy GP 3.3, Agenda Planning**
- 4.6 Revisions to Policy GP 3.8, Self-Monitoring Process**
- 4.7 Revisions to Policy BSR 4.4, Monitoring District/Superintendent Performance**
- 4.8 Microsoft Licensing Renewal – 3 year**
- 4.9 Addendum to Fullana Learning Center Facility Use Agreement**
- 4.10 Fort Collins Police Services School Resource Officer (SRO) Contract**
- 4.11 Larimer County Sheriff's Office School Resource Officer (SRO) Contract**
- 4.12 Elementary Instructional Materials Adoption for Art**
- 4.13 World Geography Instructional Materials Adoption**
- 4.14 Elementary Instructional Materials Adoption for Music**
- 4.15 Middle School Instructional Materials Writing Adoption**
- 4.16 Addendum to Fort Collins Montessori Charter School Contract**

Director Donovan made a motion to adopt and approve the recommended actions for items on the consent agenda.

Director Gutowsky seconded the motion.

The voting was as follows:

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

Those voting NO: None

ABSENT: None

Motion passed 7-0.

5.0 DISCUSSION ITEMS

5.1 Diploma Endorsement of Biliteracy; Update to Policy IKF-3 and IKF-4

The Endorsement of Biliteracy, which is legislated in Colorado Senate Bill 17-123, is a high school diploma endorsement given by a school or school district in recognition of students who have studied and attained proficiency in two or more languages, including English, by high school graduation. The endorsement appears on the transcript and diploma of the graduating senior and is a statement of accomplishment for future employers and for college admissions.

The district's Graduation, Diploma and Certificate Requirement Policies IKF-3 and IKF-4 will be updated to include information regarding the endorsement.

Robert Beauchamp, Director of Curriculum, Instruction and Assessment presented to the Board the department's proposed language (first reading) updates to these district policies.

Director Beauchamp noted the important value this endorsement brings to the district's students. It is an endorsement that will be recognized nationally.

The district's rollout plan includes notifying teachers, counselors, parents and students.

The Board had questions.

How do students receive the endorsement? There are several requirements; students will demonstrate proficiency via multiple measures (the district will follow state requirements).

How will the endorsement be communicated on transcripts, diplomas, etc.? The district will work with, and follow the reporting protocol, of states that already offer this endorsement. A seal of biliteracy will be on students' transcripts and diplomas.

There was discussion about the specifics of the endorsement (required GPA, SAT/ACT scores, AP language requirements, and other specific criteria). Is the language specific enough in the IK4 Policy? Yes, the district is committed to following the state requirements and those are included in the district's document.

This policy will be on the June 13, 2017 Board of Education Meeting consent agenda for Board approval.

5.2 Proposed Budget for FY2017-18

Executive Director Dave Montoya presented the fiscal year 2017-18 district budget (as appears in the May 23, 2017 Board of Education Business Meeting online agenda).

Montoya does not anticipate much, if any, modification(s) to the final budget.

The final budget does include an unassigned fund balance in compliance with DBAA. The fund balance here as grown from .2 percent to 4 percent.

There was discussion between the Board and Executive Director Montoya about the significant amount of funding that comes from the federal government. There are a lot of potential changes at the federal level; the district will continue to carefully follow any news/changes.

The proposed budget will be resubmitted to the Board of Education for adoption at the June 13, 2017 Board of Education meeting.

5.3 Revisions to District Policies JICI & JQ

Legal and Policy Counsel Tom Crabb presented the proposed minor language changes to district policies JICI and JQ.

The proposed revision to District Policy JICI adds to the definition of "dangerous weapon" a firearm facsimile that could reasonably be mistaken for an actual firearm. Thus under Policy JICI as revised, student possession, use and/or threatened use, without the authorization of the school or the District, of a firearm facsimile that could reasonably be mistaken for an actual firearm is prohibited and grounds for suspension or expulsion, as specifically authorized under C.R.S. 22-33-106(1)(f).

The Board did not have questions.

The revisions are acceptable to the Board and will reappear on the June 13, 2017 Board of Education Meeting consent agenda.

6.0 WORK SESSION TOPICS

6.1 District Advisory Board Annual Report

District Advisory Board (DAB) Chair Lani Williams presented the year-end report to the Board.

This year, the DAB made meetings meaningful by selecting new and timely topics and focusing on a single topic for deeper understanding.

Williams explained how the committee worked on team building and the exercises they used to create the most effective meeting/group atmosphere.

The members established a network of consistent communication amongst themselves and built a stronger relationship with the parent community, PSD's Cabinet and the Board of Education.

Some of the items the DAB focused on this year included PSD's vision, partnerships, PSD's organizational chart, the proposed 2016 bond and mill levy override, SAC role in PSD, school performance framework, building operations (sustainability, energy efficiency, etc.), integrated services, mental health supports in PSD, the Student Connections Survey, graduation requirements and post-secondary workforce readiness, PSD financial forecast and budget, Colorado education funding, textbook adoption review, civic literacy in a digital age, blended/personalized learning and more.

Because of the committee's focus on informing, motivating and engaging parent ambassadors, they recorded higher attendance and participation than previous years.

Williams (as DAB Chair) read a written statement about her experience and thanked several people in the district and community for their help in making DAB's year so successful.

On behalf of the Board and PSD, President Kipp thanked DAB Chair Lani Williams and the entire District Advisory Board for their service.

6.2 PWR Quarterly Update

Sheila Pottorff, Director of Postsecondary & Workforce Readiness presented a summary of the department's 2016-2017 school year accomplishments and 2017- 2018 goals and next steps.

Director Pottorff reviewed the role of the Postsecondary and Workforce Readiness team.

Some of the department's accomplishments and goals discussed included:

- An ICAP leadership team was created to identify a new tool that would enable the implementation of a districtwide process to support students. This team worked with several other departments in the district to identify blended learning opportunities.
- Working on adding industry partners for work-based learning opportunities, having students document their experience and monitoring those experiences.
- Worked in partnership with many other community organizations and district departments (worked with Executive Director Pete Hall to place students in internship opportunities throughout the district, expanded interaction with other departments, established monthly meetings with departments).

- Met regularly with leadership at FRCC, AIMS and CSU to strategize how to increase and support students in PWR preparedness.
- For the next school year, PSD will have a college advisor from Front Range Community College.
- Listed several successes the district has had this year.
- State partnership – the district met with CDE and CDHE to share best practices to identify new ways to increase staff’s knowledge.
- The goal is to give 100% of all high school students access to PWR opportunities. By May of 2018, 100% participation of 6-12th graders will have participated in ICAP.
- Communication goal to improve knowledge and understanding of PWR opportunities for students through increased work with the Communications Department.
- Increase partnerships and strengthen relationships with community partners and industry.

This year has been a lesson in getting to know the district culture and all the schools in the district. There are opportunities for growth. However, Pottorff says great strides have been made this year and feels good about the goals that have been made for next year.

The Board had questions.

What kind of training will the staff get for the new program? Pottorff will send out a district staff training timeline for Career Cruising.

The Career Cruising program has already started; the district has access to it now. The district is currently exporting information from Naviance and uploading it into Career Cruising. Naviance will be out on June 30, 2017. They are working with counselors and students on this transition.

Who does the record keeping for these programs? The students are empowered to do this by themselves. We will meet monthly with counselors next year to make sure students are on track.

Why the program change? Parents and students liked Career Cruising better than Naviance. District staff liked the focus on career instead of college and noted that it helps identify passion instead of selecting a college location first and going from there. The student interaction of the program was more powerful. It was the highest rated product reviewed by the committee.

How soon will we have aggregate statistics and other access to data on students’ work-based learning opportunities/participation rates, etc.? Pottorff and her team (together with other district departments) are working on this now.

6.3 Legislative Discussion

The legislative subcommittee met today. They started work on next school year's legislative agenda – adjust what has been done, look at finance, CASB paperwork, federal updates, reorganize items and look at new priorities.

The subcommittee will have an updated legislative agenda for the Board to review for approval at the June 13, 2017 Board of Education meeting.

6.4 DE 1.0 Ends Measures and Targets Update

Dr. Dwayne Schmitz, Director of Research and Evaluation gave a brief update on the progress made since February 28, 2017 on DE. 1.0.

Dr. Schmitz highlighted the seven most pertinent items right now:

- Rewriting some of the UIP and integrating it with the DE 1.0 Monitoring Report.
- Integration of the DE 1.0 Monitoring Report into the SUIP (School Monitoring Report).
- Preschool data clean up (numbers were reported lower than the actual results, very positive pre-K and 4-year-old classroom data).
- Met with the wellness committee; working together to determine the health and wellness indicators. They are trying to target four questions to incorporate into the Connections Survey to gather actionable information. This is a work in progress.
- Connection Survey Enhancements. Additional items to target include social emotional learning, equity and “front porch.” Do kids feel welcome in their school? Create items around this, parcel out the data, and make it actionable.
- Identifying the most effective approaches to “additional support” and “closing the gap” in PSD. And looking at this by specific demographics. Highlight the knowledge we already have.
- Connections Survey “best practices” research. Research partner Stephanie Torres will help district dig into this item.

The Board asked for more information on how the district is identifying the most effective approaches. The district will estimate coefficients that measure a students' characteristics against achievement, growth outcomes and connections data.

7.0 AGENDA PLANNING

There was no discussion on this topic.

President Kipp noted that this Saturday at the Harmony Library Community Engagement session, the Board will discuss, and answer questions about, being a Board member. Anyone interested in running for the Board is encouraged to attend.

8.0 EXECUTIVE SESSION

8.1 Superintendent Job Performance Feedback & Compensation

Director Petterson moved that the Board go into executive session in the Superintendent's office/conference room as authorized under C.R.S. 24-6-402 (4)(f) to discuss personnel matters related to feedback on the Superintendent's job performance and Superintendent compensation. Individuals invited to join the Board in executive session are Superintendent Sandra Smyser, Legal and Policy Counsel Tom Crabb and Assistant Board Secretary Kyla Davis.

Director Gutowsky and Vice President Trask seconded the motion.

The voting was as follows:

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

Those voting NO: None

ABSENT: None

Motion passed 7-0.

Executive session started at 9:15 p.m.

Executive session ended at 10:07 p.m.

9.0 ADJOURNMENT

Board meeting ended at 10:08 p.m.

Respectfully submitted,

Kyla Davis
Assistant Secretary to the Board of Education