



## 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

June 13, 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, and Victoria Thompson; Legal and Policy Counsel Tom Crabb

**ABSENT:** Dustin Reintsma

#### **1.0 DISTRICT ISSUES/BOARD MEMBER UPDATES**

President Kipp reviewed items for the evening's meeting.

The Board retreat is on Thursday, June 15 at 4:00 p.m.

Executive Director Dave Montoya noted that the district received comments from one community member about the proposed budget. The item will be pulled from the consent agenda for discussion.

Legal and Policy Counsel Tom Crabb reviewed the legal steps the Board needs to follow to address this item and have discussion in the meeting.

There was discussion about a budget item in Ridgeview Classical school's contract that appears in tonight's consent agenda. Do we need to have a broader discussion at some point to clarify how charter schools are funded?

A Board member asked about the school district's liability for student travel. Executive Director Montoya noted that domestic student travel is covered under an insurance policy, but we have a separate policy for international travel. Montoya will review that policy and get back to the Board.

In the past, Board members were required to do training to recognize and report child abuse. Board members did it last year. This is not an annual requirement for Board members. Newly elected Board members are required to complete this training one time. Could we do extra training in this area? Do teachers and principals get this training on a regular basis? Or just staff members who work in specialized areas in the district? The bigger question is the district's rationale on which staff members receive specialized training on sexual assault/abuse. The district will consider these questions and get more details to the Board on training in this area.

This year for the first time, the district is asking the Board to vote on participation in the State Treasurer's Interest-free Loan Program. There was a question about who pays the interest on the loan. Executive Director Montoya noted that the state pays interest on the loan. Details of the program will be presented and discussed during tonight's meeting.

It was noted that tonight, the Board is being asked to approve the external auditor. This is something that also went through the audit committee. The district goes out to bid on this every five years.

The student advisory group discussion will happen tonight.

The dinner session ended at 6:07 p.m.

### **REGULAR BUSINESS MEETING - (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, and Victoria Thompson; Legal and Policy Counsel Tom Crabb

ABSENT: Dustin Reintsma

#### **1.0 CALL TO ORDER**

President Kipp called the regular business meeting to order at 6:30 p.m.

#### **2.0 PLEDGE OF ALLEGIANCE**

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

#### **3.0 APPROVAL OF AGENDA**

There were no changes to the agenda.

#### **4.0 RECOGNITIONS AND REPORTS**

Executive Director Danielle Clark introduced the recognitions for the evening.

##### **4.1 Outstanding Scholarship Students**

Students who received these scholarships and attended the meeting included:

**Daniels Fund Scholar** Jamie Bonjour (FRHS)

**National Hispanic Recognition Scholars** Taylor Trujillo (FRHS)

**National Merit Scholar Finalists** David Perkins (FRHS), Madeline Pettine (FRHS), David Rohrbaugh, (LCHS), Benjamin Seiple (LCHS) and Brandon Northrop (RMHS)

Director Reed presented a certificate of recognition to the students on behalf of the Board and PSD.

#### **4.2 2017 Spring State Champions**

Ky Ecton (PHS) **5A Girls #1 Singles State Tennis Champion**

Gabriella McDonald (RMHS) **5A Girls Shot Put State Champion**

Audra Koopman (FCHS) **5A Girls Long Jump State Champion**

Fossil Ridge High School Boys Swim Team **5A State Champions**

Rocky Mountain High School Baseball Team **5A State Champions**

Director Donovan presented certificates of recognition to the state champions on behalf of the Board and PSD.

#### **4.3 Mary Hull Award Winners**

Integrated Services honors outstanding staff and community members with annual "Mary Hull" awards. This year's honorees in attendance at the meeting included:

***Mary Hull Honorary Award***

Jim, Nancy and Ollie Patella, Human Animal Bond In Colorado (HABIC)

***Mary Hull Specialized Service Professional Award***

Lila Bartmann, PSD Occupational Therapist

Director Febvre presented certificates of recognition to the award winners on behalf of the Board and PSD.

#### **4.4 Excellence in Education Awards**

The Poudre School District Foundation celebrates teachers at their annual Excellence in Education banquet. This year's nominees featured educators from the Poudre High School feeder.

Award-winning teachers in attendance at the meeting included:

Pamela Sky (Cache La Poudre ES)  
Cheryl Duke (Cache La Poudre MS)  
Kathy Zabel (Dunn ES)  
Kendra Neal (Eyestone ES)  
Melissa Hodson (Irish ES)  
Kerry Kehm (Putnam ES)  
Kasey Ross (Red Feather Lakes ES)  
Carolyn Karnes (Rice ES)  
Amanda Ferguson (Wellington MS)

Director Petterson presented certificates of recognition to the teachers on behalf of the Board and PSD.

#### **4.5 Superintendent's Report**

Superintendent Smyser reported that she has met with several organizations in the past month and continues to have follow-up meetings with the Salt Lake City work group. She attended many scholarship and award ceremonies, community meetings and more. Superintendent Smyser gave commencement addresses at eight graduation ceremonies in the district.

The Superintendent visited several schools in the past month.

There is a lot happening throughout the district this summer. Superintendent Smyser noted that this is the busiest time of year for many district employees, including staff in the human resources and maintenance departments who are working very hard to prepare for the start of the next school year.

#### **4.6 Board Report**

Director Petterson presented the Board report.

The Board has been busy between meetings, some of their work included:

- Attended many graduations throughout the district
- Visited several schools in the district
- Participated in many committee and advisory board meetings, award ceremonies, the IB convocation, choir concerts and more.

In the community, they attended early childhood policy council, held regular community engagement sessions, held meetings with various constituents on a variety of issues, attended a community safety meeting and completed legislative work including meeting with legislators and lobbyists, participating in BOE legislative subcommittee, attended

legislative wrap-up sessions and attended the CASB Legislative Resolutions Committee meeting.

Community members interested in running for a Board of Education seat this fall are encouraged to contact any Board member or PSD Designated Election Official Tessa Oppenheimer for more information. There are three seats up for election this fall.

## **5.0 COMMUNITY COMMENT**

Carlos Meikel: It is challenging body of work for several groups that come together to complete the annual employee negotiation process. Thanked the Board, the district and everyone involved in the successful completion of this year's employee agreement.

## **6.0 CONSENT AGENDA**

- 6.1 Personnel Action**
- 6.2 Employee Agreement**
- 6.3 Second Revised Superintendent Contract**
- 6.4 Meeting Minutes from May 9, 2017 and May 23, 2017**
- 6.5 Resolution Designating Election Official**
- 6.6 Revisions to District Policies JICI & JQ**
- 6.7 Revisions to District Policies IKF-3 & IKF 4**
- 6.8 Addendum to Mountain Sage Community School Charter School Contract**
- 6.9 Addendum to Ridgeview Classical Schools Third Charter School Renewal Contract**
- 6.10 Instructional Materials Adoption for Pre-Calculus/College Algebra/College Trigonometry and Analytic Geometry**
- 6.11 Instructional Materials Adoption for High School Physics/AP Physics 1 & 2/AP Physics C**
- 6.12 Ditch Relocation Acknowledgement of Consent**
- 6.13 2017-2018 Accountability Measures for Alternative Education Campus for Poudre Community Academy (PCA)**
- 6.14 2017-2018 Accountability Measures for Alternative Education Campus for Centennial High School (CHS)**
- 6.15 Commercial Insurance Renewal for 2017-2018**
- 6.16 2017-2018 Agreement for Rocky Mountain Youth to Operate a School-Based Health Center in Poudre School District**
- 6.17 Proposed Budget for the 2017-18 Fiscal Year**
- 6.18 Interfund Borrowing Resolution (submitted annually)**
- 6.19 Investment and Wire Transfer Authorization (submitted annually)**
- 6.20 Check Issuance and Facsimile Signature Resolution**
- 6.21 Recommendation for External Audit Services Engagement for FY2017**

Vice President Trask asked to move item 6.17 Proposed Budget for the 2017-18 Fiscal Year from the consent agenda. It becomes action item 8.4.

Director Donovan moved to adopt and approve the remaining 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.

## **7.0 DISCUSSION ITEMS**

### **7.1 Internal Monitoring Report – Second Semester Review: EL 2.1, Treatment of Students, Parents/Guardians & General Public**

Executive Director Danielle Clark presented this report.

To review, this executive limitation says the programs and implementations of the policies in the district are not going to be unsafe, untimely, undignified, or unnecessarily intrusive/restrictive.

Executive Director Clark noted that the district does a lot of community outreach for public input in the form of student and parent advisory groups. They also ask for community input on things like the budget. There was a lot of discussion in these groups about legislative outcomes and how they impact our budget, our district's reserve situation and how it would impact our budget for the year.

As part of the process of hiring new principals this year, the district went out to school communities to solicit feedback from them (what are they looking for in their principals, etc.). Parents and staff had their voices heard regarding the kind of leadership they wanted in their school.

Another example – the calendar development team is made up of parents and staff. The team worked hard to put together a calendar for the 2017-2018 school year. The district then went to school communities and brought that feedback to the calendar committee who adjusted the calendar and sought Board approval on the revisions.

The district technology committee sought individuals specifically interested/skilled in how we use technology in the district. They used an application process to find people in the community to serve on this very specific committee. There was a lot of interest; the committee now has good representation.

In collaboration with several departments, the wording on student forms was changed to make them more user-friendly (understandable) for everyone.

The district did not meet the expectation on one item that was released in a Board packet. Keeping student information confidential is a district priority and we will continue to refine those processes.

In terms of the district's facilities usage – 12,924 people used the district's facilities outside of school hours. These are groups like soccer clubs, city recreation leagues, etc. that were in district facilities outside of 7:30 a.m. – 3:30 p.m. on school days.

There was discussion among the Board about the school calendar and how the December vacation days were changed because of public input.

There was discussion among the Board on how making improvements to the district's student information systems is important – the district can do better in the future.

The Board thanked everyone who has served on district committees. Public input is vitally important.

## **7.2 Student Advisory Group**

Assistant Superintendent Scott Nielsen presented on the future of the student advisory group in PSD.

Assistant Superintendent Nielsen proposes creating an advisory group of students at each school (as opposed to individual students from each school who form one district group).

The groups would work with a teacher at each site, doing work specific to their school and then advise the Board with their school-specific insight, issues, etc. Nielsen noted in this model, he is open to the Board visiting the schools' groups.

By having a group at each school site, it allows for the action to be specific to each school to meet their local needs. The existing group wrestled with how to bring back ideas and actions to their own schools. The new model allows for the exchange of ideas and interaction with Principals.

Nielsen suggests starting a group at Rocky Mountain High School to get a sense of what works for the Board, the school, the teachers and the students and then offer this program at each school.

The Board had questions.

Over time will this go beyond the four comprehensive high schools and the future school sites? Yes, we will have an advisory model that would not only reach each high school, but also potentially each middle school.

What is the Board's role in these meetings? The recommendation is that Board members attend quarterly meetings (every 9 weeks). The group will meet (potentially) once a month or possibly once a week. As the model gets started, we will look at what meets the needs and adjust accordingly.

The expectation is that each school group would represent a (demographically-diverse) cross-section of the student body. How do we do this? The principal in conjunction with the teacher facilitator may ask students to apply or may offer the opportunity to certain students. It is a decision that will be made at the local school level. Because they are connected to their students, we have a chance of it being a more well-rounded group.

How do we frame administrator's issues for the student groups; the issues might be different from what the students want to stress are important? This will be a crucial point of consideration.

The model might look similar at each site, but the district will work with each site on the specifics of the group and we will continue to adjust if needed by identifying whether it fits specific criteria. How does it feel to the Board? Are you getting the information you need? Does it feel helpful at the building level? Do we have actionable information? Is this a worthwhile way to spend time? Is it working?

In the current model, passion for the opportunity is apparent, but there is no agenda. Will the new model be more of a project-oriented group, a sharing ideas group, or will they be trying to accomplish a specific school goal? They will prioritize on site what they want to focus on with their topics. The Board will share information back and forth with the group. Yes, it will be project and action-oriented specific to the site.

Based on the new structure, at least initially, we will not have a statewide connection to other student advisory groups. We need to focus locally and then expand from there.

It was noted that the Board will also need to put time into Board meeting agendas to discuss this group.

Superintendent Smyser noted that it is helpful to get a group like this organized at each school. It would be easier for the district to reach out to this kind of a group for feedback.

The Board retreat on Thursday would be a good opportunity to talk about the topics we would like to hear back on from students and then get that feedback to Nielsen.

It was also noted that it might (still, with new model) be valuable to continue sending some kids to a state conference.



## **8.0 ACTION ITEMS**

### **8.1 Real Property Acquisition**

Executive Director Pete Hall presented information on the proposed Wellington area property acquisition.

To accommodate anticipated growth in the district, land procurement in the Wellington area is necessary. Throughout the past year, the district has presented information to the Board on various land options in the Wellington area that are suitable for a school site.

Based on feedback from the Board, a contract has been negotiated to buy real estate. The Board is being asked to take action tonight.

The Board received a packet of information, as well as the contract with the seller (Curtis Bridges) to review prior to this meeting.

Executive Director Hall noted some specific information from the packet and contract including:

- The land is an approximately 130-acre parcel located at 8543 North County Road 9 in Wellington. It is on the northwest corner of the intersection of North County Road 9 and County Road 62E.
- The contract would give the district the exclusive right to purchase the property and lock in the purchase price of \$5 million.
- The contract allows the district two years to perform due diligence before closing, including completing geological and environmental reports required by the state of Colorado and other anticipated reports, investigations and coordination with local municipalities. This allows enough time to ensure the site is suitable for school use.
- If approved, the contract authorizes earnest money of \$50,000 per year to be issued to, and held by, the land title guarantee company until closing. The earnest money will be applied directly to the purchase price at closing.
- It is recommended that the Board approve this recommendation for property acquisition.

The Board had comments.

It is a lot of responsibility to take action on something with such a large impact on future communities. This responsibility was taken very seriously.

Out of the options, this was one of the best options. It is closer to the central part of Wellington. The Board considered things like, is the location somewhere that kids can safely get to school by biking, walking, etc.? Is it the best fit for the community?

This has been a slow, deliberate process. We wanted to do it right.

Director Reed moved that the Board adopt the attached contract to buy and sell real estate for a parcel of land located near the town of Wellington and authorize the Board President to sign the contract attested by the Board Secretary.

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

The Board commented that it is the right time and an exciting time to acquire this land. We look forward to breaking ground on the new high school.

The Board thanked the voters for allowing this step to happen by approving last fall's bond measure.

## **8.2 Participation in the State Treasurer's Interest-free Loan Program**

For the coming fiscal year (FY2018) and years subsequent, it will be necessary for the district to participate in the State Treasurer's Interest-free Loan Program for Colorado school districts.

Executive Director Dave Montoya gave background on this program, explaining why we are participating in the program.

The timing differences between revenue collections and disbursements present the need for cash flow loans. The program began in 1992; the loans to participating school districts are interest free.

The 0.6% interest is paid by the state for this loan on behalf of the districts. Typically, 20-30 districts in the state use this program. The total amount borrowed for the program is typically between \$400-\$500 million.

Executive Director Montoya explained a chart showing the district's (historical) cash flow. Cash flow estimates are fairly consistent from month to month but our revenue stream is not consistent. The revenue is not sufficient to meet our monthly cash flow.

This program is designed to alleviate cash flow deficits caused by the timing of property tax collection and remittance to the district. State equalization is distributed at the beginning of each fiscal year; these allocations alone are not sufficient to meet cash flow needs.

Montoya explained the timeline for participation in the program. The program is funded through a note sale on July 13, 2017.

Director Donovan moved that the Board approve the RESOLUTION presented in the June 13, 2017 meeting agenda packet AUTHORIZING THE PARTICIPATION BY THE DISTRICT IN THE STATE TREASURER'S INTEREST-FREE LOAN PROGRAM FOR COLORADO SCHOOL DISTRICTS AND BORROWING UNDER SUCH PROGRAM IN AN AGGREGATE PRINCIPAL AMOUNT UP TO \$30,000,000; ESTABLISHING THE TERMS AND PROVISIONS OF LOANS TO THE DISTRICT PURSUANT TO SUCH PROGRAM; PROVIDING FOR THE PAYMENT OF AND SECURITY FOR SUCH LOANS; AND AUTHORIZING THE EXECUTION, DELIVERY, AND ACCEPTANCE OF DOCUMENTS IN CONNECTION WITH THE LOANS.

Director Reed seconded the motion.

The Board had questions.

There was clarification on specific numbers in the bar graphs.

In the "End of Month Cash Balances" bar graph, where do we get the money now? Currently, when our property tax revenue comes in, we pay back our expenses.

Does the money become available on July 13<sup>th</sup>? No, it will come in as needed. The state pays up to three times a month. They do that to keep interest costs low. These are very short-term borrows. They disburse "just in time" to keep the cost of the program lower.

The district anticipates needing just over \$20 million. We are asking for \$30 million.

In Larimer County, our property tax is going up. Why isn't the school district getting a lot more money from property taxes? The amount is determined by state statute. People are paying more property tax but the state is reducing its share by an equal amount so the net the district gets is the same. The district doesn't get the extra money. The state gives less money. While the district also receives property tax money for mill levy overrides and bonds, the district only receives the amount of money approved by the voters, so higher property values do not provide additional money to the district.

Will districts adjust given the Gallagher Amendment? It depends on different tax entities and their budgets.

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.

Superintendent Smyser noted that the Board will receive periodic updates on this item from Executive Director Montoya.

### **8.3 Legislative Agenda**

The state legislature is no longer meeting, but the Board subcommittee has been working on the district's legislative agenda for next year.

The Board received the proposed legislative agenda for the district in their packet.

President Kipp noted a few minor grammar/language changes that were made to the document in the packet.

If this is approved, it is our initial advocacy agenda for the coming school year. We would like to forward it to the Colorado Association of School Boards (CASB) Legislative Resolutions Committee for consideration by the CASB Delegate Assembly in October for inclusion in the CASB legislative agenda.

Director Donovan moved adoption of the Poudre School District's Board of Education 2018 State Advocacy Agenda and the Poudre School District Board of Education's 2018 Federal Advocacy Agenda.

Director Gutowsky seconded the motion.

There were Board comments.

It was noted that the Board will have to pay special attention to federal level actions. They may be dynamic this year.

President Kipp noted that this agenda is close to last year's agenda, with the exception that one item has been removed. It is no longer needed because the state legislature made the favorable change (to take PARCC testing out of high schools and adjust PSAT, SAT testing).

It was commented that the level of state funding as it applies to education is dire. The state needs to address how to fix the school-financing structure in Colorado.

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.

#### **8.4 Proposed Budget for the Fiscal Year 2017-18**

Executive Director Montoya noted that the district received comments on the budget from a community member. Montoya addressed those comments.

##### **Community Comment:**

Eric Sutherland: What public entity adopts a budget without a public hearing? It appears the district did that. Why is the district not selling bonds right now? Concerned the district was not doing their job with the bonds and the budget.

Director Gutowsky moved that the Board of Education adopt the Fiscal Year 2018 Budget and Appropriation Resolution as presented in the June 13, 2017 agenda packet.

Director Petterson seconded the motion.

The Board had questions.

What community input has gone into this process? Executive Director Dave Montoya answered:

- We have the DAC (District Advisory Committee) that we do budget work with and we submit a budget recommendation to them which the Board also receives and is available publicly.
- DAB (District Advisory Board) was also involved in the process.
- The district also has a Budget Advisory Committee; we received input from them.
- The district receives input from the employee negotiation committees.
- The district talks to different stakeholders about the future budget.
- The district has talked publicly about the budget in a very public setting at least once a month since January. We have been talking about the timeline since January and have been very open the entire time.

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.

#### **9.0 AGENDA PLANNING**

There was no discussion on this item.

## **10.0 ADJOURNMENT**

Board meeting ended at 9:08 p.m.

Respectfully submitted,

Kyla Davis  
Assistant Secretary to the Board of Education