



## Poudre School District Board of Education

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

### Meeting Minutes

Minutes from Special Business Meeting

June 29, 2017

#### **SPECIAL BUSINESS MEETING – 6:00 p.m.**

**PRESENT:** President Cathy Kipp and Vice President David Trask; Directors Nate Donovan, Christophe Febvre, Susan Gutowsky, and Carolyn Reed; Superintendent Sandra Smyser; Executive Director Dave Montoya; Legal and Policy Counsel Tom Crabb; PSD Directors John McKay and Carolyn Martin; PSD Controller Kera Badalamenti, and PSD Risk Manager Kristin Bennet

**ABSENT:** Director Rob Petterson

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

President Kipp called the special meeting to order at 6:00 p.m.

#### **2.0 ACTION ITEMS**

##### **2.1 Consolidated Grant Application**

Executive Director Dave Montoya introduced this item. The allocations did not come until late June (after the last Board meeting), but the grant deadline did not change. This application is still due at the end of this month.

Vice President Trask moved that the Board approve the “ESEA General Assurances Form 2017-18” and the “Approval and Transmittal Form FY2017-18” as provided and included in the materials sent to the Board by email for the June 29, 2017 special meeting.

Director Donovan seconded the motion.

The voting was as follows:

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

Those voting NO: None

ABSENT: Director Petterson

Motion passed 6-0.

## **2.2 Revised 2017-2018 Fee Schedule**

Legal and Policy Counsel Tom Crabb introduced this topic.

There are a few things to be aware of regarding the proposed fee schedule.

This proposed fee schedule has been in the works for years. There are a lot of political, factual and legal difficulties involved in putting together a proper fee schedule. It needed to happen now because the district purchased an online pay system that both schools and parents have wanted for some time. The district cannot begin using the system until each district/school fee is itemized. The district doesn't want to leave the program unused so the updated fee schedule is necessary right now.

A lot of questions surfaced ahead of this meeting regarding value judgements on the fees themselves (e.g. why are we charging for this, why are we charging that much, etc). The document is as accurate as it can be at this time. It is up to the Board over the next year to look at any inconsistencies and determine if the fees being charged are fair, too much, not enough, etc. The presented fee schedule is the first step and then the district can begin a dialogue this year to determine needed changes. As it is right now, it is a document that has been built according to what is currently being charged in schools.

If this is not approved, the finance department will not be able to use the school pay system. The current, approved district fee schedule is very outdated. The proposed fee schedule is much more accurate.

The Board is being asked to approve it and then over the next year, make changes that would be applicable in a following semester (do not change fees on a student mid-semester).

There are select charges that are not included on the schedule. The law doesn't require everything to be on it; some items are a judgement call.

Director Gutowsky moved that the Board approve the Poudre School District schedule(s) of Fees and Select Charges as provided and included in the materials sent to the Board by email for the June 29, 2017 special meeting.

Director Febvre seconded the motion.

The Board had questions and comments.

It would be helpful if there were a committee put together by the administration office that could offer recommendations for the Board. The Board will need more guidance on the values of fees to make the judgment calls required in future fee schedule adjustments.

There was discussion about how students qualify for free and reduced lunch. This is a federal determination. If students qualify for free and reduced lunch, they are also eligible and given the option to receive waivers or reductions in fees for activities.

The Board can look at extending reduced fees beyond those who qualify federally for free and reduced lunch, but note that the programs are very expensive and when the Board begins to consider this issue, if too many fees are waived, it will render programs too expensive. We don't want to eliminate programs because the district/schools can no longer afford to run them.

To create this current fee schedule, the district held several meetings with school principals and staff. It is the most accurate representation of current fees. These conversations generated a lot of interest/education in reporting methods and what each school charges for different programs.

Will parents see fees on their account for all schools? Each student's account will show fees associated with their school. They do not have to search through codes for all schools. However, all fees are publicly available if parents want that information.

Cash and check options to pay student fees will still be available on site. There are credit card fees associated with the new (optional) online payment system.

If approved, this fee schedule is a significant improvement in terms of the district's finance recordkeeping and will positively impact auditing efforts. The finance department gets charged with explaining school fees (i.e. why it was charged, what specific items did it pay for), but that level of detail has been managed at the school level. The new fee schedule will solve a lot of clarity issues. The audit committee will be able to clearly identify school finances.

Are students allowed to participate in activities if they cannot pay for them? There is a large fee for the band program (for example), but no one is kept from participating in band activities if they don't pay the money. Most students pay for the program and there are fundraising efforts that supplement students who cannot afford the band fees.

The proposed fee schedule is just a starting point. It is imperative that the district have a management system in place so that it can offer the online payment opportunity to parents and to clear up audit issues. The Board can put this back on the agenda for future review and changes.

The voting was as follows:

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

Those voting NO: Director Donovan

ABSENT: Director Petterson

Motion passed 5-1.

### **2.3 Early Childhood Head Start COLA Adjustment**

Executive Director Montoya noted that the district would like to take advantage of available federal funds. The federal government does not always offer cost of living adjustment funding so it is important to take advantage of it this year.

Director Reed moved that the Board approve the Head Start cost of living adjustment and related required forms as provided and included in the materials sent to the Board for the June 29, 2017 special meeting.

Vice President Trask seconded the motion.

The Board had questions.

Why is the adjustment date in November? The federal fiscal year is different than the district's fiscal year. It is a reimbursement grant. When the district expends the funds, it will get reimbursed for 2017-18 and then the adjustment will carry forward for the future unless the federal government decides to take away future funding.

The voting was as follows:

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

Those voting NO: None

ABSENT: Director Petterson

Motion passed 6-0.

### **3.0 ADJOURNMENT**

Board meeting ended at 7:06 p.m.

Respectfully submitted,

Kyla Davis  
Assistant Secretary to the Board of Education