



Poudre School District Board of Education

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

Meeting Minutes

Minutes from Special Meeting
Board of Education Retreat 7:00 PM – 10:00 PM
December 7, 2018

The Broadmoor Hotel, Farny Room, 1 Kae Ave., Colorado Springs, Colorado

SPECIAL MEETING – 7:00 P.M.

PRESENT: President Christophe Febvre, Vice President Susan Gutowsky; Directors Nate Donovan, Kristen Draper, Cathy Kipp and Carolyn Reed; Superintendent Sandra Smyser; Legal and Policy Counsel Tom Crabb

ABSENT: Director Petterson

LATE: None

1.0 CALL TO ORDER

President Febvre called the special meeting to order at 7:00 p.m.

2.0 EXECUTIVE SESSION

2.1 Executive Session: Colorado Open Records Act

Director Donovan 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 Colorado Open Records Act and attorney-client privilege. Legal and Policy Counsel Tom Crabb is invited to join the Board and Superintendent in executive session.

Vice President Gutowsky seconded the motion.

The voting was as follows:

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

Those voting NO: None

ABSENT: Director Petterson

Motion passed 6-0

Executive session began at 7:05 p.m.

Executive session ended at 7:54 p.m.

3.0 INFORMATIONAL REPORTS / DISCUSSION ITEMS

3.1 Budget Priorities

Board discussion included:

- Historically 80% of funds go toward employee negotiations and 20% toward long range planning.
- Ongoing costs will be clearer in January.
- Social and emotional continue to be a priority.
- 3% of the negative factor buy down will equal approximately 2.3 million dollars, but numbers are preliminary from newly elected officials and will not be finalized for some time.
- Moon Meter Learning for elementary schools in Colorado Springs indicated \$60,000 required for K-8 social/emotional curriculum and \$5,000 per site for curriculum in grades 9-12.

3.2 Communication and Board Norming

Board discussion included:

- Many things going well with Board communication but frustration still exists.
- Prompt and appropriate communication from the Superintendent is important as well as a clear vision for work.
- Requests were made for dissemination of information early to keep members updated prior to Board meetings.
- Staff need to know why questions are being asked to provide adequate responses.
- Questions for staff stemming from curiosity take the same amount of time to research and answer as questions stemming from a critical need to know.
- Superintendent is occasionally informed of incidents after they are resolved and provides the Board with an update as soon as possible.
- Board should consider if questions are Board work or curiosity to minimize workload and distraction to staff.
- Discretion regarding what information and level of detail communicated to the Board resides with the Superintendent.
- Secretary prioritizes incoming information and notifies Superintendent which items require immediate attention.
- Suspension and expulsion information is processed through PSD's Legal and Policy Counsel prior to action.
- System could be created to ensure Board questions get answered satisfactorily if not addressed as anticipated.
- Perception exists some schools and staff are subjected to more rigorous questioning from the Board than others.
- Board members are a civilian oversight for the District and staff are experts in their field. Obligation rests with the experts to explain the specifics of a situation. Board members should not challenge the methods used to determine results but instead honor work of administration and ask for further explanation if questions remain.
- Assumptions of good intentions from staff are important.
- Board members have different perspectives and approaches.

3.3 Staff Support for Legislative Subcommittee

Board discussion included:

- Legislative committee requests support from staff.
- Staff workload is at maximum capacity due to downsizing and upcoming construction.
- PSD pays a lobbyist to review legislation and represent the District.
- Requests were made to prioritize legislation brought to the Board.
- Due to the high quantity of bills pertaining to education it is unreasonable to shorten bill presentation.
- Periodic staff assistance is important; committee will present staff requests for input to the Board President and Superintendent.
- Changes in legislation occur quickly.
- Legislative committee represents the Board and are deputized to make impactful decisions.
- Spreadsheet on bills can be shared with the Board prior to meeting.
- Opening of legislative season requires first presentation of bills to the Board to be longer. Subsequent presentations will be shorter based on additions and changes.

3.4 Superintendent Evaluation Instrument Review

Board discussion included:

- No changes are planned for the evaluation tool.
- January 8 Board meeting to include an executive session without the Superintendent to fill out the rubric and make comments.
- January 22 Board meeting to include an executive session with the Superintendent to present the evaluation.
- February 12 Board meeting to include an executive session with the Superintendent to develop the 2019 appraisal document and goals.
- Occasionally items arise during the evaluation that indicate a change should be made to the rubric to improve the process.
- Superintendent evaluation occurs during executive session and can thereby take place at any Board business meeting, work session or special meeting.
- Consideration was given to placing a time limit on evaluation meetings.

3.5 Agenda Planning

Board discussion included:

Retreats

- February 2019 retreat was canceled.
- Next retreat is Tuesday, June 4, 2019 at 4:00 p.m.

Medicaid

- Superintendent recommended no participation.
- Board will make the final decision and give direction to the Superintendent.
- Discussion item will be placed on the fall agenda and on the June retreat agenda.

ACE

- ACE will deliver a presentation next year during the scheduled general session and formal resolution.

Late Start

- January 22 meeting to include discussion and opportunity for community comment.

Long Range Planning

- Wellington property closing is scheduled for January 25.
- Upcoming informational item planned for special education funding.
- Requests were made for updates on architectural plans.
- Futures Lab is accelerating; staff are requesting funds to hold a property of interest.
- Lighting and Prospect complex will be addressed at the January 22 meeting.

Other Items

- Early childhood will be discussed at the next meeting.
- Director Draper will be absent from the December 11 meeting.

4.0 ADJOURNMENT

Meeting adjourned at 10:38 p.m.

Respectfully submitted,

Jill Brunner
Assistant Secretary to the Board of Education