



# 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 22, 2018

### **DINNER SESSION - 5:30 PM**

PRESENT: President Christophe Febvre, Vice President Susan Gutowsky; Directors 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

LATE: Director Donovan arrived at 6:03 p.m.

The dinner session began at 5:30 p.m.

#### **1.0 District Information and Board Discussion Topics**

Director Kipp 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 Compass Community Collaborative School's May 16, 2018 pre-opening condition submittals, the Board's determination as to whether those submittals satisfy the pre-opening conditions, and the Board's action on its determination. Individuals invited to join the Board and Superintendent in executive session are Legal and Policy Counsel Crabb; Assistant Superintendents Lambert, Nielsen and Haberer; Executive Directors Montoya, Hall and Thompson; and Assistant Board Secretary Brunner.

Director Draper seconded the motion.

The voting was as follows:

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

Those voting NO: None

ABSENT: Director Donovan

Motion passed 6-0

Executive session started at 5:33 p.m.

Executive session ended at 6:30 p.m.

#### **2.0 Agenda Planning**

There was no discussion on Agenda Planning

#### **3.0 Committee Reports**

There was no discussion on Committee Reports

The dinner session ended at 6:32 p.m.

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

LATE: None

### **1.0 CALL TO ORDER**

President Febvre called the work session meeting to order at 6:40 p.m.

### **2.0 APPROVAL OF AGENDA**

There were no changes to the agenda

### **3.0 COMMUNITY COMMENT**

Molly Lubbers, Poudre Think Tank member, spoke about student collaboration regarding substance abuse. Forums were held with 223 students from all grades. Data collected showed 64% agree substance abuse is a major problem and important issue. Ms. Lubbers requested PSD make more resources available for substance abuse education, create safer spaces to report problems and hire drug counselors at every school.

Len Roark, community member, recently attended the 8<sup>th</sup> grade celebration at Wellington Middle School and spoke to the large crowd and limited space and requested the Board remain conscious of the increase in students. Mr. Roark complimented staff for handling the high number of students outgrowing their space while keeping the educational process going.

### **4.0 CONSENT AGENDA**

#### **4.1 Personnel Action**

#### **4.2 IDEA Narratives Application**

#### **4.3 Revisions to Board Policy EL 2.6, Asset Protection**

#### **4.4 Revisions to Board Policy EL 2.8, Communication and Support to the Board**

#### **4.5 School to Work Alliance Program (SWAP) Contract**

#### **4.6 Network Infrastructure Refresh and E-RATE**

#### **4.7 Microsoft Annual Purchase**

#### **4.8 Evaluation Assurances**

#### **4.9 Recommendation for External Audit Services Engagement for FY2018**

#### **4.10 Addendum to Third Ridgeview Charter School Renewal Contract**

#### **4.11 Psychology and Advanced Placement Psychology Instructional Materials Adoption for High Schools**

- 4.12 Fort Collins Police Services School Resource Office (SRO) Contract**
- 4.13 Larimer County Sheriff's Office School Resource Office (SRO) Contract**
- 4.14 Human Sexuality Instructional Materials Revision for Middle Schools and High Schools**
- 4.15 Addendum to Fort Collins Montessori Charter School Contract**
- 4.16 Migrant Education Program Grant**
- 4.17 Annual Head Start Grant Approval**
- 4.18 ESSA Compliance Statement Requirement**
- 4.19 Custodial Supplies Contract**
- 4.20 Transport Natural Gas**

Director Petterson requested Consent Agenda Items 4.8 and 4.9 be moved to Action Items.

Director Donovan requested Consent Agenda Item 4.4 be moved to Action Items.

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

Director Kipp seconded the motion.

The 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

## **5.0 ACTION ITEMS**

### **5.1 Schedule of District-Wide Student Fees and Other Select Charges and School-Based Fee Schedules**

Director of Records and Risk Management Kristin Bennett, Finance Controller Kera Badalamenti and Executive Director of Finance Dave Montoya presented information on fees.

Under Colorado State Statute fees can be charged to students for curricular programs, actual cost of textbooks and expendable supplies not provided free of charge, voluntary or supplemental enrichment activities not specifically required for academic credit and fees related to extracurricular programs and activities.

All student fees must be listed in a fee schedule adopted by the Board of Education that includes purpose of each fee, how the fee was derived and any activity or benefit from which students will be excluded if the fee is not paid.

Fee schedule administration:

- Administered by the Assistant Superintendents of elementary and secondary schools
- Finance and Risk Management serve as technical advisors

- Finance manages the system to collect and record fees approved by the Board of Education

Fee schedule administrative goals:

- Compliance with state statutes
- Develop and implement consistent, defensible practices
- Provide a framework for determining if a fee can be charged
- Provide a framework for understanding the implications of fee waivers and consequences
- Ensure there is no appearance of discrimination
- Transparency

Fee waivers are decided by PSD and not mandated by the State. PSD determines qualification for waivers based on free and reduced lunch applications. Federal law mandates PSD cannot use financial information as a basis for waiving fees unless a parent has given the District permission.

Fee waiver qualification:

- In accordance with the National School Lunch Act, to qualify for fee waivers a student must:
  - Be approved for free or reduced priced meals
  - Have a current 'Permission to Share' form on file

Board discussion included:

- 'No appearance of discrimination' means trying to avoid the discrimination.
- Due to site-based management and project variety, fee differences exist between schools; equity and balance are the goal.
- Free and reduced lunch applications are a Federal form involving two separate pages. Many people applying for free and reduced lunch fail to sign the second page to waive other fees. Federal law mandates participants check each fee category they choose to waive.
- School Pay offers more payment options to parents.
- The Board appreciates the amount of work involved and the challenges of working with site-based spending decisions, and thanked staff for efforts to move toward a central model with the goal of equitable school experiences for students.

Director Donovan motioned to adopt the District-Wide Student Fees and Other Select Charges and School-Based Fee Schedules.

Director Kipp seconded the motion.

The 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

## **5.2 Compass Community Collaborative School Pre-Opening Conditions**

Director Kipp read a Resolution regarding CCCS Charter Schools and moved to adopt the Resolution.

Vice President Gutowsky seconded the motion.

Board discussion included:

- CCCS applications indicate 57 students with IEPs or 504 plans, and concern was expressed PSD identification of students with disabilities could occur by the end of the summer. Most staff contracts end in June and costs will be incurred by the District to pay for services outside of contract.
- Questions were raised surrounding adequate funding to secure appropriate staffing to properly serve students with disabilities.
- According to CCCS, 27 students have 504 plans and they feel confident they can accommodate those students.
- 504 plan evaluation does not require the same formal process as IEP evaluation, but CCCS is legally required to provide services for those students.
- PSD Board cares about the success of CCCS and will continue to collaborate with them.

The voting was as follows:

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

Those voting NO: None

Those Abstaining: Director Donovan

ABSENT: None

Motion passed 6-0

## **5.3 Evaluation Assurances**

Board discussion included:

- Consistent SAC involvement in the evaluation of the principal is required.
- Forward movement is encouraging.

Director Petterson moved to approve the Evaluation Assurances item.

Director Donovan seconded the motion.

The 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

## **5.4 Recommendation for External Audit Services Engagement for FY2018**

Board discussion included:

- Charter school auditing materials have been submitted last minute the past several years. Contracts may be required if material submission continues to push the deadline.
- Current communication with charter schools regarding a collaborative approach have been productive and PSD anticipates conversations surrounding the use of the same auditor in the future.
- Ridgeview will use the same auditor as PSD next year.

Director Petterson moved to approve the Recommendation for External Audit Services Engagement for FY2018 as originally presented on the Consent Agenda.

Director Draper seconded the motion.

The 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

## **5.5 Revisions to Board Policy EL2.8, Communication and Support to the Board**

Director Donovan read the Agenda coversheet and moved to adopt the recommended Revisions to Board Policy EL2.8, Communication and Support to the Board.

Director Petterson seconded the motion.

Board discussion included:

- Reading the coversheet was important for future reference of intent and was a good reflection for all.

The 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

## **6.0 INFORMATIONAL REPORTS/DISCUSSION ITEMS**

### **6.1 District Advisory Board Annual Report**

District Advisory Board (DAB) Chair Michelle Finchum presented the year-end report to the Board and stated the DAB invites parents to become actively engaged in their public school and become an integral part of school improvement efforts.

National Education Association (NEA) call to action states 'NEA believes that significantly more emphasis must be placed on the important roles that parents, families, and communities can and must play in raising student performance and closing achievement gaps.'

The PSD District Advisory Board serves as a model to the state through the following:

- Parent and community representatives from each school
- Unique model
- Monthly meetings
- Communication link on issues, initiatives and policies
- Advisory

Agenda for the 2017-18 School year:

- September - Welcome, Sandra Smyser
- October - CMAS results, Susan Thomas
- October - Board Forum
- November - Digital citizenship, Scott VanTatenhove
- December - Nutrition, Craig Schneider
- January - Post Workforce Readiness, Sheila Pottorff
- February - Cyber Security, Keith Maynard, SRO
- February - Bully prevention, Stephanie Lerner
- March - Connectedness Survey, Dwayne Schmitz
- April - PSD Finances, Dave Montoya
- May - DAB celebration/elections

Success:

- Monthly interaction with PSD cabinet
- Logistical support from PSD
- Smooth process
- Positive relationship
- First time Board/PSD cabinet/DAB executive meeting
- Bylaws update

Opportunities:

- Ensure presentation from every school
- Help remote schools participate
- Missed opportunities to seek input
- Defined process for advisory role

Board discussion included:

- The Board appreciates DAB representation on various committees and will provide more opportunity for conversations.
- PSD will share 2018-2019 tentative topic and agenda schedules with DAB to facilitate coordination of input.
- Len Roark was recognized as one of the longest serving DBA members.

On behalf of the Board and PSD, President Febvre thanked DAB Chair Michelle Finchum and the entire District Advisory Board for their service.

The Board recessed at 8:52 p.m.  
The Board reconvened at 9:04 p.m.

## **6.2 Early Childhood Annual Report**

Early Childhood Director Carolyn Martin presented the annual report to the Board.

Federal Monitoring Review:

- CLASS (Classroom Assessment Scoring System) coding measures adult/child interactions. PSD results indicate well above national cut points, eliminating the need to recompute for funding.
- Brought in eight new teachers this year; four due to expansion and four due to replacement of retiring teachers.

Comprehensive Grant Goals: K Readiness Attendance Integration:

- Community assessment
- Self-assessment
- Main grant goals

All-Day and Expansion:

- 101 out of 110 all-day students opted for summer programs.
- Preliminary data indicates noticeable decrease in severe and moderate chronic absenteeism in the all-day classrooms.
- Easier to place children and not overload spaces due to expansion to four classrooms.

Engaging Families:

- PSD offered parenting classes in Spanish and English and due to high demand added an additional 6-week English session.
- Parents learned to increase student exposure to routines, schedules and growth and development.
- Focus group with parent governance allows PSD to make immediate adjustments based on feedback.



Board discussion included:

- 15-16 students per classroom with a staff-to-student ratio of 1:8 is less than mandated by Head Start.
- Due to significant and varying reasons for absence, it is rare a student would be dropped from the program for attendance issues.
- Funds are used for families with risk factors; currently 56 children are tuition funded.
- High demand exists for increased pre-K and the current wait list is approximately 140 children. Research indicates the first 36 months are important.
- Space availability continues to be an issue and the population is growing.

On behalf of the Board and PSD, President Febvre thanked Director Carolyn Martin for the report.

### **6.3 Revision to Student Rights & Code of Conduct Policies**

Legal and Policy Counsel Tom Crabb proposed first reading revisions to two policies and will bring them back on Consent on June 12.

Board discussion included:

- Clarification was provided that vape pens are considered paraphernalia as defined by statute.

## **7.0 WORK SESSION TOPICS**

### **7.1 Proposed Budget for FY2018-19**

Executive Director of Finance Dave Montoya and Financial Budget Analyst Brett Parsons presented the FY2018-19 proposed budget. The general timeline includes a proposed budget in January, preliminary budget in April and adopted budget in June. It is anticipated the final budget will come before the Board at the June meeting.

Budget focus areas:

- Social and emotional wellbeing
- Equity and achievement gaps

Additional considerations:

- Long range planning
- Required reserve levels
- Maintain competitive salaries and benefits

Key Assumptions - Revenue:

- Official inflation rate in Feb 2018 was 3.4%
- District funded pupil growth 1.11%
- School Finance Act HB18-1379
- Increase for both inflation and student growth
- Buydown of the BS factor by 150 million dollars
- PSDs projects PPR for FY2018-19 is \$7,728 per funded pupil
  - Budget includes 8 million dollars from the 2016 mill levy override

Key Assumptions - Cost Assumptions Included:

- One million dollars for student-based budgets, alternative campuses, Integrated services and English Language
- 2.7 million dollars to support contracted Charter School allocations based on projected counts (includes 140 funded pupils at Compass)
- 1.5 million dollars in funding restructured from JSSC to schools for Teacher Capacity

Strategic use of 2016 Mill Levy Override for the following needs:

- Ongoing Budget:
  - 4 mental health FTEs
- One-time budget:
  - Increase in BOE contingency
  - New School Planner
  - Reserve to support Title over 3 years
  - Instructional materials
- Improvements:
  - School allocations for materials, equipment and technology
  - Improvements to intercoms and security systems
  - Improvements to wireless communications
  - 1.7 million dollars for a 10% increase in health and 7% increase in dental
  - 1.2 million dollars for retirement differential
  - 1.3 million dollars for licensed lane changes and equivalent for classified and administrator market adjustments
  - 4.2 million dollars for licensed step increase and equivalent for classified and administrator range movement
  - 3.3 COLA for all employee groups
  - No PERA increases for FY2018-19

Board discussion included:

- The FY2018-19 budget will be placed on Consent Agenda for the next Board meeting.
- Affects from the current administration continue to be unpredictable.
- 2.7 million dollars to charter schools does not include mill levy sharing.

- Due to the need for alignment of funds a fiscal year and a calendar year do not match up for school districts.

## **7.2 Student Experience Team Update**

Assistant Superintendent Scott Nielsen presented an update on Student Experience.

Desired outcomes for students:

- Success in a changing world
- Foundations for success
- Connections
- Above and beyond

Student Experience Design Team:

- Originated with representatives from 5 high schools, 5 middle schools, central office and the PEA president
- Increased to additional team members from CTE

Opportunity:

- Transitioning student experience before bringing on new buildings will ensure similar experiences at all schools

Continue working with community: School visits

- San Diego: A group from all 4 comprehensive high schools in PSD went to San Diego to the High Tech High International, High Tech High Media Arts and High Tech High campus and witnessed student presentations on learning. Representatives from all four PSD high schools brought learning back to their respective school and conducted presentations second semester.
- Casper, Wyoming: Pathways (Innovation center) had eight themes ranging from automotive, CNA, computer IT, AG, culinary arts and more. Students attend traditional high school half-day and the Pathways site half-day, and reported being more engaged at Pathways than at their high schools.
- St. Vrain Innovation Center: Students are learning IT support with drones and robotics and are Apple certified when they leave.
- Cherry Creek Innovation Center: From trades to automotive to culinary arts and more, the applied learning spaces enhance student experience at a higher level.
- Chicago High School for Agricultural Sciences: Students attend a working farm in Chicago incorporating crops, livestock, greenhouses and more running on a pathway model under the Agricultural umbrella. All students had a business and compete to see who raises more money during the year, culminating in a Farmer's market.
- Whiteside Area Career Center: A traditional career center teaching auto trades, early childhood, criminal justice and more. Offering pathways for students to get engaged.

- Iowa Big in Cedar Rapids, Iowa: 60 local businesses assist in creating programs implementing skills needed in the work force. Community assigns various projects; students form teams of 3 to 6 and choose a project. Credits are based on the project. Fewer staff are required due to self-starting and self-management and currently four staff members lead 125 students.

Benefits we are seeing:

- All PSD high schools in participation returned to develop projects and apply learning.
- Communication is underway to integrate content from multiple subjects.
- Students who implemented this type of learning reported being excited about learning and felt more engaged. Knowing they are accountable to peers and community members gave them more incentive.

Learning is:

- A social process
- Student centered and personalized
- Driven by inquiry
- Nurtured by a culture that supports risk taking and curiosity
- Demonstrated in multiple ways
- Powerful when students create solutions to authentic challenges
- Powerful when students present and share their learning

What's next:

- June 14: discuss this work and specifically the Innovation Center
- Continue to build understanding across the District through:
  - Summer institute
  - Principal work
  - Support for teacher teams
- Late 2018 – update the BOE on progress

Board discussion included:

- Innovation concept is exciting and Board members are interested in on-site visits.
- Consider avenues to engage the community to attend student presentations.
- Administration should attend student presentations to show support.

### **7.3 Legislative Discussion**

Director Kipp discussed developing legislative work for next year.

Items remaining the same:

- School funding
- Employee negotiations

- Restoration of Governmental Immunity
- Eliminate state mandated high school Social Studies exam
- Blended learning
- IDEA funding

Additional items for next year:

- Update language regarding school fees
- Support for blended learning

Other items:

- June 6 is the CASB legislative wrap-up in Greeley and all Board members are invited to attend.
- Initiative 93 remains an area of focus for the Board.

## **8.0 ADJOURNMENT**

Board meeting ended at 11:09 p.m.

Respectfully submitted,

Jill Brunner  
Assistant Secretary to the Board of Education