



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
December 13, 2016

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

President Kipp called the dinner session meeting to order at 5:30 p.m.

There was discussion about the evening's business meeting. A few changes were made to the agenda (e.g. pulling things from consent agenda and adding an action item section after the consent agenda).

After reviewing recent meeting minutes, the Board requested slightly less detailed minutes.

A Board retreat has been added to the calendar. It will take place on February 20th from 5 – 8 p.m.

This Thursday, December 15th, the Board will meet for lunch at 11:30 at the Partnership Center and debrief last weekend's conference.

On January 10th, the Student Think Tank will join the dinner session meeting. During this time, the Board would like to get more input and feedback from students. Assistant Superintendent Jinger Haberer, along with Director Donovan and Director Gutowsky will work together with the Student Think Tank advisor to prepare for a successful session. The Board is interested in several details about the group. (What is their mission statement/purpose? What drives them to serve?)

There was discussion on the upcoming approval of audit committee member renewals. It was noted that all of the members have solid backgrounds and there are no concerns about any current committee members.

The Board asked when the full DE 1.0 monitoring report would be presented. Dr. Smyser indicated it would be at the February work session.

The dinner session ended at 6:00 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, Dustin Reintsma, and Victoria Thompson; Legal and Policy Counsel Tom Crabb

ABSENT: None

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

President Kipp made a motion to modify the agenda.

President Kipp requested that directly following the consent agenda section, a new (additional) action item section 7.0 be added to the agenda. All meeting minutes from June 2016 to the present require a minor change; that will become new action item 7.1.

Director Febvre 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.

4.0 RECOGNITIONS AND REPORTS

Executive Director Danielle Clark introduced the recognitions for the evening.

4.1 NASSP Principal of the Year Award

Dr. Tom Dodd, Principal of Leshar Middle School has been selected as the 2016 National Principal of the Year by the National Association of Secondary School Principals (NASSP).

Dr. Dodd spoke briefly on the experience he has had to date representing Leshar Middle School and PSD as the Secondary School Principal of the Year.

Vice President Trask presented a certificate of recognition to Dr. Dodd on behalf of the Board and PSD.

4.2 Insight Class of 2016

PSD Insight is a leadership program designed to create, inform and engage educational leaders. After completing PSD Insight, participants become educational leaders who help shape the future of students.

Director Febvre presented a certificate of recognition to each of the programs graduated individuals on behalf of the Board and PSD.

4.3 High School Counselor of the Year

Cassie Poncelow, Poudre High School, was named the Colorado Counselor of the Year by the Colorado School Counseling Association (CSCA).

Director Petterson presented a certificate of recognition to Cassie Poncelow on behalf of the Board and PSD.

4.4 2016 Fall Sports Champions

Fossil Ridge High School girls' volleyball team is the 2016 Colorado Girls 5A State Volleyball Champions.

Director Donovan presented a certificate of recognition to the team on behalf of the Board and PSD.

Akhil Gupta, student at Liberty Common High School, playing for Fossil Ridge High School, is the boy's tennis State Singles Champion.

Director Donovan presented a certificate of recognition to Akhil Gupta on behalf of the Board and PSD.

4.5 Wrestling Coach of the Year

Barrett Golyer, coach and physical education teacher at Poudre High School, was named the Colorado 5A Wrestling Coach of the Year by the Colorado High School Coaches Association (CHSCA), and is nominated for National Coach of the Year.

Director Gutowsky presented a certificate of recognition to Coach Barrett Golyer on behalf of the Board and PSD.

4.6 Superintendent's Report

Superintendent Smyser presented the first episode of the new Means to the Ends video series. The video is online and available to the community after tonight's meeting.

4.7 Board Report

Director Petterson gave the Board report.

The Board has had a busy month in the school district. Board members visited several schools and attended numerous school events. They participated in committee meetings and multiple discussions on the possibility of accepting Medicaid funding in PSD.

One requirement of the district's annual external auditing process is to interview a Board member; it occurred this month and is complete for 2016.

Board members attended Parent Academy and several local organization's meetings, events and forums.

The Board took part in development and training opportunities this month including participation in several sessions offered at the recent Colorado Association of School Boards (CASB) conference. In addition to training sessions at the conference, they had the opportunity to network with other Board of Education members from around the state. Director Petterson reported on additional details of the sessions attended at this annual convention.

The Board took a moment again to thank the community for their support in passing the bond and mill levy for the students of PSD.

5.0 COMMUNITY COMMENT

Mike Pruznick: Thanked the Board for some positive interactions over the last few weeks. Noted that he sees areas for improvement, including work on creating unity in the community in the wake of a close bond outcome. He commented on other election details and TABOR law.

Eric Sutherland: Presented his bond and TABOR law concerns and perceived conflicts between TABOR and TIF (tax increment financing). He would have liked to see the legislature attempt to resolve these issues to better education.

6.0 CONSENT AGENDA

6.1 Personnel Action

6.2 Meeting Minutes from November 22, 2016

6.3 Correction of Board Resolution to Enter as a Plaintiff in Kerr v. Hickenlooper Lawsuit

6.4 School Bus Purchase

6.5 Approval of Putnam Elementary School Priority Improvement Plan

6.6 Quarterly Financials (CAFR 6/30/2016 and 9/30/2016)

President Kipp asked to pull item 6.2 (Meeting Minutes from November 22, 2016) from the consent agenda. It becomes new action item 7.2. President Kipp asked to pull 6.5 (Approval of Putnam Elementary School Priority Improvement Plan) from the consent agenda. It becomes new action item 7.3.

Director Donovan moved to approve and adopt the recommended actions for the items on the modified 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 ACTION ITEM

7.1 Meeting Minutes from June 2016 to the Present

President Kipp explained a correction that needs to be made to all meeting minutes from June 2016 to the present. Executive Director Dustin Reintsma appears as "Interim Executive Director Dustin Reintsma" in all meeting minutes in this timeframe. He was officially hired as Executive

Director of Information Technology in June of 2016, therefore, all minutes from that time to the present should reflect his correct title, "Executive Director Dustin Reintsma."

President Kipp moved to update the minutes from the beginning of June until now with his correct title listed as Executive Director of Information Technology.

Director Donovan seconded the motion.

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

Those voting NO: None

ABSENT: None

Motion passed 7-0.

7.2 November 22, 2016 Meeting Minutes

There were two small corrections made to the November meeting minutes (Dustin Reintsma title change and a spelling correction to "PARCC").

President Kipp made a motion to approve the corrected November 22, 2016 minutes.

Director Donovan and Vice President Trask seconded the motion.

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

Those voting NO: None

ABSENT: None

Motion passed 7-0.

7.3 Approval of Putnam Elementary School Priority Improvement Plan

Assistant Superintendents Todd Lambert and Jinger Haberer, along with Putnam Elementary School Principal Steve Apodaca were present at the meeting and available to answer questions from the Board.

Director Donovan moved to approve the Putnam Elementary School Priority Improvement Plan.

Vice President Trask seconded the motion.

Director Petterson asked the assistant superintendents and principal to address staff turnover at Putnam and the impacts that has on their current challenges. Principal Apodaca noted that his number one goal as principal is to support the staff. They continue to identify staff needs at a high level, as well as look at individual's specific needs. Assistant Superintendent Lambert reiterated ongoing work being done at both the school and district level to make systems more

fluid (easier for teachers and staff to implement). The district continues to offer professional development and mentorship opportunities.

There was discussion about the correlation between high student poverty and its direct link to teacher turnover. What kind of staff incentives could be explored to offset turnover? How do we get our best teachers to take on our biggest challenges? These are ongoing discussions; further work and research is needed to address these issues.

Questions were asked about the aggressive targets in the plan. Assistant Superintendent Lambert said their goal was not to aim low. They believe their targets are within reach and will strive to achieve them.

Board members reiterated support for the school.

A vote followed these discussions.

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

Those voting NO: None

ABSENT: None

Motion passed 7-0.

8.0 INFORMATIONAL REPORTS

8.1 Annual Report of the Audit Committee for 2016

Audit committee Co-Chair Mark Brewer gave the end of year report. This committee provides oversight and guidance throughout the year on all audit processes, including all external audits. The full report was submitted to the Board prior to the meeting.

Mr. Brewer reviewed the year and highlighted several points from the annual report.

It was noted that all committee members are highly qualified; the Board thanked them for their expertise and hard work.

There were no questions from the Board.

8.2 2016 Fiscal Year External Audit Related Documents (Comprehensive Annual Financial Report (CAFR) and Single Audit)

Executive Director Dave Montoya presented a draft of the comprehensive annual financial report (CAFR). He thanked the entire finance team for their work. It is a group, year-round effort.

Typically, the Board approves the CAFR and other related documents at this meeting. It is an impossibility this year because the audit is not complete due to Liberty Common Charter School. The district cannot complete the CAFR until Liberty's audited financial statements and financial data for state reporting are received and finalized by the district.

Liberty has indicated their audit will not be complete until December 22, 2016. Last spring, all charter schools agreed to submit their audit to the district by October 17th.

Liberty Common Charter School's failure to submit their audit affects the entire district's audit process. The district will have to file an extension. The extension will allow the district an additional 30 days to get Liberty's information incorporated in order to complete the audit.

Excluding the component unit data (Liberty data impacts this section of the report), the district does not expect any changes to the financial statements.

There was discussion about the negative impacts to the district due to filing an extension.

The severity of the situation needs to be communicated to Liberty Common and they need to be held accountable for their actions. They are not communicating clearly with the district and Board. The district is not getting answers. Liberty's external auditor is working for the school, not the district.

The district's external auditor recommended more detail in the CAFR on the practice of one-time payments to administrators and classified employees who do not qualify for step increases.

Executive Director Montoya invited and encouraged the community to look at the CAFR online. There is a lot of great information there and a helpful statistical section at the end of report.

Executive Director Montoya will bring the final report back to the Board for approval at a later date (pending Liberty School's audit completion).

8.3 Technology Refresh 1:1 Discussion

Executive Director of Information Technology Dustin Reintsma gave an update on technology's shifting needs in the district.

Immediate adjustments they have made this year include going back to a 4 year lifecycle on all elementary and middle school laptops. This will increase battery and maintenance costs, but will limit laptop purchases to 9th grade only.

Executive Director Reintsma explained changes they have had to make due to online test requirements and meeting other current school technology needs.

There are plans to start an Educational Technology advisory committee and student panels. There was discussion on what these committees will look like and how they will interact with each other. Anyone with expertise and/or interest in this area and would like to serve on a technology committee is encouraged to email info@psdschools.org.

The Board expressed gratitude at the ongoing efforts to reevaluate technology in the classroom and praised efforts to engage students in the process.

8.4 October Count Explanation

Executive Director Dustin Reintsma reported on the October count process.

It is a labor intensive project involving hundreds of hours of work. The work begins in May and involves an auditing process, enrollment and attendance number verifications.

Executive Director Reintsma explained details on how that information is collected in schools.

Executive Director Montoya explained how each student is funded based on these counts.

Executive Director Reintsma explained how every student in the state has their own state ID number. If a student moves in-state, the school district is required to transfer the student's records to their new in-state location.

The Board recessed at 8:53 p.m.

The Board reconvened at 9:00 p.m.

9.0 ACTION ITEMS

9.1 Audit Committee Ongoing Member Recommendation

Executive Director Dave Montoya reported that the audit committee recommends the Board approve the renewal of both Brian Richmond and Mandy Sharpe on the audit committee for 25 month terms beginning January 1, 2017.

Director Donovan moved to approve these audit committee recommendations.

Vice President Trask seconded the motion.

There were no questions from the Board on the members' renewals. Director Febvre noted that these are two very qualified professionals; he also recommends that they retain their positions.

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.

9.2 Mill Levy Certification

Executive Director Dave Montoya presented information on the mill levy certification including the logistics of the process, what he is asking the Board to do tonight and the potential of other items that may occur in relation to the mill levy certification.

The mill levy resolution included as an attachment to the agenda item coversheet was prepared using information from the following:

- Assessed valuation from the county – the county provided preliminary assessed value in August which was then finalized on December 2, 2016. Explained these numbers in detail.
- Colorado Department of Education (CDE) provides assistance to the district (i.e. they provide a certification memo describing their recommendation and an initial recommendation of mill levies and then revise their recommendation based on the county's final assessed value).

The mill levy resolution included as an attachment to the agenda item coversheet is what the Board needs to take action on tonight. Executive Director Montoya reviewed detailed components of the resolution including:

- Statutory Levy Numbers
- Four Voter Authorized Overrides (Each set individually not to exceed the amount authorized by the ballot questions at each election.)
- 2016 Mill Levy Override – as planned it is not being collected this fiscal year, but fiscal year following 2017-2018 year.
- The Bond Levy – total levy for the bond is 13.069 and that includes existing debt and the potential of issuing the new authorization sometime in calendar year 2017.

Additional details were given on the bond levy section of the resolution including what the levy being set tonight pays for, repayment schedules and issues related to delaying the bond issuance (due to threatened litigation).

Montoya reviewed the mill levy certification timeline.

Executive Director Montoya recommends the Board certify the mill levy for 2016 at a rate of 52.630 mills. Based on the county's valuation, this will produce \$153,959,402 in revenue to the school district.

Director Donovan moved to adopt the Mill Levy Resolution in the form it was provided as an attachment to the agenda item coversheet in the Board packet; including that the Secretary of the Board of Education formally certify to the Board of Larimer County Commissioners the mill levy in accordance with CRS 39-5-128(1) in the following manner: For the tax year 2016 (collectable in 2017), the Governing Board of the Poudre School District R-1 hereby certifies a total levy of 52.630 mills to be extended by you upon the total net assessed valuation of \$2,925,316,397 to produce \$153,959,402 in revenue.

Director Petterson and Vice President Trask seconded the motion.

The Board had questions. Discussions included the repercussions of a delayed bond issuance (district will get less value for taxpayer money as interest rates appear to be rising and construction costs continue to climb), consequences of not certifying at all this year (would not be able to vote again on mill levy certification until December of 2017 and construction would not start until the following year).

Clarifications were given on how tax increment financing affects the funding received by the district. This is not something the district can control or change; this is how the state requires these funds to be allocated. The allocation of funds is based on Colorado state law and not based on Poudre School District policy. It is not something the district has control over.

Executive Director Montoya confirmed that all TABOR related paperwork was done correctly and on time.

The board asked questions with the stated intent of verifying that questions that have been asked by community members have been thoroughly reviewed and addressed. Board members expressed that they were satisfied with responses to this line of questioning.

There were no more questions or comments.

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.

10.0 DISCUSSION ITEMS

10.1 Monitoring/Policy Review: EL 2.3, Financial Condition and Activities

Executive Director Dave Montoya presented an update on the monitoring report.

The district did not spend more than it received during the 2015-2016 fiscal year (unless a Board resolution authorized the use of beginning fund balance).

Another component Montoya looked at were the district's reserves. He explained how those reserves are classified (restricted, committed, assigned and unassigned reserves).

Executive Director Montoya also reported that the district maintained cash on hand to meet obligations when due and outlined each way that this was met.

The district expended funds for authorized purposes supporting the achievement of District Ends.

District funds were accounted for in accordance with applicable laws, rules, regulations and other restrictions. Montoya reviewed in detail how daily financial transactions are handled in an efficient, effective manner.

The Board praised the transparency in the district's finances; they accepted this report.

10.2 Post-election Comments

The Board had post-election comments, including thanking the voters again for their support.

The Board and district will work to collect information in the community to discern why the vote was close (e.g. complacency to vote, as people thought it would easily pass, etc.).

The community is welcome to talk to the Board about any questions they have related to the bond. In terms of the bond's legal situation, the Board is waiting to hear what the court says.

There was discussion about crafting better response plans to community comments in future elections.

10.3 Legislative Discussion

The legislative committee met prior to this evening's meeting and had good discussions on several topics (unified state mill levy, TABOR's effect on property tax and district's funding across the state, etc.).

At the CASB conference there were several bills and legislation discussed that affect education. It important that we address the budget crisis in our state.

The Board is working closely with several of our legislators on the possibility of eliminating some assessments in our district. There is interest to carry this bill. The bill is being drafted right now.

11.0 ADJOURNMENT

Board meeting ended at 10:13 p.m.

Respectfully submitted,

Kyla Davis
Assistant Secretary to the Board of Education