

Official Minutes
Weld Re-3J Board of Education
September 13, 2017

Central Training Center

1. **Call to Order** by President Haffner at 6:31 p.m.
2. **Roll Call** directors Baumgartner, Grundy, Gustafson, Haffner and Jensen were present.
3. **Pledge of Allegiance**
4. **Approval of Agenda**
Director Baumgartner moved to approve the agenda as presented. Directors Gustafson & Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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5. **Public Open Forum**

- 5.1 Recognition of Visitors
- 5.2 Public Comments

Neal Leet spoke to the board about the memorial for his daughter Isabel. He noted that the community is behind the memorial and they would like for the board to approve it.

Daniel Seaver from Cureton Midstream noted to the board that they are invested in the community and would like to help out the school district in any way they can. Cureton Midstream is working on a pipeline that will carry oil and gas and would like to purchase an easement on the secondary campus site in Lochbuie.

Jim Foster from Cureton Midstream noted that this was a needed project and there are benefits to the community (employment). They can work with the district to deal with any concerns that they may have.

- 5.3 Correspondence

6. **Special Reports**

- 6.1 NV5 Owner's Representatives: 2016 Bond Projects Update

NV5 provided a written summary of work completed since the last update. Meg Hohnholt gave a summary and was available to answer questions. Ms. Hohnholt showed some updated pictures of completed projects at Hoff & Lochbuie. The storm drainage system in the back of Lochbuie has been completed. The roof is completed and playground is in. The roof at Hoff has been completed; sod and seeding has been done on the playground. Concrete has been poured at Hudson and the elevator shaft is being built. Meadow Ridge grading is completed and concrete footers are going in. WCMS guaranteed maximum price is being reviewed tonight by the board. The track construction is going out to bid soon. WCHS schematic design is complete. Pricing should be complete in October and work will be done next summer.

- 6.2 Capital Construction Update

Dr. Rabenhorst updated the Board on bond projects in tandem with the NV5 update.

- The most recent bond project budget summary was reviewed.
- Dr. Rabenhorst indicated that the Town is reportedly reviewing the latest draft of the IGA and Cost Recovery Agreement in executive session at their Town Board meeting next Monday night.
- The district is still awaiting documentation on the petroleum spill at the proposed transportation site. No movement has occurred with this project since documentation has not yet been received, though the seller's attorney has noted that they are anxious to finalize this.
- Dr. Rabenhorst indicated that the Board would be asked to approve total budgets for each project at the next regular meeting. This would clarify total cost of each project and the parameters for change orders.

Administrative Contract/Agreement Approvals since previous meeting:

- None

Administrative Change Order Approvals since previous meeting:

- Change Order for final adjustment to the GMP with A&P – \$0
- Change Order with FP for MRE water utility line off King St. – \$7,937
- Change Order with A&P for door change at Hudson – \$0
- Change Order with A&P for structural revisions at Hudson – \$0

7. Board Consent Agenda

- 7.1 Approval: Meeting Minutes
(a) August 23, 2017 Regular Meeting Minutes
- 7.2 Approval: Financial Reports
- August Financial Reports
- 7.3 Approval: Resignations/Retirements
- Jessalyn Dennis – Sub Custodian
 - Osiriz Olivares Garcia – Health/Office Aide @ WCMS
 - Jennifer Najr – Bus Driver
 - Tiffany Colvin – Bus Driver
 - Aurelia Ray – Spanish Teacher @ WCHS (effective October 11)
- 7.4 Approval: Contracts for Licensed Employees
- Sheree McLaughlin - .5 Interventionist @ Hudson
 - Meghan Stephenson – Preschool Teacher @ Lochbuie (80%)
 - Dawn Sussex – Social Worker @ WCHS
- 7.5 Approval: Letters of Employment for Classified Personnel
- Michelle George – Preschool Paraprofessional @ Lochbuie
 - Claudia Beck – Title 1 Paraprofessional @ Lochbuie
 - Robert Petty – Small Bus Driver
 - Kristen Swartzel – Lunch Monitor @ Lochbuie and Paraprofessional & Aide Substitute
 - Guadalupe Olivas-Molina – ELL Paraprofessional @ WCHS
 - Christopher Tijerina Jr. – Paraprofessional / Health/Office Aide @ WCMS
- 7.6 Approval: Additions to the 2017-2018 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- Oscar Garfio – Assistant Boys Soccer Coach @ WCHS
 - Kyle Haffner – Assistant Football Coach @ WCHS
 - Adrienne Barclay – Assistant Volleyball Coach @ WCHS
 - Jeffrey Houghton – Assistant Football Coach @ WCHS
- 7.7 Approval: Resignations for 2017-2018 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- 7.8 Approval: Intra-School/ Intra-District Staff Transfers
- Maricela Gallegos – Custodian – Transferred from Hudson to WCMS
 - Garrett Butler – Custodian – Transferred from WCMS to Hudson
- 7.9 Approval: 2017-2018 Amended Contracts
- 7.10 Approval: Additions to the 2017-2018 Substitute Teaching List
- Diana Gold – Classified Substitute
 - Shelley Miller – Licensed Substitute
- 7.11 Approval: Out of District Student Requests for 2017-2018
- 7.12 Approval: Home School Requests for 2017-2018
- 7.13 Approval: Request for Open Enrollment/Within District Transfer for 2017-2018
- 7.14 Approval: Administrative Policy E-9 (ECAAF) Use of Video and Audio Monitoring
- 7.15 Approval: Administrative Policy I-4 School Day and Instructional Time (REPEAL)
- 7.16 Approval: Administrative Policy I-5 (IMDB) Flag Displays
- 7.17 Approval: Administrative Policy I-53 (IHBK) Preparation for Postsecondary and Workforce Success
- 7.18 Approval: Administrative Policy J-33 (JICJ) Student Use of Cell Phones and Other Personal Technology Devices
- 7.19 Approval: Monitoring Review Cycle
- EL-3 Development of Administrative Procedures

- EL-4 Communication and Counsel to the Board
- EL-11 School Safety

Director Baumgartner moved to approve the consent agenda as presented. Director Jensen seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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8. Action/Discussion

8.1 FFA Approval to Travel Out of State

A memo from WCHS FFA requesting approval for attendance at the national conference in Indianapolis, Indiana from October 23-28 was reviewed. Ms. Wright, Ms. Madsen and four students were present to answer questions.

Director Baumgartner moved to approve the WCHS FFA team to attend the national conference in Indianapolis, Indiana from October 23rd to October 28th. Director Grundy seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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8.2 Construction Contract and Final Guaranteed Maximum Price with Adolfson & Peterson Construction for Weld Central Middle School Bond Project

The final budget cost for the bond projects that will be completed at WCMS was reviewed. The Board previously approved an initial cost to begin work. The project budget is in line with expectations. Change orders are expected and if any require Board approval, they will be brought to a regular meeting. A significant change order request will occur for HVAC replacement in the gymnasium. This was a late decision that Dr. Rabenhorst approved due to available funds.

Director Baumgartner moved to approve the construction contract / change order and final guaranteed maximum price with Adolfson and Peterson Construction for Weld Central Middle School bond projects. Director Gustafson seconded the motion.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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8.3 Cureton Midstream Request for Easement

Mr. Haffner and Dr. Rabenhorst met with five Cureton officials on September 6 where several issues of concern were addressed. Two representatives from Cureton were in attendance at the board meeting. Concerns with the easement included the impact on future site development plans, utilization of the easement for other purposes, potential legislation that would prohibit school facilities near a pipeline, size of the easement, additional requests for easement, future ownership of the easement if Cureton sold or went bankrupt, and duration of use. Cureton representatives indicated that the agreement could include language that would protect the district and require Cureton to remove the pipeline at their cost if problems occurred such as being in the way of future site plans. Board members discussed the potential of the easement being in place for ten years and then renegotiated based on the timeline when a school campus may be built since that is not projected for at least another ten years. Board members directed Dr. Rabenhorst to work with legal counsel to develop an agreement addressing the concerns discussed. Cureton officials indicated that they would be willing to pay district legal fees up to a certain cap. Board members will place this topic on their work session agenda for October 11.

8.4 Change Order with Fransen Pittman Regarding Hoff ES and Lochbuie ES Site Work & RTU's

Fransen Pittman was selected to lead site work at Hoff and Lochbuie. Rather than develop separate contracts, FP and NV5 preferred to create a change order for these projects based on the already approved contract for Meadow Ridge. Similar to the Change Order request last month, Dr. Rabenhorst prefers that the board approve this Change Order, even if it is in the parameters of superintendent approval. The work is nearly complete on these projects as NV5 pushed to have the projects completed prior to school starting. Site work scope increased which has resulted in the

increased cost through these change orders. Dr. Rabenhorst has asked that separate contracts be initiated for future projects with FP at Hoff and Lochbuie in order to provide clarity on project budgets and expenditures.

Director Grundy moved to approve change order # 3 with Fransen Pittman regarding Hoff Elementary School and Lochbuie Elementary School site work and RTU replacements.

Baumgartner – Yes	Grundy – Yes	Gustafson – Yes	Haffner – Yes	Jensen – Yes
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9. Information/Discussion

9.1 Elementary Attendance Boundaries

Dr. Rabenhorst shared his initial thoughts on potential boundary line changes. The Board was in agreement with what areas to consider. Dr. Rabenhorst will look at the enrollment/demographic data and bring back information that will help guide this board decision.

9.2 Meadow Ridge Elementary School Spirit Options and Staffing Transitions

Dr. Rabenhorst and Ms. Forbes shared the process that has begun with students in selecting a school mascot and school colors. Administration would like to see that this process be led mostly through student input. Board members concurred.

Dr. Rabenhorst also touched on staffing transitions with Meadow Ridge anticipated to open in August 2018. WCEA will be consulted with the hope that a process can be streamlined to ease the process by making it efficient. Dr. Rabenhorst also shared his timeline for selecting a principal for Lochbuie ES since Ms. Forbes will be transferring to Meadow Ridge.

9.3 Financial Institution Changes and Requirements

Ms. Clark provided a verbal update on the status of selecting a new financial institution. Banks being investigated include Bank of Colorado, Wells Fargo, Bank of the West, and First Bank. The Board was provided with information regarding the need for this process at the previous meeting. Administration is recommending a special meeting prior to the October work session to request approval on a financial institution. Ms. Clark has worked with the current bank to transition accounts through the month of October.

9.4 Strategic Plan Draft

The Strategic Plan was shared with Board members as a Google Doc so that updates being made by principals can be viewed ongoing. This document is still in development although the majority of work is complete. The goals reflect the areas of needed improvement (math, English Language Arts, graduation rates). Board members were encouraged to review the lengthy document prior to the Board meeting so that they could ask specific questions about any particular activity or activities during the meeting. Dr. Rabenhorst shared that Instructional Leadership Teams and administrators worked on this draft as recently as today.

9.5 Administrative Policy E-23 (EEAEG) Use of Wireless Communication Devices by School Transportation Vehicle Operators (1st Reading)

This policy was on the list of policies needing to be adopted after the initial CASB Policy Audit. It is a new policy and has been reviewed by the Transportation Coordinator and District Administration. While the policy is new, the district already follows the parameters of the policy. Board members had no concern and directed administration to place the policy on the consent agenda next month.

9.6 Administrative Policy I-54 (ILBC) Early Literacy and Reading Comprehension (1st Reading)

This policy is required by law and is not currently in place. It was also on the list of policies that the CASB audit showed was needed. Administration indicated that the policy still needed to be taken to principals for review, so Dr. Rabenhorst asked the Board to postpone this discussion until the October work session.

9.7 Administrative Policy J-38 (JICEA) School-Related Student Publications (1st Reading)

This policy has been updated. It now separates out student publications and student distribution of materials. Administration has reviewed and recommends this policy. Ms. Grundy shared that she has concerns about these types of policies but believes this offers balance with student speech and

administrative oversight. Consensus was to have this policy placed on the consent agenda next month.

9.8 Administrative Policy J-40 (JICEC) Student Distribution of Noncurricular Materials (1st Reading)

This policy is new. It was previously covered in J-38, and is now updated as its own policy. Administration has reviewed and recommends this policy. The guidelines will require principal approval for this type of materials distribution. Consensus was to have this policy placed on the consent agenda next month.

9.9 District Performance Framework

The 2017 District Performance Framework was reviewed. As expected the district accreditation rating has been lowered based on our lower academic achievement scores. Dr. Rabenhorst shared the process that must occur for three of the schools who are under priority improvement status. Having these ratings requires parent notification, development of a UIP by January, and a Public Hearing in front of the Board. The Public Hearing will be held at the December 13th Board meeting. Dr. Rabenhorst indicated principals will share more about school UIPs and improvement plans at work sessions this winter.

9.10 Board Event Attendance

a. Parent Teacher Conference Attendance

Parent Teacher Conferences are on October 10, 11, & 12. Consensus was that Board members would not attend these conferences since they were just present at Back-to-School nights. They will plan on attending in February – when updated information is available to share regarding the district bond projects.

b. CASB Annual Conference Attendance

Dates for this year's CASB Conference are November 30 – December 3. The board discussed their attendance and Ms. Monsey is prepared to complete the registration process when it opens.

c. Lochbuie Fall Festival

The Lochbuie Fall Festival is Saturday September 16 from 11-7. There will be district employees staffing a district booth all day. Construction display boards and give-aways will be at the booth. Board members were encouraged to participate. A sign-up sheet through Google docs was shared. In the event that anyone is available to help, more individuals are needed in the later afternoon and evening.

9.11 American Education Week Recognition

This year American Education Week is November 13-17, 2017. Dr. Rabenhorst noted that we do not yet have any great ideas. Should any board member have an idea, they should let Dr. Rabenhorst & Ms. Monsey know. Administration was directed to spend a similar amount on staff as has been spent in recent years.

10. Superintendent Reports and Presentations

10.1 Enrollment Update

Dr. Rabenhorst reviewed the enrollment summary with Board members. The totals by school and grade level were compared to the projected numbers in April. Currently enrollment is up by approximately 50 students but not in the schools predicted to be up. Enrollment is expected to decrease in grades K-5 around our Oct. 1 count date as it usually does. Ms. Clark will review enrollment numbers and their financial impact after the Oct. 1 count is complete.

10.2 Election Cancellation

The Board reviewed the Notice of Cancellation that was sent to both Weld and Adams counties. The notice will also be published in the local newspaper. The election has officially been cancelled. Ms. Monsey noted to members that the Organizational Meeting will be scheduled for November 8th and the regular meeting will follow immediately after.

11. Board Member Reports/Discussion

Director Grundy noted that the Foundation has not received as many donations this year as in years past. She noted that with the money they currently have, they will be working on some mini grants at the High School for students in the woods program. These grants would help cover the costs of projects that they may not otherwise be able to afford. She also said that they might try some mini-grants for the High School Social Worker – to provide some monetary resources to at risk students. There are backpacks available with supplies in them.

Director Jensen noted that he will participate in the Meet & Confer meeting coming up at the beginning of October. He also noted that he will be out of town for the October 25th and December 13th meetings.

Director Gustafson recently attended the CASB Regional meeting. She will also be attending the CASB Delegate Assembly meeting at the beginning of October. She asked the Board for feedback on the resolutions, and how to vote for our district.

Director Haffner attended the DAC meeting last week. He noted that it was well attended and that Joe Amen is the chairperson again this year.

12. Adjournment at 8:24 p.m.