

Official Minutes  
Wednesday, January 26, 2022  
6:30 - 9:00 p.m.

**District Office**

**Regular Meeting**

1. **Call to Order** by President Baumgartner at 6:34 p.m.
2. **Roll Call** Directors Baumgartner, Haffner, Hayes, and Jensen were present. Director Gustafson joined the meeting remotely.
3. **Pledge of Allegiance**
4. **Approval of Agenda**  
Director Haffner moved to approve the agenda as presented. Director Hayes seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Y	Hayes - Y	Jensen - Y
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5. **Public Open Form**
  - 5.1 Recognition of Visitors  
Dr. Rabenhorst acknowledged students, parents, and staff from Hudson Elementary who will be presenting the Academic Spotlight later in the agenda.
  - 5.2 Public Comment Period  
No public comment was submitted.
  - 5.3 Correspondence  
The CDL drivers submitted a letter requesting a higher retention benefit amount than what has been proposed by the Joint Committee. Dr. Rabenhorst clarified that drivers are being provided the same amount as all other full time classified staff even though most are not full time status. Dr. Rabenhorst explained that there was possibly some misunderstanding about the bonus which led to the letter. Further communication with the bus drivers has occurred. Director Baumgartner proposed that the Board not act unilaterally in this request since the proposal is a recommendation from the Meet & Confer Joint Committee. She directed the Superintendent to place the topic on a future agenda of the Joint Committee and that committee may or may not make an additional recommendation to the Board. She further asked Dr. Rabenhorst to communicate this information to the bus drivers. The Board agreed with Director Baumgartner by consensus.

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## **6. Special Recognitions / Reports**

### **6.1 Academic Spotlight - Hudson Elementary**

Board members were made aware of the elementary schools' involvement with Virtual Job Shadow Jr. as part of the district's strategic goals for college and career readiness initiatives. Mr. Dent and the two fifth grade teachers, Mr. Nelms and Ms. Raskin, shared how this program has come to life at Hudson Elementary School including an expanded timeline of the program and how they are including extensions in their classrooms (i.e. cover letters, resumes, and job applications).

Hudson Elementary presented the work their 5th graders have done with their career exploration project including their experiences with the Virtual Job Shadow Jr. and the career fair at the high school. Part of Hudson's strategic plan, and in line with the school district's standards based curriculum, is to put our students on a pathway to prepare them for post secondary readiness. Through the career exploration project, students have been able to explore potential careers and have been equipped with the knowledge needed to pursue their career options. The students have interviewed a variety of professionals in different fields.

Director Hayes asked how the interviews were procured. Ms. Raskin explained that she and Mr. Nelms used networking and social media to find individuals for the live interviews. A Hollywood voice actor was one of the favorite interviews. Director Jensen asked for more information about the interview process, and Ms. Raskin gave an overview of how both the students and presenters prepared for the interview. The Board thanked the students and teachers for their presentations.

### **6.2 Board of Education Recognition**

Dr. Rabenhorst and Kelly Graybill, representative of the Weld Central Education Association, addressed the Board regarding Colorado Board Recognition month. Dr. Rabenhorst thanked the Board for their student-first focus. Ms. Graybill thanked the Board members for their dedication and commitment to the students, families, and community. She also thanked the Board for their willingness to collaborate with WCEA. The Board members thanked WCEA for dinner provided prior to the meeting.

## **7. Board Consent Agenda**

### **7.1 Approval: Meeting Minutes**

- (a) December 15, 2021 Regular Meeting Minutes
- (b) January 12, 2022 Special Meeting & Work Session Minutes

### **7.2 Approval: Financials**

- (a) December Financials

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- (b) Quarterly Financial Report (October, **January**, April, July only)
- 7.3 Approval: Resignations / Retirements / Separation of Employment
- Haley Wolf - Small Vehicle Driver
  - Andrew Alderman - Full time building Substitute @ Lochbuie Elementary
  - Colton Briggs - Special Education Teacher @ Meadow Ridge Elementary (Separation of Employment)
- 7.4 Approval: Contracts for Licensed Employees
- Eric Zambrano - Social Worker @ Meadow Ridge Elementary
  - Lee Mahoney - Social Studies Teacher @ Weld Central High School
- 7.5 Approval: Letters of Employment for Classified Personnel
- Saira Ramirez Valadez - Evening Custodian @ Weld Central High School
  - Ronald Blades - Substitute Custodian @ Weld Central High School
  - Chance Smith - Substitute Custodian @ Weld Central High School
  - Christian Gallegos - Media Center Manager @ Meadow Ridge Elementary
  - Anastasi Popocivi - SpEd Paraprofessional @ Meadow Ridge Elementary
  - Paul Deines - Director of Technology @ District Office
- 7.6 Approval: Additions to the 2021-2022 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- Jason Schellenberg - Head Wrestling Coach @ Weld Central Middle School
- 7.7 Approval: Resignations for 2021-2022 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- Jennifer Cook - Head Fastpitch Coach @ Weld Central High School
- 7.8 Approval: Intra-School / Intra-District Staff Transfers
- Stacie Reil-Berry - Transfer from SpEd Paraprofessional @ Meadow Ridge Elementary to Long-Term SpEd Substitute @ Meadow Ridge Elementary
- 7.9 Approval: 2021-2022 Amended Contracts
- 7.10 Approval: Additions to the Substitute Teaching List
- John Albright - Licensed Substitute Teacher - District Wide
  - Viviana Arcinada - Licensed Full time In-building Substitute @ Weld Central Middle School
- 7.11 Approval: Out of District Student Requests for 2021-2022
- 7.12 Approval: Request for Open Enrollment / Within District Transfers for 2021-2022
- 7.13 Approval: Home School Requests for 2021-2022 (EL-6 Educational Program)
- 7.14 Approval: Administrative Policy
- 7.15 Approval: Monitoring Review Cycle (EL-4 Communication and Counsel to the Board)
- (a) EL-13 Staff Compensation
- (b) EL-16 Financial Administration
- (c) EL-17 Asset Protection

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Director Gustafson moved to approve the consent agenda as presented. Director Haffner seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Y	Hayes - Y	Jensen - Y
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## 8. Action/Discussion Items

### 8.1 Fiscal Year Ending June 30, 2021 Financial Audit Report

Board members heard directly from the auditor at the previous work session. The audit report is final and includes the firm's management letter which included very positive remarks. Ms. Clark worked through problems in uploading to the CDE system so that the audit could be completed just prior to the Board meeting.

There were no substantive changes to the audit report from the previous work session. For the District, there have been some updates to the PERA and OPEB footnotes, but those did not change the face of the financial statements. CCA does have a change on their PERA reporting for some additional deferred outflows because it was decided that their change in proportionate share of the PERA liability made sense to amortize rather than being hit in one year so that was a favorable change in their net position of appropriately \$100,000. Administration recommended approval of the audit report.

Director Hayes moved to approve the Fiscal Year Ending June 30, 2021 Financial Audit Report as presented. Director Jensen seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Y	Hayes - Y	Jensen - Y
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### 8.2 Fiscal Year 2021-22 Adjusted Budget Adoption; Resolution #2022-2; Resolution #2022-3

The FY21-22 Budget must be amended at the January regular meeting. Dr. Rabenhorst and Ms. Clark provided a budget summary containing all ten funds prior to the meeting including a description of anticipated major revenue and expenditure adjustments to the budget approved last June. As reported at the work session, Ms. Clark has adjusted the revenue to reflect actual enrollment and what is anticipated under the School Finance Act based on the district's assessed valuation. In terms of expenditure changes, all staffing updates have been included since the approval of the initial budget and recent information regarding the retention benefit have also been included. Additionally, an amount has been allocated to capital reserve as well as an amount to carry forward in fund balance.

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Ms. Clark noted that additional funding for at-risk students will be going to legislature for approval. If passed as proposed, the district's payment per student would increase but that change cannot be included in the adjusted budget since the legislature has not yet acted. Developer revenue (cash-in-lieu) has slowed but is expected to increase as more subdivisions are built in Keenesburg. Ms. Clark announced that the preschool was awarded a grant submitted by Dr. Wakeman. Food service revenue is up since more students are eating meals. Schools are doing better with spending down their activity funds. The building fund includes the remainder of the bond funds, and there are currently no plans for use of those funds. Two buses have been able to be purchased.

Director Jensen moved to approve Resolution #2022-2 Be it resolved by the Board of Education of Weld County School District Re-3J in Weld County, Colorado, that the amounts shown in the following schedule be appropriated to each fund as specified in the "Adjusted Budget" for the ensuing fiscal year beginning July 1, 2021 and ending June 30, 2022. Director Hayes seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Y	Hayes - Y	Jensen - Y
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Director Hayes moved to approve Resolution #2022-3 in accordance with C.R.S. 22-44-105, the Board of Education authorizes a use of a portion of the FY2021-2022 Beginning Fund Balance for the following fund: the Insurance Fund in the amount of \$49,643 to pay increased premiums and the Capital Expenditure Fund in the amount of \$105,000 to complete building improvement projects. All of these are expenditures and activities that the funds were setup and organized to complete. Director Jensen seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Y	Hayes - Y	Jensen - Y
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### 8.3 2022-2023 School Calendar (2nd Reading)

The Board reviewed the proposed calendar for the 2022-23 school year which has been developed by the Superintendent's Advisory Council. Each SAC member sought feedback from each of the schools. Calendar topics were also discussed by the District Accountability Committee with no significant feedback for revisions. There were no changes from the draft reviewed by the Board at the December meeting. Dr. Rabenhorst noted that information about the calendar will be communicated to parents and staff following approval.

Director Haffner moved to approve the 2022-2023 Calendar as presented. Director Hayes seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Y	Hayes - Y	Jensen - Y
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**8.4 WCHS Course Description Book for the 2022-2023 School Year (2nd Reading)**

The WCHS course description book is revised annually and approved by the Board. Assistant Principal Dwyer joined the meeting remotely to report on the updated booklet. Dr. Rabenhorst reminded the Board members that there are course additions or deletions recommended at the school level. There have been no changes since the last meeting. The Board had no questions for Ms. Dwyer and noted that the booklet was presented well at the last meeting.

Director Jensen moved to approve the 2022-2023 WCHS Course Description Book as presented. Director Hayes seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Y	Hayes - Y	Jensen - Y
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**8.5 Special Warranty Deed Pertaining to Hoff Elementary Sidewalk Right of Way: Resolution #2022-4, Authorizing Conveyance of Property and Authorizing the District Superintendent to Sign All Documents at Closing**

As discussed at prior meetings, the Town is installing a sidewalk from the Evans Place subdivision to Hoff Elementary School. The Town requested a right of way dedication for the sidewalk which would be constructed and maintained by the Town. Town officials asked that this dedication occur by way of a Special Warranty Deed which essentially means the Town would own the property under the sidewalk as indicated in the exhibit. The Board reviewed a Resolution authorizing the Special Warranty Deed and authorized the superintendent to carry out the transaction on behalf of the District. Dr. Rabenhorst will work with Town officials to finalize the process once approved. The construction of the sidewalk has already begun.

Director Haffner asked if the district is required to maintain the sidewalk. Dr. Rabenhorst noted that maintenance of the sidewalk will be the responsibility of the town, but the district will likely assist with routine snow removal. Director Jensen asked how snow is removed and if the district would be responsible if a sidewalk or curb would be damaged by the snow removal. Dr. Rabenhorst noted that he would communicate with the town regarding this question.

Director Haffner moved to approve Resolution #2022-4 Authorizing the Conveyance of Property and Authorizing the District Superintendent to Sign All Documents at Closing. Director Gustafson seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Y	Hayes - Y	Jensen - Y
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## 8.6 Voluntary Retirement Incentive

Ms. Clark reviewed the recommended Voluntary Retirement Option with the Board. The recommendation is to offer the incentive offered in previous years, which includes offering the 110 day option to employees seeking to retire and work one additional year. This option allows retirees to work up to 110 days in the first half of a typical contract year and an additional 110 days in the second half of a typical contract year. Action is recommended so that communication can go out to employees regarding this option for the 2022-2023 school year. A few staff members have already inquired about the option. The deadline for staff members to indicate their desire to participate in the option will be April 15. Director Haffner asked if an employee would receive an increase to the salary if they chose to work a 110 day contract. Dr. Rabenhorst explained that the employee would stay on the level that they were at for that contract year which has been past practice.

Director Jensen moved to approve the Voluntary Retirement Option as presented. Director Gustafson seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Y	Hayes - Y	Jensen - Y
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## 8.7 Staff Compensation Proposal

The Board reviewed the staff compensation proposal at the January work session which includes a retention benefit for all licensed and classified staff. The proposal was developed and recommended by the Meet & Confer Joint Committee. The retention benefit includes a one time payment in the amount of \$1250 per full time licensed staff member and \$700 per full time classified staff member. Adjustments or prorations will be made based on part time status and/or hire dates. The majority of employees will receive the full benefit. Ms. Clark has also included in the proposal to provide \$300 gift cards to Chartwells employees for their hard work in the food service department this year. The total cost of the compensation proposal is approximately \$350,000. The one time payments will be made in February. Director Jensen praised the Meet and Confer committee for their diligent work in this area.

Director Jensen moved to approve the staff compensation proposal including the retention benefit as presented. Director Haffner seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Y	Hayes - Y	Jensen - Y
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## 9. Information / Discussion

### 9.1 Board of Education Meeting Locations

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Through the remainder of the school year, Board work sessions are scheduled to be virtual. Dr. Rabenhorst asked for Board input on continuing with that plan. The current plan is to also move regular meetings to Hudson Elementary. Dr. Rabenhorst requested that the Board approve having the regular meetings at the district office where the audio/video system is located and functioning well. By consensus, the Board directed Dr. Rabenhorst to change the meeting locations on the publicly posted meeting schedule on the district website. Board members also expressed that having virtual work sessions should continue and have been effective. Director Baumgartner encouraged the Board to voice any concerns with the virtual meetings if they arise.

## **9.2 Board Member Attendance at Parent Teacher Conferences**

Due to the COVID-19 pandemic, conferences will be held as a mix of virtual and in-person in order to accommodate parents who might desire either format. With the high rate of sickness, there will generally not be scheduled activities where parents congregate. Given this, Dr. Rabenhorst recommended that Board members once again not participate in conferences. Board members agreed.

## **10. Superintendent Reports and Presentations**

### **10.1 Discipline Report**

None

### **10.2 District Office Administrative Staffing Plan**

Dr. Rabenhorst is realigning some responsibilities of administrators at district office. The Board reviewed a document showing the licensed administrator positions and the list of major responsibilities for the upcoming school year. Essentially, this is a result of planning around the upcoming retirement of Judy Orbanosky. This is not an increase in personnel. Dr. Rabenhorst informed the Board of the upcoming changes since the executive leadership so frequently reports directly to the Board. He also explained that realigning some of the responsibilities allows for cross training of duties. The Board thanked the Executive Administrative team for their continued leadership.

## **11. Board Member Reports / Discussions**

**Baumgartner** - None

**Gustafson** - Director Gustafson will share about her experience at NASB at an upcoming work session; Director Gustafson also announced that she has been appointed to the CASB Board of Directors for Region 4.

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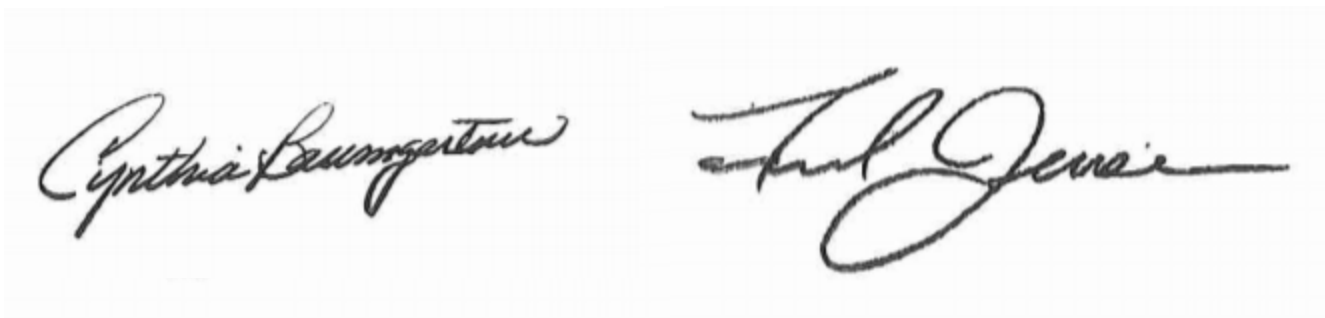


**Haffner** - None

**Hayes** - Asked Ms. Forbes about the yard signs for student recognition.

**Jensen** - None

**12. Adjournment** at 7:32 p.m.

The image shows two handwritten signatures in black ink on a white background. The signature on the left is 'Cynthia Baumgartner' and the signature on the right is 'Paul Jensen'.

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