

Official Minutes
Wednesday, June 9, 2021
6:30 p.m. - 9:00 p.m.

Regular Meeting

1. **Call to Order** by President Baumgartner at 6:32 pm.
2. **Roll Call** Directors Baumgartner, Gustafson, Hayes, and Jensen were present. Director Haffner was absent from the meeting. All directors participated remotely. Director Gustafson joined the meeting at 6:33.

3. **Pledge of Allegiance**

4. **Approval of Agenda**

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

Baumgartner - Y	Gustafson - Y	Haffner - Absent	Hayes - Y	Jensen - Y
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5. **Public Open Forum**

5.1 Recognition of Visitors
None

5.2 Notification of Public Comment Period
Dr. Rabenhorst shared instructions for public comment.

5.3 Correspondence
None

6. **Governance Process or Board-Superintendent Relationship Discussion/Action**

The Board discussed and evaluated policies as per the yearly cycle review process. Rather than having a separate meeting, the GP portion was integrated into the regular meeting. Dr. Rabenhorst commended the Board for their compliance with the Governance policies.

- 6.1 **Review GP-1 Governance Commitment**

The Board assessed implementation of this policy and marked themselves in compliance. No revisions were made to this policy.

- 6.2 **Review GP-2 Governing Style**

The Board assessed implementation of this policy and marked themselves in compliance. No revisions were made to this policy.

- 6.3 **Review GP-4 Monitoring Board Policies**

The Board assessed implementation of this policy and marked themselves in compliance. No revisions were made to this policy.

Director Gustafson moved to approve as in compliance GP-1, GP-2, and GP-4. Director Hayes seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Absent	Hayes - Y	Jensen - Y
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6.4 Complete GP-4E Board Self-Assessment

The Board completed the self-assessment document. Director Jensen asked for feedback from Dr. Rabenhorst, particularly with regard to individual Board member requests. Dr. Rabenhorst noted that Board members are very good about staying in compliance with policy.

Director Gustafson noted that she feels like the district as a whole has done exceptionally well with Item 10 regarding clarifying priorities/values during the pandemic. She also asked that Dr. Rabenhorst continues to provide additional information regarding the Strategic Plan to Director Hayes until she is fully acclimated to the Board.

Director Gustafson moved to approve and mark satisfactory on all GP-4E Self-Assessment items. Director Jensen seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Absent	Hayes - Y	Jensen - Y
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7. Board Consent Agenda

- 7.1 Approval: Meeting Minutes
 - (a) May 26, 2021 Regular Meeting Minutes
- 7.2 Approval: Financials
 - (a) May Financials
- 7.3 Approval: Resignations / Retirements / Separation of Employment
 - Terri Davis - CDL Bus Driver @ Transportation
- 7.4 Approval: Contracts for Licensed Employees
 - Reilley Gumber - Music Teacher @ Meadow Ridge Elementary
 - Meagan Johnson - Intervention Teacher @ Hoff (nonrenewal as Innovations teacher for 20-21; rehired for 2021-2022)
 - Shelly Schmidt - Intervention Teacher @ Hoff Elementary
 - Emily Breckbill - Social Studies Teacher @ Weld Central High School
 - Lori Dottavio - K-5 Innovations Teacher @ District (nonrenewal for 20-21; rehired for 2021-2022)
 - Nicole Doll - 1st Grade Teacher @ Meadow Ridge Elementary
 - Joel Schreiner - Digital Media & Art Teacher @ Weld Central High School
 - Kelli Talcott - 6th Grade Science Teacher @ Weld Central Middle School
- 7.5 Approval: Letters of Employment for Classified Personnel
 - Nicole Guzman - Substitute Custodian @ Facilities
 - Micah Keller - Temporary Summer School Teacher @ Weld Central Middle School
 - Chris Piper - Temporary Summer Help @ Facilities (current employee)
 - James Canaday - Temporary Summer Help @ Facilities (current employee)
- 7.6 Approval: Additions to the 2021-2022 Coaching/Extra Duty Employment Agreement/Notice of Assignment

- 7.7 Approval: Resignations for 2021-2022 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- 7.8 Approval: Intra-School / Intra-District Staff Transfers
 - Traci Greer - Transfer from Full-Time, In-Building Substitute Teacher @ Weld Central Middle School to ELL/Intervention Teacher @ Weld Central Middle School
- 7.9 Approval: 2021-2022 Amended Contracts
- 7.10 Approval: Additions to the Substitute Teaching List
- 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
- 7.14 Approval: Administrative Policy
- 7.15 Approval: Monitoring Review Cycle (EL-4 Communication and Counsel to the Board)
 - (a) EL-5 Commitment to Accomplishment and Accountability
 - (b) EL-10 Student Conduct, Discipline and Attendance
 - (c) EL-15 Budgeting
- 7.16 Approval: 2021-2022 Board of Education Meeting Calendar Revisions

Dr. Rabenhorst noted the addition of the revised Board of Education Meeting Calendar due to information regarding mill levy certification not being available prior to the previously scheduled date for the December regular meeting.

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

Baumgartner - Y	Gustafson - Y	Haffner - Absent	Hayes - Y	Jensen - Y
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8. Public Open Forum: Public Comment

No public comment was submitted.

9. Action/Discussion

9.1 Approval of the 2021 Designated Election Official

Administration recommended that Ms. Julie Wiener be approved as the 2021 Designated Election official for Weld County School District Re-3J. This will be Ms. Wiener's third year serving in this capacity and second election dealing with board election related ballot questions. Ms. Wiener has already been contacted by both Weld and Adams Counties regarding first steps and approval now ensures that she will receive all necessary information regarding the election.

Director Jensen moved to approve Julie Wiener as the 2021 Designated Election Official.
Director Gustafson seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Absent	Hayes - Y	Jensen - Y
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9.2 2021-2022 Classified Letters of Employment

Letters of employment are to be approved annually by the Board of Education. The Board reviewed the list reflecting employees recommended as of June 9, 2021. Ms. Clark and Dr. Rabenhorst indicated confidence in budget planning and with the school opening plans to include 5 day weeks so that classified staff can be notified of their hourly expectations for the 2021-22 school year. Letters of Assurance have previously been provided. Human Resources will process the letters of employment following approval and these will be mailed/emailed to employees.

Director Jensen voiced concern over the number of open bus driver positions. Dr. Rabenhorst indicated the district will continue to advertise.

Director Jensen moved to approve the 2021-2022 Classified Personnel Letters of Employment as presented. Director Gustafson seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Absent	Hayes - Y	Jensen - Y
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9.3 2022 Budget, Resolution 2021-6 to Spend Down the Fund Balance & Resolution 2021-7 Appropriation

Ms. Clark prepared a proposed budget for 2021-2022. She provided an overview of revenue and expenditures and made note of any significant changes from the proposed budget presented at a previous meeting. Ms. Clark noted that the original budget included revenue that was mostly from local share and that this budget reflects an increase in state share due to the anticipated decrease in assessed valuation. The legislature has just wrapped up their session, and financial runs for districts have not yet been provided by CDE. Late into the session, bills continued to be introduced that changed some of the factors within the School Finance Act. Changes included additional funding for ELL and at-risk students. Compensation plans and other expenditures have all been included in the budget. A balanced budget was proposed.

Director Gustafson asked if the reserves are sufficient, and Ms. Clark noted that Board policy requires an even higher amount that is necessary so reserve funds are more than sufficient. She also asked if all CPP spots have been filled, and Ms. Wakeman explained that those spots are filled up until November 1 count.

Dr. Rabenhorst explained that it is unlikely that the district will need to participate in the interest-free loan program this year due to decreased assessed values.

Director Jensen moved to approve the Fiscal Year 2021-2022 Budget as presented, Resolution #2021-6 Authorizing the Use of a Portion of Beginning Fund Balance as Authorized by Colorado Statutes, and Appropriation Resolution #2021-7 as presented. Director Gustafson seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Absent	Hayes - Y	Jensen - Y
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9.4 Copy Machine/Printer Request For Proposal and Lease Recommendation

The district released a Request for Proposals this spring and received nine proposals from seven vendors. The proposal is for a 5 year lease which is what the district has historically had for such a lease. The multi year lease is subject to the district's limitation on committing expenditures to only one year at a time. All district copy machines/printers would be consistent and on the same terms. The finance and technology departments collaborated on the RFP and selection process and recommended Toshiba. Ashley Bell, Director of Technology, noted that the committee focused on ease of use, security, and guaranteed pricing as top priorities. While Toshiba is the highest per month lease cost of the top five presented, they were the only company to guarantee costs for five years, and when including per copy costs, the annual cost is comparable to other vendors. This will be a change in vendor for the district. The Board reviewed summary information for the top 5 submitted proposals and the lease document. Highest cost options were not presented as they were ruled out by the committee.

Director Gustafson asked about customer service standards. Mr. Bell noted that most service can be completed within 4 hours. Parts would take up to 24 hours to arrive. Ms. Clark noted that a call center is also available, and many issues are able to be resolved through that service.

Company	Machine Brand	Lease Cost (per month)	Estimated Annual Cost	Per Copy Cost BW / Color
Toshiba	Toshiba	\$2,023.79	\$ 26,835.48	\$0.003 / 0.03
Frontier	Sharp	\$1,847.29	\$ 25,142.48	\$0.0035 / 0.035
AllCopy	Konica Minolta	\$1,868.07	\$ 24,966.84	\$0.003 / 0.03
Great Copier Service	Hewlett-Packard	\$1,938.44	\$ 27,051.28	\$0.0061 / 0.03
Xerox	Xerox	\$1,982.30	\$ 26,737.60	\$0.004 / 0.03
Frontier (<i>current</i>)	Ricoh	\$2,500.30	\$ 32,975.36	\$0.0035 / 0.035

Director Gustafson moved to approve the Copy Machine/Printer Lease with Toshiba for five years as presented. Director Jensen seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Absent	Hayes - Y	Jensen - Y
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9.5 Elementary and Secondary Education Act (ESEA) Consolidated Application

Jenny Wakeman is responsible for writing the Consolidated Application each year and ensuring compliance with federal and state rules. Ms. Wakeman and Ms. Clark highlighted the primary

uses of federal funds granted through this application. The presented budget showed that the primary use of funds goes toward interventionist salaries and benefits. No positions were cut and the largest reduction was in Title II funding for staff development. Some ESSER funds will be used to compensate for that reduction.

Director Jensen moved to approve the ESEA Consolidated Application as presented. Director Gustafson seconded the motion.

Baumgartner - Y	Gustafson - Y	Haffner - Absent	Hayes - Y	Jensen - Y
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10. Information/Discussion

10.1 B/SR-5 Monitoring Superintendent Performance

Dr. Rabenhorst recommended a change to the EL monitoring cycle to reduce redundancy. EL-4 is currently reported on twice per year, and Dr. Rabenhorst recommended it be changed to annually in March. EL-17 is reported on four times per year, and Dr. Rabenhorst recommended it be changed to semi-annually in January and July. Very little changes within a fiscal year, so the reports tend to be redundant.

Board members agreed with the changes, and by consensus the Board directed that this policy be placed on the consent agenda for the next meeting.

10.2 B/SR-5E Superintendent Formal Summative Evaluation

Due to the change in the strategic plan, there are some changes needed in the superintendent evaluation form. Those changes were presented in the document and would be used for evaluative purposes beginning with the spring 2022 evaluation.

Board members agreed with the changes, and by consensus the Board directed that this policy be placed on the consent agenda for the next meeting.

11. Superintendent Reports and Presentations (EL-4 Communication and Counsel to the Board)

11.1 Discipline Report

None

12. Board Member Reports/Discussion

Baumgartner - Asked about a plan regarding a potential bus driver shortage

Gustafson - None

Haffner - Absent

Hayes - Noted that the transportation form was easy to fill out and that she appreciated that it was sent out early in the summer.

Jensen - None

13. **Adjournment** at 7:24 pm.

Two handwritten signatures are displayed side-by-side on a light blue grid background. The signature on the left is 'Cynthia Baumgartner' in a cursive script. The signature on the right is 'Paul Jensen' in a cursive script.