

Official Minutes  
Wednesday, December 9, 2020  
6:30 - 9:00 p.m.

## Virtual Meeting via Zoom

### Regular Meeting

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

Baumgartner - Y	Grundy - Y	Gustafson - Y	Haffner - Y	Jensen - Y
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5. **Public Open Form**
  - 5.1 Recognition of Visitors
  - 5.2 Notification of Public Comment Period  
Dr. Rabenhorst shared instructions for public comment via email.
  - 5.3 Correspondence
    - Thank You Notes
    - Let's Talk Mid-Year Executive Summary
    - Christmas Card from Governor Polis
6. **Special Recognitions / Reports**
  - 6.1 Recognition of Erin Grundy's Service on the Re-3J Board of Education  
Director Grundy submitted her resignation from the Board effective December 10 as she is relocating out of the district. Board members and Dr. Rabenhorst shared their gratitude with Director Grundy regarding her service on the Board in addition to her involvement in MLO and Bond efforts and her leadership on the Education Foundation. The Board presented her with a plaque and gift acknowledging her time on the Board. Director Grundy also shared her appreciation and gratitude to the members of the Board, the staff, and the community for their partnership during her time on the Board. She noted that she was pleased to have accomplished several goals during her time on the Board.
7. **Board Consent Agenda**

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- 7.1 Approval: Meeting Minutes
- (a) November 11, 2020 Regular Meeting Minutes
  - (b) December 4, 2020 Special Meeting Minutes
  - (c) December 4, 2020 Work Session Meeting Minutes
- 7.2 Approval: Financials
- (a) November Financials
  - (b) Quarterly Financial Report (October, January, April, July only)
- 7.3 Approval: Resignations / Retirements / Separation of Employment
- Angelica Sardina - 0.5 Office/Health Paraprofessional/0.5 Data Secretary @ Lochbuie Elementary School
  - Claudia Beck - Media Center Manager @ Meadow Ridge Elementary School
  - Lucinda Zweygardt - Bus Driver @ Transportation
  - Catherine Lusk - Bus Driver @ Transportation
- 7.4 Approval: Contracts for Licensed Employees
- David Weaver - Math Teacher @ WCHS
- 7.5 Approval: Letters of Employment for Classified Personnel
- Jon Vogt - Substitute Custodian @ District
  - Jessica (Whisman) Cox - Head Custodian @ Hoff Elementary School (current Chartwells employee)
  - Max Sigala - CDL Bus Driver @ Transportation
- 7.6 Approval: Additions to the 2020-2021 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- None
- 7.7 Approval: Resignations for 2020-2021 Coaching/Extra Duty Employment Agreement/Notice of Assignment
- None
- 7.8 Approval: Intra-School / Intra-District Staff Transfers
- Ninive Sanchez - Transfer from Head Custodian @ Hudson Elementary School to Head Custodian @ Lochbuie Elementary School
  - Daniel Amrine - Transfer from F/T, In-Building Substitute Teacher @ WCMS to SpEd Paraprofessional @ WCMS (effective 12/1/2020)
  - Maria Ruedas - Transfer from Custodian @ Hoff Elementary School to Custodian @ Hudson Elementary School
  - Rosalia Martinez/ Transfer from Head Custodian @ Hoff Elementary School to Head Custodian @ Hudson Elementary School
  - Catherine DeYoung - Transfer from 0.5 ELL/0.5 Intervention Teacher @ Hoff Elementary School to 1st Grade Teacher @ Hoff Elementary School

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- Autumn Duncan - Transfer from Innovations Teacher (5th Grade) @ Lochbuie Elementary School to 4th Grade Teacher @ Hoff Elementary School
  - Anne Blodgett - Transfer from Innovations Teacher (4th Grade) to 4th Grade Teacher @ Hudson Elementary School
  - Daria Romero - Transfer from Innovations Teacher (7th Grade) to General Electives Teacher @ WCMS
  - Mandi Krill - Transfer from Innovations Teacher to 5th Grade Teacher @ Lochbuie Elementary School
- 7.9 Approval: 2020-2021 Amended Contracts (EL-12 Staff Treatment; EL-15 Budgeting)
- 7.10 Approval: Additions to the Substitute Teaching List
- Colton Brashear - F/T, In-Building Substitute Teacher @ WCHS
- 7.11 Approval: Out of District Student Requests for 2020-2021
- 7.12 Approval: Request for Open Enrollment / Within District Transfers for 2020-2021
- 7.13 Approval: Home School Requests for 2020-2021
- 7.14 Approval: Administrative Policy
- 7.15 Approval: Monitoring Review Cycle

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

Baumgartner - Y	Grundy - Y	Gustafson - Y	Haffner - Y	Jensen - Y
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## 8. Public Open Forum: Public Comment

Public comment was received from B. Morris expressing her thanks to the Board for gifts received as part of American Education Week.

## 9. Action/Discussion Items

### 9.1 Resolution 2021-3 Mill Levy Certification for Property Tax Year 2020

Ms. Clark provided the final Mill Levy certification document as well as a memo indicating the rationale for the Levy. Annually, the Board must approve the mill levy certification. Overall Assessed Valuation has increased by 35.07% which will positively impact the tax rate for homeowners. Again this year, Ms. Clark and Dr. Rabenhorst recommended that no fund balance be used to reduce the bond mill levy rate at this time, primarily due to the increase in AV and lower amount of principal and interest due this year. In fact, Dr. Rabenhorst recommended that the Board authorize a levy nearing maximum allowable due to the increase in AV from oil and gas. This would allow a balance to grow which could be used in subsequent years when the tax levy must go up due to a decrease or flattening of AV. Ms. Clark explained

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this option in more detail including a letter from CDE noting the rationale for why the tax credit must now show on the levy. It explained that the mill levy had been frozen by CDE many years ago which was found to not be authorized by CDE Administration recommended a levy of 16.309 and shared that the levy was at 18.532 mills for property tax year 2019 for reference. The mill levy certification must be submitted to the CDE by December 15. Board members expressed their support for the additional levy in the bond fund (Option 1) as it would help offset potential tax rate increases in the future.

Director Haffner moved to approve Resolution 2021-3 the Certification of Mill Levies at 16.309 mills, based upon an assessed valuation of \$1,923,367,260 for property tax year 2020 to be collected in 2021 as presented. Director Gustafson seconded the motion. Director Grundy clarified the amount in the motion.

Baumgartner - Y	Grundy - Y	Gustafson - Y	Haffner - Y	Jensen - Y
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## 9.2 Fiscal Year Ending June 30, 2020 Financial Audit Report

Board members heard directly from the auditor at the Board retreat on Friday, December 4. The audit report is considered final and included the firm's management letter. There were some minor revisions to the audit when compared to the retreat version. These changes did not affect net position, and Ms. Clark noted that it did include reclassification of items such as salaries and moving those expenses to the correct area. Administration recommended approval of the audit report. The management letter included recommendations regarding how to segregate the duties within the financial department and accolades to school principals for monitoring the activity funds. Director Baumgartner noted that the auditor was pleased with the audit and the working relationship with administration.

Director Gustafson moved to approve the Fiscal Year Ending June 30, 2020 Financial Audit Report as presented. Director Jensen seconded the motion.

Baumgartner - Y	Grundy - Y	Gustafson - Y	Haffner - Y	Jensen - Y
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## 9.3 2020 Strategic Plan

All goals and action steps within the strategic plan have been finalized and are underway at the school/district level. Board members reviewed all of the action steps at the December 4 retreat. No substantive changes had been made to the plan. The mission statement was revised to reflect Board member consensus. Administration recommended the plan for Board approval after which the plan will be posted publicly on the district website. There was no further discussion.

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Director Jensen moved to approve the 2020-2021 Strategic Plan as presented. Director Gustafson seconded the motion.

Baumgartner - Y	Grundy - Y	Gustafson - Y	Haffner - Y	Jensen - Y
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#### 9.4 CRF Hazard Pay Proposal

Administration recommended the Board consider a hazard pay proposal for certain categories of classified staff. There are some remaining funds from the federal CRF program, and hazard pay is an allowable expenditure. This proposal would provide for hazard pay (due to intensified workload) for custodians and technology staff. Paraprofessionals who had hours reductions this year would also receive a payment to help offset that reduction. At the retreat, the Board reviewed a worksheet prepared by Ms. Clark indicating the amount by category of employee. The total amount would be about \$50,000. Meet & Confer Joint Committee was supportive of the proposal. By consensus, the Board was supportive of the proposal and directed that it be placed on the action agenda for this meeting. Funds must be expended by Dec. 30, so the separate payroll would likely occur between the regular December 15 and 31 payrolls. There was no further discussion.

Director Gustafson moved to approve the CRF Hazard Pay Proposal as presented. Director Jensen seconded the motion.

Baumgartner - Y	Grundy - Y	Gustafson - Y	Haffner - Y	Jensen - Y
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### 10. Information / Discussion

#### 10.1 WCHS Course Description Book for the 2021-2022 School Year (1st Reading)

The WCHS course description book is revised annually and approved by the Board. Mr. Kennedy joined the meeting remotely to report on the updated booklet, including course additions and deletions that went through the administrative approval process. Mr. Kennedy reviewed two courses that were recommended as additions for the next school year.: The Ambassadors Class, a general elective course, and Latinx Literature, a semester ELA course open to students in grade 12. Mr. Kennedy also reviewed that one course will have a name change only; Innovations Academy will be renamed Advanced STEM so there is no confusion with the Online Innovations Academy.

Director Jensen noted that there was some potentially outdated information at the beginning of the handbook. Mr. Kennedy noted that administration will review the information to make sure

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that it is current and relevant to current students only. The Board discussed each of the courses. By consensus, the Board was in favor of the changes to the handbook and directed that it be placed on a future agenda for approval.

## **10.2 Administrative Policy Revisions and Additions (1st Reading)**

The Board reviewed several policies sent by CASB that have been updated. CASB is also in the process of technical clean-up in conjunction with recent legislation. No redline versions have been included for the changes that consist mostly of updates regarding replacing the word “shall” with “will” or other appropriate forms of be and replacing “his/her” pronouns with “their”.

### **(a) Policy GB-16 (GBGG) Staff Sick Leave**

SB20-205, passed during the last legislative session, created the Healthy Families and Workplaces, which requires employers to provide paid sick leave to employees under various circumstances. This policy was updated to reflect the new legal requirements including updated legal references, updated cross references, and added explanatory notes. The policy revisions were sent to Meet & Confer leadership as this is a policy subject to Joint Committee review and recommendation. Dr. Rabenhorst shared that WCEA leadership reviewed the changes and did not request that it be addressed by the full Joint Committee. The policy requirements are subject to a January 1, 2021 implementation deadline; however, the district’s current sick leave allocations are already more generous than the statutory requirements, so a later approval will not be a problem for the district. Dr. Rabenhorst also reached out to the CASB legal for clarification on some of the wording. The policy also includes information regarding how sick leave must be reinstated to employees if they return within a certain period of time unless the employee was paid out for the leave. Director Jensen noted that the policy is very employee friendly.

### **(b) Policy GB-19 (GBGJ) Staff Bereavement Leave**

CASB suggested revisions to the Bereavement policy due to changes that more directly affected the Sick Leave policy (i.e., the definition of Immediate Family). The definition of Immediate Family has become more expansive in statute; therefore, the changes recommended by administration retain the current procedures and practices for bereavement leave. There is no legal requirement to provide bereavement leave, so CASB legal counsel advised that the recommended changes are acceptable. This policy is also subject to Joint Committee review, and Dr. Rabenhorst passed it along to WCEA leadership. Similar to the sick leave policy, WCEA leadership indicated that they would not request the policy be reviewed by the full Joint Committee.

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(c) **Policy C-4 (CE) Administrative Councils, Cabinets and Committees**

The WCEA Joint Committee representatives requested that a change be made to this policy reflecting the district's current practice of allowing WCEA to select licensed and classified members of the Superintendent's Advisory Council and the teacher members of the Personnel Performance Evaluation Council. Joint Committee recommended the changes noted in red in the attachment which was reviewed by the Board. Administration recommended the revisions.

Board consensus was to place these policies on a future agenda for a 2nd reading. Minor changes may still occur following discussions with CASB legal counsel.

**10.3 2020 Election Results**

Mr. Ray was able to ascertain information from the recent election. The Board reviewed results by the various areas within the district. The highest yes votes were received in Lochbuie where canvassing efforts were prioritized demonstrating that this effort was effective. Due to the overall high rates of yes votes, additional dissection of the data was not deemed necessary at this time. Director Grundy noted that she was impressed with the high numbers across the board. Board members requested administration provide a map with the precincts noted so that they could more easily identify votes by geographic location.

**10.4 Re-3J Education Foundation**

At a previous meeting, Board members were asked to think about and/or identify individuals who might serve on the Foundation as the membership has dwindled and Ms. Grundy is relocating from the district. Board members shared their progress regarding membership. Director Grundy encouraged principals to also brainstorm potential contacts and noted that she is planning to stay involved through the end of this fiscal year. Virtual meetings may continue post pandemic to offer convenience for members. Director Gustafson may be interested in participating following the end of the school year.

**10.5 Capital Construction Update**

The district has objected to NCC's final payment application for the WWTF in a letter drafted in conjunction with NV5 and LRA. The letter was emailed to NCC on Dec. 4, and Dr. Rabenhorst reported on any subsequent communication received between then and the board meeting. The requested payment included a number of items that were not actually completed in the process of construction as identified by LRA. Board members asked for clarification on if there were actual issues with the sewer line. Dr. Rabenhorst indicated there are no problems or issues and that part of the communication breakdown could be due to the project superintendent leaving the project prior to completion. The Town Council formally

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accepted the ownership of the WWTF and lift station at their meeting on Dec. 2 contingent on the need for some additional drawings.

## **11. Superintendent Reports and Presentations**

### **11.1 Annual District Salary Schedule Comparison**

Annually, the district collects comparison data on teacher salary. Dr. Rabenhorst pointed out highlights to the information. The district set a goal to be 5th in starting teacher pay with the 2016 MLO and subsequent 2020 MLO extension. With the increase in the salary schedule mid-year last year, Re-3J is 4th in comparison to the other districts with regards to starting salary. Like Re-3J, most districts did not change their base pay this year due to the state budget condition. Administration will continue to investigate recommendations and clarifications from M&C and are working on the formatting to make the information clearer.

### **11.2 2020-2021 Second Semester Planning**

Dr. Rabenhorst answered questions from Board members regarding the decision to continue with remote instruction through January 11. Dr. Rabenhorst also informed Board members of the staffing changes that will occur due to the transition of some students from on-line to in-person for second semester. Transportation is not available to all students who were requesting a switch to in-person instruction. There are changes regarding guidance expected from CDC and CDPHE which will factor into decisions regarding the return to in-person instruction. Director Jensen noted that he is more inclined to in-person instruction unless there is very compelling evidence that transmission is occurring in schools or if staffing is depleted. Dr. Rabenhorst and Ms. Wakeman continue to be in contact with health departments for data and staff are still expected to report COVID-19 illnesses to supervisors.

### **11.3 Discipline Report**

None

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

Director Haffner thanked the Board for his appointment as Director for District D.

Director Gustafson noted that the virtual CASB conference was not as valuable as past conferences.

Director Grundy noted that the next Education Foundation meeting is January 7, 2021.

## **13. Adjournment at 7:42**

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A handwritten signature in black ink, reading "Cynthia Baumgartner". The script is cursive and fluid, with the first name "Cynthia" being more prominent than the last name "Baumgartner".A handwritten signature in black ink, reading "Paul Jensen". The script is cursive and fluid, with the first name "Paul" being more prominent than the last name "Jensen".

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