



Poudre School District Board of Education

2407 Laporte Avenue, Fort Collins, CO 80521 • 970-490-3607

Meeting Minutes

Minutes from Board of Education Business/Work Session Meeting
January 22, 2019

DINNER SESSION - 5:30 PM

PRESENT: President Christophe Febvre; Directors Kristen Draper, Rob Petterson and Carolyn Reed; Superintendent Sandra Smyser; Assistant Superintendents Todd Lambert and Scott Nielsen; Executive Directors Pete Hall, Dave Montoya, Madeline Noblett, Dustin Reintsma and Victoria Thompson; Legal and Policy Counsel Tom Crabb

ABSENT: Vice President Gutowsky and Director Kipp

LATE: Director Donovan arrived at 5:36 p.m.

Dinner session began at 5:30 p.m.

1.0 Review Procedures for Election of Vice President

Legal and Policy Counsel Tom Crabb reviewed the procedures for accepting Board member resignations and electing a new Vice President.

- One Board member has indicated interest in the position of Vice President.
- Board President can declare one person nominated by acclamation to the seat and take a verbal vote.
- Any other member interested in the position may announce during the meeting.
- If two or more members indicate a desire for the position of Vice President, a separate vote will occur.

2.0 Executive Session

Director Draper moved that the Board go into executive session in the Superintendent's office/conference room to receive legal advice on issues concerning negotiations with the Fort Collins Urban Renewal Authority regarding the allocation of TIF revenues from the area west of the Drake and College intersection, to reevaluate the strategy for those negotiations and to instruct the negotiators, all as authorized under C.R.S. §§ 24-6-402(4)(b) & (e). Individuals invited to join the Board and Superintendent in executive session are Legal and Policy Counsel Crabb, Executive Director Montoya and Assistant Board Secretary Brunner.

Director Petterson seconded the motion.

The voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Petterson and Reed

Those voting NO: None

ABSENT: Vice President Gutowsky and Director Kipp

Motion passed 5-0

Executive session began at 5:39 p.m.

Executive session ended at 6:18 p.m.

3.0 District Information and Board Discussion Topics

Implementation of Facebook Live for community outreach sessions will be addressed later in the school year. Board members will be trained to use the appropriate equipment to facilitate the meetings.

4.0 Agenda Planning

- Social/emotional and mental health should be addressed with specific focus on bullying and anti-Semitism.
- Charter school outreach by Board members continues to be an area of interest.

5.0 Committee Reports

There were no committee reports discussed.

Dinner session ended at 6:24 p.m.

BUSINESS MEETING/WORK SESSION - (BOARDROOM) – 6:30 PM

PRESENT: President Christophe Febvre; Directors Nate Donovan, Kristen Draper, Rob Petterson and Carolyn Reed; Superintendent Sandra Smyser; Assistant Superintendents Todd Lambert and Scott Nielsen; Executive Directors Pete Hall, Dave Montoya, Madeline Noblett, Dustin Reintsma and Victoria Thompson; Legal and Policy Counsel Tom Crabb

ABSENT: Vice President Gutowsky and Director Kipp

LATE: None

1.0 CALL TO ORDER

President Febvre called the work session meeting to order at 6:31 p.m.

2.0 APPROVAL OF AGENDA

There were no changes to the agenda.

3.0 COMMUNITY COMMENT

PSD parent Matthew Peters expressed concern regarding bus transportation for elementary students with specific reference to the new start-times schedule.

4.0 CONSENT AGENDA

4.1 Personnel Action

4.2 ELPA Excellence Award

4.3 Liberty Common School Charter Renewal Application

4.4 Fort Collins Montessori School Charter Renewal Application

4.5 Colorado Department of Education (CDE) Early Literacy Assessment Tool Project

4.6 Approval of the New SE Elementary School Design Services

4.7 Quarterly Financials 12/31/2018

4.8 Revised Budget for the 2018-19 Fiscal Year

4.9 Agreement Governing Every Child Pediatrics' Provision of Health Services to Poudre School District Students

4.10 School-Based Student Fee Schedules

Director Donovan moved to approve the recommended items on the Consent Agenda.

Director Draper seconded the motion.

The voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Petterson and Reed

Those voting NO: None

ABSENT: Vice President Gutowsky and Director Kipp

Motion passed 5-0

5.0 BOARD/COMMITTEE REPORTS

Board discussion included:

- Next community engagement session will be held Saturday, January 26, 11:40 a.m. at the Harmony Library.
- Directors Donovan and Reed will not attend the community engagement session due to travel for the NSBA conference in Washington D.C.

6.0 ACTION ITEMS

6.1 Action on Written Resignation Submitted by Board of Education Director Gutowsky

President Febvre read a letter from Vice President Gutowsky.

Director Draper moved that the Board of Education accept the resignation of Susan Gutowsky from her seat on the Board representing Director District G, effective as of January 17, 2019.

Director Reed seconded the motion.

The voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Petterson and Reed

Those voting NO: None

ABSENT: Vice President Gutowsky and Director Kipp

Motion passed 5-0

Board discussion included:

- Thank you to Director Gutowsky for giving new members direction and help when needed, for unbelievable service over many years and for leadership of the District and the Board.
- Members are excited to see a move to City Council and know she will continue to advocate for children.

6.2 Action on Written Resignation Submitted by Board of Education Director Kipp

Director Petterson moved that the Board accept the resignation of Cathy Kipp from her seat on the Board representing Director District A, effective as of January 14, 2019.

Director Donovan seconded the motion.

The voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Petterson and Reed

Those voting NO: None

ABSENT: Vice President Gutowsky and Director Kipp

Motion passed 5-0

Board discussion included:

- Gratitude was expressed for Director Kipp's many years as a volunteer serving PSD and the community.
- Director Kipp will continue advocating for students and education in her role with the State legislature.

President Febvre spoke about qualifications for new Board members and gave information regarding the application process. Deadline to apply is 4:00 p.m. on Thursday, February 7, 2019.

6.3 Board Election of a Vice President

- Director Donovan requested election through a secret ballot.
- Director Donovan nominated Director Petterson for Vice President.
- No other nominations were made.
- Director Petterson cited reasons of interest for becoming the Board Vice President.
- Board members appointed Director Petterson to Vice President by acclamation with a unanimous vote.

Board discussion included:

- Members are elected at large and represent the entire district.
- Director Petterson thanked the Board for their votes.

7.0 INFORMATIONAL REPORTS/DISCUSSION ITEMS

7.1 School Start Times

Superintendent Smyser thanked the Board for making the school start time decision early allowing staff time to facilitate a large workload and problem solve ahead of time.

Five areas of current focus are:

- 1) Academic schedules
- 2) Transportation
- 3) Athletics
- 4) Extracurricular
- 5) Child care

Each school is working to develop a schedule that best serves their community. Due to site-based decisions parents should submit questions directly to schools.

Board discussion included:

- Public updates have been forthcoming and transparent.
- Incorporation of staff collaboration time is important.
- High school late-start Wednesdays have been eliminated due to a daily later start-time.
- Alternative schools are collaborating.
- Coordination of elementary school lunch times has been challenging.
- Thank you to staff for the hard work involved with making changes.
- Board acknowledges elementary start times are a cause of concern for some families.
- Additional bus drivers would need to be hired to accommodate later elementary start times.
- Transportation is a practical limiting factor for changing elementary start times further.
- New lighting technology reduces residual neighborhood disturbance.
- Transportation anticipates finalizing routes in August and will distribute schedules as soon as possible.
- Athletic practice schedules are anticipated by April 1, 2019.
- Game times are determined by the Front Range League and not PSD.
- PSD communicated with Base Camp about adjusting offerings for ten elementary schools starting at 7:45 a.m. Base Camp anticipates sharing pricing structures and schedules in February.
- Start-time formal updates will be provided in April.
- Staff will watch for system-wide effects of time changes.
- The school start-times change was momentous and approved by the Board based partially on information received from the start-times committee, and is anticipated to be a healthy and positive change for students.

7.2 Board Adoption/Revision of Construction Policies FE and FEAA and Purchasing Policies DJ, DJA, DJB & DJG/DJGA

Legal and Policy Counsel Tom Crabb spoke about the proposed revision of two construction policies and four purchasing policies and explained the current process for construction change orders.

Technical changes included:

- 1) Changed the name of the Planning, Design and Construction Department to the Construction Services Department, and changed the director's title to Director of Construction Services.
- 2) Substituted language involving 'may' and 'shall' to clarify provisions in the policy on vendor relations, sales calls and demonstrations.
- 3) Changed the process for how the District deals with construction project change orders.

Board discussion included:

- Board of Education currently approves any design and construction over \$250,000.
- Change orders can currently be authorized by PSD designees up to 20%.
- Practical realities require authorization above 20% to ensure construction progress.

- Board currently approves initial construction contracts which include change order and fee processes in the conditions.
- Oversight is in place by the PSD experts in each field.
- Approved construction change orders and fee amendments resulting in an increase can be reported to the Board in summary format.
- Empowerment of PSD staff to approve processes could improve expediency and efficiency.
- Proposal is to change from a Superintendent policy to a Board policy.
- Board can exercise oversight if any concern exists on change orders.
- Projects need to move forward and penalties could be incurred if waiting to vote on changes.
- Summary of change orders could be presented to Board with additional information provided upon request.
- Language provided is good and addresses the issue in a reasonable manner while allowing construction to keep moving.
- Board can decide on the best monitoring or approval process.

8.0 WORK SESSION TOPICS

8.1 2018 Graduation Rates

Assistant Superintendent Scott Nielsen provided an update on graduation rates and stated PSD is working hard to make information and data more available to the public. Visit the PSD website/academics/student outcomes to view detailed information.

- Graduation rates fell below state average last year and staff have worked to improve results.
- 4-year rate now includes Ascent students.
- Significant growth shown at Poudre High School and Fort Collins High School.
- PSD will continue to monitor data and make improvements, engage students in active learning, support student connections, work on active learning opportunities across the system and work with community groups.

Board discussion included:

- Appreciation was expressed for the hard work from building leaders, teachers and students.
- Concern was expressed for low English-learner data at the high school level.
- Promising practices in place for early intervention should translate to higher numbers and success in secondary.
- Graduation requirements increased from 220 credits to 240 credits in 2012.
- PSD continues to consider flexibility with graduation requirements.
- Multiple schools successfully engaged in connections and outreach.

8.2 District Budget Priorities

Executive Director of Finance Dave Montoya and Budget Director Brett Parsons reported on the revised budget and thanked the Board for setting budget priorities earlier in the year.

Board discussion included:

- DAC recommendations for budget priorities have been finalized and did not change much.

- Projections indicate some revenue and buydown of the negative factor.
- Current indicators are the negative factor will be ongoing.
- Current mill levy sharing with charter schools is 1.8 million dollars.
- Governor made all-day kindergarten a priority.
- Funding for all-day kindergarten will likely come from an adjustment to residential interest rates.

Board recessed at 9:14 p.m.

Board reconvened at 9:23 p.m.

9.0 EXECUTIVE SESSION

9.1 Superintendent Evaluation

Director Draper moved that the Board go into executive session in the Superintendent's office/conference room as authorized under C.R.S. § 24-6-402(4)(f) to discuss personnel matters related to the Superintendent's performance appraisal, goals, annual evaluation and possible contract revisions. Individuals invited to join the Board in executive session are Superintendent Smyser, Legal and Policy Counsel Crabb and Assistant Board Secretary Brunner.

Director Petterson seconded the motion.

The voting was as follows:

Those voting AYE: Directors Donovan, Draper, Febvre, Petterson and Reed

Those voting NO: None

ABSENT: None

Motion passed 5-0

Executive session began at 9:24 p.m.

Executive session ended at 10:39 p.m.

10.0 ADJOURNMENT

Board meeting adjourned at 10:40 p.m.

Respectfully submitted,

Jill Brunner
Assistant Secretary to the Board of Education