



## Poudre School District Board of Education

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

### Meeting Minutes

Minutes from Board of Education Business Meeting

March 21<sup>st</sup>, 2017

#### **DINNER SESSION - 5:30 PM**

**PRESENT:** President Cathy Kipp and Vice President David Trask; Directors Nate Donovan, Christophe Febvre, Susan Gutowsky, Carolyn Reed, and Rob Petterson; Superintendent Sandra Smyser, Assistant Superintendents Jinger Haberer, Todd Lambert and Scott Nielsen; Executive Directors Danielle Clark, Pete Hall, Dave Montoya, Dustin Reintsma and Victoria Thompson; Legal and Policy Counsel Tom Crabb

**ABSENT:** None

#### **1.0 DISTRICT ISSUES/BOARD MEMBER UPDATES**

Board community engagements are scheduled for March 29<sup>th</sup> and April 7<sup>th</sup>. Two Board members will attend each event. Director Reed and Vice President Trask will be at the March 29<sup>th</sup> event. Directors Gutowsky and Petterson will attend the April 7<sup>th</sup> event.

The Board discussed the evening's agenda.

Is further discussion needed regarding the 2017-2018 calendar? This will be discussed during the evening's Board report.

Director Reed noted that today is World Down Syndrome Day. She will acknowledge this during tonight's Board report.

The Board discussed the WUE (Western Undergraduate Exchange) program. Students from "WICHE" states are eligible for in-state tuition in participating states. Do PSD students who graduate from high school early, including ASCENT (Accelerating Students through Concurrent Enrollment) students, qualify for this program? Do they lose access to the program? The district will look into this issue.

The dinner session ended at 5:47 p.m.

## **REGULAR BUSINESS MEETING - (BOARDROOM) – 6:30 PM**

PRESENT: President Cathy Kipp and Vice President David Trask; Directors Nate Donovan, Christophe Febvre, Susan Gutowsky, Carolyn Reed, and Rob Petterson; Superintendent Sandra Smyser, Assistant Superintendents Jinger Haberer, Todd Lambert and Scott Nielsen; Executive Directors Danielle Clark, Pete Hall, Dave Montoya, Dustin Reintsma, and Victoria Thompson; Legal and Policy Counsel Tom Crabb

ABSENT: None

### **1.0 CALL TO ORDER**

President Kipp called the regular business meeting to order at 6:30 p.m.

### **2.0 PLEDGE OF ALLEGIANCE**

President Kipp led the Board of Education and audience members in the Pledge of Allegiance.

### **3.0 APPROVAL OF AGENDA**

Director Donovan moved to change the agenda so that item 8.2 New Superintendent Evaluation Instrument and Measures moves from an action item on tonight's agenda to discussion item 9.5.

Director Febvre seconded the motion.

The voting was as follows:

Those voting AYE: Directors Donovan, Febvre, Gutowsky, Kipp, Petterson, Reed, and Trask

Those voting NO: None

ABSENT: None

Motion passed 7-0.

### **4.0 RECOGNITIONS AND REPORTS**

Executive Director Danielle Clark introduced the recognitions for the evening.

#### **4.1 2016 CDE School Excellence Awards**

Sixteen PSD schools were selected for the 2016 Colorado Department of Education's Governor's Distinguished Improvement awards and/or the John Irwin Schools of Excellence awards. Seven PSD schools were honored with both awards.

Governor's Distinguished Improvement awards are given to schools that demonstrate excellent student growth. On the school performance framework used by the state to evaluate schools, these schools exceed expectations for academic achievement over three years.

**Governor's Distinguished Improvement & John Irwin Schools of Excellence Awards:**

Bennett IB Elementary School  
Dunn IB Elementary School  
Kinard Core Knowledge Middle School  
PSD Global Academy  
Red Feather Lakes Elementary School  
Tavelli Elementary School  
Zach Core Knowledge Elementary School

**Governor's Distinguished Improvement Award:**

Bacon Elementary School  
Riffenburgh Elementary School

**John Irwin Schools of Excellence Award:**

Bethke Elementary School  
Fossil Ridge High School  
Liberty Common Charter School  
Livermore Elementary School  
McGraw Elementary School  
Traut Core Elementary School  
Werner Elementary School

Director Petterson presented a certificate of recognition to each Principal or school representative on behalf of the Board and PSD.

**4.2 Athletic State Awards**

**2016 5A Volleyball Coach of the Year:** Paul Shimek, Fossil Ridge High School

**2017 5A Girls State Swim Champions:** Fossil Ridge High School Girls Team

**2017 5A Girls Individual State Swim Champions** (All listed below attend Fossil Ridge):

**100 yard Breaststroke Champion and 200 yard Individual Medley Champion:** Zoe Bartel

**50 yard Freestyle Champion and 100 yard Freestyle Champion:** Kylee Alons

**100 Butterfly Champion:** Coleen Gillilan

**100 Backstroke Champion:** Bayley Stewart

**200 yard Freestyle Relay Champions:** Coleen Gillilan, Bailey Kovac, Andrea Niemann, Madeline Mason

**200 yard Medley Relay Champions:** Bailey Stewart, Zoe Bartel, Coleen Gillilan, Kylee Alons

**400 yard freestyle Relay Champions:** Madeline Mason, Kylee Alons, Bayley Stewart, Zoe Bartel

**2017 5A Girls Swim Coach of the Year:** Carolyn Fries, Fossil Ridge High School

Director Gutowsky presented a certificate of recognition to each coach and student on behalf of the Board and PSD.

#### **4.3 Superintendent's Report**

Superintendent Smyser presented the Board report.

Some of the events and activities the Superintendent has been involved with since the last Board meeting include:

- Profession of Teaching meeting
- Attended equity training with administrators
- Met with Board Members
- Spoke with principals at their levels meetings
- Gave interviews and statements to the media
- Held weekly meetings with Cabinet
- Emcee for Elementary Honor Choir event
- Met with Integrated Services staff
- Spoke with Larimer County Budget Director
- Held interviews for new principals at Webber and Blevins Middle School
- Employee negotiations (ongoing)
- Met with PSD Foundation President
- Attended the Excellence in Education award dinner
- Attended a crisis response refresher session
- Attended a tactical leadership meeting
- Met with Bob Schaffer from Liberty Charter School
- Visited several schools in the district

The Superintendent noted district achievements this month including the 16 schools selected for CDE academic excellence awards and collaboration that is happening between CSU students, engineers and elementary schools.

Upcoming events in the district include enVision Math 2.0 elementary parent information nights in April and several school spring events (music productions, science fairs, reading events and many more). The PSD website has more event information.

#### **4.4 Board Report**

President Kipp noted there is no formal Board Report this month, but two directors would like to comment on topics at this time.

Director Petterson shared his thoughts on feedback the Board has received on the 2017-2018 school year calendar (e.g. 9<sup>th</sup> grade transition day is on a Friday and the first full day of school for all students is during the total solar eclipse).

Superintendent Smyser noted that her personal preference is for the calendar to stay as is, as previously approved by the Board.

Director Reed acknowledged that today is World Down Syndrome Day. It is celebrated across the world. Director Reed read a letter on this topic from a Blevins Middle School parent.

#### **5.0 COMMUNITY COMMENT**

Tim Singewald: Mayor of Wellington, representing the town of Wellington. Please keep Wellington involved in the new school building process. The community supports a new school for their city and wants to have a say in the final product. We will make it a good school together.

Travis Harless: Wellington resident. Concerned by the lack of school space in the town of Wellington. Please help meet Wellington's growth and space needs. Modularity should not be the norm for classrooms. Wellington also needs an elementary school. There is no room to grow in the elementary schools. People with young children are moving to Wellington. Look at the rapid growth of this community and plan accordingly.

Bill Franzen: Former PSD Executive Director of Operations. Concerned about potential changes to building construction plans (as discussed at February 28<sup>th</sup>, 2017 meeting i.e. exploring other options). If this alternative and lengthy course of action is taken, it could add a lot of expense. There are several alarming potential cost issues associated with changing plans at this stage. Please consider and reassess the budget before making any changes to current plans.

Eric Sutherland: PSD Parent and Community Member. Concerned that bond investors will not have confidence in the district and will not issue bonds. Doesn't believe the Board sees the realities of the circumstances surrounding the ongoing litigation situation.

Jana Ley: Community member. Read Governance Process GP 3.1 - Your Governing Style. Overall, the Board is doing a great job, but watching the February 28<sup>th</sup> meeting was concerning. You are being

asked to give your values on things you have already stated and discussed. It's a waste of time to restate your values on policies and programs; repeating them constantly doesn't make any sense. For review, look at the CASB leadership book. Find your core values and they will streamline every discussion you have in the future.

## **6.0 CONSENT AGENDA**

### **6.1 Personnel Action**

**6.2 Meeting Minutes from January 17, 2017 (Special Meeting), February 14, 2017, February 20, 2017 (Special Meeting), and February 28, 2017**

**6.3 Revisions to Board Meeting Minutes: November 12, 2013 and August 23, 2016**

**6.4 Early Literacy Grant - Riffenburgh Elementary School**

**6.5 Updates to District Policies IKF-1, IKF-2 & IKF-3**

Director Donovan moved to approve and adopt the recommended actions for items on the consent agenda.

Director Gutowsky seconded the motion.

The voting was as follows:

Those voting AYE: Directors Donovan, Febvre, Gutowsky, Kipp, Petterson, Reed, and Trask

Those voting NO: None

ABSENT: None

Motion passed 7-0.

## **7.0 INFORMATIONAL REPORTS**

### **7.1 PSD Foundation Annual Report**

PSD Foundation Executive Director Linda Crum presented their annual report.

The foundation's initiatives and goals include:

- Inspiring Community Investment – OtterCares StratOps
- Excellence in Education Awards (presented a slideshow of several events held this year to honor education excellence in the district)
- SPIE Grants – 15 total grants awarded for a total of about \$75,000 (showed pictures of grant money recipients)
- Teacher Externships – the goal is to invest \$10,000 into this program
- The Annual Community Breakfast is a big event coming up in April. It is an opportunity to spotlight the Foundation's grant programs.
- Listed the Foundation's current Board of Directors

The Board had questions about the teacher externship program. The program is about two years old. The Foundation's main goal is to support the district. They will continue to assess these externship opportunities to ensure they meet the Foundation's intentions.

## **7.2 Long Range Planning Update**

Executive Director of Operations Pete Hall provided updated information on the district's long range planning and costs of new construction.

The 2016 bond construction cost probabilities are based on building existing school models in the district.

Repeating the Bethke model for a new southeast elementary school is ideal, versus starting a new design. It is a model proven to be effective for education and efficient operation. PSD has a successful history of repeating elementary school prototypes.

The Board has asked department staff to solicit new architectural designs for the high school, but replicating the Fossil Ridge model is still a possibility.

Executive Director Hall reviewed new construction timelines for the five different locations (southeast elementary, Prospect middle/high school, Wellington middle/high school, Zach Elementary addition and the transportation facility). He highlighted funding and design contract deadlines specific to Board approval.

The long range planning group will start meeting again. The first meeting will include just PSD staff and then they will bring community members into the process. Regular updates will continue at Board meetings. The department will continue to keep a close eye on the pending litigation and any change to anticipated fall enrollment numbers.

The Board asked about flexibility in the budget approval timeline. There is a possibility in the future for some flexibility, but right now there are too many variables. The district will continue to be optimistic on timelines.

Why is transportation "TBD"? The transportation construction process and design is less complicated and its opening is not tied to a specific date (i.e. the beginning of a school year), so at this point the dates remain fluid.

## **7.3 Equity and Closing Achievement/Opportunity Gaps**

Assistant Superintendent Jinger Haberer gave an update on the efforts being taken in PSD to ensure equity in the district.

Haberer referenced a conceptual map diagram (Equity in Poudre School District, September 2016) to outline the work being done this school year in five areas – LGBTQ, human resources, non-English speaking parents and students, professional development, and academics.

LGBTQ – PSD has policies and guidelines in place for staff and students. The district also provides gender support plans and has active involvement in and with several community resources and committees for the LGBTQ community. The LGBTQ community is represented on PSD's Equity Diversity Advisory Council. The district provides support and multiple training opportunities for students and parents.

Human Resources – Haberer discussed how the district focuses diversity efforts in the mentor, health and wellness, and Head of the Class programs. They are also working with districts throughout the state on the design and implementation of teacher ambassador programs to attract teachers with diverse backgrounds to PSD.

Non-English Speaking Parents and Students – Haberer explained how the district's ELD (E.L. Achieve Systematic English Language Development) teachers are trained and implementing this curriculum in the classroom. She highlighted recent and upcoming programs and outreach events for families.

Professional Development – Equity training is embedded in the district's new teacher training and there have been equity and diversity focused meetings, school site visits with Gary Howard, training sessions, and professional development opportunities for staff throughout the year.

In terms of academics, the district is working to close opportunity gaps by focusing on goals that ensure all students feel included and welcome and are held to high expectations. Equity is embedded in schools' curriculum. There will continue to be a focus on student/school connections. The district has increased the level of support for Dashboard.

Haberer presented several charts showing how the district continues to track growth at each school.

The Board had questions.

Is the district central office actively trying to recruit more teachers with diverse backgrounds? Executive Director Vicki Thompson addressed this question. Buildings ultimately do the hiring and they are aware of their populations. They try to hire teachers who are going to be the best fit for their students.

How do we ultimately know what is working and not working? There are targets and goals in the DE 1.0 Monitoring Report; the district will use that report as an indicator.

Are our efforts on this topic well-placed? This is something we keep an eye on.



## **7.4 Budget Update**

Executive Director of Finance Dave Montoya gave updates on the district's budget.

The first challenge is to restore the unassigned reserves to the minimum of 3%. The ending unassigned balance is projected to be 0.6 million as of June 30<sup>th</sup>, 2017. This is unacceptable. The recommendation from the finance department is that the reserves be at no less than \$9 million or 3.6%.

Executive Director Montoya gave a summary of the available options to restore PSD's reserves.

Montoya looked at the state budget forecast. The state faces a \$700 million gap in the budget right now. K-12 funding increases make up \$370 million of that shortfall.

The Gallagher Amendment is not helping the state budget.

Executive Director Montoya discussed some of the options/ideas that are available to the state to close the financial gap at the state level (i.e. increases to the K-12 negative factor, increase in marijuana tax, reduce homestead exemption, sweeping of cash reserves, etc.).

Key legislation that could also affect the budget – School Finance Act and SB17-061 (Additional Funding Charter School Operating Costs).

Key General Fund Budget Assumptions for FY2017-2018:

- Revenue – Total program funding will continue to be constrained with little or no movement from the state to address the negative factor.
- The district will continue to feel cost pressures (e.g. student-based budgeting, integrated services, ELL for student growth, statutory PERA payment increases, health/dental insurance increases, step costs, cost of living adjustment).

Montoya reviewed the budget priorities set during the January 24<sup>th</sup>, 2017 Board meeting and the budget process timeline.

The Board asked for clarification on the differing state budget forecasts.

Regarding Senate bill 228 on transportation, is that a fixed amount or open to negotiation? The state is trying to figure out a plan for this bill. It could be rewritten.

Regarding replenishing the reserves, how is 3.6% adequate for reserves? How did we arrive at that number? Montoya explained the rationale behind the reserve percentage.

If SB17-061 passes and a charter school opened tomorrow, would the district be required to give them funding from the mill override? If this bill passes there might be legal questions. Right now, there are a lot of questions on the bill.

Several Board members noted the seriousness and urgency of the budget situation and the need to create and propose solutions (locally) for this issue earlier rather than later.

The Board recessed at 8:44 p.m.

The Board reconvened at 8:52 p.m.

## **8.0 ACTION ITEMS**

### **8.1 2016-2017 District Unified Improvement Plan**

Director of Curriculum, Instruction and Assessment Robert Beauchamp introduced the plan.

District and school unified improvement plans are created to identify improvement strategies. Data from the state and district monitoring reports provide information on key indicators.

As the district puts together a development plan, they collaborate with stakeholders, review data, identify strengths and challenges and update action plans and strategies.

The district identifies students who need additional support through Dashboard. The necessary supports are in place to help these identified students.

Improvement Strategy:

- Implement intentional structures for universal access, targeted interventions, and best-practices district-wide.
- Engage students in effective supports through monitoring, intervention and mentoring.

The Board had questions.

Does the district track choice students, the mobility of students and does it relate to a decrease in academic performance? Mobility of students does affect performance and that is something the district does track.

How is the district meeting needs of gifted/talented students? It is not mandated; it is site-specific. There are some plans that come straight down from the state level. The district gets feedback from parents and students.

Regarding students with disabilities, is the district doing better in this area? The district has had a lot of growth, however, we still have work to do in this area.

There was discussion about the importance of the Connections Survey's role in meeting the district's ultimate goals.

The Board recognized the hard work of the staff and the DAC – District Accountability Committee. It was noted that the district is in need of an English Language Learner representative for the DAC. Parents who do not speak English are welcome. The district provides an interpreter.

***The Board continued with the meeting through item 9.2. When item 9.2 was complete, the Board came back to this item (8.1) and took the following action:***

Director Donovan moved that the Board approve and adopt the 2016-2017 District Unified Improvement Plan.

Vice President Trask seconded the motion.

The voting was as follows:

Those voting AYE: Directors Donovan, Febvre, Gutowsky, Kipp, Petterson, Reed, and Trask

Those voting NO: None

ABSENT: None

Motion passed 7-0.

## **9.0 DISCUSSION ITEMS**

### **9.1 FY18 Technology Refresh**

Executive Director Dustin Reintsma gave an update on the district's laptop expenses for the year. Reintsma showed a chart breaking down the expenses at each level – 9<sup>th</sup> grade laptops and high school spares, licensed staff, elementary labs and high school desktops. The total costs are \$2.09 million.

There was discussion about the source of the finances for these expenses.

The Educational Technology committee will be involved in the process of picking out and piloting new laptops.

### **9.2 Purchasing & Construction Policy Update**

Legal and Policy Counsel Tom Crabb presented this policy update.

The policies have been revised, but the substantive terms have not changed. The recent revisions have been on emphasis and clarification in the policies. The updates were a collaborated work effort that involved several district departments and administrators.

Review of Policy DJ – Purchasing:

- Discussed consequences if there is a violation in the policy.
- Purchases of \$5,000 or more require a purchase order as well as the purchasing conditions or a separate written contract.
- Discussed those situations where purchases less than \$5,000 also require a purchase order.
- Every purchase needs to be in the best interest of the district (price, quality, warranty, etc.).
- Purchases need to reflect the district's state tax-exemption status.
- Purchases made with grant monies may require additional special management or procedures.

Review of Policy DJA – Purchasing Authority:

- Board approval is required for purchases over \$250,000.
- Purchases for less than \$250,000 may also require Board approval (for example controversial curriculum materials, water rights transactions, etc.).
- Superintendent, Executive Director of Finance and Purchasing Manager have the authority to approve contracts up to \$250,000. Reviewed who has purchasing authority at lesser amounts.
- Purchases cannot be divided for the purpose of circumventing the limits on purchasing authority.

Review of Policy DJB – Purchasing Procedures:

- Purchases of \$5,000 or more need to be reviewed by the Purchasing and Materials Management department.
- Price needs to be considered, but it is not the only consideration.
- Purchases for \$50,000 or more shall be based at a minimum on a competitive bidding process.

Legal and Policy Counsel Crabb then reviewed the process employees need to use to document price quotes, how purchasing grievances are handled and several other policy processes.

Legal and Policy Counsel Crabb then reviewed two construction policies.

Policy FE – Construction Projects and Contracting Procedures:

- Noted requirements for developing construction designs, additions to existing facilities, methods of construction, requests for price quotes, invitations to bid, change orders, fee amendments, etc.

Policy FEAA – Construction Project Prequalification

- Size and type of project needs to be determined in advance of a project.
- Prequalification purpose is to streamline the process of securing contracts.
- In regard to contractors, the district has certain criteria that must be considered as part of the prequalification process.

The Board had questions about how the district enforces these policies. The district has an internal auditor who monitors the district's financial compliance and reports back to the audit committee.

The Board agreed that this policy report is acceptable.

***At this point in the meeting, the Board went back to Action Item 8.1 (2016-2017 District Unified Improvement Plan). See details and voting results under Item 8.1.***

### **9.3 Monitoring/Policy Review: EL 2.6, Asset Protection**

Executive Director Dave Montoya presented this report which monitors the district's ability to protect the district's assets.

Montoya noted that there was an update to EL 2.6. A handout was given to the Board and Cabinet that highlights this change to the policy.

Montoya highlighted the following from the policy:

- Using insurance where appropriate for unforeseen events.
- Maintenance of district facilities and other physical assets.
- Maintaining controls over cash disbursements and investments.
- Protecting intellectual property and data records.

Executive Director Montoya reported that the district has a favorable financial condition but the district will have to work to remain there given future funding concerns.

All purchases in excess of \$250,000 were approved by the Board.

Montoya outlined steps being taken by the district to move toward E.L. 2.6.4 compliance:

- hiring a purchasing manager and contract administrator with governmental experience,
- engaging a procurement consultant to identify gaps in process,
- continuing to update the audit committee,
- face-to-face meetings with departments that have high volume/high dollar purchases,
- comprehensive district-wide training planned for fall 2017.

The Board accepted this monitoring report.

### **9.4 Monitoring/Policy Review: EL 2.8, Communication and Support to the Board**

Superintendent Smyser reviewed this Executive Limitation.

Changes from last year include notifying members of the Board in a timely manner regarding stories in the press and staying connected to news media.

The Board has established procedures for directing agenda and legislative items, and the Superintendent's work as a whole.

The Board did not have questions or comments. The policy was acceptable to the Board.

#### **9.5 New Superintendent Evaluation Instrument and Measures**

Superintendent Smyser noted that the rubric being used in the new evaluation tool aligns closely with the model teachers and staff are familiar with in this field.

It was noted that the goals in the evaluation are focus areas; but the district ends are still the ultimate goals.

There is language in the document that will be tweaked slightly, but that will be done in a subcommittee setting if the Board is happy with the general concept. It is acceptable to the Board to move forward on that plan.

#### **9.6 Legislative Discussion**

The legislative subcommittee met prior to this meeting.

There are several items on the horizon:

- Senate Bill 61 – School districts to share revenues equally with charters schools even if the charter school didn't exist at the time. There are budgetary concerns with this bill.
- Long bill, school finance bill is coming up.
- Senate Bill 40 – CORA bill. There have been several proposed amendments to this bill, not sure where it stands right now.
- Senate Bill 200 was just introduced and the subcommittee has some concerns with it.

#### **10.0 AGENDA PLANNING**

There was no discussion on this topic.

#### **11.0 ADJOURNMENT**

Board meeting ended 11:09 p.m.

Respectfully submitted,

Kyla Davis  
Assistant Secretary to the Board of Education