

DOLORES SCHOOL DISTRICT RE-4A
BOARD OF EDUCATION
MINUTES FOR SEPTEMBER 13th, 2018
REGULAR BOARD MEETING

**Regular Board Meeting
Professional Development Room**

**September 13th, 2018
6:00 p.m.**

- I. CALL TO ORDER - The Dolores School Board meeting was called to order at 6:10 p.m. on September 13th, 2018.
- II. ROLL CALL - Members present were: Casey McClellan, Kay Phelps and Deanna Truelsen. Phil Kasper, Interim Superintendent, Jenifer Huffman, Secondary Principal, Gary Livick, Elementary Principal, Doreen Jones, Business Manager, staff and community members were also in attendance.
 - Board Secretary reads statement
- III. PLEDGE AND MOMENT OF SILENCE
- IV. APPROVAL OF AGENDA

A motion was made by Casey McClellan and seconded by Deanna Truelsen to approve the agenda and additions with the following changes: Section VI., Item D., Elementary CMAS Data is pulled, Add A. Discussion of Board Candidates under II.; add Approval of P.E. Para Jessica Schliesser under IX., A., 4.

Votes: McClellan-aye; Phelps-aye; Truelsen-aye
- V. APPOINTMENT AND SWEARING IN OF NEW BOARD MEMBER – Mr. Kasper reported on the September 4, 2018, special board meeting. They were in violation of Policy BCE, a mistake was made that all people are personnel; board members are not personnel. There are eight stated reasons why the board can go into Executive Session; they were in violation of No. 6. Two executive sessions took place, one included personal discussion of a board candidate and the process for the board to undergo to fill the vacancy. Ms. Phelps read a prepared statement. Discussion took place in executive session who to place on the board, and there was disagreement among the board members. Each board member gave their first and second choice for the board appointment. Mr. McClellan stated that Ms. Shull and Mr. Reed were the only two in his top three ranking.
Audience - The DEA read a prepared statement on who they supported.
Mr. Kasper's announced his choice.
All board members indicated they could support Ms. Shull for appointment. No votes were taken in executive session.
Ms. Phelps reiterated the board won't always agree on all points and that's healthy. This was a tough process and decision, and it's a one-year appointment to finish out Ms. Prock's term. Ms. Phelps welcomed short public input.
Ms. Truelsen appreciates the input of the teachers and citizens that she's received. She feels Ms. Shull has always been supportive of teachers, irrespective of some teacher concerns she's received.
Audience – They have a son and daughter in Dolores, they're new to the district. The public has no vote? No, they do not. is the position to be filled to support to public school? Mr. McClellan reiterated the board is the connection to the community and the parents; they all want to ensure that the appointment is appropriate.
Discussion ensued about the past election, DEA's involvement and support in the process and the ability of those not chosen to the board appointment.
Keith Moore stated that he's been through this process twice; he's never felt it was unfair. He didn't get appointed, he's not causing a fuss; as a board member they're not here to represent the teachers; they're here to represent entire community.

He's not in the district but he drives 30 miles a day to bring his kids here; the board has done a good job, his children get what they need; teachers are here to teach the students; give the board a chance to make changes; it's been a fair process; it might not have been what the DEA wanted, but let's try it; it's for one year before elections next year; people will then be able to vote. He supports the board in their position and decision.

Ms. Truelsen reported that next year she and Ms. McCoy are term limited. The recall election is on October 9. Folks have the opportunity to make a change if they want it.

Audience – Wanted to clarify that the DEA did not dispute the results; they found out that something was done outside of board policy; when they are asked for input, they feel it's their responsibility to provide it; they present what is best for teachers and students.

Audience - He supports the board decision and the process and the executive session; this shouldn't have been discussed in public now. He fully supports the appointment of Ms. Shull. He will be running in the November election.

Audience – She has kids in the elementary; she's curious as to why a candidate was considered that didn't run in the election.

The board explained this was a different process; they asked for letters of interest and anyone could have submitted one.

Audience - Feels the board has been through a lot of turmoil and she strongly feels they need someone with less drama, angst, turmoil; she wants someone with an open mind.

Audience – he has two kids in the district; what took place tonight is ridiculous and shouldn't have occurred; the executive session was improper; he suggested they slow down, take some time, read policies and follow them. The district shouldn't be able to go against its own policies; he reported the staff doesn't know their own policy around the minutes, when they're available; he was unable to get a copy of them when he asked for them, and it's important to have transparency and that starts with board.

Ms. Phelps agrees, the board is interested in adhering to policy; transparency important.

Mr. Kasper reported a discrepancy with the policy in writing and the practice the district has been doing.

The district sends the minutes to a transcriptionist to be transcribed; they're recorded; at the next board meeting they are presented for approval. The policy doesn't spell out in detail the length of time between when a meeting takes place and when minutes are released.

Audience - The policy states the minutes are open to the public.

Mr. Will Furse, Montezuma County District Attorney – Before administering the oath to the board member, he wanted to speak from his own perspective; they're unified here under the common goal of advancing excellence in education, despite political and personal differences. The role of a board member is to contribute their collective knowledge of the board, bring their unique background. A board member is to represent the community's beliefs and values; meetings are a place of respect, not personal agendas or rabblousing. Be mindful of this, embrace the ways in which there are similarities, while being respectful and appreciate the differences. Thanks to everyone for their time and energy.

New board member Lenetta Shull was sworn in and seated.

- VI. MINUTES OF PREVIOUS MEETING FOR REVIEW OR CORRECTION – The August 1, 2018, board retreat and August 9, 2018, board meeting minutes were approved as presented.
- VII. CELEBRATIONS/PRESENTATIONS – Mr. Kasper reported calling Dr. Cooper to congratulate him, Dolores schools met 95% participation rate in testing, and the district has received the rating of performance, which is the second highest in the state of Colorado. No schools within the district are on academic watch; all schools are at performance. He recognizes everyone involved with the district for the last year for a job well done.
Ms. Huffman reported that 30 kids are participating in cross country track; 27 MSers, three senior boys, one senior is hers who won the Window Rock invitational.
- VIII. CITIZENS TO ADDRESS THE BOARD – None.

IX. REPORTS

- A. Student Government – Cameron Schafer – Ms. Schafer, President, reported on homecoming week. Everyone is invited to the festival on Friday and the football game. There is a HS volleyball game on Saturday and then Homecoming dance on Saturday night. Ms. Truelsen reported the government has worked hard on this community celebration.
- B. SRO Report – SRO Green reported issuing one summons for speeding; she's given 15-20 written warnings for moving violations; summons will be issued in future; she will be researching school zone signs; she's had three referrals to Axis; no recent Safe 2 Tell reports; she encourages parents to educate their kids on the Safe 2 Tell app, it's anonymous; there hasn't been one report of cyberbullying or harassment, due to the enforcement of cellphone restrictions. She thanked the secondary staff for that. They're working on updating the school maps for the schools and they will be given to dispatch in case of emergencies; multiple security checks are done daily; safety drills have been done.
- C. District Accountability (MLT) – Ms. Olson reported as the MTSS facilitator; an initiative was put down by the CO Department of Education; they've been trying to put it into place for the last several years. They've been getting training from CDE; MLT is the MTSS leadership team. Last year they served as District Accountability; the board gives them charges and last year they worked on the wellness policy and the UIP. This year they've met three times so far and had a training in Ouray. They realized folks don't know who they are, so they developed a small committee to get information on the website and out to the community. Ms. Rosenkrance is asking all leaders to attend the meetings so they can make decisions moving forward. They would like about 20 minutes at the November board meeting to educate folks on the DAC, MTSS, etc., so folks can make informed decisions. Notes are up on website from last year and this year, along with agendas. Ms. Olson is here to facilitate what the state of CO has asked them to do. Mr. Kasper came to Tuesday's meeting. Ms. Shull would like to attend some meetings.
- D. School Reports
 1. Elementary - Mr. Livick reported increasing three levels in performance; top notch education is happening. Changes to the handbook - page 10, modified dress code; page 18, new behavior expectations. He introduced the fourth grade educators - they've come tonight to provide details about the Crow Canyon trip and to get board approval. Last year they did not do an overnight; this year they would like to. Crow Canyon is offering over \$7,000 in scholarship money; therefore, the cost is more affordable. It's an overnight, two days, four meals, staying in cabins. The only cost to the district is bus transportation there and back. They're asking the board to approve the overnight trip. Ms. Shull asked if the kids could come back and report to board on their trip; they will.
 2. Secondary - Ms. Huffman invited Ms. Stark to lead the discussion on senior supports as the academic advising specialist. She thanked Mr. Baxter for his tech support. Ms. Stark passed out reports to the board on what she does for graduating seniors. She gave senior stat achievements and examples of tasks; scholarships are set up like assignments in classroom with due dates. Improvements have been made for website access for parents and students. Ms. Stark also coordinates with senior advisors. The board is invited to come in and sit during some of her work with seniors.

Ms. Huffman reported on changes to the handbook - revamp of disciplinary procedures; changes to academic integrity conversation along with procedural guidance. She thanked the board for approving the dean of students position, they're working well as a team. There has been one major discipline infraction resulting in suspension; five or six moderates resulting in detention; a couple minors resulting in conferences; things are off to a smooth start. She gave kudos to this year's senior class and student government.

Mr. McClellan asked about the pilot discipline program; is it an ongoing process? He has some concerns. Discussion ensued on what is statute/law and needs to be included, things are aligned with the policy now and expectations are clearly spelled out, along with consequences of bad behavior.

Ms. Huffman reported on CMAS and SAT data. She looked at data on students that took all three assessments, PSAT, SAT and CMAS. There were some reductions in students meeting both college benchmarks. She's sending two teachers to instructional training at Bayfield, working with the college board, to look at the structure of tests so they can more closely align

their in room assessments to match the content of tests taken. TCAP, CMAS for elementary and MS were also reviewed.

PSAT 9 district comparisons - 3rd in BOCES scores

PSAT 10 - 2016 - 2nd lowest; 2017 - gained a bit of ground; 2018 - gained a bit

SAT - 2017 - ahead of two districts in BOCES; 2018 - seniors had highest SAT in county, still significantly behind Durango and Bayfield and the state.

MS - school performance framework - 2016 - over 35 points; 2017 - dropped down to about 25; 2018 - 35 point increase, big victory attributed mostly to increase in participation.

2018 - lead all other districts in BOCES by 10 points - celebration.

Ms. Phelps asked how they achieved 95% test participation when opt out has been a problem in the past. Ms. Huffman feels her Monday Memo encouragement about testing prompted folks to get their kids ready, they do need the data if they want an accurate picture of how students are doing; she also had many conversations with students. Ms. Huffman anticipates a big growth increase and a growth gap increase, they're waiting for that data.

Mr. Livick attributed their participation to the board signing off on a letter to the public saying testing is important; also, hard work was done by the teachers reinforcing to kids to take the tests and do their best. Mr. Livick also required all parents wanting to opt their kid out to meet with him personally; some were legitimate reasons, but he encouraged most others and was able to allay parent concerns.

3. Preschool - Ms. Rosenkrance reported they did not have a lot of handbook changes - one was on ages of children, it's now six weeks to five years old; payment for infant/toddler is now a flat rate of \$36 no matter how long the child is there. Teachers went to the creative curriculum training at Fort Lewis last week; they're investing in this curriculum for the preschool. Enrollment total is at 80; 64 preschool, eight toddlers, eight infants. They have four preschool, four toddlers and two infants on the waiting list.

E. Department Reports

1. Business/Finance - Ms. Jones reported on two purchasing procedures in board packets, DJCA, she and Mr. Kasper discussed current procedures and suggested some changes as follows - requisitions will include three cost comparisons; cost was at \$3500, now moved to \$13,000, for publicly posted bids. Mr. Kasper said Dolores has four policies that deal with purchasing processes; efforts have been made to standardize things. Mr. Kasper also reported there's miscommunication regularly between schools and the central office in regards to purchase orders; they've tried to be clear that whoever originates a PO, it's a requisition at that level, it doesn't become a PO until somebody sends it out of the district that's authorized to do so. This is all policy recommendation and will come back for 2nd and 3rd readings before adoption. Ms. Jones reported on DJCA-R - Dr. Cooper had asked to try different policies for athletics and MS/HS; she would like the board to repeal that; it's better to have it done at the central office; Mr. Kasper is in concurrence with this recommendation. He's seen districts get in trouble with purchasing and the misuse of activity accounts. Ms. Shull asked if there is a time frame for requisition to PO according to policy; Ms. Jones said they are supposed to submit a request two weeks before the materials are needed; she understands that's not always possible; POs are done within three days from requisition. Mr. Kasper said often folks are not careful enough to separate public money and personal items. Ms. Truelsen said a few years ago there was frustration experienced in the linkages and the policy change was a way to address that. Ms. Jones reported every Wednesday there is a conference call concerning the clinic and its progress. They are moving on schedule, maybe a bit ahead. They ordered the windows, and when they were delivered they were the wrong windows; poured the last of the concrete, do need to patch road in front of district; roofers are finishing up flashing; plumbing inspection passed; setting up last electrical box; quote from Nice Electric for telephone and data wiring that the district will be responsible for. There will be an open house scheduled in the future.
2. Facilities/Maintenance
 - Tree Removal - Mr. Kasper reported that elm trees are destroying district property, sidewalks, fences, in some places the foundation; he's asked Alfonso to get bids to have a removal service come in and take care of it. The fenceline between the math and science buildings and storage sheds are overgrown with elm trees and they're destroying that fence and need to be dealt with. The bid received was in the \$1200

range; Alfonso is moving ahead to take care of the issue, and the cost is within his budget.

3. Food Service - Mr. Kasper reported it's been a number of years that the district has done an evacuation drill during the middle of lunch; it's a safety issue. They will do a walkthrough practice and will schedule a drill in October for the elementary and in November for the secondary. Lunch is one of the most vulnerable time periods.
4. Technology – Updating the web page - Mr. Baxter provided a written report. Website - they're making minor changes and in the future there will be broader changes; website is the communication piece for parents, students and the community.
5. Transportation – Transportation Building bid - Bids have come back for a third time; they received four; the recommendation is not the low bid, it's the second from the lowest, which came in at \$294,032.30 from Four Seasons Construction. The breakdown of costs are included in the bid. Mr. Funk noted the stipulated sum, estimated labor and material costs, will not affect the cost overruns to the customer.

Mr. McClellan asked why this bid over the lowest bidder? Mr. Funk liked the layout of the bid, it was very professional, and he likes no cost overruns. The board thanked them for their diligence and patience. Mr. Kasper said the process paid off, as the project is now within budget guidelines.

(Break taken.)

6. Superintendent - Mr. Kasper provided an update on the incident concerning law enforcement; he stated the letter that he wrote to parents was from his perspective of the school, based on information received from teachers and administration, along with his thoughts. Law enforcement is put at a disadvantage, because they can't always explain things from their perspective, they don't want to enable bad folks to exploit vulnerabilities of the school system. Positive things - Sheriff Nowlin and Mr. Kasper communicate regularly; procedures have changed a bit so that when law enforcement steps on campus, Deputy Green becomes the senior officer in charge, regardless of rank; Deputy Green is in the position to know staff, students, school protocols better than any agency, so she takes the lead on safety checks. Safety team meeting protocol - More information will be forthcoming at the October board meeting.

Discussion will take place regarding school safety, what they see in their meetings, how they'll need the public's assistance in overcoming shortfalls, frank conversations around about school safety; the sheriff's office will be represented; they're thinking about having an outside team come in and do a safety audit of the schools. Educators have a much different perspective of things than law enforcement. Mr. Kasper feels the campus is vulnerable.

Audience member - What is the protocol for notifying parents? Why was there a week delay before parents were notified? Why didn't the district ban the officer from campus? Why did that have to be taken care of by the sheriff?

Audience - Would like this discussion to take place and what has changed.

Mr. Kasper made decisions with the information he had at the time and those decisions belong to him only; there was a bit of time delay in trying to figure out, was it an elementary only issue? a secondary only issue? a districtwide issue? He became aware it was a districtwide issue a bit after the fact. He released his letter a week after the incident; he needed to determine who was involved, how they were involved, how many; he met with the sheriff's department before the release of his letter; there was a desire on Mr. Kasper's part to keep things as low key as possible.

Audience - Doesn't feel Mr. Kasper was transparent. Is there a protocol or will one be put in place? Mr. Kasper doesn't know; there's guidance other than his own judgment. He takes responsibility for his actions, judges information on each isolated incident; i.e., if it's at the elementary, he would only have dealt with the elementary, not the HS, and vice versa.

Audience - Parents have a right to know; it's important to notify parents ASAP; some kids have had bad experiences with law enforcement.

Audience - Does the same officer patrol all campuses at school? Mr. Kasper reported that information is not accurate. He doesn't believe the officer was following the sheriff's protocol to be on campus in the first place.

SRO Green - Sheriff Nowlin will address concerns at the next board meeting if it's needed and desired.

Mr. Kasper didn't want to ban the officer from campus, because if that officer had to respond to an emergency on campus he didn't want him to hesitate; discipline was deferred to Sheriff Nowlin to administer, he handles his own employees; Mr. Kasper didn't feel it was necessary to ban the officer from the campus. He's not on campus for safety checks, as per the sheriff, and Mr. Kasper worked with and deferred to the sheriff in this situation.

Audience - supports Mr. Kasper's judgment in whatever happened; they're not privy to the circumstances and details, but trusts that the administration did what they needed to do.

Heated discussion ensued between audience members.

Ms. Shull requested a point of order, to table this discussion until the next board meeting.

A motion was made by Lenetta Shull and seconded by Casey McClellan to table this discussion until the next board meeting to enable all involved to get current and accurate information.

Votes: McClellan-aye; Phelps-aye; Shull-aye; Truelsen-aye

District data - Mr. Kasper reported on enrollment data, September 10th numbers - last spring they had 740 students; this fall as of September 10, they have 735. It looks about the same but there is some hidden data; almost an equal number of students that leave for a variety of reasons yet stay in county, meaning they transfer to Cortez or Mancos or private or home school, come into the district the same way. The opportunity is there for Dolores to recapture or retain students, and the enrollment number would increase dramatically.

Mr. Kasper discussed school rankings, brief overview - ELA - Dolores grade 3 ranks No. 1 in BOCES - congratulations are owed to everyone, significant progress has been made.

Grade 4 - No. 2; Grade 5 - No. 2; Grade 6 - No. 4; Grade 7 - No. 6; Grade 8 - No. 6; Grade 9 - switching tests, No. 2; Grade 10 - No. 5; Grade 11 - No. 4.

Two years ago math was at the lowest subject level - there are now positive results - Grade 3 - No. 1; Grade 4 - No. 1; Grade 5 - No. 3; Grade 6 - No. 5; Grade 7 - No. 3; Grade 8 - No. 4; Grade 9 - tests change, middle; Grade 10 - middle; Grade 11 - middle.

More data looked at within BOCES trends.

Audience - concerned that MS scores are dropping, is that a cause for concern?

Mr. Livick - they need to look at the cohorts, once kids are performing high it's on the school to keep them there; but you never know who will come in at lower scores. Scores do walk across; it's critical to maintain high quality teachers.

Mr. Kasper - keep in mind these slides are indicative of all kids at a grade level, not a certain class. The other piece is that other districts were also improving.

Dolores district rating - 2016 - 40.4; 2017 - 47; 2018 - 67.7 - 20-point gain, huge, pattern of getting better.

More discussion ensued on the data. What's most damaging about opt outs, decisions can't be made on what's needed when you don't have good data. 2018 data is exciting, they tested 95% of kids, and can therefore make some predictions and assumptions.

From a district standpoint, they look at the data overall for whole grade levels; principal looks at individual teachers and classrooms; moms and dads look at their own kid.

Mr. Kasper - Policy IG - curriculum development; this charges board with having a process to manage curriculum. This is a policy that isn't defined; Mr. Kasper provided draft procedures on how to go about managing curriculum, how they're going to implement the policy.

Sophia's Lodge has invited Dolores to have their Christmas party there this year; the date proposed is December 20th, and the entire district can celebrate together.

Mr. Kasper also feels they need a community engagement strategy; what is the community's expectation for Dolores schools; what is valued.

X. DISCUSSION ITEMS

- A. Recommendation for carryover balance - Mr. Kasper reported that when the administration puts forward the budget on an annual basis, what are the cash reserves that the organization needs to carry the district through if their receivables don't come in? He has some proposals. The district auditor is recommending three months of operating expenses be part of the carryover, which translates to \$2 million/year. The statutory requirement under TABOR is that the district also set aside 3% of total

expenditures for carryover. Mr. Kasper recommends three months operating expense, plus the 3% for each of the below.

Transportation Fund - \$50,000 added to whatever is left each year.

Maintenance Fund - \$335,000

Academic Fund - \$50,000

Total carryover balance recommended - \$ 2,685,000 - the district would be able to move forward at its present service level.

Mr. McClellan asked where the district currently is; Mr. Kasper reported about 3.2 million, they're in good shape financially. Mr. Majors will come next month and give the results of the financial audit; he will confirm that a \$550,000 contingency fund is healthier than projected.

- B. Set policy meeting - After discussion, the policy meeting was scheduled for November 15, 2018, from 5:00 to 7:00 p.m.

Ms. Shull asked about previous bus purchases; Ms. Jones reported it's every other year, they purchased one last year and this year they purchased a maintenance truck.

XI. EXECUTIVE SESSION – PERSONNEL

A motion was made by Deanna Truelsen and seconded by Casey McClellan to break into executive session for the purpose of discussion regarding personnel matters as authorized by C.R.S. 24-6-402(4)(f). Those present at the outset of the executive session shall be members of the Board of Education, the Superintendent and Mr. Soukup.

Votes: McClellan-aye; Phelps-aye; Shull-aye; Truelsen-aye

The Board broke into Executive Session at 9:55 p.m. and returned at 10:12 p.m. with no votes taken or decisions made.

XII. ACTION ITEM

A. Consent Agenda

1. Approval of bills and financial statements for period ending August 31, 2018
2. Approval of minutes for the August 1, 2018, Board Retreat and the August 9, 2018, regular board meeting
3. Approval of 2018-19 Elementary and Secondary and Preschool handbooks
4. Personnel: **Approval of:**
 - Cafeteria Cook:* Carrie Teal
 - District Web Calendar Editor:* Susan Burger
 - Sign Language Teacher:* Lisa Roche
 - MS/HS Asst. Cross Country Coach:* Jeromie Schumacher
 - MS Asst. Volleyball Coach:* Rebecca Lambert
 - Bus Driver:* Nancy Millard
 - Substitutes – Teachers, Paras, Cooks, Custodians, Bus Drivers*
 - P.E. Para -* Jessica Schliesser
5. Approval of 4th grade overnight trip to Crow Canyon
6. Approval of construction bid for Transportation building - Mr. McClellan added the bid approved is for Four Seasons Construction. Ms. Shull asked about bid policy; Ms. Jones read the applicable Policy DJE; the board can choose in their discretion a bid other than the lowest bid.
7. Policies

Code	Topic	Reading
DJCA	Purchasing Procedures	review
DJCA-R	Purchasing Procedures, regulation	review
IGA	Curriculum Development Procedures	review

A motion was made by Deanna Truelsen and seconded by Casey McClellan that the Board approve and adopt the recommended actions for the items on the consent agenda.

Votes: McClellan-aye; Phelps-aye; Shull-aye; Truelsen-aye

XIII. BOARD REPORTS AND REQUESTS


- A. BOCES - Mr. Kasper reported an upcoming discussion for BOCES, moving the BOCES facility from Dolores to Cortez at the end of this academic school year. BOCES and Dolores district are co-owners of the current complex.
- B. Legislative Network Reports - None.
- C. Town Report - Mrs. Truelsen reported at the October 24 meeting, there will be discussion on doing away with the moratorium on marijuana in the town of Dolores. Currently the town is researching profits in other towns with marijuana shops; Ms. Shull reported crime levels are also being looked at. The moratorium ends in December.

XIV. Board Requested Reports

- October meeting will include a district security assessment, BEST Grant information, and a Safety Committee report
- Amendment 73 / CASB Fall Regional Meeting - September 25th, 2018, 4:30-8:30 p.m. at MCHS - Mr. Kasper extended an invitation to the board.

XV. ADJOURNMENT was at 10:25 p.m. The next board meeting will be held on Thursday, October 11th, 2018, at 6:00 p.m.

 10/11/18
 Board President Date

 10-11-18
 Board Secretary Date