

**BOARD Meeting Activity  
November 13, 2019**

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Profound

**AWARDS AND RECOGNITIONS**

**Palmer's Cross Country Team Wins Les Schwab Award**

Palmer High School’s Cross Country Team has been named the Les Schwab Tires Athletic Team of the Month for September. The Athletic Team of the Month award is given to athletic teams who show commitment to their academics and their community. This recognition puts Palmer’s Cross Country team in the running for the Les Schwab Tires Athletic Team of the Year.

Members of the award-winning team are Tucker Larsen, Gus McIntyre, John Smith, Wesley Wright, Cisco Alvarez, Brandon Bayer, Scott Prieve, Brax Morgan, Joe Lange, Max Pearson, Lucas Almond, Caleb Rogers, Eli Peterson, Ian Rahill, Leah Goodloe, Delaney Marsden-Loetscher, Cameryn Smit, Julia Solano, Estrella Carr, Blakeley Bennett, Ellie Schueler, Faith Kelly, Emma Popkin, Rebecca Solomon, Autumn Barrett, Olivia Daley-Dalfollo, Piper Garrett, Adele Havlick, Shannon Howarth, Zoe Huesgen-Hobbs, Jilli Lange, Sophie McIntyre, Molly Spruce, and Brier Witherow.

**SPECIAL REPORTS**

Board Member Reports

Board members reported on their various activities.

Superintendent's Report

Dr. Michael J. Thomas’ Mission Matters report highlighted West Middle School.

Superintendent's Report: FY18-19 CAFR Presentation

Executive Director of Fiscal Services, Ms. Laura Hronik, Mr. Chris Telli and Mr. Steve Sauer of BKD, LLP, presented the following information:

State statutes require an annual audit by a certified public accounting firm of the District's Comprehensive Annual Financial Report (CAFR). This audit is required to be received by the Board of Education by November 30 of each year. The CAFR was delivered to the Board of Education on October 31. This was a follow-up presentation of the CAFR. The District's auditor, BDK LLP, has given the District an unmodified opinion (the highest assurance) on the District's FY19 CAFR. The District's CAFR is available to the public at the following link:

<https://www.d11.org/Page/325>.

The District's financial statements were prepared in conformity with generally accepted

accounting principles (GAAP) for school districts. The CAFR contains district-wide financial statements, fund financial statements, and notes to the financial statements, as well as auditor's opinions, management discussion and analysis, and supplemental information about the District.

#### Superintendent's Report to the Board – Policies

The following policies were reviewed by the Board's Policy Committee, and there were no significant revisions recommended at this time:

- **Policy GBDB, Board-Staff Meet and Confer Process**, recognizes the Education Support Professionals (ESP) Council in District 11.
- **Policy GCAA, Certified Staff Positions**, discusses the establishment of certified staff positions in the District.
- **Policy GCAB, Administrative Staff Positions**, discusses the establishment of administrative and supervisory positions in the District.
- **Policy GCQC, Resignation of Licensed Staff Members**, establishes the procedures for licensed staff members terminating their employment with District 11.
- **Policy LDA, Student Teaching and Internship Field Experiences**, discusses the student teacher program in the District.

### CONSENT ITEMS

#### Approval of Board Meeting Minutes

Certified copies of the Board of Education's official minutes may be obtained from the Records Management Center. The cost of copying will be borne by the requester, per Board Policy BEDG.

The Board of Education approved the minutes of the October 23, 2019, regular board meeting. All minutes are available in BoardDocs through the Board of Education District website, after approval by the Board of Education.

#### Personnel Recommendations

The Board of Education approved the November 13, 2019, Personnel Recommendations, as submitted by the administration.

#### Instructional Materials and Secondary Course Approval

The Board of Education approved the instructional materials, new and/or amended secondary courses.

#### District Wide Closure Due to Inclement Weather

The Board of Education approved the closure of District 11 schools and sites of Monday, October 28, 2019, and Wednesday, October 30, 2019.

### ACTION ITEMS

#### Contract Awards

There were no Contract Awards.

#### Budget Transfers, Appropriations and FTE Approvals

There were no Budget Transfers, Appropriations and FTE Approvals.

## NON-ACTION ITEMS

Resolution 2020-12 TABOR Reserves and Designations Applied to Fiscal Year Spending  
Deputy Superintendent and Chief Financial Officer Mr. Glenn Gustafson provided the following information:

As one of the four school districts in Colorado that have not "de-TABOR-ed," District 11 must annually comply with the revenue and spending limitations of Article X, section 20 of the Colorado Constitution. This resolution allows the Board of Education to adjust the annual reserves and designations in order to properly calculate the revenue and spending for TABOR (Taxpayers Bill of Rights) purposes.

This calculation of revenue and spending for TABOR purposes is a complex process, like a third basis of accounting, that is prepared for the District's annual financial report and annual independent audit. Generally speaking, the District's revenues and spending are only allowed to grow by a factor of inflation plus (or minus) pupil growth. Exceeding the limits is a violation of the state constitution and is subject to penalties and refunds to taxpayers, as described in the constitution language. Each year we go through a complex and timely calculation to demonstrate compliance. This compliance is then audited by the District's independent auditors.

The Board approved to move this item to the Action agenda for the Nov. 20 meeting.

### Policy GCRC, Staff Professional Consulting Activities

Director of Records, Katherine Ritchie Rapp presented the following policy:

**Policy GCRC, Staff Professional Consulting Activities**, establishes the procedures to be followed when staff are employed by an external agency or company to provide professional services during a workday.

GCRC was recommended for revisions that include: new language in bullet number one clarifying that payments performed on an employee's own time, when a consulting contract exists, go directly to the employee (since the work was on their own time); deletion of language regarding a department head or supervisor approving or denying the request (since that is covered in paragraph one); deletion of language in bullet number three that stated appropriate leave does not include a professional leave day (leave days are bundled together for teaching staff and can be used however the teacher chooses); an added paragraph explaining that employees cannot conduct business or solicit business to parents, students, or outside organizations during paid working time or on district property, and this prohibition extends to the unauthorized use of any district tools or technology and the unauthorized use or application of any confidential information.

The Policy Committee will bring this item back at a later meeting after further review of the language.

### Policy GDJ, Education Support Professional Assignments and Transfers

Mrs. Ritchie Rapp continued with the following policy:

**Policy GDJ, Education Support Professional Assignments and Transfers**, discusses the types of transfers for Education Support Professionals (ESP) in the District.

GDJ was recommended for revisions that include: deletion of the paragraph discouraging transfers if only in a position less than a year (that is no longer District practice); clean up language in the voluntary transfer section addressing the District's online application system; added language in the involuntary transfer section requiring a ten-day notification to the employee; and the deletion of the paragraph addressing a meeting with the Superintendent (employees can go up the chain of command per other Board policies).

The Board's Policy Committee recommended that the Board adopt the revised Policy GDJ, Education Support Professional Assignments and Transfers.

The Board agreed to move this item to the action agenda for the Nov. 20 meeting.

Policy KE, Public Concerns and Complaints and KEB, Public Concerns/Complaints about Personnel

Mrs. Ritchie Rapp concluded with the following policy:

**Policy KE, Public Concerns and Complaints**, discusses procedures for public concerns and complaints.

**Policy KEB, Public Concerns/Complaints about Personnel** (and its regulation KEB-R), discusses procedures for public concerns and complaints about personnel of the District.

Policy KEB was recommended for repeal. Policy KE was recommended for revisions to include taking in some of the language from KEB. KE's new title is "Community Concerns" and will be guidance for concerns and complaints about any issues, including personnel, with the exclusion of public concerns and complaints about instruction materials (which is covered in another policy).

The Board's Policy Committee recommended that the Board adopt the revised version of KE, Community Concerns, and repeal Policy KEB, Public Concerns/Complaints about Personnel.

This item will be brought back at a later meeting after further review of the language as a Non-Action item.

Charter School Contract Modification: Notice to Re-Purpose the District School Building Occupied by GLOBE Charter School

David Engstrom, Deputy Superintendent Achievement, Learning and Leadership and Kris Odom, Executive Director Procurement and Contracting provided the following background and information:

The Global and Local Objectives-Based Education (GLOBE) Charter School opened in the fall of 1995 as a K-12 charter school. The school's focus is on global cultural awareness, foreign language instruction, service-learning projects, real world problem solving, small class size, and a high level of community involvement. The current grade configuration is K-6. In 2009, GLOBE was approved to occupy two-thirds of the Longfellow site as part of the re-utilization decisions made by the District Board of Education (The District occupied the remaining one-third). The building is approximately 41,483 SF and the site totals 5.7 acres. GLOBE offers a small classroom ratio of 17:1 (students to teacher) ratio. GLOBE's first year in this school building, their student enrollment on October 1, 2010, was 170 students. GLOBE's current

enrollment on October 1, 2019, is 174.

The 2019 District Capacity Report reflected several recommendations, one of which was to relocate a program and/or school from the Roy J. Wasson Academic Campus (RJWAC), based on its over-utilization rating of 161 percent.

The District seeks to utilize, in its entirety, the Longfellow school site occupied by GLOBE, to house the designated overflow or relocation of programs from the RJWAC campus beginning the school year 2020-21.

GLOBE's current contract with the District allows for the District to have full access to the entire facility, so long as the District gives the school six months written notice no later than January 1. Otherwise, the District would be required to find the school comparable space and pay for all relocation costs. Under no circumstances will GLOBE be required to vacate the premises during the school year. The District does not have any other available school building into which GLOBE may relocate.

The Board agreed to move this item to the Action agenda for the Nov. 20 meeting.

#### **FUTURE MEETING/WORK SESSIONS**

The Board of Education will meet on the following dates:

Wednesday, November 20, Special Meeting, 5:30 p.m., Boardroom

Wednesday, December 4, Work Session, 4:00 p.m., Boardroom

Meetings are held at the Administration Building, 1115 N. El Paso St., in the boardroom, unless otherwise noted.

#### **ADJOURNMENT**

The meeting was adjourned at 9:26 p.m.