

Minutes – February 11, 2014

SPECIAL MEETING of the Adams County School District 14 Board of Education was called to order Tuesday, February 11, 2014 pursuant to notice by Mr. Vashaw, President, at 4:38 p.m.

Roll Call

Present: Mrs. Morton, Mrs. Quintana, Mr. Quintana, Mr. Rolla, Mr. Vashaw

Also Present: Walter Kramarz, Patrick Sánchez

Executive Session

MOTION was made by Mr. Quintana, seconded by Mrs. Morton to move into executive session pursuant to ***C.R.S. §24-6-402(4)(b)**–Legal Advice; for the Board to discuss and receive legal advice on specific pending legal matters, ***C.R.S. § 24-6-402(4)(e)**–Contract Negotiations; OCR, and ***C.R.S. § 24-6-402(4)(f)**–Personnel; Updates.

Mrs. Morton, aye; Mrs. Quintana, aye; Mr. Quintana, aye; Mr. Rolla, aye; Mr. Vashaw, aye

MOTION CARRIED

STUDY SESSION of the Adams County School District 14 Board of Education was called to order Tuesday, February 11, 2014 pursuant to notice by Mr. Vashaw, President, at 5:05 p.m.

Present: Mrs. Morton, Mrs. Quintana, Mr. Quintana, Mr. Rolla, Mr. Vashaw

Also Present: Patrick Sánchez

Budget— Chief Financial Officer Lynne Winchell presented a graph of historical revenues, expenditures and fund balance of the General Fund. The ending fund balance of the General Fund Ending on June 30, 2012 was \$18,145,165. The projected ending fund balance of the General Fund ending on June 30, 2014 is \$5,333,567. The purpose of drawing down fund balance was to put resources into instruction to get the District out of turnaround. A 2-year comparison revenues, expenditures and fund balance of FY 2012-2013 Actual and FY 2013-2014 Budget shows resources decrease in Beginning Fund Balance of approximately \$4.3M and a decrease in Revenues of approximately \$4.1M. In FY 2012-2013, the District received almost \$5.4M additional revenue in Impact Aid due to catch-up payments being paid. Impact Aid dollars are controlled by the United States Congress and are identified as part of the discretionary reductions in the federal budget in future years and could be reduced or unfunded at any time. It is not expected to receive more than \$2.3M in Impact Aid in FY 2013-2014. There was a reduction of \$1.7M in State Equalization to the revised FY 2013-2014 budget due to an error in estimate per pupil funding used in the adopted budget. Staff uses CDE's estimated pupil count, rather than the District's estimated pupil count. Decrease in Expenditures of approximately \$3.8M. These decreases net to a reduction in total available resources of approximately \$4.6M. Expenditures showed an increase in salary & benefits of approximately \$4.0M. Increase is comprised of additional certified, administrative and support & tech staff, increase in PERA, salary increases (delayed ½ step and 1% COLA) and increase in health care benefit costs. Decrease in operating expenditures of approximately \$123,000. Ending Fund Balance there was a Net impact of change in resources and expenditures is a projected decrease in ending fund balance of approximately \$8.6M over the two-year comparison. Preliminary FY 2014-2015 Budget Projection preliminary increase in Revenue assumptions based on District's conservative estimated pupil count the estimated State Equalization revenue increase over FY 2012-2013 is approximately \$1.2M. This does not take into consideration current, or anticipated, legislative changes. Superintendents, CASB and other constituents are lobbying the Governor to apply the excess General Education Funding of \$275M to draw down the negative factor. Early calculations show Adams 14 could benefit in approximately \$1.9M in additional revenues if the funding was appropriated. In addition to drawing down the negative factor, some Districts, including Adams 14,

would like a portion of the funding to go towards other funding factors such as ELL. Many of the funding components of SB-13-213 are being separated into individual bills to implement funding changes, such as average daily membership (ADM), ELL funding, Special Education funding, etc. Per CDE's FY 2013-2014 budget proposal, property taxes are projected to increase approximately \$467,000. Per CDE's FY 2013-2014 budget proposal, specific ownership taxes are projected to increase approximately \$35,000. Preliminary increases in expenditure assumptions; the employer's PERA contribution increase 0.9%, annually. Based on the budgeted FY 2013-2014 staff salaries the estimated increase would be approximately \$388,000. An estimated increase of \$100,000 in utilities is also predicted. Net impact of preliminary increase in revenues and expenditures is an estimated increase in available resources of approximately \$1.2M. Factoring the additional estimated resources, if revenues and expenditures are on target for FY 2013-2014, and the ending fund balance is \$5,333,567; FY 2014-15 revenues increase by the projected increases itemized above, for total projected revenue of \$61,315,996; Transfers remain the same in FY 2014-2015 as they were in FY 2013-2014, \$3,185,000; FY 2014-15 expenditures increase by the projected increases itemized above, for total projected expenditures of \$65,497,452; Projected Ending Fund Balance would be (\$2,032,889), significantly below our required BOE & TABOR reserves, which would be \$5,239,796, based on projected expenditures.; Based on a recommended \$6M reserve and scenario above, the District potentially needs to cut \$8M from the budget to obtain a balanced FY 2014-15 budget.; It is important to note, the projection above is preliminary and could change based on various factors which include, but are not limited to, an increase carryover of fund balance from FY 2013-14 or additional revenues based on proposed legislation.

School Parent Organizations/School Fundraising—Chief Financial Officer Lynne Winchell shared sample policies KBE and KBE-R regarding parent organizations and fundraising. She also shared establishing some guidelines around deposits and some organization requirements. Nutrition Services Manager Jim Rowan shared that selling food products after school falls under the Competitive Food Regulations for the National School Breakfast and Lunch Programs. Competitive Food is defined as “all food and beverages other than meals reimbursed under the National School Breakfast and Lunch Programs on school campus at any time during the school day”. The school is defined as “the midnight before through 30 minutes after the end of the official school day”. The school campus is defined as “all areas of the property under the jurisdiction of the school that are accessible to students during the school day”. In addition food and beverage fund raisers must meet Smart Snacks in Schools nutrition standards. However, after additional research we have discovered the opportunity to apply for a special exemption that would allow parent and student activity groups the ability to host food and beverage fund raisers without the time constraint in place. The consequences of selling food or beverages without the exemption may result in fines and/or loss of revenues for the school lunch and breakfast program.

Crime Prevention Through Environmental Design—Chief Operations Officer Sandy Mutchler explained to the Board of Education that CPTED is the proper design and effective use of the built environment can lead to the reduction in the incidence and fear of crime and thereby improve the quality of life. In other words, if a site is laid out well, the likelihood of it being targeted for a crime may be reduced. The National Incident, based reporting system shows 61 Class A Offenses and 43 Class B Offenses were reported in surrounding Commerce City Police District from August 1, 2012 to July 31, 2013. CPTED Strategies include; Natural Surveillance, Territorial Reinforcement, Natural Access Control, and Maintenance. The recommendations made were; speaking with staff, radio communication should be increased for outdoor activities such as Gym in case of medical emergencies and/or unauthorized behaviors, open gaps in the parameter fence should either be closed off or expanded for a locking gate mechanism in an effort to decreased abnormal user foot traffic, exterior doors with doorknob latch access should incorporate strike plates to decrease potential for unauthorized entry, exterior windows should either be consistent with security glass, or have security laminate attached to the regular glass windows. Plexi-Glass should be removed immediately and replaced with a more sturdy option; exterior window laminate should be maintained in an effort of maintaining the “eyes on” approach to exterior activities, exterior lighting should be maintained regularly by cleaning the interior and exterior fixtures, increased lighting options should be explored for the far western section of the staff parking lot. Lighting decreases criminal acts due to possibility of

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identification, exterior graffiti should be covered immediately to show investment and property care, exterior cracked window and broken blue plexi-glass window cover should be replaced to show ownership in property, exterior signage should be maintained to show increased value to property. All exterior trees and bushes should be trimmed down to 2 ft (bushes) and up to 6 ft (trees). All entry/exit doors should maintain best practices in security locking practices. During this survey, two exterior doors were found unsecure, interior classroom door windows should be unobstructed to increase visibility in and out of the classroom; the stain-glass artwork should be relocated out of the main office to increase visibility on visitors entering the front section of the property. This will lead to increased adherence to check-in procedures, speaking with staff, a removable wall or barricade should be allotted for the western corridor directly after entrance into the main section of the building, this area has seen increased amounts of unauthorized and unwanted behaviors.

The Study adjourned at 6:18 p.m.

REGULAR MEETING SESSION of the Adams County School District 14 Board of Education was called to order Tuesday, February 11, 2014 pursuant to notice by Mr. Vashaw, President, at 6:40 p.m.

The Board of Education held a moment of silence.

Roll Call

Present: Mrs. Morton, Mrs. Quintana, Mr. Quintana, Mr. Rolla, Mr. Vashaw

Also Present: Mr. Sánchez, Mr. Kramarz

MOTION was made by Mr. Rolla, seconded by Mrs. Morton to approve the minutes of January 28, 2014.

Mrs. Morton, aye; Mrs. Quintana, aye; Mr. Quintana, aye; Mr. Rolla, aye; Mr. Vashaw, aye

MOTION CARRIED

MOTION was made by Mr. Rolla, seconded by Mrs. Morton to amend the agenda to include amendments to personnel actions and add item 3.0 Discussion item 3.1 Negative Factor.

Mrs. Morton, aye; Mrs. Quintana, aye; Mr. Quintana, aye; Mr. Rolla, aye; Mr. Vashaw, aye

MOTION CARRIED

MOTION was made by Mr. Rolla, seconded by Mrs. Morton to approve the agenda as amended.

Mrs. Morton, aye; Mrs. Quintana, aye; Mr. Quintana, aye; Mr. Rolla, aye; Mr. Vashaw, aye

MOTION CARRIED

Audience Comments

Norma Portnoy, 1603 Waneka Lake Trail, Lafayette, CO 80026

Issue: Kids First Health Care & Sponsorship of Fundraiser—Ms. Portnoy share with the Board of Education that Community Health Services has recently changed their name and has rebranded as

Kids First Health Care. She also shared that they have an upcoming fundraising dinner, the Roast of Commerce City Mayor Ford, that will take place on April 24, 2014 at 5:30 p.m.

Responses to Prior Audience Comments

Manager of Nutrition Services Jim Rowan—At the last board meeting, a community member requested information as to the possibilities of selling food after school for fund raising. Selling food products after school falls under the Competitive Food Regulations for the National School Breakfast and Lunch Programs. Competitive Food is defined as “all food and beverages other than meals reimbursed under the National School Breakfast and Lunch Programs on school campus at any time during the school day”. The school is defined as “the midnight before through 30 minutes after the end of the official school day”. The school campus is defined as “all areas of the property under the jurisdiction of the school that are accessible to students during the school day”. In addition food and beverage fund raisers must meet Smart Snacks in Schools nutrition standards. However, after additional research we have discovered the opportunity to apply for a special exemption that would allow parent and student activity groups the ability to host food and beverage fund raisers without the time constraint in place. The consequences of selling food or beverages without the exemption may result in fines and/or loss of revenues for the school lunch and breakfast program. If the parent group is interested in pursuing the special exemption they can contact the Nutrition Services Department at 303-853-7929 to initiate the process.

Superintendent’s Report

Kearney Middle School and Adams City Middle School Presentation—KMS Principal Kathy Heronema and ACMS Principal Jennifer Skrobela presented to the Board of Education. Both principals shared growth scores in reading, writing, and math for 2012 and also 2013. KMS and ACMS are now both at the Colorado Department of Education’s Accreditation Rating at performance level. The schools shared information on the WEB (Where Everybody Belongs) program, Focus on College and Career Readiness, AVID (Advancement Via Individual Determination), STEM, community events, positive behavior support, Driven by Data and Interim Assessment overview.

STARS Early Learning Center and Sanville Preschool Presentation—STARS Early Learning Center and Sanville Preschool Principal Kristen Morel presented to the Board of Education. The programming at Sanville Preschool include three half day classrooms serving a total of 92 students and STARS Early Learning Center includes two full day classrooms serving 32 students for families who need preschool and wrap around services, three half day classrooms serving 96 students, provides before and after school programming and Learning Lab designed to serve our youngest students with significant social and communication needs was just added to the STARS programming. The Adams 14 Early Childhood mission is to inspire our students to embrace lifelong learning by providing them with the foundation for academic and personal success thru effective instruction and relevant experiences. School improvement priorities include oral Language Development, social/emotional development and play skill development, and school readiness. Principal Morel also shared information on data and assessment, family engagement activities, and instructional components.

Consent Items

MOTION was made by Mr. Rolla, seconded by Mrs. Morton to approve the consent items as amended.

1.0 Personnel

1.1 Superintendent’s Recommendation
Personnel Actions

1.2 Superintendent’s Recommendation 12
Increase in Table of Authorized Personnel (TAP) for 1.0 Food Services Staff

2.0 Grant

- 2.1 Superintendent's Recommendation
Approval to Submit Application for Colorado Department of Education Adult Education and Family Literacy Act Grant
- 2.2 Superintendent's Recommendation
Approval to Submit Application for Colorado Department of Education Data Use for Improved Results Grant

3.0 Other

- 3.1 Superintendent's Recommendation
Approval to Purchase Materials from *It's About Time*
- 3.2 Superintendent's Recommendation
Calendar Change for School Closure Due to Power Outage

Mrs. Morton, aye; Mrs. Quintana, aye; Mr. Quintana, aye; Mr. Rolla, aye; Mr. Vashaw, aye

MOTION CARRIED

Business Items

1.0 Policy

MOTION was made by Mr. Rolla, seconded by Mrs. Morton to approve policy item 1.1.

- 1.1 Superintendent's Recommendation
Policy GCMD – Revised 2nd Reading/Adoption
Supplemental Pay

Mrs. Morton, aye; Mrs. Quintana, aye; Mr. Quintana, aye; Mr. Rolla, aye; Mr. Vashaw, aye

MOTION CARRIED

2.0 Other

MOTION was made by Mr. Rolla, seconded by Mrs. Morton to approve other item 2.1.

- 2.1 Superintendent's Recommendation
Resolution Agreement with United States Department of Education Office of Civil Rights

Mrs. Morton, aye; Mrs. Quintana, aye; Mr. Quintana, aye; Mr. Rolla, aye; Mr. Vashaw, aye

MOTION CARRIED

2.0 Discussion

- 2.1 Negative Factor

Superintendent Sánchez shared information with the Board of Education on the negative factor.

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Mrs. Morton, aye; Mrs. Quintana, aye; Mr. Quintana, aye; Mr. Rolla, aye; Mr. Vashaw, aye

MOTION CARRIED

The Board adjourned the regular meeting at 8:09 p.m. The next regular meeting of the Board of Education will be Tuesday, February 25, 2014. The Board will convene in the Board of Education room located at 5291 East 60th Avenue.

Monica Avina
Assistant Secretary to the Board of Education

Approved and Entered into Proceedings
February 25, 2014

Mary Morton
Secretary, Board of Education

Robert Vashaw
President, Board of Education