

University Schools Board of Governors December 11, 2019 Minutes

Board Members Present: Rachel Boker (student rep), Erin Clark, Rodney Constance, Amy Elliott (faculty rep), Mark Jones, Bill McAdams, Ethan Miles, Jeff Weber, Tina Whitcomb
Board Members Absent: Christopher Hughes, Frank Jones, Mike Vaardahl
Staff Present: Dr. Gerner, Sue Toricelli, Ed Clark, Downy Petersen, Jeff Casey, Charlene Baumgartner
Guests Present: Trina Maull

1.0 CALL TO ORDER

Mark called the meeting to order at 6:02 pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Jeff (Rod) moved to approve the amended agenda that added two personnel items under 8.1.1. Motion passed.

3.0 APPROVAL OF MINUTES

Rod (Ethan) moved to approve the amended minutes of November 13, 2019. Motion passed.

4.0 COMMUNITY DIALOGUE

- None

5.0 SAFETY/SECURITY – ED CLARK

- Twenty seven of thirty two cameras have been replaced at the Middle School.
- Liz working the security window at the Middle School and she keeps an eye on the camera activity.
- We are moving forward with the Raptor system. We've been trying to get the background check for parents to be online and it will notify parents each year when it's time to renew and hopefully it will cut down on last minute parents trying to get their background checks rushed through (for field trips, etc.).
- We had a vaping presentation for parents that wasn't well attended, but we pushed out the information to a lot of people. We could possibly do another presentation if enough interest is shown.
- We are going to change how tobacco/vaping violations are handled. We used to suspend kids for two days for a violation. We are now going to go with a program called Second Chance. If the student agrees to this, they will spend one day using an online course regarding tobacco, and they will be back in school the next day. If the same student has another violation they will then be suspended. Our goal is to educate students about what they are putting in their bodies and hopefully they will learn to make good choices.
- Our security team has been walking through Advisory groups and giving them a security briefing. We discussed the difference between a lockout and a lockdown. We are also talking to them about mental health suicide issues. We encourage kids to tell someone if they have seen or heard of a threat directed at students or a student who might hurt themselves.
- I also talked to students about the parking permits we will start to issue after the break.

6.0 USPTO – AMANDA LINDENMAYER

- Unable to attend because of a sick child.

7.0 STAFF REPORTS

7.1 Director's Update

- Our conference attendance numbers are on pp 10-12.
- Our professional development committee met on Nov. 20 and we worked on finalizing the plans for our Jan. 6 inservice which is listed on p. 13.
- Bj Stone worked with Elementary staff on Nov.19. She worked with our literacy and math coaches as well as administrators today.
- Our calendar committee is finalizing its recommendation for the Board, which will be presented at the January Board meeting.
- Our policy committee is recommending to the Board tonight revisions to the current lottery policy.
- Our State Champion softball team was recognized by the Weld County Commissioners on Monday, Dec. 9 and will be recognized by the Greeley City Council on Dec. 17.
- Senior, Edward Gorman, will be recognized by the Rotary tomorrow, Thursday, as Student of the Month.
- Our high school winter sports have started and we have band and choir concerts this week.
- Our School Wellness and Culture Committee has planned a get together for all staff from 3:00-4:00 on Dec. 16 here in the main building cafeteria.
- We have ordered new cafeteria tables for the main building cafeteria and they will arrive on Dec. 30. The current tables have been sold and will be picked up Dec. 23. They were sold to a trampoline park business in Cheyenne for \$1500.00.
- The buildings will be closed from Dec. 21- Jan. 5. Our inservice, as mentioned, is on Jan. 6 and students K-12 return on Jan. 7.
- Last, but not least, a huge thank you to Mrs. Sims and the catering class for providing our refreshments this evening.

7.2 Principal's Update – Nick Kintz Middle School Principal

- Bj Stone and our leadership team has been working hard on our school-wide goals. Reducing variability with our procedures has been a main topic. All student cell phones are collected each period and this is helping with distractions and behaviors.
- Students are not allowed to use the bathroom in the first 15 minutes or the last 15 minutes of a class.
- We are also have baskets in the classrooms for students to turn in papers to the teacher. We are just trying to remain consistent throughout the school, so students know what is expected.
- We are working on writing our effective learning objectives. We are taking it one step at a time and we are moving along with the help of Bj Stone. The teachers have been very supportive even though change is hard.
- On our Oct. 11 inservice we sat down and we went over and recreated our advising goals for middle school. This has not been done in the 17 years I have been here. Again, we want to reduce the variability in what students can expect and make sure everyone is on the same page.
- Some goals we came up with:
 - Build and foster community
 - Academic support
 - Personal growth and character building
 - Safe home (meaning our students always have a place to go)
 - School pride
- We are going to change how we do conferences next year. Our Fall conferences will be held four evenings where all teachers are available, but on two of the evenings you will be able to talk to your students' classroom teachers and the other two nights are for time to talk to their advisor. The Spring conferences will be our student-led conference like we have held in the past.

- We are about at the end of our 1st semester and we are working hard to help the students who are behind in classes.
- We had high participation in fall sports. Our cross country team won the league championship, so congratulations to them.
- Boys basketball will be competing in the end-of-season tournaments in the next week or so.
- We have many fun activities for students to get involved in (Battle of the Books, Book Club, NJHS, Web Leaders, School dances).
- We have started a weekly Staff Spotlight. Each week I pick a couple of teachers who will be featured the next week and they share the story about themselves. They have shared where they were born, their education, hobbies and little details we might have not known about them. These have been very well received.
- We will be starting a Math Homework Help on Wednesdays after school to help with our new math curriculum. Information will be sent out soon.

7.3 Business Manager's Update

7.3.1 Financial Reports (pgs. 14-17)

- YTD Surplus \$434,145 Split out as \$146,030 for Mil Levy and \$288,115 for other General Fund Revenue less expenditures.
- Revenues
 - The PPOR and Student Count was reconciled, which netted just under \$260,000.
 - We did not receive our Capital Construction in November from the District. This is sometimes held up to them by the State. I have inquired with the finance department on whether they received it.
 - We also didn't receive Frontier's lease payment for November until the first part of Dec. This was in anticipation of the changes to the Joint Use Agreement.
 - I still need to bill USPTO for the grant expenses to teachers.
- Expenditures
 - Salaries and Benefits are running well. Legal Services are high due to the Joint Use reworking of the agreement. As mentioned before, I will be doing a budget revision for the January Board Meeting.
- Capital Fund
 - We just had our interest posting on the Money Market and also paid Roche \$34,000 to pay off the small projects done over the summer.

8.0 ITEMS FOR ACTION

8.1 Consent Agenda: Board members will be asked if they wish to discuss any issues listed on the Consent Agenda. If so, these items will be moved from the Consent Agenda and placed under Items for Action. Items remaining on the Consent Agenda will be voted on together.

8.1.1 Personnel

- Jeff (Erin) moved to approve the resignation of Julie Falconer 1st grade teacher and recommendation for hire of Elizabeth Fisher MS Social Studies. Motion passed.

9.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Executive Director Succession Planning and Implementation

- Trina Maull – Colorado League of Charter Schools
- Trina presented the survey results answered by the Board of Governors and Staff for the Executive Director's position. The pre-screening questions will be formulated around the importance and/or priority of those results. The job description has been developed and will be distributed for comment to the Board of Governors with time for feedback before the posting of the job opening on 12/20/19. Trina recommended posting to five job sites – CASE, School Spring, CDE, Colorado League of Charter Schools and LinkedIn In for a cost of \$500.00. Depending on interest, some additional sites might need to be considered. Trina believes this is a candidate's

market right now. Therefore, incentives may need to be offered to lure in candidates including relocation costs or housing allowances. Posting will occur over a 30-day period, closing on January 20, 2020.

- Trina is recommending a three-tier pre-selection process. The first is to look at whether the candidates are qualified and have fully completed the pre-screening questions, the second is for the interview committee to meet with the candidates and the third is to make the final candidate selection. The process, timeline and who will be on the interview committee will be determined by the Board at its January 8, 2020 regular meeting.

9.2 Lottery Policy – First Reading

- Karoleigh Lauer - Lottery Coordinator presented how the Lottery would work since it now is available electronically.
- Jeff (Erin) moved to approve the new Lottery Policy on the First Reading.

10.0 BOARD REPORTS/COMMUNICATION

10.1 BOG Report – Chairman

- None

10.2 Communication from the Board

- Rachel stated that the Student Council is really focusing on growing a better community within the student body.

10.3 Foundation Report

- The next meeting is Jan. 9.

10.4 Joint Use Report

- We are getting closer to an agreement. We have a conference call tomorrow with the lawyer. There are just a few details to get worked out, but we feel like this will happen soon.

11.0 FUTURE BUSINESS

11.1 High School Course Fees Proposal

11.2 2020/2021 Calendar – First Reading

11.3 Budget Revision

12.0 NEXT REGULAR MEETING – JANUARY 8, 2020

13.0 ADJOURNMENT

Rod (Jeff) moved to adjourn at 7:00 pm. Motion passed.

REMINDERS:

DECEMBER 11

MS CHOIR CONCERT – 6:00PM

HS CHOIR CONCERT – 7:00PM

DECEMBER 12

MS/HS BAND CONCERT – 6:00PM

DECEMBER 23 – JANUARY 3

WINTER BREAK – SCHOOL CLOSED

JANUARY 6

STAFF INSERVICE/WORKDAY NO SCHOOL K-12