



Strasburg School District 31-J Agenda

SCHOOL DISTRICT BOARD OF EDUCATION
MARCH MEETING
March 7th, 2023 6:00pm – 8:00pm

Central Service Building
2102 Wagner Street, Strasburg CO 80136

Meeting is In-Person
Audience may observe via Zoom
Meeting ID 934 4855 3713

<https://ecboces.zoom.us/j/93448553713>

Board of Education

Michael Marrero, President

Dillon Kent, 1st Vice President

Daymon Johnson, 2nd Vice President

Diana Elliott, Secretary

Julie Winter, Treasurer

*Strasburg School Board strives to follow our
guiding principles:*

T – Transparency

R – Respect

U – Unity

T – Trust

H – Honesty

Board Procedures:

Board meeting time is dedicated to the mission and goals of the Strasburg 31J School District. Public opinion is valuable to the Board, and there is an opportunity during request from patrons to address the Board. Individuals who try to address the Board outside of public comment may not be recognized.

Members of the public who intend to offer public comment to the Board must sign up for comment before each Board meeting. The Board President has discretion to call on those who have signed up and set the order of speakers.

Presentations must be no more than three minutes.

- I. **Opening of the Meeting (5 minutes)**
 - a. Call to Order
 - b. Roll Call
 - c. Pledge of Allegiance
 - d. Adoption of the Minutes
 - e. Adoption of Agenda

- II. **Celebration (20 min)**
 - a. Tina Spence
 - b. Hannah McClintock
 - c. SES Playground Security Gates
 - d. SES Weekly Partnership With SPR

- III. **Public Participation/General (3 minutes per individual)**

- IV. **Board Reports/Discussion (15 minutes)**
 - a. Legislative updates
 - b. Other

- V. **Superintendent Report/Discussion (12 minutes)**
 - a. Strategic Plan Recap
 - b. Preliminary Revenue Review 2023/2024- Nancy Taylor

- VI. **Adoption of Consent Agenda Recommended Motion (5 minutes): Move to accept all items on the consent agenda.**

Recommended Motion: I move to accept all items on the consent agenda

 - a. **Recommended Motion:**
 - i. Contract Approval- Strategic Plan
 - ii. Approve Claim/Accounts Receivables
 - iii. Updated Sub List
 - b. **Recommended Motion:**

New Hires:

 - i. Rosalba Sanchez, 1.0 FTE, 8 hours per day, 255 days, effective February 24th 2023 through July 31st, 2023, hourly

Terminations/Resignations:

 - i. Isais Carreno

- II. **Meeting Times & Dates (5 minutes)**
 - a. Future agenda items

- III. **Calendar Review (5 minutes)**

- IV. **Adjourn (1 minute)**



Strasburg School District 31-J Agenda

**Minutes of the Board of Education Regular Meeting
February 21, 2023 6:00pm
2102 Wagner St
Strasburg, CO 80136**

CALL TO ORDER:

Meeting was called to order at 6:00pm by President Michael Marrero

ATTENDANCE: (Roll Call)

Board members present were: Diana Elliott, Daymon Johnson, Michael Marrero and Julie Winter.

Others participating were Dan Hoff (Superintendent of Schools), Brooke Kartus (Secretary to the BOE), other staff and members of the community.

ADOPTION OF THE AGENDA:

On a motion by Julie Winter and seconded by Diana Elliott, it is hereby resolved to approve the agenda as modified.

AYE: Elliott, Johnson, Marrero, Winter

NAY: NONE – MOTION CARRIED 4-0

ADOPTION OF THE MINUTES:

On a motion by Diana Elliott and seconded by Julie Winter, it is hereby resolved to approve the agenda as modified.

AYE: Elliott, Johnson, Marrero, Winter

NAY: NONE – MOTION CARRIED 4-0

CONSENT AGENDA:

On a motion by Diana Elliot and seconded by Daymon Johnson, it is hereby resolved to approve the agenda as modified.

AYE: Elliott, Johnson, Marrero, Winter

NAY: NONE – MOTION CARRIED 4-0

CELEBRATION:

- FBLA- District Results shared by FBLA Officer. SSD received the award for the greatest increase in participation of 195% from last year. State will be at the Gaylord 5th-7th
- Wrestling- State Tournament- 5 students competed. Zach took the State title for the 3rd year in a row. Great sportsmanship was present.
- Grand Opening- Thank you to all who volunteered and who supported by coming to the event. Was a great way to build trust among our community

PUBLIC PARTICIPATION/GENERAL:

- Ron Williams registered ahead of time but did not show up in person and was not on Zoom.

LEGISLATIVE UPDATES:

- Covered pertinent bills to note. Including by not limited to: Ability of out of state licensed teachers to be fast tracked here in CO, Accountability of Government websites, Employment of School Mental Health Professionals, Mandatory Resource Officer Training, Education Accountability Act, School Mental Health Assessment, Secondary Student Substance Use, Special Education Services for Students in Foster Care.

BOARD REPORTS/DISCUSSIONS:

- Other: DAC Report: Voted to have students added to DAC. Any elected this year will also serve next year. Move March DAC meeting to 3/20. Went over budget & completed budget survey. Kim Harris presented FBLA curriculum- voted to bring to the BOE.

SUPERINTENDENT REPORT/DISCUSSION:

- FBLA- Kim Harris curriculum change proposal presented.
- Grants- \$153K Security Grant by Avis & the Security Team with the help of Angie from SPRD. Colorado Health Grant & EASI Grant both awarded as well. Now have a grant writer on staff as needed to assist with Grant needs.
- Operations & Facilities update: Bus has been ordered with 3 wheelchair accesses. Contractors are in high school fine tuning final punch list & warranty items. We do not have final but we are close
- Human Resources: Anticipated position has been posted for HR Manager. March 1st we will be sending an intent to return survey to staff to gauge needs for next school year.

ADJOURNMENT

On a motion by Diana Elliott and seconded by Julie Winter it is hereby resolved to adjourn.

AYE: Elliott, Johnson, Marrero, Winter

NAY: NONE – MOTION CARRIED 4-0

Michael Marrero, President

Date

Julie Winter, Treasurer

Date



Strasburg School District 31-J Agenda

**Minutes of the Board of Education Work Session
February 24, 2023 9:00am
2102 Wagner St
Strasburg, CO 80136**

CALL TO ORDER:

Meeting was called to order at 9:06AM by President Michael Marrero

ATTENDANCE: (Roll Call)

Board members present were: Diana Elliott, Daymon Johnson, Dillon Kent, Michael Marrero and Julie Winter.

Others participating were Dan Hoff (Superintendent of Schools), Brooke Kartus (Secretary to the BOE), Nancy Taylor (CFO), Tim Barber (Director of Maintenance & Operations), Doug Abernathy & other staff and members of the community.

Land Acknowledgement:

- Brooke to reach out to Gail one more time with Land Acknowledgement. Ask for presence and express intent of moving forward with current drafted acknowledgement in April

RTA- Contract & HS Commons:

- Contract- difference between substantial completion and final completion
- Warranty items vs substantial completion/punch list items. Most punch list items are now done, now working more on warranty items
- Drop dead date of 3/20/23
- Commons in High School: Revised plans/designs. Commons, spine hall, counseling → great room. Library → multi-media center. Ideally Summer 2024. Next step: have designs and plans by fall 2023 for work in 2024.

8th Grade Continuation:

- Moved to Monday May 22nd

Budget- Establishing Priorities:

- All department leads created wish list for their department/school
- Proposing updated list of previously budgeted items to be reassigned to new projects (see proposal)

Strategic Plan:

- Introductions
- Strategic Planning Experience
- Design Questions
- Review Proposal

- Profile of a Learner
- Define roles & responsibilities
- Questions & next steps

ADJOURNMENT

On a motion by Diana Elliott & seconded by Daymon Johnson, it is hereby resolved to adjourn.

AYE: Elliott, Johnson, Kent, Marrero, Winter

NAY: NONE – MOTION CARRIED 5-0

Michael Marrero, President

Date

Julie Winter, Treasurer

Date

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") is dated this _____ day of _____, _____.

CLIENT Strasburg School District 31J 2102 Wagner St. Strasburg, CO 80136 (the "Client")	CONSULTANT Susan Meek Consulting, LLC 9611 Westbury Way Highlands Ranch, CO 80129 -AND- Wrench Consulting, LLC 3315 S. Newport St. Denver, CO 80224 (individually and collectively the "Consultant")
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BACKGROUND

- A.** The Client is of the opinion that the Consultant has the necessary qualifications, experience, and abilities to provide consulting services to the Client.
- B.** The Consultant is agreeable to providing such consulting services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agrees as follows:

SERVICES PROVIDED

- 1.** The Client hereby agrees to engage the Consultant to provide the Client with the following consulting services (the "Services"):

Our Strategic Planning services provide a five-year framework for decision-making that builds upon the shared vision and values held by the community. The four specific phases empower leaders with critical information and strategies to bring decisions into focus.

This methodology provides structure to execute the activities and develop the deliverables for the project, to keep the project on track and moving ahead.

The Scope of Services section of the proposal includes further details about each phase of the strategic planning process, including deliverables and responsibilities of our consultants and District personnel.

Included in this agreement is the Profile of a Learner service, as described in the proposal.

2. The Services will also include any other consulting tasks which the Parties may agree on. The Consultant hereby agrees to provide such Services to the Client at the agreed upon additional fees.

TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term may be extended with the written consent of the Parties.
4. Either Party may terminate this Agreement prior to the end of its Term upon written notice to the other Party. In the event of termination, the terminating Party shall provide the other Party with written notice at least 30 days prior to the effective date of termination. If this Agreement is terminated prior to the end of its term, the prepaid fees shall not be refunded. Termination of this agreement shall not affect any rights or obligations that have accrued prior to the effective date of termination, including but not limited to any obligations relating to confidentiality, intellectual property, and limitation of liability.

PERFORMANCE

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

COMPENSATION

7. The Consultant will charge the Client a flat fee of \$24,500.00 for the Strategic Planning services and \$3,000 for the Profile of a Learner service (the "Compensation") for a total of \$27,500 which will be invoiced separately by each Consultant.
8. Per the proposal, 50% of the contract cost \$13,750.00 (the "Retainer") is payable by the Client upon execution of this Agreement. Each consultant will receive \$6,875.00 as the Retainer for services to be delivered.
9. For the remaining amount, the Client will be invoiced as follows:
 - (a) The remaining 50% of the \$3,000 Profile of a Learner service fee will be invoiced upon Phase 2 deliverables. Each consultant will receive \$750.00 as the payment for services to be delivered.
 - (b) 25% of the \$24,500 Strategic Planning services fee will be invoiced upon Phase 3 deliverables. Each consultant will receive \$3,062.50 as the payment for services to be delivered.
 - (c) The remaining 25% of the \$24,500 Strategic Planning services fee will be invoiced upon Phase 4 deliverables. Each consultant will receive \$3,062.50 as the payment for services to be delivered.
10. Invoices submitted by the Consultant to the Client are due within 30 days of receipt.
11. The Consultant will not be reimbursed for any expenses incurred in connection with providing the Services of this Agreement.

INTEREST ON LATE PAYMENTS

12. Interest payable on any overdue amounts under this Agreement is charged at a rate of 5.00% per annum or at the maximum rate enforceable under applicable legislation, whichever is lower.

CONFIDENTIALITY

13. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, student data, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

14. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purposes, any Confidential Information which the Consultant has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will end on the termination of this Agreement except in the case of any Confidential Information which is a trade secret in which case those obligations will last indefinitely.
15. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

OWNERSHIP OF INTELLECTUAL PROPERTY

16. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design, and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.
17. The Consultant may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Consultant will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

RETURN OF PROPERTY

18. Upon the expiration or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY / INDEPENDENT CONTRACTOR

19. In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state, or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension, or any other employee benefit for the Consultant during the Term. The Consultant is responsible for paying, and complying with reporting requirements for, all local, state, and federal taxes related to payments made to the Consultant under this Agreement.

RIGHT OF SUBSTITUTION

20. Except as otherwise provided in this Agreement, the Consultant may, at the Consultant's absolute discretion, engage a third party subcontractor to perform some or all of the obligations of the Consultant under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.

21. In the event that the Consultant hires a subcontractor:

(a) the Consultant will pay the subcontractor for its services and the Compensation will remain payable by the Client to the Consultant.

(b) for the purposes of this indemnification clause of this Agreement, the subcontractor is an agent of the Consultant.

AUTONOMY

22. Except as otherwise provided in this Agreement, the Consultant will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Consultant will work autonomously and not at the direction of the Client. However, the Consultant will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

23. Except as otherwise provided in this Agreement, the Consultant will provide at the Consultant's own expense, any and all equipment, software, materials, and any other supplies necessary to deliver the Services in accordance with the Agreement.

NO EXCLUSIVITY

24. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during, and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

NOTICE

25. All notices, requests, demands, or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

(a) Strasburg School District 31J
2102 Wagner St.
Strasburg, CO 80136

(b) Susan Meek Consulting, LLC
9611 Westbury Way
Highlands Ranch, CO 80129
susandmeek@gmail.com

(c) Wrench Consulting, LLC
3315 S. Newport St.
Denver, CO 80224
cheri.wrench@gmail.com

Or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

INDEMNIFICATION

26. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

MODIFICATION OF AGREEMENT

27. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

TIME OF THE ESSENCE

28. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

29. The Consultant will not voluntarily, or by operation of law, assign, or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

30. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

ENUREMENT

31. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, and permitted successors and assigns.

TITLES/HEADINGS

32. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GOVERNING LAW

33. This Agreement will be governed by and construed in accordance with the laws of the State of Colorado.

SEVERABILITY

34. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

35. The waiver by either Party of a breach, default, delay, or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures on this _____ day of _____, _____.

Strasburg School District 31J

Title: _____

Officer's Name: _____

Susan Meek Consulting, LLC

Title: _____

Officer's Name: _____

Wrench Consulting, LLC

Title: _____

Officer's Name: _____