

**GARFIELD16**  
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Certified: January 19, 2021  
TRUE AND CORRECTED COPY AS ADOPTED  
BY THE BOARD OF DIRECTORS ON  
January 19, 2021

Marilyn A. Mondragon, Secretary to the Board

Board of Directors  
Regular Meeting, December 8, 2020  
Minutes

**WORK SESSION**

A work session of the Board of Directors for Garfield County School District No. 16 was held from 4:30 to 5:17 p.m. for the purpose of discussing the Colorado Association of School Boards (CASB) policy overhaul. The initial policies, regulations, and exhibits being reviewed and revised are those that are required by law. Representatives from CASB, addressed the Board via conference call, and they provided an overview of the overhaul process. Garfield 16 currently has all of the Board polies, regulations, and exhibits required by law, and are in compliance. The Board will review the recommended minor revisions provided by CASB and revise accordingly.

**CALL TO ORDER AND ROLL CALL**

District Administration Office/Board meeting room; President Dr. Kevin W. Coleman called the regular meeting of the Board of Directors for Garfield County School District No. 16 to order at 6:00 p.m.

Dr. Kevin W. Coleman	Present
Lauralee C. Patton	Present
Lynn J. Shore	Present
Vincent T. Tomasulo	Present
Brittany Van Teylingen	Present

**Staff Present:**

Brad S. Ray, Superintendent  
Todd G. Ellis, Assistant Superintendent  
Rose H. Belden, Director of Business Services  
Marilyn A. Mondragon, Executive Assistant to the Superintendent/BOE

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was recited.

**APPROVAL OF AGENDA**

**M/S Van Teylingen/Patton:**

Motion was made to approve the agenda as presented.

**Roll Call Vote:**

Coleman-aye, Patton-aye, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

**Motion Carried.**

**CONSENT AGENDA/BLANKET MOTION FOR ITEMS**

**M/S Shore/Van Teylingen:**

Motion was made to approve the following Consent Agenda/Blanket Motion for Items as presented:

V. Board of Education Meeting Minutes – November 17, 2020

VIII.B.7. Personnel Matters – Certified/Classified Contracted Employees

**NEW EMPLOYEES - CLASSIFIED CONTRACTED**

<u>NAME</u>	<u>LOCATION</u>	<u>POSITION</u>
Seams, Nancy G. *	District Administration Office	Director of Business Services

**\*BACKGROUND CHECK AND/OR LICENSE PENDING**

VIII.B.8. Financial Matters – November 2020

**Roll Call Vote:**

Coleman-aye, Patton-aye, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

**Motion Carried.**

**AUDIENCE MEMBERS WHO MAY WISH TO ADDRESS THE BOARD**

There being no comments/questions/concerns submitted through the Garfield 16 website link and/or audience members physically present to address the Board, this matter was passed.

**UNFINISHED BUSINESS**

There being no “Unfinished Business” to report, this matter was passed.

**NEW BUSINESS**

**District Fundraising Proposals**

There being no questions pertaining to the district fundraising proposals, this matter was passed (*Appendix A*).

## Preliminary District Audit Report for Fiscal Year 2020

Paul Backes, CPA, CGMA, presented and reviewed the district's preliminary draft audit report conducted by McMahan and Associates, L.L.C., Certified Public Accountants and Consultants, of the financial statements for Garfield County School District No. 16 as of and for the year ending June 30, 2020, via electronic media, for consideration and action (*Appendix B*).

The audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The preliminary draft audit report contained the following information:

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Mr. Backes provided the Board with a detailed explanation of the entire process utilized to audit the district’s financial records and indicated that the goal is to produce financial statements and a report that is materially correct for distribution to the district’s stakeholders; highlighted specific financial statements reflecting various aspects of the district’s financial health; and provided the Board with an official letter from McMahan and Associates, L.L.C., Certified Public Accountants and Consultants outlining the following: qualitative aspects of accounting policies; difficulties encountered in performing the audit (encountered no significant difficulties); corrected and uncorrected misstatements; disagreements with management (no such disagreements arose during the course of the audit); management representations; recommendations; and current and future governmental accounting standards board (GASB) statements.

Mr. Backes indicated that the District has received a clean opinion/audit report with nothing concerning or unusual. Mr. Backes indicated that official action to accept the audit is necessary.

A lengthy discussion was held with questions being addressed.

**M/S Shore/Van Teylingen:**

Motion was made to accept the district’s audit report for fiscal year 2020 as presented.

**Roll Call Vote:**

Coleman-aye, Patton-aye, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

**Motion Carried.**

**Authorization of the Colorado Department of Education  
Assurances for Financial Accreditation for Fiscal Year 2020**

Rose Belden, Director of Business Services, presented and reviewed in its entirety the District’s Assurances for Financial Accreditation (Form AFA2020) for Fiscal Year 2020 according to assurances for Article 44 Budget Policy and Procedures required pursuant to C.R.S. § 22-11-206(4)(a)(I); assurances for Article 45 Accounting and Reporting required pursuant to C.R.S. § 22-11-206(4)(a)(II); assurances required pursuant to C.R.S. § 22-11-206(4)(b); and optional disclosures for consideration and action (*Appendix C*). The

accreditation report will be submitted with the Fiscal Year 2020 annual financial audit report to the State.

A brief discussion was held with questions being addressed.

**M/S Tomasulo/Van Teylingen:**

Motion was made to approve the District's Assurances for Financial Accreditation for Fiscal Year 2020 and to authorize Brad Ray, Rose Belden, and President Coleman to sign the document on behalf of the school district as presented.

**Roll Call Vote:**

Coleman-aye, Patton-aye, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

**Motion Carried.**

**Authorization for the Certification of Mill Levies  
Property Tax Year 2020 in Accordance with Law**

Rose Belden, Director of Business Services, presented and reviewed in its entirety the assessed valuation for calculations in determining the mill levies for the general fund mill, abatement mill, override mill, and bond fund mill for consideration and action, and she indicated that the mill levies need to be certified and submitted to the County Assessor's Office (*Appendix D 1-2*). Ms. Belden provided a detailed explanation on HB20-1418 and its affect to the mill levy.

The assessed valuation for the current year is \$571,716,210, which decreased from last years assessed valuation of \$689,658,560. With an assessed valuation of \$571,716,210, the mill levies will be set at 2.231 mills for the general fund to raise \$1,275,499 in revenues; .013 mills for the abatement to raise \$7,432 in revenues; 3.790 mills for the override mill levy to raise \$2,167,002 in revenues; and 9.598 mills for the bond fund to raise \$5,487,332 in revenues. The total mills is 15.632, which is an increase from last year's total mills of 13.424, and continues to be one of the lowest in the state.

The following resolution was presented for consideration and action, which will be submitted to the appropriate parties (*Appendix D-3*):

***Resolution***

*NOW, THEREFORE, BE IT RESOLVED, by Garfield County School District No. 16, of the State of Colorado:*

*That notification has been received from the Assessor of Garfield County, Colorado, that the assessed valuation of the above-mentioned district for 2020 is \$571,716,210. That based on this information, for the purpose of meeting all general operating expenses, capital outlay, and bond commitments of the Garfield County School District No. 16 during the '21 fiscal year, July 1, 2020, through June 30, 2021, there is levied a tax upon each dollar of total valuation for the assessment of all taxable property within the district for the 2021 year (2020 taxes paid in 2021) to raise the revenue amounts required as follows:*

*General Fund Mill 2.231 to raise \$1,275,499  
Abatement Mill .013 to raise \$7,432  
Override Mill 3.790 to raise \$2,167,002  
Bond Fund Mill 9.598 to raise \$5,487,332*

Total Mills 15.632  
Mill levy per HB20-1418 is certified at 19.836  
HB20-1418 tax credit is 17.605

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Dr. Kevin Coleman, President  
Board of Directors  
Garfield County School District No. 16

A brief discussion followed with questions being addressed.

**M/S Van Teylingen/Tomasulo:**

Motion was made to approve the resolution certifying the general fund mill, general fund abatement mill, mill levy override, and bond fund levies for the fiscal year 2021 as presented.

**Roll Call Vote:**

Coleman-aye, Patton-aye, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

**Motion Carried.**

**Colorado Department of Education 2020-2021 District Summary of Pupil Counts**

Rose Belden, Director of Business Services, presented the Colorado Department of Education 2020-2021 Student October Data Collection Verification of Student October Data for Garfield 16 School District for consideration and action (*Appendix E*).

The total FTE is 1,132.5, which is a decrease of 149.5 students from last year's FTE of 1,282.0. This equals to approximately \$1.2 million loss of revenue. The State will allow for averaging; therefore, the district would lose funding for half of the number of students lost, which would be 74.75 students. The district receives \$8,524.00 per student, so the district would lose approximately \$637,169.00 in pupil funding. The adopted budget was based on zero growth.

A brief discussion followed with questions being addressed.

**M/S Van Teylingen/Tomasulo:**

Motion was made to approve the Colorado Department of Education 2020-2021 Student October Data Collection Verification of Student October Data for Garfield 16 School District and to authorize Vincent Tomasulo, Secretary/Treasurer of the Board, to sign the document on behalf of the school district as presented.

**Roll Call Vote:**

Coleman-aye, Patton-aye, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

**Motion Carried.**

**Fiscal Year 2021 Supplemental Budget Appropriation Resolution**

Rose Belden, Director of Business Services, presented the following supplemental budget appropriation resolution for fiscal year 2021 for consideration and action (*Appendix F*):

**Supplemental Budget FY 21  
December 8, 2020**

**GRANT FUND:  
ESSER**

**\$160,539.00**

## **APPROPRIATION RESOLUTION**

*BE IT RESOLVED BY THE Board of Directors of Garfield County School District No. 16 located in Garfield County that the amount of \$3,515,664.83 be appropriated to the GRANT FUND, for the fiscal year beginning July 1, 2020, and ending June 30, 2021.*

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

A brief discussion was held with questions being addressed.

### **M/S Shore/Van Teylingen:**

Motion was made to approve the supplemental budget appropriation resolution for the Grant Fund for fiscal year 2021 as presented.

### **Roll Call Vote:**

Coleman-aye, Patton-absent, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

### **Motion Carried.**

### **CARES Act School Safety Grant**

Todd Ellis, Assistant Superintendent, presented an approval and transmittal signature form for the application of the CRF – Safe Schools Reopening Grant (SSRG) through the Colorado Department of Education, which confirms that the local education agency agrees to comply with the assurances and provisions included in the grant award letter and certifies that it will meet all program and pertinent administrative requirements in consideration of receipt of these grant funds for consideration and action (*Appendix G*).

The funds received from this grant will be utilized to purchase additional desks at Bea Underwood Elementary to adhere to safe distancing for in-person learning. A brief discussion was held with questions being addressed.

### **M/S Van Teylingen/Patton:**

Motion was made to approve the authorization of the transmittal signature form for the application of the CRF - Safe Schools Reopening Grant as presented.

### **Roll Call Vote:**

Coleman-aye, Patton-aye, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

### **Motion Carried.**

### **Director of Business Services' Report**

There being no other business services' information/financial matters to report, this matter was passed.

### **Assistant Superintendent's Report**

Todd Ellis, Assistant Superintendent, informed the Board that Garfield 16 is in the process of applying for the COVID-19 Relief in a State of Emergency grant (RISE). The grant assists rural school districts who have been affected by COVID-19. Garfield 16 has teamed with Garfield Re-2 and Roaring Fork Re-1 school districts. The Garfield County Commissioners and the Aspen Community Foundation are supporting these efforts, as

well as other entities. This 17-month grant will be utilized to maintain the services being provided at the School Based Family Resource Center.

The Colorado High Schools Activities Association (CHSAA) has announced the winter activities season commencing on February 1, 2021, with practices beginning January 26, 2021. CHSAA will meet again on January 14, 2021. Restrictions/protocols will be provided to school districts. A brief discussion was held with question/concerns being addressed. It was the consensus of the Board to support President Coleman’s submission of a letter to CHSAA.

**Superintendent’s Report**

Brad Ray, Superintendent, provided the Board with the following Personnel Matters Report for all Contracted/Non-Contracted Certified and Classified “At Will” employees for information only (*Appendix H*):

<b><u>NEW EMPLOYEES</u></b>		
<b><u>NON-CONTRACTED CERTIFIED/CLASSIFIED “AT-WILL” PERSONNEL</u></b>		
<b><u>NAME</u></b>	<b><u>LOCATION</u></b>	<b><u>POSITION</u></b>
Moak, Courtney L.	District-Wide	Certified Substitute
Pena, Ana L. *	G.V. Center for Family Learning	Preschool Paraprofessional
<b><u>TRANSFERS</u></b>		
<b><u>NON-CONTRACTED CERTIFIED/CLASSIFIED “AT-WILL” PERSONNEL</u></b>		
<b><u>NAME</u></b>	<b><u>OLD POSITION/LOCATION</u></b>	<b><u>NEW POSITION/LOCATION</u></b>
Carlson, Samantha J.	Preschool Teacher G.V. Center for Family Learning	Preschool Paraprofessional G.V. Center for Family Learning
Carranza Campos, Naborina	Prep Cook/Server Food Service Department/BUE	Classified Substitute
Gutierrez, Tessa M.	Kindergarten/1 <sup>st</sup> Paraprofessional G.V. Center for Family Learning	Preschool Teacher G.V. Center for Family Learning
Hanakeawe, Katherine L.	Preschool Paraprofessional G.V. Center for Family Learning	Kindergarten/1 <sup>st</sup> Paraprofessional G.V. Center for Family Learning
Kerrigan, Melanie A.	Preschool Paraprofessional G.V. Center for Family Learning	Kindergarten/1 <sup>st</sup> Paraprofessional G.V. Center for Family Learning
<b>*BACKGROUND CHECK AND/OR LICENSE PENDING</b>		

Superintendent Ray attended the 80<sup>th</sup> Annual Virtual CASB Convention on December 3-5, 2021. One of the breakout sessions attended pertained to the future of rural education.

Every Thursday, school officials, medical health providers, and Garfield County Public Health Department meet to collaborate on matters pertaining to the COVID-19 pandemic. Garfield 16 administrators have continuously been on call to handle all issues relative to this matter. The district is committed to keeping students in school for in-person learning. The students being cohorted as well as not having school on Monday has benefited these efforts.

The employment documents/contract for Nancy Seams are being finalized. Ms. Seams will attend the next regular meeting of the Board.

Superintendent Ray commended Rose Belden for a job well done on the continued financial health of the district for the past 20+ years and expressed ultimate gratitude and appreciation for her services.



### **Board of Directors Reports/Comments**

President Coleman commended and thanked Superintendent Ray for his leadership at the Garfield County Public Health meetings that are held every Thursday.

### **Determination/Input for Future Work Session(s)/Meeting(s)**

The regular meeting of the Board scheduled on Tuesday, January 19, 2021, will be held at the District Administration Office/Board of Education meeting room commencing at 4:30 p.m. with a work session, followed by the regular meeting of the Board at 6:00 p.m. The topic for the work session will be relative to an update on the Digital Capacity and Equity Project.

### **Other New Business**

There being no "Other New Business" to report, this matter was passed.

### **AUDIENCE MEMBERS WHO MAY WISH TO ADDRESS THE BOARD**

There being no comments/questions/concerns submitted through the Garfield 16 website link and/or audience members physically present to address the Board, this matter was passed.

### **EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS AS AUTHORIZED BY C.R.S. § 24-6-402(4)(f)**

#### **M/S Colman/Van Teylingen:**

*"I move that the Board of Education go into executive session at 7:10 p.m. for the purpose of discussions regarding personnel matters as authorized by C.R.S. § 24-6-402(4)(f).*

*The personnel matter involves discussion pertaining to the Superintendent of Schools evaluation.*

*Those present at the outset of the executive session shall be Brad Ray, Marilyn Mondragon, Nathan Humphrey, and all members of the Board.*

*As required by the Colorado Open Meetings Law, a record is being kept of this executive session.*

*I remind each participant to confine all discussion to the stated purpose of the executive session and that no formal action may occur in the executive session.*

*If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the executive session, please interrupt the discussion and make an objection."*

#### **Roll Call Vote:**

Coleman-aye, Patton-aye, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

#### **Motion Carried.**

### **CONSIDERATION: POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION**

*"The time is now 7:27 p.m., and the executive session has been concluded. The participants in the executive session were: Brad Ray, Marilyn Mondragon, Nathan Humphrey, and all members of the Board."*

*“If any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. An improper matter would include something not included in the motion to go into executive session or an improper vote or decision.”*

**M/S Van Teylingen/Tomasulo:**

Motion was made to approve the recorded audio minutes of the executive session as presented.

**Roll Call Vote:**

Coleman-aye, Patton-aye, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

**Motion Carried.**

*“I hereby attest that the recorded minutes of the executive session held December 8, 2020, as approved and finalized substantially reflect the substance of the discussion during the executive session.”*

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Dr. Kevin W. Coleman  
Board of Education President

The evaluation instrument was provided to the Board. The formal evaluation will be completed during the regular meeting of the Board scheduled in January. Contingent upon the superintendent’s evaluation being favorable, it was the consensus of the Board to authorize Director Shore to enter into contract negotiations with Superintendent Ray on behalf of the entire Board.

**MEETING DEBRIEF**

A debriefing of the Board of Education meeting was not held.

**ADJOURNMENT**

**M/S Van Teylingen/Patton:**

Motion was made to adjourn the regular meeting of the Board of Directors.

**Roll Call Vote:**

Coleman-aye, Patton-aye, Shore-aye, Tomasulo-aye, Van Teylingen-aye.

**Motion Carried.**

The regular meeting of the Board of Directors for Garfield County School District No. 16 adjourned at 7:31 p.m.

**Submitted by:**

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**Marilyn A. Mondragon**  
**Secretary to the Board of Directors**

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**Dr. Kevin W. Coleman, Board President**

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**Vincent T. Tomasulo, Board Secretary/Treasurer**

**NOTE: All appendices, attachments, and/or documents supporting the items discussed can be reviewed at the District Administration Office, 0460 Stone Quarry Road, Parachute, Colorado.**