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Certified: August 17, 2021
TRUE AND CORRECTED COPY AS ADOPTED
BY THE BOARD OF DIRECTORS ON
August 17, 2021

Marilyn A. Mondragon, Secretary to the Board

Board of Directors
Regular Meeting, June 15, 2021
Minutes

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
Lynn J. Shore	Present
Vincent T. Tomasulo	Present
Brittany Van Teylingen	Absent
Kimberly S. Whelan	Present

Staff Present:

Brad S. Ray, Superintendent
Todd G. Ellis, Assistant Superintendent
Nancy G. Seams, Director of Business Services
Nathan Humphrey, Director of Technology
Marilyn A. Mondragon, Executive Assistant to the Superintendent/BOE

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

APPROVAL OF AGENDA

An executive session of the Board was added to the agenda for the purpose of discussions regarding legal matters as authorized by C.R.S. § 24-6-402(4)(e).

M/S Tomasulo/Shore:

Motion was made to approve the agenda as amended.

Roll Call Vote:

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

Motion Carried.

CONSENT AGENDA/BLANKET MOTION FOR ITEMS

M/S Shore/Tomasulo:

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

- V. Board of Education Meeting Minutes – May 18, 2021
- VIII.B.4. Personnel Matters – Certified Contracted Employees

NEW EMPLOYEES - CERTIFIED CONTRACTED

<u>NAME</u>	<u>LOCATION</u>	<u>POSITION</u>
Hautala, Michael D. *	Grand Valley Middle School	7 th /8 th Grade Mathematics/ Science Teacher
James, Joshua A.	Grand Valley Middle School	6 th Grade English Language Arts/Social Studies Teacher
Jones, Amanda L. *	Grand Valley Middle School	Music Teacher
Redd-Bennett, Mikayla B. *	G.V. Cntr. for Family Learning	K/1 st Grade Teacher
Severson, Kathleen A. *	Bea Underwood Elementary	Reading Interventionist
Van Horn, Ashley E. *	Bea Underwood Elementary	Elementary Teacher

RESIGNATIONS – CERTIFIED CONTRACTED

<u>NAME</u>	<u>LOCATION</u>	<u>POSITION</u>
Bolton, Emily B.	G.V. Center for Family Learning	ELL Teacher Effective: May 28, 2021
Kirk, Jessie E.	Bea Underwood Elementary	4 th /5 th Grade Teacher Effective: May 28, 2021
Oglesby, Jacqueline L.	Grand Valley Middle School	6 th Grade Mathematics/Science Teacher Effective: May 28, 2021

TRANSFERS - CERTIFIED CONTRACTED

<u>NAME</u>	<u>OLD POSITION/LOCATION</u>	<u>NEW POSITION/LOCATION</u>
Carpenter, Scott	Mathematics/Science Teacher Grand Valley Middle School	Learning Loss Facilitator Grand Valley Middle School
Holden, Kara B.	Reading Interventionist Bea Underwood Elementary	Instructional Coach Bea Underwood Elementary

TRANSFERS - CLASSIFIED CONTRACTED

<u>NAME</u>	<u>OLD POSITION/LOCATION</u>	<u>NEW POSITION/LOCATION</u>
Skalla, Gary M.	Interim Director of Maintenance/Custodial Maintenance Department	Director of Maintenance/Custodial Maintenance Department

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

- VIII.B.5. Financial Matters – May 2021

Roll Call Vote:

Coleman-aye, Shore-aye, Tomasulo-aye, Van Teylingen-absent, Whelan-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

Colorado Association of School Boards (CASB) Policy Manual Overhaul – Policies, Regulations, and Exhibits Recommended for Repeal – 2nd Reading/Final Vote

Brad Ray, Superintendent, presented a summation of the policies, regulations, and exhibits that the Colorado Association of School Boards (CASB) is recommending for repeal as part of the CASB policy manual overhaul for 2nd Reading/Final Vote (*Appendix A*).

A brief discussion was held with questions being addressed.

M/S Shore/Tomasulo:

Motion was made to approve the policies, regulations, and exhibits that the Colorado Association of School Boards (CASB) is recommending for repeal as part of the CASB policy manual overhaul for 2nd Reading/Final Vote as presented.

Roll Call Vote:

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

Motion Carried.

Colorado Association of School Boards (CASB) Policy Manual Overhaul – Policies, Regulations, and Exhibits Required by Law – 2nd Reading/Final Vote

Brad Ray, Superintendent, presented policy IKA Grading/Assessment Systems for 2nd Reading/Final Vote (*Appendix B*).

A brief discussion was held with questions being addressed.

M/S Shore/Whelan:

Motion was made to approve policy IKA Grading/Assessment Systems for 2nd Reading/Final Vote as presented.

Roll Call Vote:

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

Motion Carried.

Proposed Adopted Budget and Resolution for Fiscal Year 2022

Nancy Seams, Director of Business Services, presented the proposed adopted budget for fiscal year 2022 and resolution for consideration and action (*Appendix C 1-2*), which included the following listing of premises. Mrs. Seams indicated that the budget is based on zero student growth.

**Garfield County School District No. 16
Premise for FY 22 ADOPTED Budget
Presented June 15, 2021**

General Fund

REVENUE:

FY 21 Adjusted Adopted REVENUE **\$13,830,655.36**

FY 22 Revenue Adjustments:

LS - Property Tax **(598,498.72)**

LS – Add Specific Ownership Tax	(60,000.00)
LS - Interest on Investments	(120,000.00)
LS – Student Fees	(3,000.00)
SS - ECEA (BOCES Flow Thru)	(31,207.00)
LS – Other Local Revenue	(100,000.00)
LS - Health Insurance Credit	(14,976.37)
SS – Small Rural and Large Rural	85,921.09
SS - State Equalization	1,438,968.16
FS – Forest Reserve Revenue	(42,000.00)
FS – IDEA	6,496.82
FS – IPK IDEA	(97.71)
FS – Child Find Flow Thru	411.19
Transfer from Fund Balance	(91,964.00)
Transfer to CPP Fund	399,667.41
Transfer from Special Revenue Fund	(30,000.00)

TOTAL INCREASE (DECREASE) OF REVENUES: 839,720.87

FY 22 PROPOSED REVENUE \$14,670,376.23

EXPENDITURES:

FY 21 Adjusted Adopted Budget \$13,830,655.36

FY 22 Expenditure Adjustments:

DISTRICT-WIDE SALARY/WAGE INCREASES	
.5% Increase to the Salary Schedules	37,621.05
Step Increase	230,677.86
8% Health Insurance Increase	84,460.00
CPP Salary Expenses back to General Fund	466,858.76
Educational Advancement	45,215.67
Substitute Pay Increase	20,838.65
Attrition	(361,628.40)
Business Office - BUE VP - CFL Princ. - FY21 New Hires	

CHANGE IN FTE:

GVMS	
.5 SN Certified Teacher	35,000.00
Athletic Expenditures	10,000.00
GVHS	
Athletic Secretary	55,057.50
.5 SN Certified Teacher	35,000.00

TRANSPORTATION:

Fuel	15,000.00
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MISCELLANEOUS ADJUSTMENTS:

District Liability Insurance	15,821.00	10% Increase??
BOCES Assessment	120,756.31	
Budgeted Contingency	(84,730.86)	Leaves \$263,378.14
Title IX Compliance	25,000.00	
Workman's Comp Insurance	8,749.70	10% Increase??
Water/Sewer – GVHS	42,000.00	
Legal Fees	14,000.00	
Instructional/Athletic Supplies	26,000.00	
Legal Fees	14,000.00	
Health Insurance Credit Wellness Exp	(14,976.37)	
Fiscal Software Support	11,000.00	

TOTAL INCREASE OF (DECREASE) IN EXPENDITURES 839,720.87

FY 22 PROPOSED Budget Expenditure Total \$14,670,376.23

Revenue to Expenditure Budget Difference \$0.00

The following appropriation resolution was presented for consideration and action for each fund as specified in the proposed budget for fiscal year 2022:

BE IT RESOLVED, by the Board of Directors of Garfield County School District No. 16, in Garfield County, that the amounts shown in the following schedule be appropriated to each fund as specified in the "Adopted Budget FY 22" for the ensuing fiscal year beginning July 1, 2021, and ending June 30, 2022.

Fund	Amount
General Fund	\$14,670,377
Food Service Fund	\$ 660,462
Grant Fund	\$ 1,020,858
Special Revenue Fund	\$ 603,283
Bond Fund	\$ 5,497,550
Capital Reserve Fund	\$ 778,000
Activity Fund	\$ 450,000

President, Board of Education

Date

A brief discussion was held with questions being addressed.

M/S Tomasulo/Shore:

Motion was made to approve the proposed budget and appropriation resolution for fiscal year 2022 as presented.

Roll Call Vote:

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

Motion Carried.

NEW BUSINESS

District Fundraising Proposals

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

COVID 19 Guidelines

Superintendent Ray presented the following:

- Garfield 16 will continue to comply with the guidelines as set forth by the Centers for Disease Control and Prevention and the Garfield County Public Health. Superintendent Ray has attended meetings twice a week this past year with officials from the Garfield County Public Health and the medical community.
- The guidelines continue to change, and they are somewhat, unclear.
- The last guidelines received suggested that age 12 and lower do not wear a mask; age 12 and up, who have been vaccinated, do not wear a mask; and those who are not vaccinated, should wear a mask.
- Quarantine procedures will not be eliminated entirely. An individual who can voluntarily provide vaccination status would not need to quarantine.
- Cohorting will continue, but potentially not to the extent as the past school year.
- Decisions will be made based on an individual's vaccination status versus the symptoms being experienced.
- Individuals unwilling to share their vaccination status will be treated as unvaccinated.
- Communication will continue to be distributed regarding vaccination locations.
- Summer school maintained the same guidelines as the past school year.

A lengthy discussion was held with questions/concerns being addressed.

**Authorization of Official Notice of Intent for the
Garfield County School District No. 16 to Participate in the
Coordinated Mail Ballot Election on November 2, 2021,
and Designation of the Designated Election Official**

Marilyn Mondragon, Executive Assistant to the Superintendent/BOE, presented the following resolution pertaining to the November 2, 2021, Coordinated Election for consideration and action (*Appendix E-1*).

***Official Notice of Intent for the Garfield County School District No. 16
to Participate in the Coordinated Election on November 2, 2021***

The Board of Education of Garfield 16 School District in the County of Garfield, State of Colorado (Board of Education) shall conduct its regular biennial school election on November 2, 2021, as provided by state law and participate in the election coordinated by the County Clerk and recorder of Garfield County. The Garfield 16 School District shall contract with the County Clerk and Recorder of Garfield County for the administration of the regular biennial school election and enter into an intergovernmental agreement for this purpose. The County Clerk and Recorder shall serve as the coordinated election official for the November 2, 2021, coordinated election.

The Board of Education designates Marilyn A. Mondragon to serve as the school-designated election official for the 2021 regular biennial school election. The school-designated election official shall perform election duties on behalf of the Board of Education, including but not limited to accepting and verifying candidate packets as well as rendering all interpretations and making all initial decisions as to controversies or other matters arising in the conduct of the regular biennial school election to the extent that each of these responsibilities is consistent with the intergovernmental agreement.

A call for nominations for school directors to be elected at the regular biennial school election shall be published by the Garfield 16 School District between August 4, 2021, and August 27, 2021.

The Board of Education directs the school designated election official to forward this notice of intent to participate in the November 2, 2021, to the coordinated election official by July 23, 2021, the deadline established in state law.

Approved this 15th day of June 2021, by a vote of _____.

President, Board of Education

Attest: _____
Secretary, Board of Education

Note: State law requires the board of education to notify the county clerk and recorder in writing at least 100 days before the election that it has taken formal action to participate in the coordinated election. Colo. Rev. Stat. § 22-31-103(1). A resolution such as this could accomplish both these purposes. If there is a possibility that the board will be placing issues on the ballot in November, the board should also notify the county clerk of this possibility. That notice may be informal at this point and does not need to be included in the resolution. Those school districts whose boundaries encompass more than one county will need to modify this resolution to refer to each county.

Ms. Mondragon indicated that there would be three open seats on the Board of Education for the upcoming election; all three seats are 4-year terms. The Board was provided with the 2021 School Director Election Timeline (*Appendix E-2*). Ms. Mondragon indicated that the Board must take formal action to participate in the Coordinated Election, and the County Clerk must be notified in writing by July 23, 2021. The call for nominations will be posted on August 4, 2021, which is also the first day that nomination petitions can be

picked up and circulated; 50 signatures are required. The deadline to submit the nomination petitions is August 27, 2021.

A brief discussion was held with questions being addressed.

M/S Shore/Tomasulo:

Motion was made to approve the official notice of intent for the Garfield County School District No. 16 to participate in the coordinated election on November 2, 2021, and to approve Marilyn A. Mondragon as the designated election official as presented.

Roll Call Vote:

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

Motion Carried.

Authorization of Fiscal Year 2021-2022
Consolidated Application for ESEA Program Funds

Todd Ellis, Assistant Superintendent, presented a transmittal for FY 2021-2022 consolidated application for Elementary and Secondary Education Act (ESEA) Program funds compliance with the assurances and provisions included in the ESEA General Assurances form and Grant Award Letter (GAL) for consideration and action (*Appendix F*).

A brief discussion was held with questions being addressed.

M/S Tomasulo/Whelan:

Motion was made to approve the transmittal for FY 2021-2022 consolidated application for Elementary and Secondary Education Act (ESEA) Program funds as presented.

Roll Call Vote:

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

Motion Carried.

Board of Education Policy GCHC* - Professional Staff Induction Program –
Emergency Approval

Brad Ray, Superintendent, presented policy GCHC* - Professional Staff Induction Program for emergency approval (*Appendix G*). The Colorado River BOCES will no longer operate the professional staff Induction Program.

A brief discussion was held with questions being addressed.

M/S Shore/Tomasulo:

Motion was made to approve policy GCHC* - Professional Staff Induction Program for emergency approval to take effect immediately as presented.

Roll Call Vote:

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

Motion Carried.

Director of Business Services' Report

Nancy Seams, Director of Business Services, indicate that the House has passed the 2021 School Finance Act, annual legislation that sets funding levels for all of Colorado's school districts and charter schools. The per pupil funding this year is \$10,316.00, which is total finance programming and includes local taxes, property taxes, specific ownership taxes, and the equalization amount supplemented by the state. The district is budgeting flat at about 1,135 students. The business department is in the process of transitioning into fiscal year 2022.

A brief discussion was held regarding the Uniform Statewide School Mill Levy and establishing future work sessions/public community meetings to provide detailed information/full disclosure. In addition, a discussion was held regarding the new subdivision being developed in Battlement Mesa.

Assistant Superintendent's Report

Todd Ellis, Assistant Superintendent, provided the Board with a brief summation of the curriculum being utilized for US History and US Government and how the curriculum was established. The student targets were distributed for middle through high school outlining what the students are required to learn and understand.

A lengthy discussion was held with questions being addressed.

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*):

COACHING/SPONSORS

CONTRACTED/NON-CONTRACTED CERTIFIED/CLASSIFIED "AT-WILL" PERSONNEL

<u>NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>
Arthur, Jason P.	Grand Valley High School	Sponsor – Outdoor Club

EXTRA DUTY STIPENDS

CONTRACTED/NON-CONTRACTED CERTIFIED/CLASSIFIED "AT-WILL" PERSONNEL

<u>NAME</u>	<u>LOCATION</u>	<u>ASSIGNMENT</u>
Blair, Rhonda G.	Bea Underwood Elementary	Extended School Year – Special Education Paraprofessional Stipend: \$18.00 per hour
Diaz, Kayla L.	Bea Underwood Elementary	Extended School Year – Special Education Paraprofessional Stipend: \$18.00 per hour
Forney, Tammy E.	G.V. Center for Family Learning	Bea Underwood Elementary - Preschool Transition Stipend: \$18.00 per hour
Gibson, Elizabeth A.	G.V. Center for Family Learning	Bea Underwood Elementary - Preschool Transition Stipend: \$18.00 per hour
Gutierrez, Bobbi J.	G.V. Center for Family Learning	Bea Underwood Elementary - Preschool Transition Stipend: \$18.00 per hour
Gutierrez, Tessa M.	G.V. Center for Family Learning	Bea Underwood Elementary - Preschool Transition Stipend: \$18.00 per hour
Jackson, Robin L.	G.V. Center for Family Learning	Bea Underwood Elementary - Preschool Transition Stipend: \$18.00 per hour

Janicek, Catherine L.	Bea Underwood Elementary	Extended School Year – Special Education Paraprofessional Stipend: \$18.00 per hour
Janssen, Susan L.	G.V. Center for Family Learning	Bea Underwood Elementary - Preschool Transition Stipend: \$18.00 per hour
Mattedi, Amanda R.	Bea Underwood Elementary	Extended School Year – Special Education Paraprofessional Stipend: \$18.00 per hour
McGruder, Staci R.	Grand Valley High School	Summer School Coordinator Stipend: \$3,000.00
Nickel, Lynn M.	Bea Underwood Elementary	Extended School Year – Special Education Teacher Stipend: \$25.00 per hour
Nofzinger, Meri M.	G.V. Center for Family Learning	Bea Underwood Elementary - Preschool Transition Stipend: \$25.00 per hour
Slager, Nysha N.	G.V. Center for Family Learning	Bea Underwood Elementary - Preschool Transition Stipend: \$18.00 per hour
Slifko, Sara A.	Grand Valley Challenge Course	Challenge Course Facilitator Stipend: \$125.00

NEW EMPLOYEES

NON-CONTRACTED CERTIFIED/CLASSIFIED “AT-WILL” PERSONNEL

<u>NAME</u>	<u>LOCATION</u>	<u>POSITION</u>
Lacey, Jeanette L. *	District-Wide	Classified Substitute
Schelling, Emylee M. *	Grand Valley High School	Attendance/Health

TEMPORARY POSITIONS

NON-CONTRACTED CERTIFIED/CLASSIFIED “AT-WILL” PERSONNEL

<u>NAME</u>	<u>LOCATION</u>	<u>POSITION</u>
Vashus, Bryan E.	Grand Valley Middle School	Long-Term Certified Substitute – 6 th Grade Mathematics/Science

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

Superintendent Ray provided the following:

- Summer school is in session serving students in Kindergarten through 8th. Summer school is being held at Bea Underwood Elementary, and there are approximately 100 students attending. The students day is broken out in sessions pertaining to literacy, mathematics, and literacy and mathematics application and project based assignments. The students are provided with outdoor education on Fridays.
- The Reveal mathematics curriculum by McGraw Hill for Kindergarten through pre-calculus has been adopted and purchased. The mathematics committee identified the mathematical philosophy for Garfield 16, researched various mathematic curriculums, and engaged their fellow teachers in the selection process. The Board requested that the mathematic committee provide a presentation on the selected curriculum. Superintendent Ray commended Artemio Baltazar (CFL), Stacy Maxwell (BUE), Shelly Parker (GVMS), and Jason Arthur (GVHS).
- The students/parents/staff/community were thanked and commended for their patients and support during this past year.
- A meeting was held with the district administrators, and a retreat has been established. District/Board goals will be addressed and presented to the Board at a future meeting.
- A meeting was held with parents regarding improving strategies for engaging the non-English speaking parents both verbally and in writing.
- Future conversations will be held regarding the future housing development in Battlement Mesa, the current shortage of housing, and potentially providing housing opportunities for employees. Superintendent Ray has engaged in conversations with the developer of this future subdivision to potentially provided gateway housing for teachers. In addition, the current salary schedules will be reviewed and potentially revised to be competitive and align with the cost of living in this area.

Board of Directors Reports/Comments

There being no “Board of Directors Reports/Comments,” this matter was passed.

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

There is not a regular meeting of the Board scheduled in July. The next regular meeting of the Board is scheduled on Tuesday, August 17, 2021, and it will be held at the District Administration Office/Board of Education meeting room commencing at 6:00 p.m. A work session will not be held.

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 LEGAL MATTERS AS AUTHORIZED BY C.R.S. § 24-6-402(4)(e)

M/S Colman/Shore:

“I move that the Board of Education go into executive session at 7:16 p.m. for the purpose of discussions regarding legal matters as authorized by C.R.S. § 24-6-402(4)(e).

This matter involves an update on the litigation pertaining to a past school vehicle accident.

Those present at the outset of the executive session shall be Brad Ray, Todd Ellis, Nancy Seams, Marilyn Mondragon, and all members of the Board, except Brittany Van Teylingen.

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, Shore-aye, Tomasulo-aye, Van Teylingen-absent, Whelan-aye.

Motion Carried.

CONSIDERATION: POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION

“The time is now 7:24 p.m., and the executive session has been concluded. The participants in the executive sessions were: Brad Ray, Todd Ellis, Nancy Seams, Marilyn Mondragon, and all members of the Board, Brittney Van Teylingen.”

“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 Tomasulo/Whelan:

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

Roll Call Vote:

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

Motion Carried.

“I hereby attest that the recorded minutes of the executive session held June 15, 2021, as approved and finalized substantially reflect the substance of the discussion during the executive session.”

Dr. Kevin W. Coleman
Board of Education President

MEETING DEBRIEF

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

ADJOURNMENT

M/S Shore/Tomasulo:

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

Roll Call Vote:

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

Motion Carried.

The regular meeting of the Board of Directors for Garfield County School District No. 16 adjourned at 7:25 p.m.

Submitted by:

Marilyn A. Mondragon
Secretary to the Board of Directors

Dr. Kevin W. Coleman, Board President

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.