

**BOARD Meeting Activity**  
**May 26, 2021**

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**SPECIAL REPORTS**

Superintendent's Report

Dr. Thomas introduced Executive Director of Student Success & Wellness Corey Notestine who provided an update on COVID-19 guidelines.

Dr. Thomas introduced District Accountability Committee (DAC) Chair Velvet Stepanek who provided the DAC end of the year report.

Superintendent's Report to the Board - Policies

The following policies and regulations were recently reviewed by the Board of Education's Policy Committee. It was determined that no significant revisions were required at this time.

**DID-R, General Fixed Assets**, provides guidance in alignment with state statutes, as well as generally accepting accounting principles, regarding the maintenance of records relating to the acquisition and disposition of assets. This regulation was revised by resetting capitalization thresholds, so that the focus of the audited financial statement is on the bigger acquisitions and dispositions.

**JH-R-2, Online School Student Participation and Absences**, addresses the various ways to document student attendance and participation in CDE approved online schools and programs. This regulation was revised to remove language surrounding emails from students regarding course content, and expands that option to allow for student messages through district-provided messaging systems (which could also include emails).

**JM, Student Awards, Honors and Scholarships**, addresses criteria to be considered when presenting awards to students.

Legislative Update

Deputy Superintendent and Chief Financial Officer Glenn Gustafson discussed the following legislative matters:

- School Finance Act & State Budget Update
- Other Bills of Interest

## CONSENT ITEMS

### Approval of Board Meeting Minutes

Certified copies of the Board of Education's official minutes may be obtained from the Records Management Center. The cost of copying will be borne by the requester, per Board Policy BEDG.

The Board of Education approved the minutes of the May 12, 2021, regular board meeting. All minutes are available in BoardDocs through the Board of Education District website, after approval by the Board of Education.

### Personnel Recommendations

The Board of Education approved the May 26, 2021, Personnel Recommendations, as submitted by the administration.

### Policy GE, Teleworking Policy

The Board of Education adopted Policy GE, Teleworking Policy.

## ACTION ITEMS

### 6:30 pm Public Hearing on the Proposed FY 2021-2022 Budget

There was one citizens' comment for the Public Hearing on the Proposed FY 2021-2022 Budget:

1. Lyman Kaiser regarding the grant line item in the proposed budget.

### Contract Awards

There were no Contract Awards

### Budget Transfer, Appropriations, and FTE Approvals - Doherty High School

Doherty High School Principal Kevin Gardner presented the following information:

Doherty High School requested authorization to move Instructional funds to a non-instructional program within the school budget code 351 for the following purpose: The conversion and installation of classrooms 341/342 into a dance studio to serve as classroom space for dance instruction in Doherty High School. The conversion includes the removal of a wall in addition to the relocation of electrical and data ports and the installation of a dance floor in the space. Per policy DBJ, this budget transfer needs Board approval since it moves instructional funds to a non-instructional account at the school.

The Board of Education approved the Budget Transfer Request of Doherty High School to move funds from an Instructional Program to a Non-Instructional Program to convert and install classrooms at Doherty High School, in accordance with Policy DBJ.

### Budget Transfer, Appropriations, and FTE Approvals - Career & Tech Ed/Concurrent Enrollment

Chief Financial Officer Glenn Gustafson and Director of Career & Technology Duane Roberson presented the following information:

There is a need to provide funds immediately which had historically been allocated through a contingency request based on the fact of offsetting revenue with expenditures. Practice shifted this year as the required funds exceed contingency allowances. This practice was addressed with the submission of a June Budget Modification request which would allocate adequate funds in the future to avoid the need for contingency spending.

The Board of Education approved a contingency transfer of approximately 90% of estimated revenues to pay the remaining balance of concurrent enrollment invoices for FY21.

Policy BDF, Advisory Committees and Regulation AE-R-1, District Accountability Committee  
Director of Policy and Archives Katherine Ritchie Rapp presented the following information:

**Policy BDF, Advisory Committees**, currently contains language establishing various District Advisory Committees, one of which is the Audit Advisory Committee. Regulation AE-R-1, District Accountability Committee, includes the by-laws of the DAC, in addition to language establishing the duties of the DAC Budget Committee.

BDF was recommended for one revision; deletion of the language establishing the Audit Advisory Committee. AE-R-1 was recommended for one revision; the addition of audit responsibilities to the DAC Budget Subcommittee. The District has been overwhelmed with managing 3 different financial committees (Audit, DACBC & MLOOC) and the DAC Budget Subcommittee is well-versed in the areas of District finances. It would be more efficient to merge the audit governance role into the DAC Budget Subcommittee since it's fairly seasonal. The Audit Committee chair Mr. Jeff Ingram, was in full support of this change.

The Board's Policy Committee recommended that the Board adopt the revised versions of BDF, Advisory Committees, and AE-R-1, District Accountability Committee.

The Board of Education adopted the revised versions of BDF, Advisory Committees, and AE-R-1, District Accountability Committee.

Resolution 2021-37, May Supplemental Modification to the FY21 Budget

Deputy Superintendent and Chief Financial Officer Glenn Gustafson, and Executive Director of Financial Services Laura Hronik presented the following information:

The Coronavirus/COVID-19 pandemic placed a financial strain on the Food Service and Production Printing funds. Both funds experienced a significant loss of revenue for both FY 19/20 and FY 20/21 causing their respective fund balances to potentially go negative by year-end. State of Colorado financial accreditation rules require school districts to have a positive fund balance at year-end. This amendment to the FY21 budget is necessary to transfer funds from the General Fund to the Food Services Fund and the Production Printing Fund in order to replenish those reserves.

The mechanism to move these funds is known as an Operating Transfer. This transfer requires Board of Education approval since it changes the total appropriation (maximum spending amount) for each fund.

The Districts' Financial Services department will transfer the cash to the respective funds accordingly upon approval by the Board of Education.

The Board of Education approved Resolution 2021-37 FY21, May Supplemental Modification to the FY21 Budget.

Resolution 2021-43, Approval of Agreement between the Board of Education and Colorado Springs Education Association (CSEA)

The Interest Based Bargaining process with the Colorado Springs Education Association (CSEA) has been completed. The resolution was agreed upon in the Interest Based Bargaining (IBB) process and ratified.

The Board of Education approved the agreement between the Board of Education and the Colorado Springs Education Association, Resolution 2021-43.

Resolution 2021-44, Approval of Agreement between the Board of Education and Education Support Professionals

The Meet and Confer process with Education Support Professionals (ESP) has been completed. The Administration provided the resolution to implement what was discussed in the Meet and Confer process.

The Board of Education approved the agreement between the Board of Education and the Education Support Professionals, Resolution 2021-44.

Resolution 2021-45, Approval of Agreement between the Board of Education and Executive Professionals

The Meet and Confer process with Executive Professionals has been completed. The Administration provided the resolution to implement what was agreed upon in the Meet and Confer process.

The Board of Education approved the agreement between the Board of Education and the Executive Professionals, Resolution 2021-45.

### **NON-ACTION ITEMS**

Resolution 2021-38, Use of Portion of Beginning Fund Balance

Executive Director of Financial Services Laura Hronik and Deputy Superintendent and Chief Financial Officer Glenn Gustafson provided the following information:

Colorado Revised Statutes, 22-44-105(1.5)(a) states that a duly adopted budget shall not provide for expenditures, interfund transfers, or reserves in excess of available revenues and beginning fund balance. This resolution authorizes the use of beginning fund balance as a means to balance revenues and expenditures.

The Board of Education determines that the beginning fund balance in the general fund and other

funds are sufficient to allow for the funding of one-time expenditures. This resolution is based on state statute that requires the Board of Education to specifically authorize the use, or expenditure, of fund balance (non-recurring) funds. The purpose of this resolution is to ensure full disclosure of the use of beginning fund balance to balance the expenditure budget.

The Board of Education should be satisfied with the use of beginning reserves as a means to accomplish the District's business plan. The use of beginning fund balance should represent a reasonable match of recurring and non-recurring sources and uses.

The Board agreed to move the item to action at the June 9 regular meeting.

Resolution 2021-39, Appropriation of the FY21/22 Budget

Executive Director of Financial Services Laura Hronik and Deputy Superintendent and Chief Financial Officer Glenn Gustafson provided the following information:

Colorado Revised Statute 22-44-110(4) requires that the Board of Education adopts a budget with an appropriation resolution, by fund, for the next fiscal year. The appropriation resolution sets the maximum level of expenditures, subject to re-appropriation, for each fund for the entire 2021-2022 fiscal year.

One of the first documents in the front of the budget document is the appropriation resolution. By approving the appropriation resolution, the Board of Education in fact adopts the budget. The District uses a budget consideration process that utilizes a heavy amount of staff and community participation and involvement. In addition to the countless hours of discussion and debate at multiple levels of the organization, including employee group input, the District enjoys a strong relationship with the District Accountability Committee's (DAC) Budget Subcommittee. The DAC Budget Subcommittee plays a key role in bringing community input into resourcing of the District mission.

The objectives of the budget adoption process are to best resource the District's business/strategic plan, reflect the priorities of the District 11 Board of Education, comply with all regulatory requirements, and provide a sound financial plan with adequate contingencies for the stewardship of taxpayer resources.

The Board agreed to move the item to action at the June 9 regular meeting.

Resolution 2021-40, Designation of Fund Balance

Executive Director of Financial Services Laura Hronik and Deputy Superintendent and Chief Financial Officer Glenn Gustafson provided the following information:

Governmental accounting allows for the designation of fund balance in order to restrict and designate the availability of unspent funds at the end of a fiscal year.

Required by the Governmental Accounting Standards Board, this resolution allows the Board of Education to designate certain unspent budgets (mostly school budgets) to carry forward to the following fiscal year. This resolution is especially important in designating resources for specific

purposes. The management of reserves is a critical financial planning tool.

The Board of Education should be satisfied that the designation of reserves adequately plans for the District's future. Any modification or alteration of the reserve levels should take place at this time.

The Board agreed to move the item to action at the June 9 regular meeting.

#### Resolution 2021-41, Interfund Borrowing

Executive Director of Financial Services Laura Hronik and Deputy Superintendent and Chief Financial Officer Glenn Gustafson provided the following information:

Colorado Revised Statute 22-44-113 authorizes the Board of Education to borrow unencumbered monies from one fund for use by another fund. Monies borrowed from a fund pursuant to applicable laws must be repaid to said fund when needed to meet obligations of the fund and any such loan shall be repaid no later than three months after the beginning of the following budget year. In the event monies are not forthcoming from the designated sources, an amount equal to the outstanding liability shall be expended from the general fund and used to repay the loan.

This resolution authorizes the District to borrow between funds, up to authorized limits, to meet cash flow and expenditure requirements. The District uses pooled cash banking mechanisms that automatically create interfund borrowing on a daily basis.

The Board of Education should be comfortable with the borrowing levels of each fund and satisfied the "borrower funds" are prudently managing receipt and disbursement activity in order to minimize interfund borrowing.

The Board agreed to move the item to action at the June 9 regular meeting.

#### Resolution 2021-42, Student Fees, Fines, and Charges

Executive Director Sherry Kalbach provided the following information:

Board of Education Policy JQ calls for a fair mechanism by which students pay reasonable fees to help defray the cost of such programs, activities, and amenities to the school district without making them prohibitively expensive.

This resolution sets the student and parent fees and charges for the 2021-2022 fiscal year. Pursuant to Colorado Revised Statute 22-32-117 Miscellaneous Fees, a list of fees collected shall be approved by the Board of Education in resolution authorizing the collection of such fees. Each year the schools are asked to update the list of fees collected at their sites. The resolution allows the fee schedule to be updated during the year and any revisions will be presented with the following year's fee schedule for Board of Education approval.

The Board of Education should be satisfied that the fees, fines, and charges are adequate and equitable for district customers and that the fees, fines, and charges are fairly authorized and enforced.

Key staff updating the fees, fines, and charges include all District 11 principals; K-12 Executive Directors School Leadership Sherry Kalbach, Daniel Hoff, Jennifer Harris, and Bryan Relich; Director of Food and Nutrition Services Kent Wehri; Director of Athletics Chris Noll; Deputy Superintendent David Engstrom; and Assistant Superintendent Phoebe Bailey.

The Board agreed to move the item to consent at the June 9 regular meeting.

Policy IKE, Promotion, Retention and Acceleration of Students

Director of Policy and Archives, Katherine Ritchie Rapp provided the following information:

**Policy IKE, Promotion, Retention and Acceleration of Students**, recognizes that not all student progress at the same rate.

IKE was recommended for a revision to include a reference to an appeals process. Both the policy and the accompanying regulation refer the reader to the Special Promotion and Retention of Students Handbook (located on the EDSL webpage), for information regarding an appeals process when there is a dispute in a decision regarding a student's placement.

The Board's Policy Committee recommended that the Board adopt the revised version of IKE, Promotion, Retention and Acceleration of Students.

The Board agreed to move the item to consent at the June 9 regular meeting.

Policy JJ, Student Activities

Director of Policy and Archives, Katherine Ritchie Rapp provided the following information:

**Policy JJ, Student Activities**, provides guidelines for conducting student activities in the District.

JJ was recommended for revisions that include the addition of language surrounding the development of the whole child into an empowered citizen, in addition to language covering adequate supervision during student activities.

The Board's Policy Committee reviewed this policy and recommended that the Board adopt the revised version of Policy JJ, Student Activities.

The Board agreed to move the item to consent at the June 9 regular meeting.

Policy JJA, Student Organizations

Director of Policy and Archives, Katherine Ritchie Rapp provided the following information:

**Policy JJA, Student Organizations**, authorizes the formation of clubs or student organizations.

JJA was recommended for one revision - language regarding having adequate supervision. The bulk of the revisions are in the accompanying regulation, such as allowing certain clubs to meet

off site (i.e. climbing or cycling clubs).

The Board's Policy Committee recommended that the Board adopt the revised version of Policy JJA, Student Organizations.

The Board agreed to move the item to consent at the June 9 regular meeting with proposed revisions.

Policy JJC, Student Performances/Exhibits/Competition

Director of Policy and Archives, Katherine Ritchie Rapp provided the following information:

**Policy JJC, Student Performances/Exhibits/Competition**, recognizes the educational value students can accrue from participation in performances, exhibits and/or competition.

Policy JJC was recommended for revisions to include a cross-reference to the District's graduate profile and deletion of outdated language.

The Board's Policy Committee recommended that the Board adopt the revised version of Policy JJC, Student Performances/Exhibits/Competition.

The Board agreed to move the item to consent at the June 9 regular meeting.

Policy JJG, Contests for Students

Director of Policy and Archives, Katherine Ritchie Rapp provided the following information:

**Policy JJG, Contests for Students**, provides guidance dealing with outside agencies conducting student contests in District schools.

JJG was recommended for revisions that address the approval and responsibility of the building principal when dealing with outside entities, in addition to language requiring contest criterion align with District equity, inclusion, technology and student data privacy policies.

The Board's Policy Committee recommended that the Board adopt the revised version of Policy JJG, Contests for Students.

The Board agreed to move the item to consent at the June 9 regular meeting with proposed revisions.

Policy AE, Accountability/Commitment to Accomplishment

Director of Policy and Archives, Katherine Ritchie Rapp provided the following information:

**Policy AE, Accountability/Commitment to Accomplishment**, sets out the Board's program of accountability, to include the District Accountability Committee and the School Accountability Committees.

Policy AE was recommended for one revision: the added language to the last paragraph of the



policy stating that the Board shall approve revisions to the two accompanying regulations, AE-R-1 (DAC Bylaws) and AE-R-2 (SAC Bylaws). Per C.R.S. 22-11-101 et seq., the DAC and SACs are responsible to the Board, thus, the Board is responsible for approving not only revisions to Policy AE, but also to the two regulations.

The recommendation was that the Board of Education adopt the revised version of Policy AE, Accountability/Commitment to Accomplishment.

The Board agreed to move the item to consent at the June 9 regular meeting.

#### North Middle School Innovation Plan

North Middle School Principal Chris Kilroy, and Executive Director of School Leadership Sherry Kalbach provided the following information:

Pursuant to the Colorado “Innovation Schools Act of 2008”, CO 22-32.5-101 to CO 22-32.5-106, local school boards are granted “greater ability to meet the educational needs of a diverse and constantly changing student population.”

The innovation plan was presented to the Board of Education during a work session on January 20, 2021. The five significant waivers included in the plan are:

- extended school day (for some students)
- extended school year (for some students)
- expanded options for identifying Gifted and Talented students
- choice enrollments aligned to student attendance
- staffing formula modification

All of these waivers have been reviewed and approved by North Middle School staff and community, including the School Accountability Committee.

The innovation plan was presented to the Board of Education for review and feedback, with a proposed goal of Board approval at the 6/9/21 regular meeting, prior to submission to the Colorado Department of Education. The Board may choose to provide feedback and approval specific to particular waivers, rather than the full plan.

The Board agreed to move the item to action at the June 9 regular meeting.

### **BOARD MEMBER REPORTS**

The Board members reported on their various activities.

### **FUTURE MEETING/WORK SESSIONS**

The Board of Education will meet on the following dates:

Wednesday, June 2, Work Session, 4:00 p.m., Video Conference

Wednesday, June 9, Regular Board Meeting, 4:00 p.m., Boardroom (with Executive Session)

Wednesday, June 16, Work Session, 4:00 p.m., Video Conference

Wednesday, June 23, Regular Board Meeting, 4:00 p.m., Boardroom (if needed)

## **ADJOURNMENT**

The meeting was adjourned at 8:45 p.m.