

University Schools Board of Governors October 14, 2020 Minutes

Board Members Present: Erin Clark, Bill McAdams, Ethan Miles, Jeff Weber, Tina Whitcomb, Stephanie Wille
Board Member Present Virtually: Amanda Haas, (faculty rep), Christopher Hughes, Chance Morse, Alexis Sanchez,
Board Members Absent: Rodney Constance, Mark Jones
Staff Present: Jennifer Weaver, Steve Nelson
Staff Present Virtually: Nick Kintz, Sue Toricelli, Charlene Baumgartner
Guests Present:

1.0 CALL TO ORDER

Jeff called the meeting to order at 6:01 pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Erin (Tina) moved to approve the agenda. Motion passed.

3.0 APPROVAL OF MINUTES

Chris (Stephanie) moved to approve the minutes of September 9, 2020. Motion passed.

4.0 COMMUNITY DIALOGUE

- None

5.0 JUNIOR BULLDOGS – JESSICA MEEKER (presenting virtually)

- Everything has been slow because almost everything we do involves large groups. We were not able to have our summer camps but hope to next summer.
- There is parent interest in having a club wrestling season possibly January through March. It is a work in progress to see if it would be possible.
- I want to thank the cheer coaches and cheerleader families for raising about \$4000 with a candy bar fund raiser. The candy bars arrived during Spring Break and we were unable to hand them out at that time. Coaches and cheerleaders worked hard to get them sold during the summer. Those funds will be used to help buy uniforms for next year
- We gave two \$500 scholarships to Seniors Mason Ewing and Emanuel Munoz Alcala.

6.0 SAFETY/SECURITY – STEVE NELSON

- As you know I am filling in for Ed Clark. I have a greater respect for the protocols he has put in place.
- One of our major changes this year is the drop off/pick up procedure.
- We have about 14 monitors outside screening students as they are dropped off. We believe that we are possibly stopping the spread of the virus due to screening the students before they come into the school.
- The traffic plan Ed initiated is working pretty well.
- We are working on updating software that runs the doors, door locks and cameras.
- Rich Strang has finished his first month at University and he is adapting very well. He spends most of his time at the middle school.
- We stationed someone from the security team at each gate at the first football game. Everything went well.

7.0 STAFF REPORTS

7.1 Director's Update

- We hosted a flu clinic on September 22 and 23. This year we were able to expand the opportunity to include our students as well as continuing with faculty, staff and their own children. We served approximately 200 students, faculty and staff.
- BJ Stone, our professional development consultant, continued our work with faculty and staff. This month she met with new teachers as part of their induction process, and worked with middle school teachers to refresh our work from last year and set the stage for continued learning this year. She has also been working with our administrative team to plan for instructional leadership continuous growth.
- We will be offering an ABC after school program beginning in the next week or so. University typically has about 30 students that attend the after school program at Monfort Elementary. This will allow an added convenience for our families as well as helping protect our students from additional contacts and quarantine risks.
- All faculty and staff completed mandatory 504 training to adhere to the conditions of an OCR complaint from last school year.
- NHS completed their induction ceremony virtually and were honored to induct 13 new members.
- USPTO provided the whole school community with popsicles and we enjoyed a mini pep rally on the football field while being entertained by the band.
- Fall sports have been a terrific opportunity for many of our student athletes.
 - Boys Tennis finished the season at Regionals on Sept 17 & 18.
 - Softball ended the season with a record of 15-4 and made it to the State Semifinals where they lost to Lutheran.
 - Kylie Kravig is representing the Cross Country team at the state meet, which is on Sat., Oct 17.
 - Football had a great start to their season on Oct 9 with a big win. The Cheer, Pom and Marching Band also had a great night. I understand this was our first marching band half-time show and it was terrific! I can't wait to see the second half of the show.
 - We were able to create spectator sections to allow more fans. Our set up allows a total of 250 to 300 home fans, 120 visitors and 70 or so students.
 - Knowledge Bowl and Speech & Debate will be starting soon.
- COVID-19 Updates
 - We have added a new position of classroom monitor to supervise students when teachers are able to teach remotely. We currently have 12 classroom monitors available. We have also entered an agreement with Alpine Staffing to provide substitute and classrooms monitors as needed. Both of these ventures have increased our ability to remain in-person even if we have faculty or cohorts in quarantine.
 - We received updated information from CDE/CDPHE which more clearly defines our process for return to learn and when to quarantine.
 - Friday was originally scheduled for professional development and will now be a self-care day for all faculty and staff in recognition of the extraordinary efforts everyone has displayed in making in-person and remote learning work for our students. We are also coming near the end of our CRF funds availability and have projected recurring expenses and will now look for any opportunity to provide additional compensation for our employees within acceptable guidelines.

7.2 Principal's Update (presenting virtually)

- I couldn't ask for a better start to the school year. Our staff, students and parents have been wonderful in adapting to our new circumstances.
- We are very glad to have the option for remote learning for our students.
- We have about 80% in person and 20% remote learners.
- We are a little behind where we would normally be at this time. Staff and students are learning

together and working through any problems.

- Our technology has been good. Amanda has been a big help with technology issues.
- Teachers have done a great job teaching students in person while also teaching those remote learners at the same.
- Students with A, B and C's are not going to be required to have a conference with their advisor, but students with a D or F will need to meet with their advisor to try to get them back on track.
- We have our students in cohorts where the teachers go to the different classroom which has been stressful for teachers, we think we will soon be able to start sending the students to the teachers classroom.
- Students will still be in their cohorts. We are working on ways to stagger the students in the hallways.
- We did have a week we had to have our 7th grade go fully remote due to the fact that we did not have enough substitutes to cover classes.
- Everyone is looking forward to the three day weekend.

7.3 Business Manager's Update (presenting virtually)

7.3.1 Financial Reports (pgs. 10-13)

- We are at 25% of budget. YTD surplus is \$213,981. Split \$153,464 for mil levy dollars and \$60,517 for other General Fund items.
- Under Assets on the Balance Sheet, the Accounts Receivable is large due to the billing to D6 for Coronavirus expenditures. We will be reimbursed for those.
- Under Liabilities, the Payroll Liability is larger because of the extra workers we hired due to the pandemic.
- On the Revenue side, our PPR is running over budget which is helping to create that surplus.
- Under the Grants, the \$40,922 reflects the money we received under the READ Act. Last year, we got \$40,909 so that state funding did not get cut this year.
- Under Expenditures, salary and benefits are running just under budget.
- Building Maintenance is a little high. With potentially needing some Capital fund dollars for other items this year, we need to be careful not to overspend these items.
- The Joint Use is high, but that's because I paid the surveyor from those dollars. That is a one-time expense.
- Water is pretty high. This may have been underfunded since we took over on the non-potable water on the fields and will need adjustment in an amended budget.
- Everything else look pretty typical.
- Capital, Under Assets, the A/R is again dollars we need to get back from D6 under the D6 bond approved last November.
- The Bldg/Grounds line item includes the expenses from the replacement of the HVAC units paid for since July as will the remaining repairs to the playground. This will be reimbursed by D6.
- I will be doing an Amended Budget for both Capital and General Fund. In Capital I need to account for those repair projects in the expenditures and in the General Fund, I will try to get the PPR, student count and purchased services a little closer to what I think actuals will be.
- The D6 Reconciliation Report for the 2019/2020 school year was sent to me by Meggan Sponsler. Without reconciling the Mil Levy money, we owed the District almost \$26,000, which was mostly in Special Ed costs. However, it was determined that they forgot to reconcile the Mil Levy dollars for the 2018/2019 school year, so they owed us almost \$111,000 from that year plus another \$19,000 from the 2019/2020 school year. This net out to us receiving about \$105,000 additional Mil Levy dollars in our October wire.
- Lastly, the auditors are almost done with the audit. We have a few more items to provide to them and we should have draft financial statements by the end of the month. They will present the audit at the November board meeting.

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

- Ethan (Stephanie) moved to approve the recommendation for hire. Motion passed.

9.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Policy for Electronic Attendance at Board Meetings

- Erin (Chance) moved to approve the Policy for Electronic Attendance for Board Meetings. Motion passed.

9.2 Board Meeting Format

- Discussion was held and it was decided to stay with the option of having meetings in person for those able to attend and also to offer the chance to attend virtually for others.

9.3 Plaque and Dedication – Dr. Gerner

- We are hoping for end of October to install on the lettering on the Fieldhouse and the dedication plaque.
- The Board had approved to spend \$4500.00 for the plaque and lettering, but the price came in at \$4713.59. The Board was sent an email to discuss the possibility of spending the extra money, and Sue was consulted. The Board agreed that would be ok. Erin (Chance) moved to approve the overage on the cost of the lettering and plaque. Motion passed.
- Discussion was held and the Board is hoping to have the dedication ceremony on Nov. 6, 2020 during the football game.

10.0 BOARD REPORTS/COMMUNICATION

10.1 BOG Report – Chairman

- none

10.2 Communication from the Board

- Erin thanked Director Weaver for her hard work coming into a new job during a pandemic and handling it very well. The Board appreciates her keeping them up to date with what is going on at the schools regarding COVID-19.
- Tina also commended Director Weaver and said parents had told her they really appreciate the email updates.
- Ethan wanted to recognize everyone who works at the schools for their hard work and all of the extra time they have put in trying to keep our students at school.
- Chris acknowledged how challenging this year has to be to administrators, staff and students and believes everyone is doing a great job.
- Amanda said the staff had reached out to her and wanted the administrators and Board to know they appreciated the Self Care day off. She also said that staff from each level wanted to let the Board know that they are handling many extra duties.

10.3 Foundation Report

- We found a new Treasurer and will have a meeting to approve him in the near future.
- We are going to defer the Homecoming faculty/alumni recognition until next year.

10.4 Joint Use Report

- Sue reported for Rod that the new Joint Use Committee met on Sept. 15 virtually.
- They had no prior minutes to approve since this was the first meeting under the New Auditorium Joint Use Agreement.
- Sue presented financials thru 8/31/2020 for Joint Use expenses as well as a proposed budget for 20/21 per the new agreement. The budget was approved.
- Discussion was held about use of the auditorium and cleaning after each group's use.
- Sue provided our armed security guards' cell phone numbers to Dr. Seedorf in Ed's absence in case of emergency.

- The next meeting will be 11/17/2020 8:30 am.

11.0 FUTURE BUSINESS

- Audit will be presented in November
- Discussion will be continued on how to support our students and staff.

12.0 NEXT REGULAR MEETING – NOVEMBER 11, 2020

13.0 ADJOURNMENT

Erin (Ethan) moved to adjourn at 7:02 pm. Motion passed.

REMINDERS:

OCTOBER 16 – SELF-CARE DAY – NO SCHOOL K-12

OCTOBER 19 – FALL BREAK – SCHOOL CLOSED

NOVEMBER 6 – FACULTY WORKDAY – NO SCHOOL 9-12

NOVEMBER 9-10 – FACULTY WORKDAYS – NO SCHOOL K-8