



Strasburg School District 31-J

Agenda

SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting

February 9, 2026 6:00 PM

Central Service Building, 2102 Wagner Street, Strasburg, CO 80136

Meeting is In-Person Audience may observe via Zoom

Join Zoom Meeting

<https://ecboces.zoom.us/j/98057290855>

Meeting ID: 980 5729 0855

Mission Statement (Policy AD):

Strasburg 31J will develop resourceful, responsible, and resilient engaged citizens who are empowered in a safe learning environment for all to achieve their full potential in an evolving world.

Board of Education

Michael Marrero, President

Diana Elliott, 1st Vice President

Mary O'Malley, 2nd Vice President

Courtney Vance, Secretary

Gema Gomez, 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 Meeting
Michael Marrero
 - a. Roll Call
 - b. Pledge of Allegiance
 - c. Adoption of the Minutes
 - d. Adoption of the Agenda
 - e. Land Acknowledgment
 - f. Board of Education Norms
- II. Moment of Silence
- III. Celebrations
Kelle Bongard
 - a. Willy Wonka
 - b. Gifted and Talented
 - c. FBLA
 - d. Speech & Debate
- IV. Public Participation/General
Michael Marrero
- V. Old Business
 - a. Meal Reimbursements
- VI. New Business
- VII. Board Reports/Discussion
 - a. Board Feedback
Michael Marrero
 - b. Legislative and Colorado Association of School Boards
Diana Elliott
 - c. District Accountability Committee
Courtney Vance
 - d. East Central Board of Cooperative Educational Services
Diana Elliott
 - e. Chamber of Commerce
Gema Gomez
- VIII. Superintendent Report/Discussion
Kelle Bongard
 - a. Building Updates
 - b. Fiscal Updates
 - i. Facility Master Plan
 - ii. 2025 School Finance Act Video

<https://youtu.be/Aq0QLEaQ4Mc>
 - iii. Quarterly Financial Report

<https://resources.finalsite.net/images/v1770152098/strasburg31jcom/u4ryv1tdmqk v80tswcgt/QtrlyFinStmts202512.pdf>
 - c. Recognition Bonus
- IX. Adoption of Consent Agenda
 - a. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals
 - Q3 MS Coach List Attached
 - Simone Suttmer-Lybarger - SHS Paraprofessional
 - Julie Jeffries - Middle School Building Secretary
 - Amanda Rosier - Director of Finance
 - b. Personnel Matters Contract/Letter of Assignments – Reassignments
 - c. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals
 - Nancy Taylor - Excecutive Director, Finance and Operations
 - d. Substitute List
 - e. Recognition Bonus

- 2% of Contract/Notice of Assignment Amount
 - f. Policy Updates
 - i. DKC-R Meal Reimbursement Guidelines
 - g. Facility Master Plan Proposal
- X. Calendar Review
 - a. Meeting Times and Dates Review
 - **February 23** – Work Session
 - **February 27–28** – SES Musical
 - **March 9** – Regular Board Meeting
 - **March 30** – Work Session (*rescheduled from March 23 due to Spring Break*)
 - b. Future Agenda Topics
- XI. Adjournment

Regular Meeting
Monday, January 12, 2026 6:00 PM Mountain

Central Service Building
2102 Wagner Street
Strasburg, CO 80136

Diana Elliott: Present
Gema Gomez: Present
Michael Marrero: Present
Mary O'Malley: Present
Courtney Vance: Present
Present: 5.

I. Opening of Meeting

I.a. Roll Call

I.b. Pledge of Allegiance

I.c. Adoption of the Minutes

I recommend we approve the minutes as presented. This motion, made by Diana Elliott and seconded by Mary O'Malley, Carried.

Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea, Mary O'Malley: Yea, Courtney Vance: Yea

Yea: 5, Nay: 0

I.d. Adoption of the Agenda

I recommend we approve the agenda as presented. This motion, made by Mary O'Malley and seconded by Diana Elliott, Carried.

Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea, Mary O'Malley: Yea, Courtney Vance: Yea

Yea: 5, Nay: 0

I.e. Land Acknowledgment

I.f. Board of Education Norms

II. Celebrations

II.a. Honor Band/Choir

The Board recognized secondary students who participated in Honor Choir and Honor Band.

Hempill Middle School Choir Teacher Tammy Hart shared that, for the first time in several years, Hempill Middle School students participated in the Eastern Colorado Middle School Honor Choir in November. Eight students auditioned and were accepted into the ensemble, rehearsing under experienced conductors and performing as part of a choir of more than 100 students from across eastern Colorado. Students recognized included Sadie Hart, Avery Keyword, Kyle Hardy, Abby Nuño, and Olivia Torres. Ms. Hart expressed pride in the students' accomplishments and appreciation for district and community support of the performing arts.

Strasburg High School Band Teacher John Ricks recognized students who earned placements in Honor Band. Josh Handy was recognized for earning first chair, a significant honor. Additional students recognized included Jayden Lind, Jaxon Penland, Ivan Heater, Laura Chance, and Charlotte Kinghorn, along with other students who earned alternate positions. Mr. Ricks noted the students performed challenging music and had the opportunity to work with directors and collegiate-level instructors from across the state.

The Board thanked the teachers and students for representing the district and highlighted the importance of celebrating student achievements beyond athletics.

III. Public Participation/General

There was no public participation.

IV. Old Business

IV.a. CASB Debrief

Board members and district leadership shared reflections from the Colorado Association of School Boards (CASB) Annual Conference attended in December.

Board members highlighted the value of sessions focused on effective boardmanship, legal responsibilities, governance, and leadership, noting the conference provided a strong foundation—particularly for newer board members. Several members emphasized the benefit of networking with other districts and learning from practices already in place across the state.

Key themes discussed included:

- Student leadership and engagement, including student board members and student advisory councils. The Board noted the positive experience of Strasburg students attending the conference and the value of expanding student leadership opportunities within the district.
- Family and community engagement, with emphasis on moving from discussion to action and strengthening partnerships among families, staff, and the broader community.
- Strategic planning, with recognition that Strasburg's strategic plan and ongoing work sessions were frequently cited as strengths by other districts.
- Board effectiveness, including the importance of work sessions, collaboration, and continuous improvement.
- Cell phone policy, which will be explored further in a future work session.
- School finance communication, including improving transparency and understanding of district finances for the entire community, not just families with students enrolled.

Board members and administration expressed appreciation for the opportunity to attend CASB and emphasized the importance of applying lessons learned as the district moves forward.

V. New Business

There was no new business.

VI. Board Reports/Discussion

VI.a. Board Feedback

The Board shared positive feedback received from a community member regarding several Strasburg students who demonstrated kindness and sportsmanship while attending a Denver Broncos game. The email highlighted the students' willingness to help a young child have a memorable experience, reflecting positively on the district and its students.

VI.b. Legislative and Colorado Association of School Boards

Diana provided a legislative update, noting that the 2026 Colorado legislative session opens on January 14. She shared that the upcoming session is expected to be challenging due to budget constraints and changes in legislative membership. She will attend an upcoming Legislative Resolution Advisory Council (LRAC) meeting and provide additional updates as information becomes available.

Diana also shared CASB-related updates, highlighting the value of the recent CASB Annual Conference, including opportunities for professional development and board team building. She noted that CASB conferences support effective collaboration and informed decision-making among board members.

Information was shared regarding CASB's Winter Legislative Kickoff and Visit the Capitol Day, which includes meetings with legislators, educational sessions, and networking opportunities. Board members were encouraged to consider attending if interested.

VI.c. District Accountability Committee

Venessia provided an update from the District Accountability Committee (DAC) meeting. Discussion focused on increasing parent and community participation, particularly related to the upcoming 5 Essentials Survey, and exploring strategies to encourage broader engagement beyond traditional participation methods.

The committee also reviewed district financial information, with a budget presentation provided by administration.

VI.d. East Central Board of Cooperative Educational Services

Diana provided an update on East Central BOCES activities, noting that work has been underway on the current Executive Director's evaluation as he completes his term through June 30. She shared that the Board has also begun the process of hiring a new Executive Director, with four applicants identified and interviews scheduled.

Diana reported that a special focus meeting is scheduled for January 28, during which the evaluation will be presented and, if appropriate, approval of a new Executive Director will be considered.

VI.e. Chamber of Commerce

An update was provided regarding the upcoming Chamber of Commerce Lunch and Learn scheduled for January 21 at May Farms. The featured presentation will be by the Ag and Food Lab from Bennett, with a focus on building a sustainable future for local food systems. Lunch will be provided.

It was noted that Chamber activities have otherwise been relatively quiet as the community transitions out of the holiday season.

VII. Superintendent Report/Discussion

VII.a. Building Updates

- Strasburg Elementary School
https://docs.google.com/presentation/d/19qWTeI99_pC3VemiLWgNM50k2s_jE6f2SGvc8bBz6cA/edit?usp=sharing
- Hemphill Middle School
- SHS
- PCHS

Elementary School

Elementary Principal Mr. Schiller shared mid-year academic results and student engagement updates. Mid-year diagnostic data indicated students are on pace to meet or exceed expected annual growth in both reading and math, with notable reductions in students identified as at-risk. Strengths were observed in foundational reading skills, with continued focus planned on vocabulary, comprehension, and math stamina. Mr. Schiller also highlighted recent student activities, recognition events, and upcoming family engagement opportunities, including Family Fitness Night and Reading Glow and Grow Night.

Middle School

Middle School Principal Mrs. Kitzman provided an update on academic progress, culture, and instructional focus. Mid-year diagnostic data revealed areas of growth as well as areas requiring targeted intervention in reading and math. The school has expanded WIN classes, implemented targeted small-group instruction, and added supports for English Language Learners. Staff continue to collaborate through Professional Learning Communities to review data and align instruction. Additional highlights included staff and student recognition programs, community partnerships, upcoming student activities, and continued communication with families.

High School

High School Principal Mr. Andrews reported a positive start to second semester, noting strong staff and student engagement. Professional learning efforts have shifted toward PSAT and SAT readiness, including staff participation in assessment modules to inform instructional planning. Emphasis is being placed on vocabulary development and cross-curricular reading strategies. Mr. Andrews also shared updates on student supports, staff recognition initiatives, family communication efforts regarding academic progress, and a variety of upcoming academic, career, and extracurricular events.

Prairie Creek High School (PCHS)

Prairie Creek High School Principal Mr. Winter shared updates on student progress and enrollment. Eight students completed graduation requirements at the end of the semester, with additional students anticipated to graduate later in the year. Enrollment adjustments were noted, along with ongoing outreach to partner districts. Mr. Winter also highlighted upcoming student experiences and plans for a strategic plan-focused workshop involving staff, students, and community members.

VII.b. Fiscal Updates

Chief Financial Officer Nancy Taylor provided a fiscal update and reviewed the 2025 audit and the revised 2024-25 budget.

Mrs. Taylor reported that the 2025 audit was finalized over winter break with no findings. The audit documentation is included in the board packet.

Mrs. Taylor explained that, following October student count, the district is required to approve a revised budget by January 31. October count reflected 1,090 funded students; however, due to the state's multi-year averaging method, the district is funded at 1,100.5 students based on the four-year average. She noted that the district's enrollment remains relatively stable compared to statewide trends and that future budgeting will account for the eventual loss of the highest enrollment year from the averaging calculation.

Mrs. Taylor reviewed the revised budget highlights, including:

- A reduction in mill levy collections following Board action in December, resulting in lower tax collections for bond repayment.
- Use of \$130,100 from the Bond Fund balance to support debt repayment, which allows for reduced tax collections while maintaining financial stability.
- A General Fund balance of approximately \$4.3 million, representing about 28% reserves, which remains well above the Board's minimum reserve target.
- A finalized audit resulting in an increase to fund balance, largely due to unanticipated revenues, including special education reimbursements.
- Shifts in revenue sources between local property taxes and state equalization, with no significant overall impact.
- Cost savings in employee benefits and insurance, following changes to health insurance funding and finalized insurance premiums.
- Identification of approximately \$180,000 in available funds due to cost savings, which will be discussed further at a future work session.

Mrs. Taylor also reviewed other district funds, including Food Service, Pupil Activity, Bond, Building, and Capital Funds, noting no significant changes. She reported that the 2012 bond

was fully paid off in December, leaving only the remaining bond repayment schedule moving forward.

Board members thanked Mrs. Taylor for her thorough and transparent reporting and emphasized the importance of continued fiscal planning and community transparency.

VII.b.i. 2025 Audit

VII.b.ii. 2025-2026 Revised Budget

VII.c. PIE Night

The Superintendent shared a reminder regarding the upcoming Partners in Education (PIE) Night scheduled for Thursday at 6:00 p.m. in the middle school cafeteria. Dinner, dessert, and childcare will be provided.

The discussion will focus primarily on reviewing cell phone policy practices from other school districts and gathering community input to inform a future Board work session. A portion of the evening will also include discussion on career cluster pathways and course offerings, building on recent student feedback and an upcoming parent survey. It was noted that the event is designed to be interactive and in-person.

VII.d. Policy Updates

VIII. Adoption of Consent Agenda

I recommend we approve the consent agenda as presented. This motion, made by Mary O'Malley and seconded by Diana Elliott, Carried.

Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea, Mary O'Malley: Yea, Courtney Vance: Yea

Yea: 5, Nay: 0

VIII.a. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals

VIII.b. Personnel Matters Contract/Letter of Assignments – Reassignments

VIII.c. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals

- Monique Bradshaw

VIII.d. Substitute List

VIII.e. Adoption of 2025-2026 Revised Budget

VIII.f. Policy Updates

VIII.f.i. Policy ADA

IX. Calendar Review

IX.a. Meeting Times and Dates Review

IX.b. Future Agenda Topics

X. Adjournment

Recommend the Board adjourn the meeting at 7:42 p.m. This motion, made by Diana Elliott and seconded by Mary O'Malley, Carried.

Diana Elliott: Yea, Gema Gomez: Yea, Michael Marrero: Yea, Mary O'Malley: Yea, Courtney Vance: Yea

Yea: 5, Nay: 0

THE STRASBURG SCHOOL DISTRICT RESPECTFULLY
ACKNOWLEDGES THAT THE LAND ON WHICH WE
GATHER AND LEARN IS THE TRADITIONAL AND
ANCESTRAL HOMELANDS OF THE NORTHERN
ARAPAHO AND CHEYENNE PEOPLE.

WE ARE COMMITTED TO GROWING AND
DEEPENING OUR RELATIONSHIP WITH THE VIBRANT
INDIGENOUS COMMUNITIES WHO CONTINUE TO
THRIVE AND UPHOLD THEIR SACRED RELATION TO THIS
LAND. WE EXTEND OUR RESPECT TO THE ELDERS OF
THE PAST, THE PRESENT, AND FUTURE.



Strasburg School District 31J

Policy:	File:
Board of Education Norms	BEN
Adopted:	Revision:
	September 2025

Board of Education Team Norms

Accountability to the Board and the Community:

- We communicate with respect, transparency, and openness, especially in challenging situations, while considering the appropriate context for feedback.
- We actively listen and engage with objectivity and without personal bias, ensuring that all voices are heard and respected.
- We support and promote board decisions collectively, address concerns directly with the involved individuals, and maintain mutual respect.

Commitment to the District's Strategic Plan:

- We embrace the school mission and advocate for all students, prioritizing the greater good of the district over personal agendas.
- We approach every issue with the same level of focus and dedication, believing in the potential of all students to achieve academic success.

Effective and Productive Meetings:

- We prioritize and attend all meetings consistently by being prepared, arriving ready to actively engage, contribute, and accomplish the work of the board, while staying focused, using time efficiently, and starting and ending on time.
- We ensure everyone has a voice and promote balanced discussions, ending each meeting with clear action items, timelines, and owners
- We adhere to established norms, speak up when deviations occur, and strive to make our meetings a space for meaningful and respectful dialogue.



-  **STEM Club** (Grades K-2 & 3-5)
-  **Frisbee Golf** (Grades 2-5)
-  **Arts & Crafts** (Grades K-5)
-  **Volleyball** (Grades 3-5)
-  **Book Club** (Grades 3-5)



**PLEASE JOIN US
FOR OUR
1ST & 2ND GRADE
EARTH SCIENCE
CELEBRATION!**

First Grade will showcase
their learning about
patterns in the sky.
Come and experience a
dark room to demonstrate
the phases of the moon!

Second Grade will showcase
their learning about how the
Earth changes.
We will have experiments and
demonstrations!

**WEDNESDAY,
FEBRUARY 11
4:30-6:30 PM**

Strasburg Elementary
1st and 2nd grade hallway



<u>Coach</u>	<u>Postion</u>
Marissa Hauser	MS Girls Basketball - Head Coach
Larry Deffenbaugh	MS Girls Basketball - Asst. Coach
Lillie Freeman	MS Girls Basketball - Asst. Coach
Jason Kinghorn	MS Wrestling - Head Coach
Preston Nelson	MS Wrestling - Asst. Coach

Full Name	Attribute(s)
Angelo, Sarah	Sub Health Aid, Sub Para
Bartfai, Taylor	Sub Para
Beeck, Kori	Sub Teacher
Bonds, Jessie	Sub Para
Brunsvold, Bertha	Sub Para
Busse, Susan	Sub Para, Sub Teacher
Casarrubias, Nanci	Sub Food Services
Chavez, Cyndi	Sub Teacher
Crouse, Vicki	Sub Para, Sub Teacher
DeWolf, Corey	Sub Para, Sub Teacher
Elliott, Diana	Sub Teacher
Elliott, Kurt	Sub Para, Sub Teacher
Engelsman, Tiffany	Sub Teacher
Garrett, Jaclyn	Sub Para, Sub Secretary, Sub Teacher
Goble, Tanya	Sub Para
Griggs, Cynthia	Sub Para
Gutierrez, Dana	Sub Food Services, Sub Para, Sub Teacher
Hale, Lori	Sub Teacher
Hart, Amie	Sub Teacher
Hassell, Samantha	Sub Food Services, Sub Teacher
Hickson, Katherine	Sub Custodian
Jeffries, Julie	Sub Teacher
Johnson, Susan	Sub Teacher
Long, Meranda	Sub Para
McNabb, Stacey	Sub Para
Muehlausen, Corine	Sub Para, Sub Teacher
Mullarkey, Kea	Sub Para, Sub Teacher
Osborne, Deborah	Sub Para, Sub Teacher
Paul, Taylor	Sub Para, Sub Teacher
Perrino, Connie	Sub Custodian
Rigdon, Jacqueline	Sub Para, Sub Teacher
Rose, Alec	Sub Food Services
Schermerhorn, Shauni	Sub Teacher
Scott, Jessica	Sub Teacher
Sherer, Patricia	Sub Teacher
Shuck, Leanne	Sub Teacher
Simpkins, Pamela	Sub Teacher
Smith, Julie	Sub Teacher
Steinman, Beth	Sub Para, Sub Secretary
Stuart, Autumn	Sub Teacher
Suttmer-Lybarger, Simone	Sub Para
Tarango, Maria	Sub Custodian
Torres-Cervantes, Maria	Sub Custodian
Van Cleave, Courtney	Sub Teacher
Villa, Rosa	Sub Custodian
Vining, Rita	Sub Teacher
Wailles, Julia	Sub Health Aid
Winklepleck, Brenda	Sub Teacher



Strasburg School District 31J

Policy:	File:
Expense Authorization – Meal Guidelines	DKC-R
Adopted:	Revision:
2006	2/5/2026

The following will be the approved meal allowance schedule:

Meals are reimbursed with the following guidelines:

Breakfast - \$8.00

Lunch - \$12.00

Dinner - \$20.00

These rates will be adjusted annually based on the IRS

In traveling situations where three meals are required for the day, the reimbursement should not exceed \$40.00 for the day. If the trip does not require three meals for the day, then the reimbursement will be held to the guidelines indicated for the individual meal costs. An itemized receipt must accompany reimbursable expenses. Charges for alcohol will not be reimbursed.

Charge card receipts are not acceptable unless itemized.

All requests for reimbursement must be submitted within 30 days of when the expense was incurred.



November 24, 2025

Kelle Bongard, Superintendent
Strasburg School District 31J
2102 Wagner Street
Strasburg CO 80136

Re: Strasburg School District Facility Master Plan

Mrs. Kelle Bongard,

Thank you for the opportunity to continue to assist Strasburg School District with masterplan services. We have genuinely enjoyed our over 6-year relationship with the District and look forward to supporting the District. RTA as a 50-year-old Colorado owned and operated architectural firm that has served over 50 school Districts across the state values supporting Colorado and our neighbors. We have successfully facilitated masterplan services for 45 plus Colorado School Districts over the last two decades and delivered **over 29 completed BEST funded projects, including Strasburg SD!**

Below is our fee proposal for master plan services to be provided:

- | | |
|---|-----------------|
| 1. Lump Sum Fee Proposal (total of items below) | \$27,000 |
| a. Facility Master Plan : | \$14,800 |
| b. Safety and Security Assessment: | Included above. |
| c. Facility Assessments of District Owned Property | \$8,000 |
| E. Website development (based on CDE master plan guidelines) | \$5,200 |
| 2. Statement of work. | |
| a. Master Plan services will be provided based on the Colorado Department of Education master plan recommended guidelines (see attached). The information will be provided via a website hosted by RTA. | |
| b. In addition, an in-depth facility assessment will be completed, reviewed with the District, and the supporting documentation provided to the District. | |

- c. Safety and Security: Given the recent renovations, the scope of this evaluation will be streamlined; however, we will thoroughly validate current conditions and provide additional recommendations to further enhance safety and security.
- 4. Any Exclusions with Explanations
 - a. CDE recommendations include demographic analysis. If demographic information is desired, we can update the previous demographic analysis completed in 2019.
 - b. Excludes asbestos reports or identification of hazardous materials, geotechnical investigations, phase 1 environmental reporting, surveying services, extensive structural assessment beyond visual inspections.
- 5. Hourly rates for all personnel involved in the project.
 - a. See attached hourly rates exhibits.
- 6. Number of site visits anticipated to complete the work.
 - a. We anticipate 3 in person trips/meetings during the master plan process including facility assessment. We are willing to present findings to the board or other groups, as necessary.
- 7. Schedule
 - a. Anticipating starting assessments over the end of year during the holiday academic break with the full master plan complete in spring of 2026.

Thank you again for the opportunity to continue to work with you and Strasburg School District. As a Colorado-owned and operated architecture and planning firm, we cherish the opportunity to work with our Colorado neighbors and look forward to supporting the District. Please let me know if I can answer any questions or if additional clarifications or refinement of the fee is necessary to meet the District's expectations. We are looking forward to continuing to work with you and your community.

Sincerely,



Doug Abernethy, AIA
Principal / President

If this proposal is accepted, please sign below and we will proceed with the master planning work.

Signature:

Title:

Date:

R.T.A., Inc.
19 S. Tejon Street, Suite 300
Colorado Springs, CO 80903

ph 719-471-7566
fx 719-471-1174
www.rtaarchitects.com