Monday December 15, 2025
REGULAR BOARD MEETING
6:00PM @ Business Ed. Classroom (Kathy Self's Room)

I. CALL TO ORDER: Darrell Mackey, board president, called the December 15, 2025 Regular School Board Meeting to order at 6:14 p.m.

II. ROLL CALL
   A. Members Present: Jennifer Esch, Darrell Mackey, Heath Piper, Elle Sikes and Larkin Smith.
   B. Members Absent: None
   C. School Personnel Present: Kurt Baxter, Jerri-Ann Montoya, Tiffany Hume, Shealynn Robins, Pam Hartley, Jenetta Baxter and Deb Sharpe.
   D. Guests in Attendance: Dakota Reid, Rylan Smith, Amanda Kanapilly

III. ADDITIONS TO THE AGENDA:
Superintendent Baxter recommended that following the approval of the agenda, representatives from the Jr. Class be allowed to share their updates concerning a Senior Trip and he requested the addition of DISCUSS ATTENDANCE to New Business, Item A.

IV. APPROVAL OF AGENDA: Jennifer Esch made a motion to approve the agenda with additions of Jr. Class Sr. Trip Discussion immediately following agenda approval and DISCUSS ATTENDANCE to New Business, Item A. Larkin Smith seconded the motion. Motion passed unanimously.

V. JR. CLASS PRESENTATION:
Students shared that a poll of the senior class showed 13 class members who affirmed their interest in going on a senior trip and agreed to participate in fundraising efforts. The board asked that the Class of 2027 present their trip proposal to Superintendent Baxter prior to bringing the presentation to the regular board meeting on January 19, 2026.

VI. APPROVAL OF MINUTES:
   A. Regular Meeting 11-17-25 Minutes
   B. Special Meeting 11-19-25 Minutes
   C. Special Meeting 12-1-25 Minutes
   D. Special Meeting 12-9-25 Minutes

It was noted that a correction needed made to the name of guest attending the Special Meeting on 11-19-25; Andrea Mort to Andrea Hertzel. Jennifer Esch made a motion to approve the minutes of the 11-17-2025 Regular Meeting, the 11-19-2025 Special Meeting, the 12-1-2025 Special Meeting and the 12-9-2025 Special Meeting as presented with the name correction noted in the 11-19- 2025 Special Meeting minutes. Larkin Smith seconded the motion. Motion passed unanimously.

VII. FINANCIAL REPORTS
The board reviewed the financial reports provided in the BOE packet.

VIII. ADMINISTRATOR REPORTS:
   A. Springfield Preschool Director

B. Principal & Dean of Students
C. Superintendent

The board reviewed and discussed the administrators' written reports provided in the BOE packet.

IX. PUBLIC FORUM: None

X. OLD BUSINESS:

A. Money owed to school from GTC: Superintendent Baxter reported that he and Mr. Mackey met with GTC. Legal counsel advised that the district could not continue to hold the last payment to GTC. The check was sent by certified mail on Dec. 12, 2025. The board discussed the remaining contingency money due to the school and the state's requirements for how the money can be spent. The board is still asking for written clarification on warranty expiration dates.

B. BOCES House Lease Agreement: The board reviewed the existing agreement and the following revisions are to be made: raise monthly rent to $650.00 per month, include Trash Service to be paid by BOCES and update the school's address. Jennifer Esch made a motion to approve the BOCES House Lease Agreement for 2026 with the listed revisions. Heath Piper seconded the motion. Motion passed unanimously.

C. BOCES House Plumbing: Director Mackey shared that Kit Callahan has shown interest in submitting a bid for the plumbing repairs on the rental house at 265 Cedar. No bid has been received at this time.

D. Activity Bus: Director Mackey reported that state rules will no longer permit schools to own, or students to be transported in a fiberglass top bus. Efforts have now shifted to working with a bus manufacturing plant in Wichita, Kansas. Preliminary prices are between $247,000 to $275,000 depending on specs chosen.

E. Compact Car for District: Superintendent Baxter talked to the board about the need for a reliable, economy car for school use. Alternate uses and types of vehicles were discussed and appropriate vehicles will be considered if located.

F. Office Furniture: Quotes were presented for 2 desks, wall storage and metal bookcases for the Superintendent's office and Cafeteria Manager's office. These quotes are for furniture that matches the existing furniture in the buildings. Officewise: $6,168.37, Meteor Education: $8,257.95, Staples: $5,485.46 Jennifer Esch made a motion to approve the quote from Staples for $5,485.46. Larkin Smith seconded the motion. Motion passed unanimously.

XI. NEW BUSINESS:

A. DISCUSS SCHOOL DISMISSAL GUIDELINES:

Superintendent Baxter inquired about guidelines for dismissing school due to excessive absences from illness. Because of all the variables that can be part of this decision, it was agreed that it is usually a case-by-case determination.

A. REORGANIZATION OF BOARD:

Board members agreed to open the following positions for board members to volunteer.

1. Accountability Committee Member: Elle Sikes will serve as the board liaison for the Accountability Committee.
2. BOCES Representative: Jennifer Esch will continue to serve as the BOCES Representative.
3. Legislative Delegate: Larkin Smith will be the Springfield School District's Legislative Delegate for CASB.

Darrell Mackey made a motion to approve the board member volunteers as listed for the Accountability Committee, BOCES Representative and CASB Legislative Delegate. Heath Piper seconded the motion. Motion passed unanimously.

B. DESIGNATE REGULAR BOARD MEETING DATES AND TIMES:

Currently: The regular board meeting for the Springfield School District will be held monthly on the first Monday after the 15th of the month at 6:00 p.m.

C. DESIGNATE NEWSPAPER OF RECORD FOR LEGAL NOTICES:

Currently: The Plainsman Herald will be the designated newspaper for the school district's legal notices.

D. DESIGNATE SCHOOL DISTRICT LEGAL COUNSEL:

Currently: The law firm of Caplan & Ernest, Boulder, CO will be the designated legal counsel for the Springfield School District.

Jennifer Esch made a motion to make no changes to currently approved board meeting dates and times, the designated newspaper, and the designated legal counsel for the Springfield School District. Elle Sikes seconded the motion. Motion passed unanimously.

E. DESIGNATE FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR DISTRICT FUNDS:

1. *Community State Bank* –General Fund checking, Lunch Fund checking, Preschool Fund checking, Lunch Fund savings CD, Activity Fund checking, and Activity Fund savings CD.
2. *Frontier bank* – Capital Reserve Fund Hi-Yield checking.
3. *ColoTrust* – General Fund Money Market, Pre-School Fund Money Market.

Heath Piper made a motion to approve the Financial Institutions as listed above and recommended by Shealynn Robins, Business Manager. Jennifer Esch seconded the motion. Motion passed unanimously.

F. DESIGNATE AND APPROVE THE SIGNATURES ON BANK ACCOUNTS:

1. *Community State Bank*: General Fund Checking, Lunch Fund Checking, Preschool Checking, Lunch Fund savings CD, & Activity Fund savings CD - Remove Andrea Keenan, add Elle Sikes, other authorizations remain the same.
2. *Frontier Bank:* Capital Reserve Fund checking - Remove Andrea Keenan, add Elle Sikes, other authorizations remain the same.
3. *ColoTrust:* General Fund Money Market, Preschool Money Market - No changes

Jennifer Esch made a motion to designate and approve the signatures changes on the bank accounts as published in the agenda, Items 1., 2., and 3. Larkin Smith seconded the motion. Motion passed unanimously.

G. APPROVE AUTHORIZATION OF FACSIMILE SIGNATURE PLATE: No changes needed on signatures.
Heath Piper made a motion to approve the use of Facsimile Signatures on checks issued on the General Fund checking account. Jennifer Esch seconded the motion. Motion passed unanimously.

H. CALENDAR CHANGE: Request to move January 30th PD/Work Day to January 9th.
   1. This request is to be able to implement AristotleK12 and Learning Ally and train staff on these programs sooner.

The January Professional Day is traditionally used to host the high school knowledge bowl. Springfield will not be hosting this year so administration requested that the January professional day scheduled for January 30 be changed to January 9. Jennifer Esch made a motion to approve moving a contracted professional day from January 30 to January 9, 2026 for the 2025-26 calendar. Larkin Smith seconded the motion. Motion passed unanimously.

I. APPROVAL TO SUBMIT AUDIT: Shealynn Robins requested approval to allow her to submit the audit to CDE as soon as it is completed by the auditor so the submission deadline can be met. CDE will not approve an extension this year. The auditor will be available during the January regular meeting to go over details of the audit with the board. Larkin Smith made a motion to approve the submission of the audit to CDE upon completion. Heath Piper seconded the motion. Motion passed unanimously.

J. WRESTLING MATS: Superintendent Baxter presented an opportunity for the district to purchase a new wrestling mat for a discounted price of $10,000.00. Dollamur provides the mats for state wrestling and schools are given the opportunity to personalize a mat, purchase that mat and then take possession following the tournament. Jennifer Esch made a motion to approve purchasing a Dollamur wrestling mat for $10,000.00 through the discount program for the state wresting tournament. Larkin Smith seconded the motion. Motion passed unanimously.

K. SPECIAL ED PARAPROFESSIONAL SALARY SUGGESTION: Superintendent Baxter shared with the board that after a review of the roles and responsibilities of the Special Ed Paraprofessionals, it would be more accurate for their pay to be in line with a Title Para. He recommended no change to the salary schedule, but instead a move from T-3 on the schedules to T-5. This would be a cost to the district's salary budget of approximately $7500.00. Larkin Smith made a motion to move Special Ed Paraprofessionals to column T-5, effective for 01-15-26 payroll. Heath Piper seconded the motion. Motion passed unanimously.

L. PERSONNEL (Resignations, Retirements, & Appointments)
   1. Koby Kincade- Resignation
      Jennifer Esch made a motion to accept the resignation of Koby Kincade as Title 1 Para. Heath Piper seconded the motion. Motion passed unanimously.

M. EXECUTIVE SESSION

1. The Board will vote to convene in executive session pursuant to C.R.S. 24-6-402(4)(e)(I) to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and instruct negotiators in connection with the IT/Technology Administrator employment contract.

President Mackey invited Shealynn Robins to join the Executive Session.
Heath Piper made a motion to go in to executive session. Jennifer Esch seconded the motion. Motion passed unanimously.
The board entered Executive Session at 9:34 p.m.
The board returned to Regular Session at 10:15 p.m.

XII. BOARD FORUM: President Mackey recommended that following the discussion of a newly created position, IT Administrator/Grant Writer, the school attorney should be retained to draft a contract for this new position, which can be offered to the applicant after a board vote to approve the contract.

Mr. Mackey shared an official's concern he had received about the food being offered to the officials.

Mrs. Smith shared that she had heard about a school that has started utilizing robot vacuums to help with daily maintenance. She also asked if there could be instances when eligibility issues might be affected by how timely teachers are entering grades.

Mrs. Sikes shared she has been approached with concerns about the deteriorating condition of the track and inquired if there was any way to do some temporary patching.

Ms. Esch read a thank you from Mrs. Montoya for the holiday bonus.

Mr. Piper voiced his dissatisfaction with the picture quality of the Hudl system.

Mrs. Sikes mentioned that advertisement can be sold on Hudl that could help with the cost of the system.

XIII. ADJOURN: Jennifer Esch made a motion to adjourn. Larkin Smith seconded the motion. Motion passed unanimously.
The meeting was adjourned at 10:48 p.m.
Next Regular Board Meeting: Monday January 19, 2026

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Darrell Mackey, President Larkin Smith, Vice-President

_____ _____

Jennifer Esch, Secretary Heath Piper, Treasurer

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Elle Sikes, Director