SPRINGFIELD SCHOOL DISTRICT RE-4
Monday, July 18, 2022
REGULAR BOARD MEETING
6:00 P.M. – ELEMENTARY WORKROOM

I. CALL TO ORDER: Tyler Gibson, board president called the July 18, 2022 regular board meeting to order at 6:02 p.m.

A. ROLL CALL:
B. MEMBERS PRESENT: Clinton Arbuthnot, Jennifer Esch, Tyler Gibson and Darrell Mackey
C. MEMBERS ABSENT: None
D. SCHOOL PERSONNEL PRESENT: Shelly Swayne, Ginger Walker, Jerri-Ann Montoya and Pam Hartley.
E. GUESTS IN ATTENDANCE: Lexi Brooks (rep. Plainsman Herald), Doug Stolebarger and Max Grant.

II. ADDITIONS TO THE AGENDA: Superintendent Swayne recommended that Boys' High School Basketball and Girls High School Volleyball be added to the particular matter(s) for discussion under Executive Session.

III. APPROVAL OF AGENDA: Jennifer Esch made a motion to approve the agenda as presented with the addition of Boys' High School Basketball and Girls High School Volleyball to the particular matter(s) for discussion under Executive Session. Clinton Arbuthnot seconded the motion. Motion passed unanimously.

IV. ROUTINE ITEMS:

A. APPROVAL OF MINUTES:
1. Regular June Meeting, 06/20/2022
2. Special Meeting, 06/30/22

The board reviewed the minutes. Jennifer Esch made a motion to approve the minutes as presented for the June 6, 2022 Regular Meeting and the June 30, 2022 Special Meeting. Darrell Mackey seconded the motion. Motion passed unanimously.

B. FINANCIAL REPORTS: The board reviewed the July, 2022 Financial Reports.

C. CLAIMS PAYABLE: The board reviewed the July 13, 2022 Claims Payable. Clinton Arbuthnot made a motion to approve the July 13, 2022 Claims Payable as presented. Jennifer Esch seconded the motion. Motion passed unanimously.

D. SUMMER SCHOOL PK REPORT: No report was presented.

V. PUBLIC FORUM: There were no public comments.

Please Note: ***Welcome to the open forum portion of our meeting. We appreciate your interest in participating in this conversation time with the Springfield School District RE-4 Board of Education. A sign-up sheet was provided at the entrance to the Board meeting for all persons wishing to address the Board. It is requested that comments be limited to five minutes per speaker. Patrons are invited to share comments with the Board in an orderly manner that is consistent with the respect and dignity that should be part of a Board of Education public meeting. The Board will require that speakers and audience members adhere to basic standards of civility and, with limited time available, as the Board President, I may need to limit or terminate discussion to maintain decorum or to give as many people as possible the opportunity to speak. The Board will not take any action during this time. It is the preference of the Board that comments concerning District personnel be addressed in an executive session. Discussion of individual students must occur in the executive session. Please inform the Board if you intend to make comments concerning District personnel or students so those comments may be heard in the executive session.***

VI. DISCUSSION ITEMS

A. **Bids for fuel, milk, trash:** Superintendent Swayne informed the board that no bids were received for fuel or milk. Only one bid was received for trash. Vice-president Arbuthnot read the trash bid submitted from Plains Disposal. Pricing includes 8 dumpsters located at specified locations on school campus to be emptied twice per week for the cost of $275.00 per month equal to a yearly cost of $3,300.00. Ms. Swayne recommended that the board approve Plains Disposal to provide trash service to the district for the 2022-2023 school year. Jennifer Esch made a motion to approve Plains Disposal as the trash service provider for the 2022-2023 school year for Springfield School District at a cost of $3,300.00 per year. Darrell Mackey seconded the motion. Motion passed unanimously.

B. **Student Handbooks for PK-12:** Superintendent Swayne expressed that the building level handbooks are good, but could be better. She recommended the board approve the handbooks with the understanding that the leadership team will work on a consistent format and follow through for the attendance policy with input from teachers and student leaders. Board member agreed on the priority of having an attendance policy in place prior to enrollment and stressed the importance of enforcement or application of other policies in a consistent manner across the district. It was a suggestion to include the CASB Chain of Communication flow-chart in the body of the handbooks. Board members requested they each receive a hard copy of the latest version of each building's handbook. Clinton Arbuthnot made a motion to approve the student handbooks for Preschool – 12 grades with assurance that updates will be considered throughout the school year. Jennifer Esch seconded the motion. Motion passed unanimously.

C. **Substitute Staffing:** Superintendent Swayne offered two proposals in regard to the substitute staffing pay to allow the district to be competitive and help with recruitment. The board discussed the merits of each proposal. Jennifer Esch made a motion to approve Proposal 1 which establishes pay on a daily pay rate with an increase to $105.00 per day for a full day for Non-Teacher Certified Substitutes, $125.00 per day for a full day for Teacher Certified Substitutes and

$62.50 for a half-day for both certified and non-certified. Darrell Mackey seconded the motion. Motion passed unanimously.

D. **Budget / Banking Details:** The current approved threshold for fund transfers is set at $150,000.00. With increases in monthly payroll and the increasing cost for monthly payments, the current threshold is not sufficient.
Superintendent Swayne recommended that the threshold be increased to $195,000.00. Darrell Mackey made a motion to increase the transfer threshold to $195,000.00. Jennifer Esch seconded the motion. Motion passed unanimously.

With the hiring of Superintendent Swayne, several banking authorizations need to be approved at Community State Bank and ColoTrust.
Darrell Mackey made a motion to approve the addition of Shelly Swayne, Superintendent, to the Community State Bank and ColoTrust accounts in all areas as needed:

Community State Bank

1. LUNCH FUND savings CD – 206000634; no checks. Authorized to complete transactions: Missy Corn, Shelly Swayne, Pam Hartley
2. ACTIVITY FUND checking – 205000851; Requires 2 signatures. Authorized signers: Shelly Swayne, Pam Hartley, Missy Corn.
3. ACTIVITY FUND savings CD – 206000683; no checks. Authorized to complete transactions: Missy Corn, Shelly Swayne, Pam Hartley.
4. GENERAL FUND money market – 203000056 – no checks. Authorized to complete transactions: Missy Corn, Shelly Swayne, Pam Hartley;

ColoTrust

Authorized persons on General Fund Money Market and Preschool Fund Money Market accounts at ColoTrust, approved to complete transactions are Shelly Swayne, Missy Corn and Pam Hartley.

Jennifer Esch seconded the motion. Motion passed unanimously.

E. **CASB Membership & Board Policy Update:** CASB membership dues for 2022-23 are $5,269.00 and $750.00 for 2022-23 Policy Support. Superintendent Swayne recommended that the membership and participation fees be approved. Membership and participation fees were listed and approved with the approval of July 13, 2022 Claims Payable.

Mr. Gibson reported that the CASB review of the District Board Policies has been completed and a reference guide was prepared to assist the board. Plans to start the management process will be discussed at the upcoming work session on July 25.

F. **Board Work Session:** The board discussed possible dates for a work session. It was decided to set the date for Monday, July 25, 2022 at 6:00 p.m. Ms. Swayne will prepare and email guidelines for the session.

G. **Board Member Application Process:** The board discussed the application process to fill the vacancy on the board created by the resignation of Kay Maes effective June 25, 2022. A notice of the vacancy has been posted on the school web-site and published in the local paper. Applications for the vacancy will be accepted until August 1, 2022.

H. **Back to School Events:** The board discussed community and staff gatherings to start the school year. It was decided that the school would host:
1. Staff welcome breakfast on Thursday, August 11, 8:00 a.m. with board members present to serve breakfast followed by some time devoted to team building.
2. A Community picnic to be furnished by the district and served by the board members. The picnic will follow open house in both the Elementary and Jr./Sr. High School on Thursday, August 18, 2022.

VII. ADMINISTRATIVE REPORTS

A. Principal Reports: None at this time.
Superintendent Swayne asked Mrs. Walker to speak about the need to set a definite time and date for the Class of 2023 graduation. Mrs. Walker explained the conflict arising from a trip that several students and parent/sponsors signed up for that is scheduled for May 25 to 28, 2023, during what might have been the traditional weekend to have graduation. When looking at other weekends to hold graduation, the best scenario is to set the date based on a day that currently appears to have the least amount of conflicts. That date seems to be May 13, 2023 at 10:30 a.m. This will change the length of time seniors are traditionally out of school before graduation, and it will require some adjustments to allow time for grades to be finalized before graduation. Darrell Mackey made a motion to schedule Graduation for the Class of 2023 for Saturday, May 13, 2023 at 10:30 a.m. Jennifer Esch seconded the motion. Motion passed unanimously.

B. Superintendent Report : The board referred to the printed BOE Report prepared by Superintendent Swayne. Ms. Swayne ask if there were any questions or comments about the items she discussed in her report. The board had no questions.

C. Board Forum/ Comments: Mr. Gibson commented that he liked the noted version of the board agenda that Ms. Swayne prepared for the board packets.

VIII. EXECUTIVE SESSION: Clinton Arbuthnot made a motion for the board to meet in executive session in accordance with CRS 24-6-402(4)(g) and 24-72-204(3)(a)(XI)(a) to consider documents protected by the mandatory non-disclosure provision of the Colorado Open Records Act. The particular matter(s) for discussion is the content of letters of reference/recommendations for Elementary Special Education Teacher, Secondary Math Teacher, 5th Grade Teacher, SHS Counselor, Business/ FACS Teacher, and Activities/Athletic Director, Boys High School Basketball and Girls High School Volleyball. Darrell Mackey seconded the motion. Motion passed unanimously. Executive session began at 6:51 p.m.
The board returned to regular session at 7:20 p.m.

IX. ACT ON EXECUTIVE SESSION: Jr./Sr. High Principal recommended hiring Samantha Thomas as the Jr./Sr. High School Counselor and Athletic Director and Tatelyn Lasley for the Assistant High School Volleyball Coach. Darrell Mackey made a motion to approve the hiring of Samantha Thomas as the Jr./Sr. High School Counselor and Athletic Director and Tatelyn Lasley as the Assistant High School Volleyball Coach. Clinton Arbuthnot seconded the motion. Motion passed unanimously.

Elementary Principal Jerri-Ann Montoya recommended Lonni Briles as the Elementary Special Education Teacher. Darrell Mackey made a motion to approve the hiring of Lonni Briles for the position of Elementary Special Education teacher. Clinton Arbuthnot seconded the motion. Motion passed unanimously.

X. ADJOURNMENT:
The next regular meeting of the Springfield School Board will be August 22, 2022.
The meeting was adjourned by consensus of the board at 7:25 p.m.

Tyler Gibson, President

Clinton Arbuthnot, Vice President

Jennifer Esch, Secretary

Darrell Mackey, Director