SPRINGFIELD SCHOOL DISTRICT RE-4

**Monday, May, 20, 2024**

REGULAR BOARD MEETING

6:00 PM @ Springfield Elementary School

**I. CALL TO ORDER**

A. ROLL CALL: Board President, Darrell Mackey called the May 20, 2024 Regular Board Meeting to order at 6:08 p.m.

B. MEMBERS PRESENT: Jennifer Esch, Andrea Keenan, Darrell Mackey, Heath Piper and Jeremy West. (Mr. West joined online at 6:10 p.m.)

C. MEMBERS ABSENT: None

D. SCHOOL PERSONNEL PRESENT: Shelly Swayne, Ginger Walker, Jerri-Ann Montoya, Dwain Miller, Brenda Miller, Julie Benge, Starla Westphal, Carey George, Tanisha Hinds, Van Walker, Deb Sharpe and Emily Sharpe.

E. GUESTS IN ATTENDANCE: Aaron Close, Randy Cooper, Quinten George, Jamie Smith, Max Grant and Corby Mackey.

**IV. ADDITIONS TO THE AGENDA:** Superintendent Swayne recommended that Item I. Surplus Equipment for Sale be added to DISCUSSION & ACTION ITEMS and recommended the addition of math to secondary teaching staff in Executive Session: Session 1 and add Executive Session: Session 2: The board will meet in an executive session in accordance with CRS 24-6-402(4)(e) to consider positions relative to matters of contract negotiations, and the addition of Executive Session: Session 3: The board will meet in an executive session in accordance with CRS 24-6-402(4)(h) to discuss student matters.

**IV. APPROVAL OF AGENDA:** Darrell Mackey called for a roll call to approve the agenda with proposed amendments. Motion passed.

**V. ROUTINE ITEMS:**

A. APPROVAL OF MINUTES:

1. Regular Meeting: Apr. 22, 2024

Jennifer Esch made a motion to approve the minutes of the April 22, 2024 Regular Meeting as presented. Andrea Keenan seconded the motion. Motion passed unanimously.

B. FINANCIAL REPORTS: The board and Superintendent Swayne reviewed the financial reports.

C. CLAIMS PAYABLE: Heath Piper made a motion to approve the May Claims Payable as presented. Jennifer Esch seconded the motion. Motion passed unanimously.

**VI. PUBLIC FORUM:**

Please Note: ***Welcome to the open forum portion of our meeting. We appreciate your interest in participating in this conversation 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.***

Mrs. Jamie Smith asked about what mentoring program(s) the district has for teachers.

Mrs. Tanisha Hinds spoke about aspects of a cell phone policy and advocated for the "Leader in Me" program as a tool to help manage cell phones.

Mrs. Deb Sharpe gave a preschool update and shared with the board the goal to be a Colorado Shines Level 5 program. The preschool is currently a Level 4 program. They have requested a TOP assessment which would provide enough points to advance to Level 5. The state licensing inspection for the new preschool space is scheduled for June 6, 2024. They have started pre-enrolling 3-year-olds and UPK will open again in July. The year's final Advisory Council Meeting will be this coming Wednesday and preschool summer school will start June 17. The preschool staff has completed over 220 hours of professional development this year.

Mr. Corby Mackey inquired about the district's policy for advertising for teaching positions not currently held by certified teachers and expressed his concern about the number of teachers who don't have a bachelor's degree. Mr. Aaron Close asked what percent of the teaching staff is non-licensed?

Mr. Randy Cooper expressed his concerns about 1A State discus and shot put. He has drafted a letter to CHSAA and asked the board to endorse the letter. He also posed questions, concerns and suggestions for several areas related to track.

**VII. Curriculum Corner:**

**A. Class of 2024:** Student members of the Class of 2024 were present and talked about the recipient of their Impact Awards and some of their future education plans.

**VIII. Board Forum**

- **Colors discussion:**

Darrell Mackey stated that there have been some community questions/concerns about the color of the red used in some places in the new facility. Superintendent Swayne shared the details she was able to compile from the planning stage of the project.

Parents have asked why the cheerleaders are not allowed to wear their uniforms to school on game day. Responses included that cheerleading skirts do not meet dress code and typically cheerleaders often dress in like manner as the other members of the sport team or in a cheerleading t-shirt.

**IX. DISCUSSION & ACTION ITEMS**

**A. <u>Budget Preparation, FY2025</u>**

Superintendent Swayne shared the following notes with the board: the fiscal year 2025 budget preparations have been a process. As ESSER funding disappears and the BEST grant winds down there have been some complex details to work through. These two funding sources created more than $48,000,000 in our revenues and expenditures that complicate the details intensely. Board action to approve the budget will need to be taken at the June meeting.

Current status of the high points:

- Total revenues for FY25: $8,188,241 (this includes revenues of 4,500.000 and all reserves)
- Total expenditures budgeted: $4,542,886

Although this looks fantastic, the reality is that it is not where we need to be in order to maintain closer to $4,000,000 in our carryover than $3,600,000 (the difference between the revenues/ balances & expenditures).

The places we propose changes to expenses:

- Classified pay increase for paraprofessionals @ 10%
- Certified (licensed staff) increase @ 3% to base ($1200)
- Classified pay increase for kitchen, drivers, admin assistants, etc.… @ 3-7%
- Maintain health insurance contribution per employee ($700)
- Purchase of student and staff devices for instructional needs ($8000 to $48,000)
- Reduction in staffing on full time subs from 2 to 1 under the same roof
- Reduction in Operations/ Maintenance by 3% total budget
  - Nearly a wash as we expand training for this year on new site
- Reduction in virtual instruction for various needs ($30,000)

**B. <u>Student Chromebooks and Devices</u>**

The district's devices for student use are at the end of life at all levels K-5. The current Chromebooks struggle to keep up with student and classroom needs daily. Several teachers spoke about various positive academic applications that will be available to student if they are provided with this tool.

Ms. Swayne reviewed the proposals from CDW-G and DHE and explained that the funding for these devices will be shared between Small Rural Schools Allocations (SRSA @ $55,000), Title I ($7000 - 23 devices), and Budget Carryover/ Savings @ remaining balance of the purchase.

Superintendent Swayne recommended the approval of the DHE proposal as the white glove setup services are essential to our district for this purchase.

Heath Piper made a motion to approve the purchase of Chromebooks from DHE with the total cost not to exceed $275,000.00. Jennifer Esch seconded the motion. Motion passed unanimously.

**C. <u>Closure of Account, Fund 18</u>**

Fund 18 is an insurance reserve account and serves only as an extra step to our accounting procedures as a pass-through account. Superintendent Swayne recommends closing this account.

Heath Piper made a motion to approve the closing of the Fund 18 Insurance Reserve Account. Jennifer Esch seconded the motion. Motion passed unanimously.

**D. <u>Student Handbook Research/ Discussion</u>**

Some staff and administrators have been reflecting and researching information regarding the student handbook. A cell phone policy has been widely discussed and handbooks from other districts have been reviewed. This process will continue with the goal to make revisions to the current handbook by mid to late June.

**E. <u>Federal Title Funding Assurance</u>**

The board reviewed a state required document to approve the assurances that we will follow all the regulations in accepting and spending federal funds in Title disbursements. This is an annual requirement.

Jennifer Esch made a motion to accept responsibility in the assurances process for federal Title funding as acknowledged by signing the ESEA General Assurances Form from the Colorado Department of Education. Andrea Keenan seconded the motion. Motion passed unanimously.

**F. Job Descriptions**

Sample job descriptions from another district were included in the BOE packet for review. The packet included examples of job descriptions for K-12 Counselor, Teacher, Transportation Director, Superintendent, and Principal which can hopefully be used as a starting point to develop job descriptions for our district. Jennifer Esch shared that she felt some aspects might be a little too vague.

**G. Scoreboard Proposal**

Local donors are requesting permission to sponsor the scoreboards in our new Longhorn Gym. They have received a proposal from Nevco for $24,682.75.

Andrea Keenan made a motion to approve the Nevco proposal for the purchase of 2 scoreboards for $24,682.75. Heath Piper seconded the motion. Motion passed unanimously.

Heath Piper made a motion to accept donations totaling $24,682.75 from Mackey Realty and First Farm Bank for the purchase of scoreboards with a guarantee that the donor company names will remain as advertisement on the scoreboards for a time of not less than 10 years. Andrea Keenan seconded the motion. Motion passed unanimously.

**H. Activities Expansion: 6-8 Baseball, Shooting Sports**

The board discussed the pros and cons of adding these options as extra- curricular activities. It was the consensus of the board that they need more information to be better informed on all the various areas that could be impacted, negatively or positively, before making a decision on either proposal.

**I. Surplus Equipment for Sale**

The complete evacuation of the old elementary/gym/preschool facilities requires the liquidation of a lot of items that have been purchased with taxpayer money over many years. To allow for the sale of these items, they must be declared surplus equipment and offered for sale with the sale proceeds going to the school to be used for other school purchases as needed. Heath Piper made a motion to declare all Surplus Items eligible for sale with sale proceeds going back to the school to be used for future school purchases. Andrea Keenan seconded the motion. Motion passed unanimously.

**X. ADMINISTRATIVE REPORTS**

A. Principal Reports

Elementary Principal, Jerri-Ann Montoya reviewed the items included on her BOE May report. (Report attached)

Jr./Sr. High Principal, Ginger Walker shared her BOE May report. (Report attached)

B. Superintendent Report

Shelly Swayne expanded on the items reported on her May BOE Report and mentioned information included on a summer update that she plans to post. (Both attached)

**XI. EXECUTIVE SESSION**

Session 1: The board will convene in executive session pursuant to 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 teaching staff (kindergarten, 5th grade, 1st grade), Secondary teaching staff (special education and math), and Coaching assignments 2024-2025.

Session 2: The board will meet in an executive session in accordance with CRS 24-6-402(4)(e) to consider positions relative to matters of contract negotiations.

Session 3: The board will convene in executive session pursuant to CRS 24-6-402(4)(h) for the purpose of discussing individual student matter.

Jennifer Esch made a motion to go into Executive Session. Heath Piper seconded the motion. Motion passed unanimously. Shelly Swayne, Ginger Walker and Jerri-Ann Montoya were invited into Executive Sessions.

The board entered Session 3 at 9:15 p.m. Mr. Randy Cooper was invited into Session 3. Session 3 ended at 9:35 p.m.

The board entered Session 1 at 9:35 p.m. and ended at 11:01 p.m.

The board entered Session 2 at 11:01 p.m. and ended at 11:19 p.m.

**XII. ACT ON EXECUTIVE SESSION(S)**

The board returned to regular session at 11:21 p.m.

a. Retirements, Resignations:
   i. Mrs. Colette West
   ii. Mr. Mark Wheeler

Andrea Keenan made a motion to accept the resignations of Mrs. Colette West and Mr. Mark Wheeler. Jennifer Esch seconded the motion. Motion passed 4-Yes: Esch, Keenan, Mackey, Piper, 1-Abstain: West

b. Employment Recommendations:
   i. Mrs. Adrienne Rothman
   ii. Mrs. Veronica Murphy
   iii. SHS Volleyball: TBD

Andrea Keenan made a motion to approve teaching contracts for school year 2024-25 for Mrs. Veronica Murphy and Mrs. Adrienne Rothman and to approve the hiring of Mrs. Adrienne Rothman as the head high school volleyball coach and Ms. Julia Mondragon as the assistant high school volleyball coach. Jennifer Esch seconded the motion. Motion passed unanimously.

Darrell Mackey made a motion to approve a 10% raise for paraprofessionals effective August 1, 2024, a 3% base raise for certified staff effective August 1, 2024 and a 5% raise for classified staff, excluding paraprofessionals, effective August 1, 2024 and for 12-month classified staff effective July 1, 2024. Andrea Keenan seconded the motion. Motion passed unanimously.

**XIII. ADJOURNMENT**

Jennifer Esch made a motion to adjourn. Darrell Mackey seconded the motion. Motion passed unanimously. Meeting was adjourned at 11:25 p.m.

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Darrell Mackey, President Jeremy West, Vice President

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Jennifer Esch, Secretary Andrea Keenan, Treasurer

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Heath Piper, Director