

University Schools Board of Governors July 12, 2017 Approved Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Amy Elliott (Faculty), Christopher Hughes, Frank Jones, Mark Jones, Bill McAdams, Mike Vaardahl, Jeff Weber, Tina Whitcomb

Board Members Absent: Trevor Garrett, Abigail Flores

Staff Present: Sherry Gerner, Sue Toricelli, Charlene Baumgartner

Guests Present: Frank Urman, Kevin Hannum, Jessica Meeker

CALL TO ORDER

Rodney called the meeting to order at 6:04pm. A quorum was present.

ADOPTION OF THE AGENDA

Mike (Chris) moved to amend agenda. Item 7.0 Dave Wertz-Tech Assistance was taken care of before the meeting so Item 10.1 Health Insurance Proposal was moved to Item 7.0. Item 7.1 was added Mil Levy Override report by Mike Vaardahl. Motion passed.

APPROVAL OF MINUTES

Mike (Chris) moved to approve the minutes of June 14, 2017. Motion passed.

BOARD OF GOVERNORS REORGANIZATION

- Seating and Recognition of New and Continuing Board Members: Nominations will be made for each officer and a vote taken. Dr. Gerner and Sue Toricelli will count the ballots. Elected officers will be announced following each vote. Board members volunteering to serve as representatives will be appointed following the elections.
New: Frank Jones, Amy Elliott (faculty representative), Abigail Flores (student representative), Michael Vaardahl (2nd term), Tina Whitcomb
Continuing: Erin Clark, Rodney Constance, Trevor Garrett, Mark Jones, Bill McAdams, Jeff Weber
- **Election of Officers and Appointments:**
 - Chair: Rodney Constance
 - Vice Chair: Mark Jones
 - Secretary: Mike Vaardahl
 - Treasurer: Jeff Weber
 - Financial Advisor: Christopher Hughes (moved by Mike, seconded by Erin)
 - Committee Representation
 - Foundation: Tina Whitcomb
 - Joint Use: Erin Clark
- Meeting Dates and Times for 2017/2018:
 - Chris (Mike) moved to approve the 2nd Wednesday of the month at 6:00pm except February and March, which will be the 1st Wednesday, for 2017-2018 meetings. Motion passed.

5.0 COMMUNITY DIALOGUE

- None

6.0 JUNIOR BULLDOGS

- The dunk tank and the baskets from the carnival were very successful and we were able to give the

US PTO \$850.00

- Summer cross country camp (1st yr for this camp) 10 kids attended and \$60.00 went to the HS cross country team
- Summer basketball camp, 38 kids attended and \$850.00 will go to the HS girls and boys basketball teams
- Summer baseball had 23 kids attending and \$750.00 will go to the HS baseball team
- There will be additional camps held this summer (cheer, poms, volleyball and wrestling)
- They are very close to raising the money for new wrestling mats
- We will be holding a raffle of one of a kind homemade fire pits made exclusively for University Schools. They will begin to sell tickets during registration and the winners will be drawn Sept/Oct.

7.0 Health Insurance Proposal

- Frank Urman from Willis Towers and Watson presented the CEBT proposal for health insurance
- After a lengthy discussion, Mark (Erin) motioned to vote on this health insurance proposal. Motion passed.

7.1 Mil Levy Override

- Mike attended the meeting concerning the Mil Levy Override. They are having a kickoff at the Riverside Library in Evans on September 13.
- It was decided to have the information out at our back to school nights in August and have on the security counter by the front office once the information is finalized.

STAFF REPORTS

8.1 Director's Update

- New board members joined by Chairman Rod went to lunch with Dr. Gerner and she explained how the Board of Governors meetings are ran and answered any questions the new members had regarding the agenda and procedures.
- Summer Reading Camp held its last session June 29, (18 primary and 15 intermediate attended for a total of 33 students with 4 teachers)
- Camp Intervention was also successful the second week of June.
- We are continuing our carpet installation and should have everything complete by July 31. The office was recarpeted as well. We were displaced for a few days, but everything is back to normal.
- Our office staff has been putting together registration packets for our upcoming registration days, July 26 – July 31. The packets were mailed on Monday, July 10.
- Our administrators are currently off duty and will return the end of July.
- Track repair will start soon and the main building gym finishing started on Tuesday, July 11.
- Jarod and his team have installed 250 LED lights on the 2nd floor, primary, art and math hallways also.
- Our windows being replaced from the hailstorm will arrive tomorrow and installation will begin July 24 with an expected 2 week installation period.
- The drain off the playground and the downspouts from the gutter were completed. Drains were added to the outside of the playground wall.
- We are thankful for the service of our new Board Members: Tina, Frank, Amy (faculty rep) and Abbie (student rep) who will joining us after school starts.

8.2 Business Manager's Update

- Current surplus is \$409,587.00
- Balance sheet adjusted the Tabor Reserve to 3.0% of our budgeted expenditures. Sue transferred \$1,050,000.00 in excess General fund to reserve to Capital fund.
- Booked the remaining 2016-2017 expenditures in A/P.
- Revenues/Expenditures, we were slightly over budgeted amount for the year in revenues and under on expenditures to create the surplus.
- Without the contingency line item, we ended at 98.8% of budgeted expenditures

- Salaries are over budget because of the one-time salary payment
- Still have some billings to do for reimbursements
 - Capital \$61,358.00
 - USPTO \$12,240.00
 - Success Foundation \$31,481.00
- This will add another \$100 K to surplus
- There will also be some adjustments to payroll accruals once the July payroll is paid and that expense booked back into June.
- Auditors are starting tomorrow and Friday, and will come back 2 days in August 7 & 8.

9.0 ITEMS FOR ACTION

9.1 Consent Agenda:

9.1.1 Personnel

- Mark (Mike) moved to approve the personnel recommendation. Motion passed
 - Recommended for Hire:
 - Anna Bjornson – High School English

ITEMS FOR DISCUSSION/POSSIBLE ACTION

10.1 Board of Governors Calendar 2017/2018

- Motioned by Chris (Mike) to accept the Board of Governors Calendar

BOARD REPORTS/COMMUNICATION

11.1 BOG Report

- None

11.2 Communication from the Board

- None

11.3 Foundation Report

- Discussed how multiple groups are competing for money
- The sale of gift cards is raising money
- The foundation has \$7,000.00 to give out and anyone can make a request. They will then prioritize who receives the monies.

11.4 Joint Use

- None

FUTURE BUSINESS

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NEXT MEETING – Wednesday, August 9, 2017

ADJOURNMENT

- Mike(Chris) moved to adjourn at 8:18. Motion passed.

REMINDERS:

July 26-31 Registration
 July 31 – Foundation Golf Tournament

University Schools Board of Governors August 9, 2017 Approved Minutes

Board Members Present: Erin Clark, Rodney Constance, Amy Elliott (Faculty), Frank Jones, Mark Jones, Bill McAdams, Mike Vaardahl, Jeff Weber, Tina Whitcomb
Board Members Absent: Eric Carlson, Trevor Garrett, Christopher Hughes
Staff Present: Sherry Gerner, Charlene Baumgartner, Ed Clark
Guests Present: Tamara Strang

CALL TO ORDER

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

ADOPTION OF THE AGENDA

Mark (Frank) moved to approve the agenda. Motion passed.

APPROVAL OF MINUTES

Mike (Mark) moved to approve the minutes of [previous month]. Motion passed.

COMMUNITY DIALOGUE

- None

SPECIAL PRESENTATION

- Tamara Strang reported that Frank Jones is now the President of the Booster Club. Tamara will be focusing on the Bingo nights. They have approximately 10 members.
- Booster Club will be hosting an ice cream social on back to school nights.
- Bingo raised \$48,765.33 in 42 weeks. Booster Club will retain 20% and the rest will be divided between University's sports teams.

STAFF REPORTS

6.0 Safety/Security

- Ed Clark recently completed 32 hours of "I Love U Guys" training.
- We are hoping to begin using the Raptor System by Oct. The Raptor System is an ID system which will scan parent and visitors' driver's licenses or some form of id into our system and will identify sex offenders.
- There have been 10 exterior cameras put in at the middle school and 3 additional on the high school/elementary building.
- The art hallway has always been a weak link in our security because students prop the doors, so a camera has been installed with an intercom system so the security person at the front desk can buzz them in.
- The intercom system now includes areas that did not have it before, so no matter where you are you should hear announcements or warnings.
- The fire department was here and we were given good reviews.

7.0 Director's Update

- I attended the CASE conference the end of July and attended sessions regarding the Performance Frameworks, legal issues and a session with former second lady Jill Biden. Her remarks were around making community colleges free for all students.
- Registration went very well thanks to our office staff and volunteers.

- We have been busy preparing for the beginning of school getting handbooks ready and making sure our inservice agendas were set.
- The track repair is underway, but a little behind schedule due to weather issues. Rooms have been carpeted and cleaned and the gym floors are complete. New windows are completely installed in the main building and outdoor cleanup, yard maintenance will be completed before classroom visitation nights. 250 LED light have been installed on the 2nd floor, ECU and art hallways. All outside doors have been painted on both buildings. The new library furniture has been installed.
- As noted in your packet, New Teachers report on Friday, August 11 and all staff on August 14. There are agendas for you to review. Our keynote speaker is former Senator and former high school principal, Michael Johnston. He will speak to us at 12:15 on Monday in the MS cafeteria. You are always invited to be part of our inservice activities.
- Thank you to our many staff who have been in and out of the buildings during the summer getting their rooms ready for our first day of school – Thursday, August 17.
- Our assessment data will be presented to you at the September 13 Board of Governors meeting. All principals will attend and discuss the data with you. The data are embargoed until August 17. You may/will see results in the newspaper on the 18th or soon thereafter.
- Athletic practices officially start Aug. 14. We've had some optional camps and high school students have been lifting/training during the summer.
- At your chairs are directory information, schedules for Board presentations, BOG meetings as well as MS & HS fall athletic schedules and inservice agendas.

7.2 Business Manager's Update

- Jeff Weber presented Sue's business manager report. See pp. 8-16 in Board packet. See attached notes from p.8 agenda.

ITEMS FOR ACTION

7.1 Consent Agenda:

7.1.1 Personnel

- Mark (Mike/Erin) moved to approve the personnel recommendation. Motion passed
 - Recommended for Hire:
 - Linda Lyons – Curriculum and Instruction Specialist
 - Natalia Wallace – Third Grade
 - Garner Agone – MS Assistant Principal/Athletic Director
 - Mark Chambers – MS Electives/Technology from .45 to 1
 - Shaunna Crust – MS Reading Interventions/ELL
 - Tegan Poulton – MS PE/Health
 - Dave Weinbender – HS Softball Assistant Coach (.5)
 - Aubrie Faville – HS Poms Assistant Coach
 - Andrew Larson – HS Boys Basketball Assistant Coach
 - Justin Kravig – HS Girls Basketball Assistant Coach
 - Laura Hodgson – HS Girls Basketball Assistant Coach – (Volunteer)

ITEMS FOR DISCUSSION/POSSIBLE ACTION

8.1 None

BOARD REPORTS/COMMUNICATION

10.1 BOG Report

- None

10.2 Communication from the Board

- None

10.3 Foundation Report

- None

10.4 MLO

- Administrators met with representatives from the MLO committee on August 9, 2017. The committee provided info and fact sheet for University to use during Back to School Nights. These flyers can be passed out until the official language adopted for the measure is finalized. Once that happens the flyer must have a list of pros and cons on the back side.
- Mike attended a MLO meeting on August 9, 2017. The committee has progressed along expected timelines. They are starting to organize events at houses, schools, etc. for informational meetings. They are training speakers and setting up meetings at schools and in the community. They have developed a customized sheet for University Schools to use as information to hand out. We can post, give to parents, teachers and community members. Also, discussed some changes that will be made to University's info sheet that the MLO committee will be working on as requested by Dr. Gerner. There was discussion to have some assistance in accessing funds from the committee for copies of these information sheets.
- Mike V. read the proposed message from the MLO committee.
- Greeley student growth rate has more than doubled since 2013.
- Dist. 6 is the 14th largest in the state, but ranks 168th in funding.
- The proposal is to invest in our local teachers, support staff and resources for our children, and to help manage growth in class size.
- Charter schools authorized as of July 1, 2017 will receive the MLO monies as well as the rest of District 6 schools.
- University Schools would see over \$1 million additional funding annually.
- MLO meetings will continue and further updates will be given.

FUTURE BUSINESS

- None

NEXT MEETING – September 13, 2017

ADJOURNMENT

- Frank (Mike) moved to adjourn at 7:05. Motion passed.

REMINDERS:

New Teacher Orientation – August 11

Inservice/Workdays – August 14-16

Back to School Nights

- Elementary – August 15 – 5:00-6:30PM
- Middle School – August 15 – 4:30-6:00PM
- High School – August 16 - 5:00-6:00PM

First Day of School – August 17

University Schools Board of Governors September 13, 2017 Approved Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Amy Elliott (Faculty), Abby Flores (Student), Trevor Garrett, Christopher Hughes, Frank Jones, Mark Jones, Bill McAdams, Mike Vaardahl, Jeff Weber, Tina Whitcomb

Board Members Absent: None

Staff Present: Sherry Gerner, Sue Toricelli, Charlene Baumgartner, Garner Agone, Jeff Casey, Cora Halmo, Nick Kintz, Mike Mazurana, Holly Sample, Dave Wertz

Guests Present: Stephanie Lucero

CALL TO ORDER

Rodney called the meeting to order at 6:00 pm. A quorum was present.

ADOPTION OF THE AGENDA

Chris (Erin & Amy) moved to approve the agenda. Motion passed.

APPROVAL OF MINUTES

Mike (Jeff) moved to approve the minutes of August 9, 2017. Motion passed.

COMMUNITY DIALOGUE

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TECHNOLOGY – DAVE WERTZ

- Five new Chrome Book labs were added this summer. We now have over 1000 Chrome Books.
- Computer labs in the main building were updated this summer.
- Interactive Panels are now in all classrooms in the main building.
- We have approximately 40 Smart Boards and some 72" monitors we would sell if we can find buyers.

USPTO – STEPHANIE LUCERO

- The carnival last May had great attendance and teachers earned about \$5000.00 from the baskets that were raffled off.
- The ice cream social hosted by the Booster Club, Jr. Bulldogs and the USPTO was well attended on the Back to School Nights.
- We are using the Big Kahuna fund raiser again this year. Orders are due in Sept. 19.
- Last year \$98,000.00 was sold in which \$40,000.00 was profit which was then made available to teachers.
- Delivery for this year's items is scheduled for Oct. 25.
- The following board positions are open: Treasurer trainee and Secretary.

STAFF REPORTS

7.1 Director's Update

- We've had a great start to the school year. We've received many compliments from our teachers and parents.
- We enjoyed the eclipse schoolwide. Thank you to D6 for providing glasses for all of our students.
- An evacuation drill was held on Aug. 25, for both buildings.
- District Attorney Rourke presented the new sexting laws to our high school students. He will present

to 7th and 8th graders on Sept. 20 at 9:30 in the auditorium. Board members are always welcome to attend presentations.

- I spoke to D6 Board of Education at Dr. Pilch's request. I told them that our Board supported putting the MLO on the ballot.
- D6 hosted a Grassroots Summit on Aug. 31. Holly and I attended the diversity conference on the UNC campus with 2 teachers and 5 parents. It was very informative and will help us in future planning for professional development.
- We held our Elementary PLP day today, Sept. 13.
- Tomorrow, Mike, Nick, Holly and I will attend a meeting at D6 with other charter representatives.
- Homecoming is Sept. 29 at 7:00. We will recognize honored alumni before the game and student royalty at half time of the football game.
- At last Friday's home football game, we honored CJ with a moment of silence and the football team placed CJ stickers on their helmets.
- I'd like to welcome Abbie Flores, our student representative to the Board and I asked her to share information about herself.
- I'd like to welcome all of our administrators this evening and ask them to introduce themselves and state how long they've been at University.
- Tonight, as we address items 9.3 and 9.4, I've asked each principal and assistant principal/elementary master teacher to discuss each level's plans to address the Parent Engagement Survey and student assessment data from last spring. We have discussed both of these items as an administrative team.
- In your packet are the goals I've written for this school year. I have a cover page attached with a timeline.

7.2 Business Manager's Update

- Year to Date surplus is \$180,971
- Account Receivable line item is high due to a Project Fund billing of \$373, 274. Once paid it will drop that down and our cash balance will increase.
- Requested final payment to Pro Track and Field from Project Fund. The total bill was \$259,644.
- We received \$61,863 in grant money from D6 for the READ program. We also received \$12,986 in oil and gas revenues which Meggan Sponsler wasn't certain we were going to receive since the industry had dropped off some.
- On Aug. 24, Dr. Gerner and I met with representatives from Standard and Poors to do the annual review of our credit rating. We spoke over the phone for about an hour. After S&P met in committee on Aug. 30, our rating was raised one level to BBB- (from BB+) which is investment grade. The rating report was submitted to EMMA, which is the website where various information is posted for bondholders to review.
- Open enrollment for benefits occurred in Aug.
 - 75 people enrolled in new health insurance, up from 57 people
 - 46 people on vision, up from 41
 - 64 people on dental, up from 32

ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

- Erin (Chris) motioned to accept the recommendation for hire and also the resignations. Motion passed.

ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Business Department Trip to New York City Request

- Mike (Frank) motioned to approve the trip to New York City. Motion passed.

9.2 5th Grade Trip to Buford, Wyoming Request

- Chris (Mark) motioned to approve the 5th gr trip to Buford, WY. Motion passed.

9.3 Parent Engagement Survey - Principals

- **Elementary** Master Teacher Cora Halmo shared some percentages from the survey. Most of the questions averaged 80% or better that Parents Agree / Strongly Agree on the questions asked.
- Discrepancies were noticed concerning homework. We do not have a homework policy at the elementary level. We are going to have conversations as an elementary school staff around homework expectations at each grade level. Then, discuss the need for newsletter / some form of communication informing parents of what is being taught and how those concepts can be extended at home.
- Parents also stated that they would like specials teachers to be available during conference times. We are going to find one or two nights that specials teachers will be here for parents to talk to during parent/teacher conference time.
- **Middle School** Assistant Principal Garner Agone reported that parents are pleased with University Schools communications and that teacher communication takes place on a consistent basis. Survey showed a slight decline from previous years, but still overall very positive.
- Parents are pleased with our curriculum and would recommend University Schools.
- Parents agree that homework amounts are appropriate. Parents generally report that teamwork between home and school occurs
- The majority of parents feel that conferences are effective. Middle school is exploring options on conference structure. Some parents expressed a need to conference with other teachers other than just advisors.
- Parents agree that the advising program is a positive aspect of University Schools.
- Advisors continue to build relationships with students.
- As a school, we need to continue to work with teachers on being an effective advisor.
- **High School** Principal Holly Sample reported that less surveys were completed than the previous year but percentages stayed about the same.
- High school parents feel involvement is less valued – increase overall engagement.
- We want to facilitate communication with other teachers, a form will be available for parents to complete if they would like to have a conference with some of their students other teachers.

9.4 Student Achievement – Principals

- Mike Mazurana reported that University Schools improved from 2016 to 2017 in 3rd gr ELA, 5th ELA, 6th ELA, 7th ELA, 9th ELA and Geometry
- University Schools met or surpassed the district in all areas of math and ELA. We surpassed D6 in all but one area in 7th gr SS.
- When you add in “Approaching” University Schools has a majority (from 81% to 56%) of ELA students in the top 3 categories (AME).
- When you add in “Approaching” University Schools has a majority (from 93% to 51%) of Math students in the top 3 categories (AME).
- Middle School math scored above the state and D6 at all 3 grade levels.
- Nick Kintz reported his staff will continue to analyze the data and try to find where the gaps in learning might be and close those gaps.
- Middle school language arts scored lower than the state in 6th and 8th but tied with 7th gr. Our 6th and 7th grade students scored higher than D6 students, with our 8th gr students only 1% lower.
- Jeff Casey reported that our SAT scores again surpassed the state avg.
- Our PSAT scores were lower than hoped for. Our PSAT –Mean is below the state, but our percentage of students meeting benchmarks is equal or better than the state.
- PARCC scores for the 9th grade were not good. Due to changes with the state testing, we will not take the test again, so we will focus more on the PSAT and SAT preparation.

9.5 Board Resignation

- Trevor Garrett offered his resignation effective immediately due to health concerns and work

schedule. Mark (Mike) moved to accept the resignation of Trevor Garrett. Motion passed.

9.6 Director's Goals for 2017/2018

- Mike (Chris & Jeff) moved to accept Dr. Gerner's goals. Motion passed.

BOARD REPORTS/COMMUNICATION

10.1 BOG Report - Chairman

- None

10.2 Communication from the Board

- None

10.3 Foundation Report

- Honored Alumni have been contacted for an official biography for the homecoming program.
- Tanya Sims will be providing a chili dinner for alumni before the homecoming football game.

10.4 Joint Use Report

- The next quarterly meeting is Nov. 15, 2017.
- Lights are complete in the auditorium.
- We have 3 bids for sound boards for auditorium and that still needs to be completed.

FUTURE BUSINESS

- New Board Member

NEXT MEETING – October 11, 2017

ADJOURNMENT

- Mark (Mike) moved to adjourn at 8:05. Motion passed.

REMINDERS:

September 13 – Elementary PLP Day, No School K-5

September 29 – Homecoming – 7:00 pm v. Eaton

University Schools Board of Governors October 11, 2017 Approved Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Amy Elliott (Faculty), Abby Flores (Student), Christopher Hughes, Frank Jones, Mark Jones, Bill McAdams, Mike Vaardahl, Jeff Weber, Tina Whitcomb

Board Members Absent:

Staff Present: Sherry Gerner, Mike Mazurana, Sue Toricelli, Charlene Baumgartner

Guests Present: Brandi and Richard Hopp, Mary Schilz, Kevin Hannum, Jessica Meeker

1.0 CALL TO ORDER

Rodney called the meeting to order at 6:00pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Jeff (Mike) moved to approve the agenda. Motion passed.

3.0 APPROVAL OF MINUTES

3.1 Mike (Erin) moved to approve the minutes of September 13, 2017. Motion passed.

4.0 COMMUNITY DIALOGUE

- Mary Shilz brought up that our student athletes who participate in sports not available at University Schools do not receive a University Athletic Letter.

5.0 JUNIOR BULLDOGS – Kevin Hannum & Jessica Meeker

- Cheer and Wrestling camps will begin the end of October.
- They are close to budget for the wrestling mat. They have changed the logo and now have to pay shipping. They hope to have the mat by the time wrestling starts.
- November 4, 5:00pm – 8:00pm there will be a Fall Bash for elementary. There will be an admission charge of \$12.00 which includes pizza, Gatorade, games and movie.
- The winner of the custom fire pit will be drawn the night of the Fall Bash.
- The 2nd annual basketball tournament will be held in February with a wrestling tournament to follow in March.

6.0 AUDIT PRESENTATION – CliftonLarsonAllen, LLP – Paul Niedermuller, CPA

- **Mr. Niedermuller reported on the June 30, 2017 year ended audit. He provided handouts with all the financial reports. He stated that our operating procedures are comparable to other schools our size.**

7.0 STAFF REPORTS

7.1 Director's Update

- Homecoming Week was filled with fun. Thanks to Justin Garcia and Student Leadership for all of their efforts in planning for the week. Thank you to our fire department for supervising the bonfire.
- The administrators along with a teacher committee have been working to finish our Unified Improvement Plan which is in response to our student achievement data from last spring. We will submit our plan to the District in November which in turn is submitted to the Colorado Dept. of Education. The Plan details what our targets are for improvement and our procedures for meeting those targets.

- We had our first MS and HS choir and band concerts of the season on Oct. 10 and 11.
- All of our administrators meet with teachers to discuss their annual goals. We each take a group of teachers and conduct walkthrough visits and formal observations.
- On Oct. 6 Dee Baker, University graduate was our guest and presented to our students in grades 7-12. Dee is a voice actor. Thanks to Stephanie Hughes for her efforts in bringing Dee to University.
- Oct. 17 is Inservice day for teachers. Many of our activities will be focused on brain research, project-based learning and implementation of our new K-5 math curriculum.

7.2 Principal's Update

- Elementary Principal, Mike Mazurana, reported that the fall elementary track meets would be completed this week.
- Mike is going to host Doughnuts for Dads on Wednesday, Oct 18. Dads and their students are invited.
- On Oct. 20 our Elementary PE teachers will be presenting Brain Research/Movement at the Colorado State PE Conference. They will be talking about the dancing they have the students do before CMAS testing.
- Oct. 27 will be the Harvest Festival sponsored by USPTO and LuLac, 5:00pm – 7:00pm
- Oct. 31 we will have our Halloween parade (weather permitting) and parties.

7.3 Business Manager's Update

- YTD surplus is \$172,034
- We no longer have the partially self-funded insurance liability as we are now fully insured.
- We did receive ELPA funding of \$37,931.
- Football seems to consume a lot of the Athletic Supplies/Fees line item. Bleachers were rented for homecoming so part of that cost was included in that line item.
- Building Expenses are high but we completed many projects over the summer. That should now taper off.
- Joint Use is high because of water usage and field maintenance.
- With audit presentation tonight, we will now post the audit on the website and the EMMA system for reporting to bond holders. We will also hold our annual call for Bond holders where they can call in and ask questions about the school and the financial statements.

8.0 ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

- None

9.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Audit 2016/2017 Acceptance

- Chris (Mark) moved to accept the 2016/2017 Audit. Motion passed.

9.2 Open Board Position

- The open Board position was discussed and it was decided to see if there are community members who would be interested in completing the term. The Board will discuss this further at next month's meeting.

9.3 Calendar Revisions 2017/2018

- Our original calendar had Feb. 1, Elementary Workday, No School K-5 and School Closed on Feb. 2 to accommodate the CCIRA Reading Workshop that we send many teachers to. The CCIRA conference was moved to the following week so we are proposing to have Feb. 8, Elementary Workday, No School K-5 and School Closed on Feb. 9. Mike (Jeff) moved to approve the revised calendar. Motion passed.

10.0 BOARD REPORTS/COMMUNICATION

10.1 BOG Report – Chairman – Rodney Constance

- Eric Carlson reported that Frontier has not paid their share of the repairs to the fields.
- Eric said we may be using a mediator to try to resolve our issues.

10.2 Communication from the Board

- Jeff stated he had many comments made to him about opponent's fans sitting in our home stands at the football game.

10.3 Foundation Report – Tina Whitcomb

- Chris Hughes reported that 11 alumni were honored at half time of the Homecoming football game. Mrs. Sims provided a chili dinner for the honorees before the game.
- Chris and Shannon Ceccoli are working with the UNC Development Director to see what procedures they use to track donors and develop a list of alumni.
- Shannon is trying to raise money to replace the blue bus. Noble Energy and the State will help, but additional funds are needed.

10.4 Joint Use – Erin Clark

- Next meeting Nov. 15, 2017

11.0 FUTURE BUSINESS

- Open Board position

12.0 NEXT MEETING – November 8, 2017

13.0 ADJOURNMENT

- Mark (Erin) moved to adjourn at 7:23. Motion passed.

REMINDERS:

OCTOBER 16 – FALL BREAK – SCHOOL CLOSED

OCTOBER 17 – INSERVICE – NO SCHOOL K-12

NOVEMBER 6-7 – FACULTY WORKDAYS – NO SCHOOL K-12

NOVEMBER 20-21 – CONFERENCE/COMP DAYS – NO SCHOOL K-12

NOVEMBER 22-24 – THANKSGIVING BREAK – SCHOOL CLOSED

University Schools Board of Governors November 8, 2017 Minutes

Board Members Present: Eric Carlson (Legal Counsel), Erin Clark, Rodney Constance, Amy Elliott (Faculty), Christopher Hughes, Mark Jones, Mike Vaardahl, Jeff Weber, Tina Whitcomb
Board Members Absent: Frank Jones, Bill McAdams Abigail Flores (Student)
Staff Present: Sherry Gerner, Sue Toricelli, Holly Sample, Dave Wertz, Charlene Baumgartner
Guests Present: Alanna Moses, Diane Hoffman, Trevor Garrett, Myer Ramey, Dylan Johnson

1.0 CALL TO ORDER

Rodney called the meeting to order at 6:00pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Chris (Mike) moved to approve the agenda. Motion passed.

3.0 APPROVAL OF MINUTES

3.1 Mark (Erin) moved to approve the minutes of October 11, 2017 with corrections. Motion passed.

4.0 COMMUNITY DIALOGUE

- Alanna Moses and Myer Ramey introduced themselves as interested candidates in the open Board of Governors position.
- Trevor Garrett resigned as a football coach stating his concerns regarding the athletic department.

5.0 TECHNOLOGY – DAVE WERTZ

- Three more chrome carts added for Blended Learning
- A buyer has purchased a few of the old smart boards, but we have some remaining.
- Two more panels have been installed one each in the choir room and the Watson Lab.
- Sound board in the auditorium is installed.
- We now have 1120 Chromebooks.

6.0 BOOSTER CLUB – DIANE HOFFMAN

- We have had better help with the concession stands this year.
- All Executive positions are filled.
- Bingo is going well.

7.0 STAFF REPORTS

7.1 Director's Update

- Oct. 20, we conducted our first lockdown drill of the year. Students and staff did a great job. Administrators and security personnel were able to visit each classroom during the drill and answer any questions staff or students have had. We were able to talk about possible scenarios and action steps.
- Our school nurse, Mandy Alvarez, organized hearing and vision screenings for our students.
- Jeff, Nick and Dr. Gerner attended a legal seminar on Oct. 27 sponsored by the League of Charter Schools. There were a variety of topics discussed with helpful documents distributed – special education, harassment – bullying, serving undocumented students and student free expression.
- We conducted an evacuation drill on Oct. 13 and will conduct another drill soon. Both buildings evacuated at the same time.

- We had a successful Inservice Day on Oct. 17. We began the day at the Fun Plex and ended the day in the Middle School and Main buildings. Thanks to Ehrlich Toyota for providing a hot dog lunch for our staff and to Bob Williams and Amanda Krieger from D6 for presenting information on Differentiation.
- The USPTO and Elementary Literacy Committee along with Lulac, sponsored a Fall Festival on Oct. 27, - soup dinner, free book give away, literacy games, Lulac Trunk or Treat.
- On Friday, Nov. 10, the third grade teachers and students will honor our Veterans.

7.2 Principal's Update

- High School Principal Holly Sample gave a presentation on Colorado Graduation Guidelines.
- 153 students took the Accuplacer tests last spring. 62% met or exceeded the state standard in Language Arts while 14% fell below. Math had 61% that met or exceeded the state standard and 23% fell below.
- The SAT test was taken by 144 juniors last April. 85% met or exceeded the state standard in English or Literature while 15% did not. Math had a 70% rate of those who met or exceeded the state standard and 30% did not.
- University Schools meets and exceeds Graduation Guidelines because of the Capstone Project – (Senior Project and Senior Thesis) that is required of all.
- We also have Career Exploration Experiences required – Job Shadows and Internships to ensure that our graduates are college and career ready.

7.3 Business Manager's Update

- We have a deficit of \$(48,065) which we haven't had in a while.
- We did not receive Capital Construction funds \$36,636 until Nov. 2.
- Success Foundation grant of \$24,992 is expected soon.
- We are expecting \$30,119 reimbursement expenses from Capital Funds.
- These additional funds add up to \$91,747 which will put us in the black by \$43,682.
- We are being paid PPOR at last year's rate until November. The new rate is \$7570.30 which is \$241 more per student. We should receive \$25,500 once FTE and PPOR numbers are adjusted in November.
- Building Maintenance is high, but Sue can justify about \$20,000 reimbursement from Capital.
- We will need to spend \$41,903 out of the Bond Capital Fund by March 2018.
- Dr. Gerner and Sue made our yearly investor call yesterday. Two entities called in and asked questions about the school, (head count, other competing charter schools openings, wait list, test scores). They ask that we post our debt service ratio and day cash on hand to EMMA.

8.0 ITEMS FOR ACTION

8.1 Consent Agenda:

8.1.1 Personnel

- Chris (Mike) moved to approve the recommendations for hire. Motion passed.

9.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Vacant Board Position

- Board members had looked over the letters of interest for the open Board Position and they decided to narrow down the list by each Board Member choosing their top 3 choices, they then decided they were prepared to vote.
- After the final vote, Tina (Mike) moved to approve Ethan Miles to the open Board Position. Motion passed.

10.0 BOARD REPORTS/COMMUNICATIONS

10.1 BOG Report – Chairman – Rodney Constance

- Doughnuts for Dads was a huge success.

- Jr. Bulldogs made about \$630.00 from the Fall Bash.

10.2 Communication from the Board

- Jeff reported that some parents had voiced concerns about the transition from MS to HS.
- Tina commented on how to follow up with concerns that parents bring up to the Board. Dr. Gerner said she had talked to Ryan Wehrman and he was going to discuss the athletic department issue at his Patriot League coaches meeting. Dr. Gerner has also been in touch with the parent to let her know what was happening with her request on athletic lettering.
- The Mill Levy passed which means we could receive 1.1 million per year. Thanks to Mike for being our representative.

10.3 Foundation Report – Tina Whitcomb

- Nothing to report at this time.

10.4 Joint Use – Erin Clark

- Next meeting Nov. 15, 2017

11.0 FUTURE BUSINESS

12.0 NEXT REGULAR MEETING – December 13, 2017

13.0 EXECUTIVE SESSION FOR THE PURPOSES OF DISCUSSING AND REVIEWING THE SCHOOL’S ONGOING NEGOTIATIONS WITH FRONTIER ACADEMY REGARDING THE JOINT USE AGREEMENT BETWEEN UNIVERSITY SCHOOLS AND FRONTIER ACADEMY AND RELATED REAL PROPERTY AND IMPROVEMENTS PURSUANT TO; C.R.S. §24-6-402(4) (a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; and

C.R.S §23-6-402(4) (b) Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions; and

C.R.S. §24-6-402(4) (e) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators

- Entered Executive Session at 8:11pm.
- Mark (Jeff) moved to exit Executive Session at 9:16pm. Motion passed.

14.0 ADJOURNMENT

- Erin (Chris) moved to adjourn at 9:17. Motion passed.

REMINDERS:

NOVEMBER 20-21—CONFERENCE/COMP DAYS – NO SCHOOL K-12

NOVEMBER 22-24—THANKSGIVING BREAK – SCHOOL CLOSED

DECEMBER 11—SNOW SHOW – 5:00 PM & 7:00 PM

DECEMBER 12—KINDERGARTEN MUSIC CONCERT-6:30 PM

DECEMBER 13—FOURTH GRADE MUSIC CONCERT – 6:30 PM

DECEMBER 14—SECOND GRADE MUSIC CONCERT – 6:30 PM

University Schools Board of Governors December 13, 2017 Minutes

Board Members Present: Eric Carlson (Legal Counsel), Erin Clark, Rodney Constance, Amy Elliott (Faculty), Christopher Hughes, Frank Jones, Mark Jones, Bill McAdams, Ethan Miles, Jeff Weber, Tina Whitcomb

Board Members Absent: Eric Carlson, Abigail Flores (Student), Mike Vaardahl,

Staff Present: Sherry Gerner, Nick Kintz, Sue Toricelli, Charlene Baumgartner, Ed Clark, Tegan Poulton

Guests Present: Stephanie Lucero

1.0 CALL TO ORDER

Rodney called the meeting to order at 6:00pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Mark, Chris (Frank) moved to approve the agenda. Motion passed.

3.0 APPROVAL OF MINUTES

Chris (Jeff) moved to approve the minutes of Nov. 8, 2017. Motion passed.

4.0 COMMUNITY DIALOGUE

- Tanya Sims catering class provided the refreshments for tonight's meeting. Dresses made from newspaper were also on display that were made by Mrs. Sims' Fashion and Design class.

5.0 SAFETY/SECURITY – ED CLARK

- There are no safety concerns at this time.
- Administrators have taken a three hour online safety course.
- We will begin the implementation of the Raptor System for visitor sign in after the holidays. The system will notify those sitting at the security desk if someone is identified as a sex offender. Dr. Gerner and I are working on policy regarding this new program.
- We will be having an active shooter training here at University Schools in December.

6.0 USPTO – STEPHANIE LUCERO

- The fall fundraiser raised \$91,918 with a profit of \$37,870. Teacher grant requests amounted to \$35,000.
- We are going to be working on revising the USPTO Bylaws.
- Brandy Hopp is the new treasurer
- Molly Land is the new secretary.
- Planning for the spring carnival will be soon.

7.0 HS ATHLETICS – RYAN WEHRMAN

- Dr. Gerner reported for Ryan Wehrman that after much review student athletes who participate in sports not offered at University Schools will be awarded a University letter once they bring in paperwork from the Athletic Director at the school they competed with.

8.0 STAFF REPORTS

8.1 Director's Update

- We conducted evacuation drills in November and December. Our students do a great job of evacuating the building in a very timely and organized manner.

- Justyn Knapp was honored by the Rotary on Dec. 7 as their Student of the Month. Justyn did a wonderful job presenting to the Rotary about what leadership means to him.
- Also on Dec. 7 there was a D6 Charter School meeting at D6 admin building. We discussed as a group: attendance and truancy procedures as well as student transfer guidelines. Our next meeting is January 12.
- On Friday, I attended a training with other administrators and staff regarding student data privacy. The training was presented by the Colorado Dept. of Education and held at the BOCES office.
- On Monday, we hosted our annual SnowShow. It was a fantastic program. Thank you to our many volunteers for their assistance and a special thanks to Ms. Kettlewell and Ms. Mildenstein for organizing the program.
- Thank you to Ms. Stockum and Mrs. Mundfrom for their efforts in presenting our elementary concerts: K, 4, 2.
- Thank you to all of our coaches for a great fall sports season at both the middle and high schools.
- Mr. Mazurana, Mrs. Halmo and I along with our other administrators have had extensive conversations about offering full day kindergarten next year along with half day or part time kindergarten. We would offer 2 sessions of full day and 1 teacher would teach the part-time or half time sessions. We surveyed our current kindergarten parents to check their preferences for part-time or half day. - 51% part time, 49% half time.
- Thank you Mrs. Sims' catering class for providing refreshments this evening.
- Our inservice will occur on Jan. 2 in the am. The afternoon will be an opportunity for teachers to prepare for classes and work in their rooms. Attached is an agenda for your review.
- I have also attached the K-12 conference attendance rates for our first conferences.
- On our Board calendar, we had listed first reading of the 2018/19 calendar. Our committee is still receiving feedback from staff so we will bring a proposal to you in January.

8.2 Principal's Update

- Middle School Principal Nick Kintz reported that many activities have happened since the beginning of the school year, (concerts, book clubs, FBLA, NJHS and play practices).
- The 8th gr football team was league champs.
- The 7th gr football team placed third in the league.
- The 7th and 8th gr volleyball teams placed second.
- The 8th gr boys basketball team were champions.
- The 7th gr boys basketball team finished fourth.
- A family meeting for 6th gr students was held today and our school culture was discussed along with a talk about respect.
- Three new Chromebook carts were donated for the STEM and math programs.
- Friday, Dec. 15 middle school will be having holiday parties with their advising groups and we will be having an assembly to honor students.

8.3 Business Manager's Update

- We should be at 41.6% of budget. Revenues are above budget, but so are expenses.
- Surplus to date is \$204,211
- We received our Oct. Capital Construction funding the first part of November, and it's reflected here. However, we did not get our Nov. Capital Construction until today. Apparently, CDE wired D6 Capital Construction to the wrong school and it took a couple of weeks to get it straightened out and distributed to us.
- The General Fees/Other General Revenue is high because we received \$18,569 from the Capital Projects Fund as reimbursement for our share of the sound board and lighting in the auditorium. I didn't want to skew the Joint Use Expenses by posting an offset to that

account since we need to account for those expenditures with Frontier, so I posted the income to this General Fund Revenue Account.

- The Grants income is high as we received an additional grant not expected from the Success Foundation for blended learning. We have purchased and been reimbursed for roughly \$25,000.
- We also received our reconciliation of PPOR in November, which yielded \$125,000. That brought to PPOR Gross Revenue right in line with the budget amount.
- On the expense side, we are running well with Personnel costs, but up a little for the overall budget. Not concerned with any one particular line there right now.
- Joint Use Costs are up because of the sound board and lighting expenses. Those are one time expenses for the year.

9.0 ITEMS FOR ACTION

9.1 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.

9.1.1. Personnel

Erin (Frank) moved to approve the personnel. Motion passed.

10.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

10.1 Class Fees Request – High School

- Erin (Frank) moved to approve the class fees. Motion passed.

10.2 Out of State Travel Request – High School Track

- Erin (Frank) moved to approve the out of state travel for the high school track team. Motion passed.

11.0 BOARD REPORTS/COMMUNICATION

11.1 BOG Report – Chairman

- The Country reports held at the middle school today were wonderful and well attended. I also enjoyed the SnowShow very much.

11.2 Communication from the Board

11.3 Foundation Report

11.4 Joint Use Report

- Meeting was held Nov. 15
- Frontier still wants to use the shed and cleaning out the shed was discussed.
- Feb. 21 will be the next meeting.

12.0 FUTURE BUSINESS

12.1 Director's Evaluation

- Summary of Dr. Gerner's goals will be available next month.

13.0 NEXT REGULAR MEETING – January 10, 2018

14.0 ADJOURNMENT

Erin (Frank) moved to adjourn at 6:58. Motion passed.

REMINDERS:

December 14

2nd grade concert – 6:30 pm

December 18 – January 1

Winter Break – School Closed

January 2

Staff inservice

January 3

School Resumes

University Schools Board of Governors January 10, 2018 Minutes

Board Members Present: Erin Clark, Rodney Constance, Amy Elliott (Faculty), Abigail Flores (Student), Christopher Hughes, Frank Jones, Bill McAdams, Ethan Miles, Jeff Weber, Tina Whitcomb

Board Members Absent: Eric Carlson, Mark Jones, Mike Vaardahl

Staff Present: Sherry Gerner, Sue Toricelli, Charlene Baumgartner, Isaac Blackwell, Amanda Haas

Guests Present: Kevin Hannum, Jessica Meeker

1.0 CALL TO ORDER

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

2.0 ADOPTION OF THE AGENDA

- Rodney recommended that item 8.4 2018-19 Calendar Proposal be added to the agenda following the Junior Bulldogs report to accommodate the faculty presenters.
- Erin (Ethan) moved to approve the agenda. Motion passed.

3.0 APPROVAL OF MINUTES

Jeff (Frank) moved to approve the minutes of December 13. Motion passed.

4.0 COMMUNITY DIALOGUE

- None

5.0 JUNIOR BULLDOGS – KEVIN HANNUM – JESSICA MEEKER

- We will host a basketball tournament for 3rd and 4th gr boys and girls on Feb. 4 and 11.
- Baseball and Softball registration is Jan. 16.
- The Cheer teams participated in the Christmas parade and had a great time. They are now selling candy bars as a fundraiser.
- The new wrestling mat was delivered in time for the first wrestling match.
- We will be hosting a wrestling tournament on Mar. 24 geared towards beginning wrestlers but anyone is welcome.
- The Fall Bash was a success. Parents loved it and asked that they do it again. We will be doing it again on April 21. We learned a lot through the process and hope to improve on it.

6.0 STAFF REPORTS

6.1 Director's Update

- During the Christmas Break we replaced concrete in front of the main building where it had risen. We also painted railings in the main building and waterproofed two exterior walls.
- Staff reported on January 2 and we had inservice in the morning and work time in the afternoon.
- We conducted an evacuation drill on Tuesday. Our evacuation drills include both buildings at the same time. We will also conduct a lockout drill this month.
- Sue and I will attend the CASE Finance Workshop. Other administrators will attend the rest of the conference.
- I want to remind the Board of the calendar change – Feb. 1 and Feb. 2 – we are in school Feb. 8 – no school K-5, Feb. 9 – no school K-12.

6.2 Principal's Update

- none

6.3 Business Manager's Update

- We are half way through the Fiscal Year; 50% of budget.
- We have a YTD surplus of \$332,349.
- Capital Construction is low because we projected high. The actual number to be received for the year is \$439,635.
- Joint Use contributions and expenses are both high due to the repair of the auditorium lighting and Frontier's contribution to that. This was a one-time expense/revenue.
- Expenditures are below 50% which is creating the surplus.
- Title IIa expenses are over, this is because part of the curriculum coach's salary is being paid from here. I will reclassify the excess to the Salaries line item and ask D6 for reimbursement for the salary paid out to date.

7.0 ITEMS FOR ACTION

7.1 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.

7.1.1. Personnel

- Chris (Tina) moved to approve the recommendations for hire. Motion passed.

8.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

8.1 Director's Evaluation Notification and Goals Summary

- Dr. Gerner passed out a packet which included her goals, assessment data, Inservice agendas, and a capital projects itemized list.

8.2 Revised Budget – Sue

- Sue provided a handout of the proposed revised budget. The items that are highlighted are the changes. Sue explained the different line items and explained why the revisions are needed.
- Jeff (Ethan) moved to adopt the Proposed Revised Budget as presented with one correction to the Capital Construction revenue line item from \$483,557 to \$439,635. Motion passed.
- Jeff (Chris) moved that any excess General Fund surplus above and beyond the 15% allowed by law be designated to the Capital Fund prior to June 30, 2018. Motion passed.

8.3 Out of State Travel Request – 5th Grade Trip to Wyoming and Yellowstone

- Frank (Tina) moved to approve the 5th grade out of state travel request. Motion passed.

8.4 First Reading – 2018/2019 Calendar

- Amanda Haas and Isaac Blackwell members, of the calendar committee, presented the proposed 2018/2019 calendar. They explained where the differences are and how the committee came up with the proposed calendar.
- Jeff (Ethan) moved to adopt the 2018/2019 Calendar. Motion passed.

9.0 BOARD REPORTS/COMMUNICATION

9.1 BOG Report – Chairman

- Rodney reported that there had been a couple of parental concerns with the Jr. Bulldog Cheerleading. Rodney contacted the parents.
- Rodney also stated that there are parents at the middle school level that would like to discuss the possibility of having shop classes at University. Rodney asked that the parents come to the Board with a plan and the Board will look into the possibilities.

9.2 Communication from the Board

- Happy Birthday Board Member Tina Whitcomb.
- Bill reported that the Mock Trials are coming up on Feb. 9 & 10.

- Tina was approached by a parent who was questioning the school policy regarding ratings of movies shown to students.

9.3 Foundation Report

- The Foundation meeting was held Dec. 12, 2017.
- The Foundation has provided 6 grants for teachers.
- \$2300.00 has been raised for a new bus.
- University's Annual Foundation Gala will be held April 20, 2018.
- The next meeting will be Mar. 6, 2018.

9.4 Joint Use Report

- The next meeting will be held Feb. 21, 2018.

10.0 FUTURE BUSINESS

- Ask Dave Wertz to attend a meeting and address internet access to make sure we have what is needed for our spring testing.
- Vote on Dr. Gerner's contract renewal.
- Moving part of funds from contingency to the Board for Staff Appreciation.

11.0 NEXT REGULAR MEETING – February 7, 2018

12.0 ADJOURNMENT

Chris (Ethan) moved to adjourn at 7:45. Motion passed.

REMINDERS:

January 15 – Martin Luther King Holiday, School Closed

February 1-2 – School in Session

February 8 – Elementary Workday, No School K-5

February 9 – School Closed

University Schools Board of Governors February 7, 2018 Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Amy Elliott (Faculty), Christopher Hughes, Frank Jones, Mark Jones, Bill McAdams, Ethan Miles, Mike Vaardahl, Jeff Weber, Tina Whitcomb

Board Members Absent: Abigail Flores (Student)

Staff Present: Sherry Gerner, Holly Sample, Jeff Casey, Sue Toricelli, Dave Wertz, Charlene Baumgartner

Guests Present:

1.0 CALL TO ORDER

Rodney called the meeting to order at 6:02pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Mike (Frank) moved to approve the agenda. Motion passed.

3.0 APPROVAL OF MINUTES

Frank (Tina) moved to approve the minutes of Jan. 10, 2018. Motion passed.

4.0 COMMUNITY DIALOGUE

- None

5.0 TECHNOLOGY – DAVE WERTZ

- We are in the process of upgrading printers in the main building.
- Some of the MLO funds will be used to upgrade internet services.
- Working on different ideas to potentially increase speed of Internet. Which will depend on funding and technical options.
- We have lots of users and devices.
- We need a fiber line which hasn't been available so far and is expensive.
- Some of the Chromebooks are having disconnect issues.
- We should be in good shape for spring testing.

6.0 BOOSTER CLUB – FRANK JONES

- Bingo is doing better than previous years, earning approximately \$1100.00 per group.
- Concessions are going well.
- We are bringing baseball back under the Booster Club umbrella for concessions and bingo.

7.0 STAFF REPORTS

7.1 Director's Update

- On January 12, Charter school representative met at the new Westridge site. Dr. Pilch and John Gates were present to discuss the Mill Levy Override and Safety respectively.
- On January 17, we conducted a Lockout drill in each building.
- We have had two meetings to discuss the possibility of a new weight room. We have a committee of staff members discussing location and needs. One of those meetings was attended by Thomas Roche who has come up with some optional drawings.
- We held our first lottery drawing on January 25. Frank represented the Board and Lisa Ponzer served as the parent representative.

- We will have one full day session of kindergarten next year. Isaac Blackwell, current kindergarten teacher will teach the full day session. We will offer four half day sessions taught by our two current kindergarten teachers.
- I attended the CASE conference in Denver last week. Sue and I attended the Finance workshop on Wednesday. On Thursday and Friday, Nick, Mike Jeff and I attended. There were breakout sessions and keynote presentations. There were updates on PERA, the School Finance Act, legal issues and leadership to name a few.
- A representative from the Colorado Dept. of Education conducted a transportation audit for us on Jan. 30. Merlyn Henry, one of our part time drivers and Ryan met with Susan Miller who gave us guidelines and suggestions regarding driver and vehicle requirements.
- On February 13, we will begin our Mill Levy Override discussions and priorities.
- On February 18 and 19, on our teacher workdays, North Range Behavior counselor/therapist will teach a Mental Health First Aid class to about 40 of our staff members including counselors and administrators.
- Superintendent Pilch invited me to be a guest at her table at the Great Education Colorado 2018 Action Summit – for planning to adequately and equitably fund Colorado’s students. This a statewide event held on Feb. 28 at the University of Denver.

7.2 Principal’s Update - Holly Sample

- Planning has begun on next year’s schedule where a few new courses will be offered.
- There will be a pep assembly on Feb. 14 to celebrate all the good things that go on at University Schools.
- There will be Singing Valentines on Feb. 14.
- The spring play will be the musical A Secret Garden.
- Many wonderful Senior Projects have been going on.
- Trimester 2 ends Feb. 16.
- Senior boards will be April 9, 2018 and we are still looking for volunteers to help with them.
- We have 126 seniors.
- Our Knowledge Bowl team won the Regional 7 tournament. They will be attending the State meet on March 12 & 13.

7.3 Business Manager’s Update

- We received the first installment of the mil levy dollars \$187,011.
- Had we been paid the \$1.12 million over 12 months the financials would reflect about \$584,000 but we have only received a small portion so far. If it would have been paid evenly over the last 7 months, the overall revenue % would be 60.2% not the 57.7% showing. That % will get better as the months roll on.
- Salaries and Benefits running a little below but most everything else is running as expected.
- Our YTD surplus is \$579,598. If the Mil Levy proceeds were not included, the YTD surplus is still \$392,587 which is still a pretty healthy surplus.
- We have spent our 85% of the Bond Project Fund. I just need to submit a reimbursement for the rest of these expenses. Balance will be about \$338,000.

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

- Mike (Chris) moved to approve the recommendations for hire. Motion passed.

9.1 ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 BOG Election Timeline

- Chris (Ethan) moved to accept the BOG Election Timeline. Motion Passed.

9.2 Out of State Travel Request – 5th Grade Trip to Utah

- Ethan (Mike) moved to approve the Out of State Travel request for the 5th grade trip to Utah. Motion passed.

9.3 Staff Appreciation

- The BOG approved \$280,000 of contingency expenses on the Revised Budget. Therefore a small portion of that, \$2000.00 will be allocated and used to pay for gift cards for the staff during Teacher Appreciation week May 7-11. Tina (Mike) moved to approve the funding for Teacher Appreciation expenses. Motion passed.

10.0 BOARD REPORTS/COMMUNICATION

10.1 BOG Report – Chairman

- None

10.2 Communication from the Board

- Bill reported the Mock Trial will be held Feb. 9 and 10.

10.3 Foundation Report

- None

10.4 Joint Use Report

- Next meeting Feb. 21, 2018.

11.0 FUTURE BUSINESS

- Gift Cards for teacher appreciation.

12.0 NEXT REGULAR MEETING – March 7, 2018

13.0 EXECUTIVE SESSION C.R.S. § 24-6-402(4)(f) – PERSONNEL

- Mark (Mike) motioned to move to Executive Session at 7:17pm for the purpose of discussing the contact renewal of Dr. Gerner. Motion passed.
- Eric Carlson was asked to join the Board of Governors in executive session.
- Chris (Mark) moved to exit from Executive Session 8:01pm. Motion passed.

14.0 DIRECTOR'S CONTRACT RENEWAL 2018/2019

Mark (Mike) moved to approve the Contact Renewal for Dr. Gerner. Motion passed.

15.0 ADJOURNMENT

Erin (Tina) moved to adjourn at 8:03pm. Motion passed.

REMINDERS:

FEBRUARY 8 – NO SCHOOL K-5

FEBRUARY 9 – NO SCHOOL K-12, SCHOOL CLOSED

FEBRUARY 16 – END OF 2ND TRIMESTER

FEBRUARY 19-20 – FACULTY WORK DAYS, NO SCHOOL K-12

FEBRUARY 21 – JOINT USE MEETING – 8:15 AM

University Schools Board of Governors March 7, 2018 Minutes

Board Members Present: Erin Clark, Amy Elliott (Faculty), Abigail Flores (Student), Christopher Hughes, Frank Jones, Mark Jones, Ethan Miles, Mike Vaardahl, Jeff Weber, Tina Whitcomb

Board Members Absent: Eric Carlson, Rodney Constance, Bill McAdams

Staff Present: Sherry Gerner, Mike Mazurana, Sue Toricelli, Charlene Baumgartner, Ed Clark, Casey Doss, Ryan Wehrman

Guests Present: Stephanie Lucero

1.0 CALL TO ORDER

Mark called the meeting to order at 6:00pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Chris (Mike) moved to approve the agenda. Motion passed.

3.0 APPROVAL OF MINUTES

Ethan (Mike) moved to approve the minutes of February 7, 2018. Motion passed.

4.0 COMMUNITY DIALOGUE

- None

5.0 SAFETY/SECURITY – ED CLARK

- We usually are able to evacuate 1300 students from the main building in around 3 minutes and 500 middle school students in approximately 2 minutes. We are now discussing that this might not be the best procedure. We are now discussing that students would move to hallways if staff has said it was safe and staff would not move students out of the building until it is deemed safe to do so. We would not leave until someone announced to clear the building.
- We feel our students understand the difference between our lock out and lock down procedures.
- I am beginning to transition some of the older cameras that are starting to give us trouble to newer improved cameras. The old cameras cost around \$300.00 and the newer ones are around \$100.00.
- I am about 1 year away from getting my Emergency Management Certificate.
- We are going to do a tabletop exercise on March 22. We are going to do an exercise where a student has an accident and dies at lunchtime. We will have the police, UNC and Dist 6 crisis team involved. We are excited to have Melissa Stapleton, one of our staff members, as a member of the Dist. 6 crisis team.
- We are in the process of putting together a communications team. In the event of a crisis, it takes different teams to handle the situation.
- We are going to add exterior cameras on the math hallway door because that could be a problem area.
- With the mil levy money, we would like to make it harder for someone to come in the front door and to have quick access to students especially if the lunchroom is full of students.
- We are looking at the playground egress also. There is no way for students to leave if something bad were to happen. We will be putting in an 8' stairwell that students could exit through to get away from the building if need be.
- Our new id system is up and running and most parents have been supportive. We are working on a process for any parents/visitors who do not want to comply.

- I have purchased a membership at Liberty Firearms, and Steve, Otto and I have been going there to practice shooting. We run through different scenarios that might come up on the simulator range.
- Now with the new soundboard in the auditorium, it might be the time to install motion sensors.
- Security is always at events that happen at school.

6.0 USPTO – STEPHANIE LUCERO

- We have purchased Quick Books for bookkeeping and we hope this helps streamline the amount of time it takes to do the books.
- We participated in a teacher appreciation breakfast along with DECA in February. There was a lot of parent participation in bringing in the food.
- We are still in the process of editing and updating our by-laws. We will let you know when they are done and will give the board a chance to review.
- The carnival will be May 11.
- All teachers are encouraged to provide a silent auction basket and the proceeds of the basket will go directly back to that teacher's classroom. Teachers can also host a game or activity during the carnival. Each teacher that does this has the opportunity to earn \$100.00.
- We will be offering Spring grants. We will be awarding approximately \$5000.00 to teachers and priority will be given to those staff members who did not receive a grant in the fall.

7.0 STAFF REPORTS

7.1 Director's Update

- Casey Doss and Ryan Wehrman are here to share the findings of the committee regarding the new weight room.
- The committee has met three or four times.
- We want the facility to be used for more than just a weight room. We want it to be used throughout the day and be available evenings also.
- We believe we have come up with a plan that provides a safe environment for a weight room for pe use and athletics. We also are looking to have a flex room that could be used for athletics, cheerleading, dance or a large classroom or an open area that a meeting could be held.
- Discussions were held about how we could build something that fit into our budget and would benefit more than one group.
- The weight room we now use is overcrowded and a safety issue with so many students. There is not a place for the overflow of students.
- Discussions were held on location for the weight room because we did not want to use land that is considered joint use. The facility also needs access by a parking area or that would have to be added, that would increase the price considerably.
- Many of the weight type classes have increased from 17, 18 to 25 or 26 students. There is a real interest in these classes that are offered. We also want student athletes to have access to these programs.
- The building would be 40 feet wide by 100 feet long and would be located just to the south of the middle school.
- The old weight room area could be turned in to a storage area, which we are short of.
- We have been working with Tom Roche and will also seek a second bid.
- We are hoping to get the bid down to around \$750,000.00. We have around \$340,000.00 left in our construction fund and we have enough left in our capital fund to complete the structure.
- We should be able to use some of the Mil Levy funds to help purchase equipment for the weight room because classes would be taught there and that would fit into our plan to spend that money on curriculum.
- We have continued to meet as a committee to discuss the spending for our Mil Levy Override. We are also getting feedback from our teachers and their recommendations.
- Our committee has also met regarding the weight room.
- HS winter sports have finished. We started spring sports on Feb. 26.

- I have been invited to serve on a D6 committee studying enrollment/registration procedures and how the processes might be made more efficient and convenient for families.
- I attended the Education Summit last week at DU. The meeting's focus was how to put an initiative on the ballot to raise money for education.
- Amy, Cora, Garner and I attended the Colorado League of Charter Schools Conference last Thursday and Friday. There were several excellent breakout sessions and keynote speakers.
- Representatives from the Success Foundation visited Elementary and Middle School classrooms to learn more about how we're implementing Blended Learning in our classrooms especially in the classrooms where Chromebooks and blended learning have been implemented.
- We have a donor, Steve Cooper from Independent Roofing, who is doing some work on our baseball dugouts especially by replacing shingles and other repairs on the dugouts.
- We will also do some outside cleanup over Spring Break.
- We had our play last week as well as band and choir concerts Monday and Thursday.

7.2 Principal's Update - Mike Mazurana

- PT conferences are wrapping up for 2nd trimester. Teachers have spent late nights and weekends getting these conferences done. We are not at 100% yet but should be shortly after spring break.
- The fourth grade attended Ameritowne today and had a great time. The fourth grade students run for offices and hold elections and once they get to Ameritowne they do the jobs they were elected to.
- Due to many extenuating circumstances (funding, housing and liability), 5th grade will no longer be going on their end of year field trip after this year.

7.3 Business Manager's Update

7.3.1 Financial Reports

- We are 8 months through the year and are 66.6% of budget.
- Our year to date surplus is \$718,099.
- I transferred \$500,000 from the General Fund Checking to the "Health" Insurance Money Market Account in order to gain some interest on the cash.
- I transferred \$366,000 to the Capital Money Market Account which represents some of the Mil Levy money received so far, also to gain some interest.
- On the Revenue side, we did not receive our Capital Construction for February. The district said they have not yet received it from the state and it will be distributed when received.
- On the expenditures side, our salaries are running 3% below budget so that's looking good. Other items are running as expected.
- I passed out the Capital Projects update, 85% of the monies were spent by the end of Feb. there is \$341,000 left in the fund.
- Health Insurance:
 - Open enrollment is moving to May with July 1 plan start date.
 - On the handout you will notice there will be a "default" 6% rate increase since we don't have enough claims history for a fair analysis. This is standard for new plans.
 - We have budgeted \$450,000 and we are running about \$407,000 so we just have a small amount to cover, \$35,000 in the budget to cover that 6%.

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

- Mike (Chris) moved to approve the recommendation for hire. Motion passed.

9.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Board of Governors Election Ballot Approval

- It was suggested to shrink the print so all candidate's names fit on one page. Erin (Jeff) moved to approve the ballot once those changes were made. Motion passed.

9.2 2018/2019 Health Insurance Plan Approval

- Chris (Ethan) moved to approve the 2018/2019 Health Insurance Plan. Motion passed.

9.3 Appointment of Board Member to Serve on Budget Committee

- Chris volunteered to continue to serve on the Budget Committee.

10.0 BOARD REPORTS/COMMUNICATION

10.1 BOG Report – Chairman

- None

10.2 Communication from the Board

- Chris ask if the school has a policy about student protests. Dr. Gerner stated there is not a policy. Chris felt like parents should be made aware if they needed to provide a note or excuse for their student to attend the protest. Administrators were outside and were very pleased how our students handled themselves. Administrators were aware of the protest ahead of time.
- Abby Flores headed up a Penny War for the elementary. It was very well received and she does not have a total at this time.
- Tina reported that she had contacted the USPTO and they were not interested in organizing Teacher Appreciation Week, but would be ok with providing a contribution and or volunteers for that week.
- The BOG is going to try to figure out who has organized Teacher Appreciation Week in the past and work with them to get something set up for this year.
- Shannon Ceccoli was contacted and she reported back that USPTO had been the main organizer of Teachers Appreciation Week and she would be willing to plan the week.

10.3 Foundation Report

- Our Foundation meeting was yesterday and most of the discussion revolved around the upcoming Gala. Tickets are \$75.00 of which \$25.00 is for the meal and the remaining goes towards a 50/50 drawing.
- Shannon is still looking for silent auction items.
- Shannon presented her 2018 goals. If anyone is interested in reviewing them, please see Tina.

10.4 Joint Use Report

- Erin was disappointed at the lack of interest Frontier showed in keeping up with the maintenance of the baseball and football field. Frontier seemed to think if they were not using the fields they should not have to pay their portion. They thought if the fields were only used half, as much they would not need the same maintenance as previous years.
- We would like to get the statistics on how often the fields were maintained so Erin can present that at the next Joint Use meeting.
- We feel like Frontier is failing to uphold the Joint Use agreement by not paying their share of expenses.

11.0 FUTURE BUSINESS

- Frontier negotiations

12.0 NEXT REGULAR MEETING – April 11, 2018

13.0 SPECIAL MEETING – APPROVE ELECTION RESULTS – APRIL 18, 2018

14.0 EXECUTIVE SESSION – C.R.S. § 24-6-402(3)(a)(I)

- None

15.0 ADJOURNMENT

- Jeff (Chris) moved to adjourn at 7:51pm. Motion passed.

REMINDERS:

MARCH 8-9 – CONFERENCE/COMP DAYS – NO SCHOOL K-12

MARCH 12-16 – SPRING BREAK – SCHOOL CLOSED

MARCH 28 – MEET THE CANDIDATES FORUM – 6:30 PM – MAIN BUILDING CAFETERIA

University Schools Board of Governors April 11, 2018 Minutes

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Amy Elliott (Faculty), Abigail Flores (Student), Christopher Hughes, Frank Jones, Mark Jones, Bill McAdams, Ethan Miles, Mike Vaardahl, Jeff Weber, Tina Whitcomb

Board Members Absent:

Staff Present: Sherry Gerner, Nick Kintz, Sue Toricelli, Charlene Baumgartner, Dave Wertz, Jeff Casey, Sarah Wildt, Keith Decker

Guests Present:

1.0 CALL TO ORDER

Rodney called the meeting to order at 6:02 pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Mike (Ethan) moved to approve the agenda. Motion passed.

3.0 APPROVAL OF MINUTES

Frank (Mark) moved to approve the minutes of March 11, 2018. Motion passed.

4.0 COMMUNITY DIALOGUE

- None

5.0 TECHNOLOGY – DAVE WERTZ

- Our technology has worked very well for this testing period. Best year yet.
- I am now compiling data to make sure we are compliant with FERPA regulations in regards to our on line data.
- Comcast will be coming to do an upgrade later this week.
- We will be adding more access points for wireless connectivity in each classroom.
- Aruba is our wireless provider.

6.0 STAFF REPORTS

6.1 Director's Update

- On March 22 we conducted a Table Talk with administrators, counselors and other guests including: Sgt. St. Aubyn – GPD, rep. Brooke Coughlin and Heather Wright from Victims Services. We discussed procedures and guidelines in the event of a tragedy.
- The High School prom fashion show was held on March. 20. Prom was Saturday, April 7.
- The Bulldog Invitational Track Meet was on Saturday, March 31 with nearly 700 athletes from 22 schools competing. First Place boys – Sterling, First Place girls – Highland. University boys finished 5th and University girls finished 10th.
- Four of our administrators attended the UNC Job Fair on April 5 and 6.
- Senior Boards were held on April 9. Thank you to our volunteers who were able to assist us in the presentations.
- We will conduct a tornado drill tomorrow for the MS and a drill next week for the main building.
- On Friday, staff will participate in Inservice during the morning and able to work in their classrooms in the afternoon.
- Dr. Pilch will speak to our staff on Monday, April 16.
- We will count ballots on Tuesday, April 17, and hold our special Board meeting on April 18 to certify the election.

- We are moving forward with the expenditure of the funding from the Mill Levy Override. I have asked staff to prioritize their needs for curriculum and technology. I will meet each level administrators to review the priorities and begin purchasing requested materials and technology. We will move forward with the purchase of a Suburban under our transportation category. The vehicle will be used for smaller groups of teachers, students and coaches.
- We are passing around a clipboard asking for your availability to attend graduation. We will have additional information about graduation at our May meeting.
- Please take a look at the Reminders section on page 4 of your agenda for the Gala, concerts, Awards Night and Graduation.
- In your packet are the conference attendance percentages for our second round of conferences.
- Thank you to Jarod for working with Xcel Energy and securing rebates for new lighting for both gyms in the main building, lights on the outside of the building and parking lot. The bill was \$16,682 with a rebate of \$8,687. Our cost is \$7,995.

6.2 Principal's Update – Nick Kintz Middle School Principal

- Testing wrapped up with 8th gr science last. Technology worked very well and teachers were very good at being flexible with schedules and all that it takes to get the testing done.
- Battle of the Books was held Monday with 10 teams participating.
- We hosted the MS League Relays with around 700 athletes participating.
- MS Brain Bowl will be held April 12.
- 8th grade Career Fair was held in February.
- Open conferences were very well received.
- Summatives and evaluations are wrapping up.

6.3 Business Manager's Update

- We are $\frac{3}{4}$ of the way through the year.
- YTD surplus is \$1,057,375 which includes the March installment of mil levy dollars, \$187,011.
- Revenues are a bit above the 75% mark.
- We did receive \$6,000 from the Foundation to help cover the football field lights.
- Gate receipts are a little more than expected.
- Vocational Funds were also more than anticipated.
- Expenditures overall are at 71.44%
- Our savings in salaries to date are 3.4%.
- Class Fees/Materials will increase moving forward as teachers finish up ordering items for the year.
- Phone/Internet is running high due to increased bandwidth usage.
- It is anticipated that before June 30, we will spend a good portion of the contingency line item, which mostly consists of immediate needs under the mil levy guidelines.
- We will have a surplus again this year w/o mil levy money to pay staff a one-time additional salary pay. The plan has been submitted to PERA and will be brought to the Board in June.

7.0 ITEMS FOR ACTION

7.1 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.

7.1.1. Personnel

- Mike (Frank) moved to approve the recommendation for hire. Motion passed.

8.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

8.1 Appoint Board Member to Count Election Ballots

- Amy and Jeff volunteered to count the ballots on Tuesday, April 17, beginning at 4:00 pm.
- Chris (Mike) motioned to approve Amy and Jeff to count the ballots. Motion passed.

8.2 Approval of Expenditures for Multipurpose/PE Facility

- There was continued discussion on the Multipurpose/PE Facility. Frank (Chris) motioned to take a vote on the proposed plan. Motion passed.

9.0 BOARD REPORTS/COMMUNICATION

9.1 BOG Report – Chairman

- Please be thinking of the office you might be interested in for next year.
- Gift cards will be handed out to staff during Staff Appreciation Week beginning on May 7.

9.2 Communication from the Board

- Bill reported that the Mock Trial students advanced to state and performed well but did not win.
- Jeff questioned whether senior boards would be staying around since Mrs. Sample was retiring.
- Ethan stated that the traditions that University have provide students with many special experiences.
- Abby reported that she raised \$2,107 during the penny wars that were held in the elementary classrooms.
- Chris stated that some middle school staff members were upset that Mr. Kintz had proposed a change to how exit interviews were handled.

9.3 Foundation Report

- The Gala will be held April 20 at the Greeley Country Club.

9.4 Joint Use Report

- The next meeting will be May 3.

10.0 FUTURE BUSINESS

11.0 NEXT REGULAR MEETING – May 9, 2018

12.0 EXECUTIVE SESSION – C.R.S. § 4-6-402(4)(A)

12.1 Frontier Negotiations

- Regular meeting adjourned 7:22 pm. After a short break the executive session would begin to discuss the Frontier Negotiation.
- Mark (Mike) moved to enter Executive Session at 7:34 pm. Motion passed.
- Eric Carlson, Dr. Gerner and Sue Toricelli were asked to join Board of Governors in Executive Session.
- Ethan (Tina) moved to exit from Executive Session 8:16 pm. Motion passed.

13.0 ADJOURNMENT

Chris (Tina) moved to adjourn at 8:17 pm. Motion passed.

REMINDERS:

APRIL 13 – FACULTY INSERVICE – NO SCHOOL K-12

APRIL 18 – SPECIAL BOARD MEETING – 6:00 PM - LIBRARY

APRIL 20 – UNIVERSITY FOUNDATION GALA – 7:00 PM – GREELEY COUNTRY CLUB

APRIL 24 – 1ST GRADE CONCERT – 6:30 PM – AUDITORIUM

APRIL 25 – 5TH GRADE CONCERT – 6:30 PM – AUDITORIUM

APRIL 26 – 3RD GRADE CONCERT – 6:30 PM – AUDITORIUM

APRIL 27 – 9-12 MUSIC FEST – 7:00 PM – AUDITORIUM

MAY 3 – JOINT USE MEETING – 8:15 AM – MAIN BUILDING CONFERENCE ROOM

MAY 7 – 9-12 AWARDS NIGHT – 6:00 PM – MS GYM

MAY 8 – FOUNDATION MEETING – 7:00 AM – MAIN BUILDING CONFERENCE ROOM

MAY 25 – HIGH SCHOOL GRADUATION – 6:00 PM - UCCC

University Schools Board of Governors Special Meeting April 18, 2018 Minutes

Board Members Present: Erin Clark, Rodney Constance, Amy Elliott (Faculty), Mark Jones, Bill McAdams, Ethan Miles, Jeff Weber
Board Members Absent: Eric Carlson, Abigail Flores, (Student), Christopher Hughes, Frank Jones, Mike Vaardahl, Tina Whitcomb
Staff Present: Sherry Gerner, Sue Toricelli, Charlene Baumgartner, Ed Clark
Guests Present: Cameron Gill-Cox

1.0 CALL TO ORDER

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

2.0 APPROVAL OF ELECTION RESULTS

Ethan (Amy) moved to accept the ballot count and approve the 2018 Board of Governors Election Results. Motion passed.

Board members, 3-year terms, July 2018 through June 2021

Erin Clark

Rodney Constance

Mark Jones

Mark (Jeff) moved to accept the ballot count for the Student Representative to the Board of Governors.

Motion passed.

Student member, 1-year term, July 2018 through June 2019

Cameron Gill-Cox

3.0 NEXT REGULAR MEETING – May 9, 2018

4.0 ADJOURNMENT

- Mark (Erin & Jeff) moved to adjourn at 6:04 pm. Motion passed.

University Schools Board of Governors May 9, 2018 Amended

Board Members Present: Eric Carlson, Erin Clark, Rodney Constance, Amy Elliott (Faculty), Abigail Flores (Student), Christopher Hughes, Mark Jones, Bill McAdams, Ethan Miles, Mike Vaardahl, Jeff Weber, Tina Whitcomb

Board Members Absent: Frank Jones

Staff Present: Sherry Gerner, Holly Sample, Sue Toricelli, Charlene Baumgartner, Laura Pedersen, Rachel Budzynski, Nancy Lightfoot, Robin Duran, Casey Doss, and Danie Soucek

Guests Present: Kevin Hannum

1.0 CALL TO ORDER

Rodney called the meeting to order at 6:02 pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Chris (Ethan) moved to approve the agenda. Motion passed.

3.0 APPROVAL OF MINUTES

Tina (Mark) moved to approve the minutes of April 11, 2018. Motion passed.

Ethan (Erin) moved to approve the minutes of April 18, 2018. Motion passed.

4.0 COMMUNITY DIALOGUE

- None

5.0 JUNIOR BULLDOGS – KEVIN HANNUM

- We hosted a basketball tournament for 3rd and 4th grade students. We raised about \$5,000. One of the 3rd grade girls' basketball teams from University placed first. We were very excited about that.
- We also hosted a wrestling tournament where we made about \$3,500.
- We hosted a Spring Fling where you basically dropped off your student and we watched them. We had about 76 students which is about double from the last year. We learn how to improve each time we host these events.
- The USPTO carnival is this Friday and Junior Bulldogs will run the dunk tank, weather permitting.
- There will be a Cross Country Camp June 12-14.
- Basketball Camp will be June 18-20.
- Football Camp will be August 18.
- Volleyball Camp is tentatively set for August 1 & 2.
- We will get information out to families about our summer activities.
- Junior Bulldogs wants to help University students as a whole not just the sports aspect of the school. We would like to reach out more to the middle school because we have not been as active at that level.
- About 70% of the money raised goes back into the sports programs.
- Will plan to have a Back-to-School Night.

6.0 STAFF REPORTS

6.1 Director's Update

- We conducted a tornado drill on April 12 and an evacuation drill on April 27.
- On April 13, we held inservice. We had several guest presenters from the Poudre Learning Center, the University of Northern Colorado and from our own staff. The focus for the day was

- integrating the arts with language arts and math.
- We had a weight room meeting on April 25 and today. We continue to work with Roche Constructors in the design process.
- We celebrated College Day on May 4. All staff were encouraged to wear their college attire.
- We conducted a lottery drawing on May 7. Bill represented the Board in assisting us.
- Awards Night was a great celebration of our high school students and their achievements.
- Today, we had an end-of-the-year all charter school meeting at the District 6 offices.
- Over the next week we will have our Elementary Field Days and our USPTO carnival on Friday evening.
- Representatives of Ken Buck's staff will visit our school on May 11. They are visiting 4 schools in the District.
- Seniors will have their annual campout on May 22.
- Seniors last day is May 16.
- We have given you a map and general directions for the graduation ceremony. Also, if there are any changes to your ability to attend, we sent the clipboard around for your convenience.

6.2 Principal's Update – Holly Sample High School Principal

- MLO funds will be used to purchase AP textbooks.
- April 27 was the Music Fest.
- April 30 was the Day of Service where high school advisee groups spent half the day doing service projects on the community. The other half of the day was filled with activities.
- May 4 and 5, the High School Senior Showcase and Thespian Awards were held.
- The High School Band and Choir Concert is being held tonight.
- Tomorrow night the National Honor Society Induction will be held.
- Seniors last day will be May 16.
- This is Holly's last update as high School principal and she thanked the BOG for the opportunity to serve as the principal of University Schools. Once a Bulldog always a Bulldog.
- Holly left the meeting early to attend the band and choir concert.

6.3 Business Manager's Update

6.3.1 Financial Reports

- We are 10 months into the fiscal year or 83.3%. YTD surplus is \$1,158,964 which includes \$280,000 in mil levy money.
- Balance Sheet – New Asset Account. Bank of Utah Arbiter Pay.
- We did not get April's Capital Construction.
- Received more in Vocational than expected.
- Expenditures:
 - Salaries are 3.5% less than budgeted. However we will have some additional expenses for accruals in July payroll at a cost of \$40,000 plus benefits of \$15,000.
 - Instruction: Orders have been placed for materials and we should be able to get most of the payments made for those materials by the end of May.
 - Extra-Curricular: Athletics is a bit high due to more students participating. Nothing out of the ordinary posted here.
 - Facilities: Joint Use – Lighting and sound board in auditorium. These are a one-time pay for the year.
 - Trash: Costing more than anticipated.
 - Operating Expenses: BOG – Gift Cards for staff. Phones/Internet are also costing more than anticipated.
 - Clearing Accounts: There is \$12,700 which needs to be reimbursed, which will bring this number down.
 - Contingencies: Mil Levy money spent so far for technology, security and transportation.
 - Partial payment for printers - Technology - \$7,500.

- Alarm testing and LED lights – Security - \$12,572.
 - Suburban – Cut check for but it’s being built and not ready to be picked up yet. \$43,000.
- Capital Fund:
Transferred \$100,000 of Mil Levy money out of General Fund and into Capital Fund.

6.3.2 Budget

- The White Packet is the Salary Schedules:
- First page is the proposed Certified Salary Schedule. This has been modified for cost of living in this area. That required a 6.4% increase to the model. The 2.1% step is also still factored in.
- The other 2 salary schedules are new. One is for Exempt personnel, (Admin, Professional, Technical) and one if for non-exempt employees.
- These mirror what D6 does, but are modified for our school and positions.
- The Pink Packet is the General Fund Budget:
- Revenue:
- Kindergarten is moving to one full-time class and four part-time classes. By moving to full-time kindergarten, our funding moves from .5 to .58. Line 1 reflects that new FTE.
- Line 6 reflects a 5.7% PPOR increase from the 17-18 actual PPOR amount or \$429.81 per student. We are hearing as much as 6% so this gives us a conservative budget amount in case the final vote at the legislator is less than expected.
- Line 7 is the mil levy money. This equates to about \$1,100,000 for next year.
- Line 22 takes into account a \$100,000 reduction of the General Fees from \$140 per student to \$70.00 per student.
- Other Revenue items have been adjusted based on anticipated receipts in the 17-18 year.
- Expenditures:
- Line 34 takes into account the new salary module and the 8.5% increase to staff (6.4% and 2.1% for steps) and 4 new positions.
- Line 36, we initially heard that we may have a 2% increase in PERA. We don’t believe that’s going to happen. This amount is increased only for the cost of increasing salaries and the absorption of the health insurance premiums increase of 6%.
- Because we have \$1.1 million in revenue from the mil levy, this budget takes into consideration the complete spending of those dollars on lines 52, 58, 60, 68 & 76 as well as the reduction in the general fees.
- This does not mean we will spend all of that; it just means we are appropriating the spending in the categories under the passage of the mil levy. Any dollars not spent will be transferred to the Capital Fund.
- We are asking the Board to again approve a provision for a one-time additional salary payout if the surplus supports that.
- We are also asking that any surplus in the General Fund above and beyond the 15% allowed by law be transferred to the Capital Fund.
- The Capital Fund reflects the money we have been able to save over the years as well as what is anticipated to be saved this year, including mil levy money.
- The majority of spending from this fund will be for building repairs and the construction of the multi-purpose room.
- Mark read the following three motions:
 - I move that we approve the proposed gross budget for the General Fund as presented by the Budget Committee for the 2018-2019 school year, including a provision that if a one-time, non-performance-based payment is made to staff at the end of the fiscal year, which is dependent upon budgetary standing, the payment shall be considered includible salary as defined by Colorado PERA. (Erin) seconded. Motion passed.
 - I move that any surplus in the General Fund in excess of the 15% allowed by law be transferred to the Capital Fund. (Ethan) seconded. Motion passed.

- I move that we approve the Capital Fund budget as presented to the Board. (Chris) seconded. Motion passed.

7.0 ITEMS FOR ACTION

7.1. 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.

7.1.1 Personnel

- Mark (Mike) moved to approve the recommendation for hire. Motion passed.

8.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

8.1 Policy Recommendations – First Reading

8.1.1 Substitute Professional Staff Employment/Qualifications

- Nancy Lightfoot reported their findings regarding when a short-term sub becomes a long-term sub.
- On the 16th consecutive day a sub is then considered a long-term sub. That is the same as Dist. 6. We checked with other school districts and found they ranged from the 11th to the 20th day.
- Our recommendation is to keep our policy as it stands without the line in parenthetical sentence “(The current rate of \$85 per day was established in 2005)”. Chris (Mike) moved to approve the Substitute Professional Staff Employment/Qualifications without the parenthetical sentence regarding rate of pay, on the First Reading. Motion passed.

8.1.2 Movies, Music and Media

- Danie Soucek and Agnes Ogbonaya addressed the Movies, Music and Media Policy.
- We were approached by a few different teachers about what type of movies, music and media we are allowed to share with students. We didn’t feel like our policy was enough.
- We checked with many different districts as to what its policies involved. We actually liked Adams 12 policy and borrowed a lot from its policy in writing our new one.
- The new policy presented shows the Film Rating System of the Motion Picture Association of America.
- The policy also shows what the requirements would be for the different grade levels at each of the film ratings group.
- It is very important that teachers preview any movie before it is shown.
- The policy states when parental permission is needed that the staff will notify parents/legal guardians in writing at least five days in advance.
- There was much discussion on how staff would handle trying to show a PG movie on an inside recess day because you would not be able to have the five days prior notice.
- The policy committee will work on a revision and come back to the next board meeting.

8.2 Budget Proposal – 2018/19

- Laura Pedersen (MS rep), Rachel Budzynski (Specials rep) and Casey Doss (HS rep) presented the Budget Proposal.
- Four new positions will be added (Math Coach, Literacy Coach, Counselor 4th – 8th gr and a HR person for the business office)
- The Mil Levy money is also a huge change.
- Also proposed is the 2.1% step increase and the 6.4% pay increase for staff. We are trying to stay competitive with our wages.

- We are cutting student fees from \$140 to \$70. We will also be purchasing \$100,000 in school supplies in an effort to help parents.

8.3 Graduation – May 25 – 6:00 PM – UCCC

9.0 BOARD REPORTS/COMMUNICATION

9.1 BOG Report – Chairman

- Rodney thanked Abby for her service on the Board as this would be her last meeting.

9.2 Communication from the Board

- Chris thanked Dr. Gerner and Nick Kintz for working with the MS teachers to come to a compromise regarding the exit interviews.
- Ethan pointed out that the Tribune did a nice article on the MS and their work at the Food Bank.
- Amy said staff members were grateful for the King Soopers gift cards.

9.3 Foundation Report

- We donated \$400.00 towards Teacher Appreciation Week.
- Gift Cards were passed out today to staff members.
- The Gala was discussed. We had 68 attendees which was less than in past years and we raised about \$3500 which is also less.
- Ticket prices were lowered from \$100 to \$75 hoping that would encourage more people to attend.
- Tina was open to discussion with the Board if they have any ideas to improve the Gala or have other ideas on how the Foundation could raise money.
- We have 4,000 names in our alumni base and we not fully tapping into that base.
- We need more support from the Foundation Board.
- We need an attraction and or a reason to come to the Gala.
- Golf Tournament will be held July 30. We need sponsors.
- The Foundation needs to work on becoming more recognized for what they stand for and what they try to accomplish.
- Key to success of an event is to plan ahead. Businesses spend their advertising money early in the year so you can't wait to ask for support later in the year.
- Attention to detail is very important.
- The next Foundation meeting is July 10.

9.4 Joint Use Report

- Erin reported that there had been a meeting and it was much more organized and formal with an agenda.
- Frontier did agree to do the top dressing of the fields.
- Frontier does plan to use the football field for girls' soccer in the fall.
- Our next meeting is September 12, 2018.

10.0 FUTURE BUSINESS

- Movies, Music & Media Policy will be presented again at the June meeting.

11.0 NEXT REGULAR MEETING – June 13, 2018

12.0 ADJOURNMENT

- Jeff (Mark) moved to adjourn at 8:14 pm. Motion passed.

REMINDERS:

MAY 11 – USPTO CARNIVAL

MAY 16 – LAST DAY FOR SENIORS

MAY 23 – LAST DAY OF SCHOOL K-11 – EARLY DISMISSAL

ELEMENTARY AND MIDDLE – 11:00 AM

HIGH SCHOOL – 11:15 AM

MAY 25 – GRADUATION (ARRIVE AT 5:15 PM)

University Schools Board of Governors June 13, 2018 Minutes

Board Members Present: Erin Clark, Rodney Constance, Amy Elliott (Faculty) Christopher Hughes, Mark Jones, Bill McAdams, Ethan Miles, Jeff Weber, Tina Whitcomb
Board Members Absent: Eric Carlson, Frank Jones, Mike Vaardahl
Staff Present: Sherry Gerner, Sue Toricelli, Charlene Baumgartner, Jeff Casey
Guests Present: Shannon Baker, Amanda Lindenmayer, Kyle Mills

1.0 CALL TO ORDER

Rodney called the meeting to order at 6:07 pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Jeff (Tina) moved to approve the agenda as amended. Motion passed.

3.0 APPROVAL OF MINUTES

Chris (Ethan) moved to approve the minutes of May 9, 2018. Motion passed.

4.0 COMMUNITY DIALOGUE

- None

5.0 USPTO – AMANDA LINDENMAYER

5.1 Financial Statement

- Amanda Lindenmayer and Shannon Baker introduced themselves as the new President and Vice President of the USPTO.
- Jennie Lenz has stepped back into the Treasurer position as the previous treasurer resigned effective May 23. We do not have a Secretary at the moment. We will be holding elections in August at our first meeting for Secretary and Treasurer.
- All staff who applied for a spring grant from USPTO were granted it. The total was \$4999.00.
- New revised By-Laws were approved at the April USPTO meeting and are available on the USPTO's web page.
- The Spring Carnival was held May 11. A bike was donated from the Bike Peddler and USPTO donated a PS4, and \$1300.00 worth of raffle tickets were sold for the raffle of those two items.
- Baskets at the Spring Carnival earned around \$6000.00 which will go back to the teachers' classrooms.
- Plans are underway to be at registration but we do not have details yet.

6.0 SAFETY/SECURITY – ED CLARK

- A couple of years ago I joined the Colorado Schools Safety group and I found out that I could attend some of the free trainings they offer so I was able to take advantage of that this year. DPS offered four training session on shooting. We were trained on how to shoot into glass if you needed to shoot into a classroom and if it was a good idea. If the person you were trying to shoot was right by the glass you would probably hit them but if they were across the room going through the glass could change the direction of the bullet and could miss the target. This is a shot that you probably don't want to take.
- The next day we did an active shooting training. It was full force training with police and firemen. I came away with many things to think over.

- We will be working with Roche Construction to plan on how to secure the front entry way at the main building and exits from the playground.
- I got 40 new cameras that will be installed this summer. My old cameras ran around \$300.00 each and now they are about \$100.00 and the picture quality is amazing.
- We are hoping to add Wi-Fi in the auditorium and press box so doors can be locked using a computer.

7.0 STAFF REPORTS

7.1 Director's Update

- We had a very positive, successful ending to the 2017/18 school year. Thank you to all of our students, staff, parents and Board for their efforts and support.
- The Freedom Shrine was dedicated in the Middle School on May 15. Thank you to the Greeley Exchange Club for their generous gift.
- Thank you to our Board members who were able to attend graduation.
- Summer school started on June 4. We are hosting an elementary math and reading camp and a Middle and High School Credit Recovery program.
- We are also hosting Camp Invention which began Monday. Amy Elliott is a director. Amy says they have 46 students 1st-6th grade. Students and staff were very excited. Jamie Schneider and Robin Duran are also instructors.
- Summer maintenance has begun. Jarod has some high school students as well as Otto and Mike helping him this summer. We are changing to LED lights outside on the building, parking lot and inside the main and auxiliary gym. We will also have the gym floors refinished and counter top replaced in Mrs. Sims room, the art rooms and in the conference rooms.
- Holly's last day will be Thursday and the other administrators' last day will be Friday. We've been working on inservice, handbooks and hiring for the 2018-19 school year.
- Last but not least, congratulations to our baseball team and Coach Miller and his staff for winning the 3A State Championship. They have a double header tonight in Yuma so they weren't able to be with us. We will honor them in either July or August at a Board meeting. They will be honored by the Weld County Commissioners on Monday, June 18 at 9:00 am.

7.2 Business Manager's Update

7.2.1 Financial Reports

- Current YTD surplus is \$1,378,729.00 so this is very healthy.
- **Revenues:**
 - Capital Construction is a little more than anticipated as is most of our revenue items. This is mostly due to judging our revenues conservatively.
- **Expenditures:**
 - Salaries are still running 3.6% below budgeted, which also affect the Benefits line item.
 - We have some additional vehicle maintenance to pay for in June as well as some items under the Contingency line item, which are mil levy items.
 - Breakdown of \$65,387 line item is:
 - Transportation \$43,845.00
 - Security \$13,969.00
 - Technology \$ 7,573.00
 - Encumbrances for:
 - Curriculum \$32,686.00
 - Security \$34,529.00
 - Technology \$23,062.00
 - Totals \$155,665.00 out of the \$280,000.00.

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

- Mark (Erin) moved to approve the personnel items. Motion passed.

8.2 EXECUTIVE SESSION C.R.S. 24-6-402(II) – PERSONNEL

- Chris (Tina) motioned to move the Executive Session to 12.1. Motion passed.

9.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Policy Recommendation – Second Reading

9.1.1 Movies, Music and Media

- Chris (Tina) moved to amend the Movies, Music and Media Policy. Motion passed.

9.2 Consideration of One Time Additional Payout

- This will be discussed during Executive Session and then voted on.
- Mark (Jeff) moved to approve the One Time Additional Payout of 3% of salary. Motion passed 4-1.

9.3 Out of State Travel Request – FBLA Nationals

- Erin (Chris) moved to approve the Out of State Travel Request. Motion passed.

9.4 Approval of Budget that was presented at the May meeting.

Discussion was held as to whether there was a vote on the budgets for next year at the May meeting. It was a consensus of the Board that this did occur.

- Erin (Ethan) moved to amend the May 2018 minutes to include the Budget approval language as presented at the May meeting.

10.0 BOARD REPORTS/COMMUNICATION

10.1 BOG Report – Chairman

10.1.1 Board of Governors Officers/Committees – 2018/2019 (next month)

10.2 Communication from the Board

- None

10.3 Foundation Report

- None

10.4 Joint Use Report

- None

11.0 FUTURE BUSINESS

12.0 NEXT REGULAR MEETING – JULY 11, 2018

12.1 EXECUTIVE SESSION C.R.S. 24-6-402(II) – PERSONNEL

- The Board invited Dr. Gerner and Sue Toricelli to stay for the executive session.
- Entered into Executive Session at 7:00 pm.
- Sue left Executive Session at 7:30 pm.
- Exited Executive Session 8:12 pm.

13.0 ADJOURNMENT

- Chris (Ethan) moved to adjourn at 8:16 pm. Motion passed.

REMINDERS:

Board of Governors Reorganization – July 11 Meeting