



**Board of Education Meeting
Minutes for May 16, 2022
5:30pm PM
Moffat Consolidated School District #2
Boardroom**

DISTRICT MISSION

Moffat Consolidated School District #2 exists so that our students have a safe learning environment with unique learning opportunities that prepare them for their future.

ESSENTIAL BOARD ROLES

1. Create the link between the ownership and the operational organization.
2. Create written governing policies which address the broadest levels of all organizational decisions and situations.
3. Select the Superintendent, to assure successful Superintendent performance and to establish her/his compensation.
4. Establish tax rates.
5. Influence federal, state, and local legislation.

Dinner will be served at 5:00pm; Meeting will begin at 5:30pm

The BOE is happy to support the Moffat Key Club as the provider of our meeting meals. The club donates the funds to local charities. Please feel free to join us.

To join from your computer-

Join with Google Meet: <https://meet.google.com/ddq-stbh-jod>

Join by Phone: (US) 1 567-250-3767 PIN: 745 614 238#

Minutes:

Present Board Members: Bill Eastman, Tina Freel, Jackson Oman, Scott Swartz

Citizens Present: Sarah White, Thomas Cleary, Jodi Anderson, Kathy Garcia, Jessica

Martinez, Michelle Davis, Jaycie Jones, Sara McFarland

1. Call to order, quorum @6:02 pm -
 - a. Read Mission and Welcome Notes
2. Citizens who wish to address the Board- Please sign in
3. Adoption of Agenda: Moved (Bill Eastman) seconded (Scott Swartz), Roll call—all approved
4. Announcements: (3 min)
 - May 16 & 17, Moffat Senior overnight trip to Mount Princeton
 - Thursday, May 19, 4-5th Fishing Trip
 - Friday, May 20, K-5 PBIS Reward Trip-Canon City Dinosaur Adventure Park
 - Friday, May 20, CCS Graduation at 330PM-Tina will be there
 - Saturday, May 21 Moffat Graduation 11AM-Tina will be there (Major details set but waiting on Cristina to set the finer things). Tina will have Thank you cards for the staff from the Board. Jack and Scott to come in Tuesday to sign diplomas and cards by mid-morning.
5. Key Club to address the board (Patte Smith)

Patte took on feeding board for 4 years and was paid \$100 every time but, unfortunately, the key club is not making any money. For first 3 years made \$50 profit. This year, only \$20 profit so it is not sustainable for next year. Must raise money paid to key club or not do it next year. Please discuss and let Patte know. Would like it raised by \$25 more dollars. Board thanked Patte and will discuss.
6. Consent Agenda: Moved (Bill Eastman), seconded (Scott Swartz), Roll call—Eastman and Swartz approved with Tina Freel-Eastman abstained due to hiring list as she fills in in the kitchen.
 - a. Approval of minutes
 - i. April 2022 & sign
 - b. New Hires
 - i. Employment Contracts
 - ii. Dismissals: Letters of resignations, Non-renewals, Terminations
 - c. Approval of check register (Feb and Mar)
 - d. Approval of the draft of the 2022-2023 Budget- for information to Board- Did not spend into reserves this year. No questions voiced.
 - e. Approval of U.S. Bank card statement
 - f. Informational reports
 - i. CCS Director's Report
 - ii. Moffat AP Report
 - iii. Superintendent Report

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7. Superintendent Report: Moved (Bill Eastman) seconded (Scott Swartz), Roll call—all approved
 - a. Monitoring Report – Sarah White did orally because not enough time to do a written report. This month has been spent on school safety (magnets ordered to keep doors locked in a matter of seconds), ensuring that there is enough staff to finish the year, and getting contracts based on the new salary schedules that were looked at by the Board last month. Tina Freel questioned if all at-will employees contract state it is at-will? Per Sarah White, “The lawyer has reviewed teacher contract and the at-will contracts. Teacher contract was well written and at-will contracts has been redone by the lawyer.” Working on consolidated application, the ERRS grant is complete this year. The Professional Health Grant, \$25,000 was awarded to keep our license counselor and hire a K-6 counselor for that age group.
8. Board Reports
 - i. BOCES (Freel)-Uneventful but teacher appreciation dinner is Wednesday night in Monte Vista at 5:30pm at Sky High Complex – Bill will attend. Scott will let Tina know via email.
 - ii. CASB (All) – They are putting out for a call for presentation. Will leave that up to the Board and wait until next month to determine if Board will submit a presentation.
 - iii. Governing Council – staff member advocating for maternity leave as benefit for school. Thomas got contract for next year. Nuts and bolts about whether governing council would pay for graduation food. Governing Council has done some outreaches – last one was bag of greens to solicit interested parties to join the BOE. Budget was reviewed.
 - iv. Legislative (All) – Legislation session ended on 11th. CASB offering some free wrap-ups if anyone interested in logging in on those to hear how everything ended. Dates and times are: Wednesday May 18th, online from 12-1:30; Friday, May 20th, in Pueblo in person 12-1:30, 24th in-person from 12-1:30. Sarah White will send out the link.
 - v. Treasurer’s report (Oman) – Started with \$44,000. Year-to-date have spent \$31,499.91. Available \$12,500.09.
9. Board’s Policy Work:
 - a. Board Policy-GP2-8 Discussion – Policy will reflect that there will be no full-time employees serving on the BOE.
 - b. Administrative Policies
 1. 1st reading-none
 2. 2nd reading-none
10. Old business:
 - a. Calendar-We found an error in the numbering in May, which was fixed. No other changes. Tina updated the board dates and Zac will update them online.
 - b. Community Engagement plans and updates
 1. Back to School Barbeque- Have to start planning because the Board has another meeting in June and no other meeting in July except work session. What would be a good date for the BBQ for staff? Discussion: new teachers start Aug 11th. Scott will try to have at Casita Park or golf course. Suggested that Moffat will try to have rides for staff as that worked well for Crestone attendance last year.

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Tina can go if starts at 4pm but she will have to leave at 5 due to BOCES meeting. Jack can commit to cover. Monday, Aug 15th, was agreed upon by all.

2. Building Project and Survey- Sarah White let us know that Virginia was having trouble getting the land survey. Must have land survey first. Contacted 2 other surveyors last week, needs to be done ASAP. The building project depends on survey. A lot rests on the BEST program and money for sewage and football field. Sara will present our case tomorrow to Best program. Jack Sciacca is interested in building a second gym, more of a community center, is interested in building a rock wall, and he is motivated and looking for a grant. Tina thinks that is a good idea and you could have community events in that instead of the school. Jack would like two class rooms for the community events and a concession stand. Tina requested Sarah White pass on the Board's gratitude for this idea.

- c. Recruitment and retention strategies: Melanie and Sarah White have updated health plan for both schools and offering a health savings account which the district will pay for. They are in litigation with all other schools that are getting out of BEST so our portion of the litigation will be low. Tina and Melanie will have to recuse themselves from the BEST board and it was recommended that they do so by the lawyer. Raising the pay, thank you to BOE for approving that. The gas cards were a big hit. In the ESSER 3 funds, money has been built in for COVID relief funds for returning.

Ideas by Tina: if there is a way for the school district to finance a house that it would in the long term be beneficial for the new superintendent as part of the hiring package. Right behind Post Office is for sale for \$150,000 – can offer to teachers if Superintendent not using. Property right across from the bus barn is for sale – need to find out how much and possible put a modular there. Quick fixes for housing, long-term money for school. Scott likes those ideas – wants to talk more about. Another person may have another house who may rent a house to the school. Tina will get more information to bring to next meeting.

- d. Building Demo-Contacted Absmeier and left messages twice but no word back. One gentleman is taking the online classes to update credentials and will call when complete. LTS inspection was sent to him and he has already applied for the permit at the dump.
- e. Superintendent Search updates- Both candidates either accepted other jobs or backed out so the status is that it has been reopened until filled (no closing date). No applications back just yet. Walt is reaching out and anyone who wants to be in on the interview, must be available within 48 hours so can interview ASAP. Opened to questions with none voiced. SW is happy to stay on in the interim until someone is hired. Thomas requested to be part of the interviewing process. The group should be about 10 people to participate in the interview but the whole community can attend and observe. Thomas requested to be on call list. Scott has interview questions and will send to Tina.
- f. Mural discussion: BOE had reached consensus-BOE paying 50% and fundraising for the other 50% with motion made by Scott Swartz, seconded by Bill Eastman, Roll Call-all approved. Jessica was asked if she thinks that's a doable thing? No answer.

11. New business:



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- a. Equity Policy re-visit: Hold off until get more of a board
- b. Interview Board Candidate-Eden is on remotely. Has read through a lot of policy and different things like that. Denies having problems with the time commitments. Policy governance board, has served on several boards, all different, main priority is to define superintendent position, work with superintendent on this board. Denies questions for the BOE at this time. BOE thanked her for her interest and look forward to meeting her. Position has been 60 days vacant – none opposed to Director District 2 seat for her to fill. Welcomed Eden and she will be sworn in at next board meeting.
- c. Board Appointment
- d. Board Vacancy and Resolution: Moved (Bill Eastman) seconded (Scott Swartz), Roll call—all approved
Dan's position Resolution to Declare Vacancy read by Tina. This position is vacant as to Board member moving out of district. Motion to declare vacancy in District #2. Tina is bummed because he was a good member but he has become fulltime employee. Corrected Resolution to Declare Vacancy was read.
- e. Meal Discussion: Moved (Bill Eastman) seconded (Scott Swartz), Roll call—all approved
Increase \$100 to \$125 paid to Key club or setting limit and having snacks. Opening floor for discussion on this: Scott – didn't she want 150 at first. Just discontinue since we have budget issues. Let's try snacks first and may go back to having meals. Jack likes having the 30 minutes to work but if meals are decided would like to pay the original offer \$150. Bill wants to wait. Sarah White suggested the Key club could provide snacks at \$100 and could still make a profit. All agreed to keep \$100 but for snacks only.

(Internet connect lost at 07:10 pm and could not reconnect)

- f. Resolution for Transfer of Funds: Moved (Bill Eastman) seconded (Scott Swartz), Roll call—all approved
- g. Motion to remove Dan Hart as a check signer: Moved (Scott Swartz), seconded (Bill Eastman), Roll call—all approved
- h. Motion to update the AptaFund check signature block that automatically prints on our checks, removing Dan Hart's signature and selecting Jack Oman's signature should replace his. Moved (Scott Swartz), seconded (Bill Eastman), Roll call-all approved.

12. Board- Self Evaluation: None

13. Next Meeting:

- a. June 20, 2022
- b. Special meetings for superintendent interview

14. Good of the Order

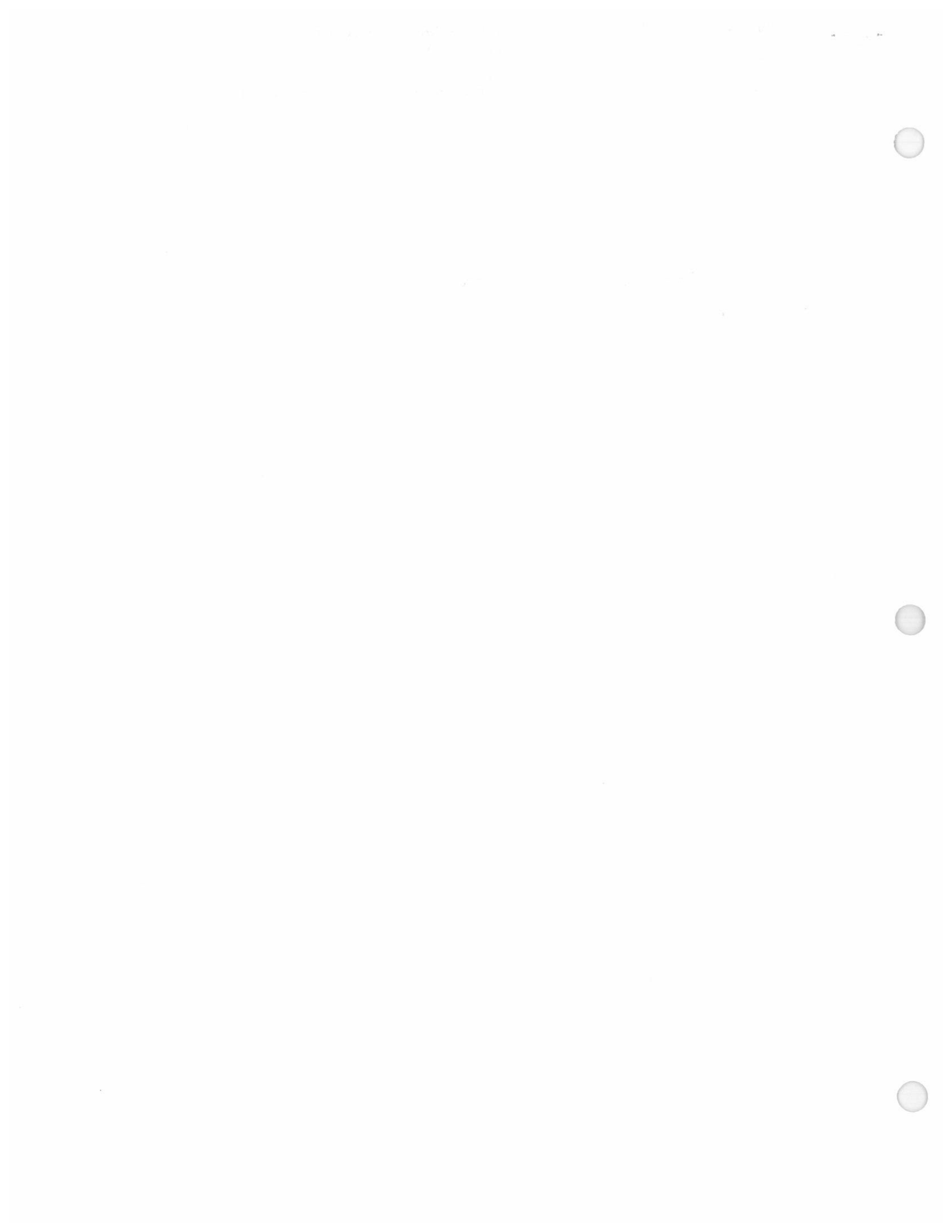
Adjourned at 0721.

Welcoming Notes: *The board's meeting time is dedicated to its strategic mission and top-priority focus areas. Your insights are needed and welcomed and the board encourages you to meet with the most appropriate person among the district's many leaders. "Public Participation" is an opportunity to present brief comments or pose questions to the board for consideration or follow-up. Each person is asked to focus comments to three minutes. The boundaries are designed to help keep the meeting focused and should in no way limit conversations beyond the board meeting. The "consent agenda" is based around "need for action" decisions that are highly routine or backed by prior information/discussion. If you are interested in helping the district's performance efforts, please talk with any member of the leadership team or call the district office at 719-745-0500. Our opportunities are limitless and your participation is highly desired.*

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the district's performance efforts, please talk with any member of the leadership team or call the district office at 719-745-0500. Our opportunities are limitless and your participation is highly desired.

Jul Bowen
Jina M Freel



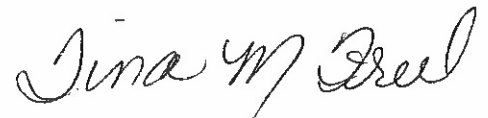
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE MOFFAT CONSOLIDATED SCHOOL DISTRICT #2 AS FOLLOWS:

Option 1: Declare vacancy and appoint at a later meeting, if the district has not yet notified the community of this vacancy.

That, in accordance with state law, the Board declares a vacancy in Director District #3 that will be filled by appointment by the Board within 60 days in accordance with the following procedure:

1. Interested persons are invited to send a letter to the Board with a statement of interest and qualifications.
2. The Board will interview prospective candidates.
3. To be eligible for appointment, a candidate must be a registered elector of the school district [*and a resident of the director district in which the vacancy exists*].
4. The appointee will serve until the next regular school biennial election in November 2023 [*at which time an election will be held for a successor to fill the remainder of the unexpired term.*]

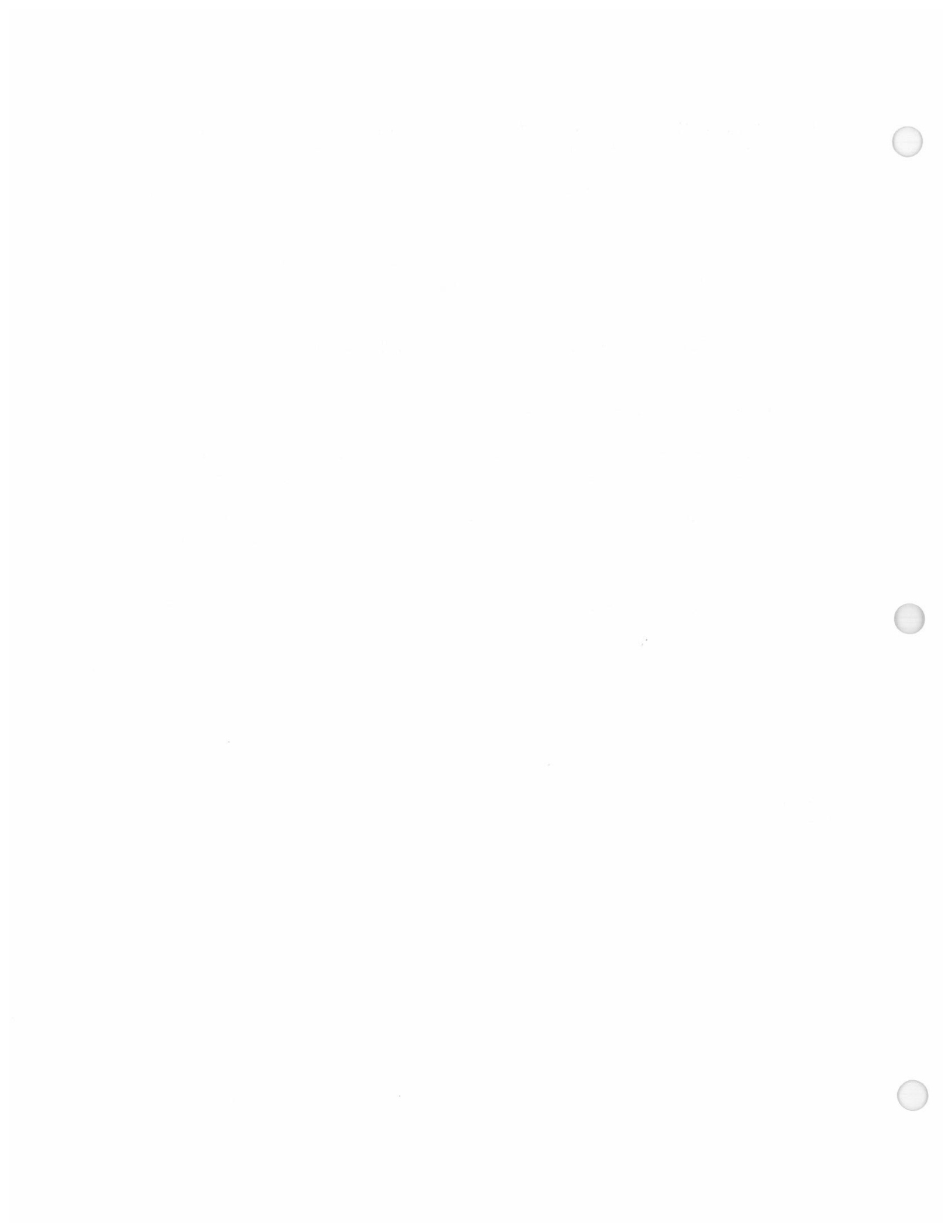
Adopted at regular meeting of the Board of Education of Moffat Consolidated School District #2 on the 16th day of May, 2022.



Tina Freel, President

Vote:

Eastman
Freel
Swartz



RESOLUTION FOR TRANSFER OF FUNDS

Be it resolved by the Board of Education of Moffat Consolidated School District #2 in Saguache County that the following funds be transferred between the funds of Moffat Consolidated School District.

From the General Fund to the Capital Projects Fund: \$100,000

Adopted at regular meeting of the Board of Education of Moffat Consolidated School District #2 on the 16th day of May, 2022.



Tina Freel, President

Vote:

Eastman

Freel

Swartz

1. Introduction



Moffat Consolidated School District #2
Board Policy

Policy Type: **Governance Process**
Policy Number: **GP-2**
Policy Title: **Governing Style**

The board will govern lawfully with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactively rather than reactivity.

Accordingly:

1. The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in governing. The board will be the initiator of policy, not merely a reactor to staff initiatives. The board will not use the expertise of individual members to substitute for the judgment of the board, although the expertise of individual members may be used to enhance the understanding of the board as a body.
2. The board will direct, control and inspire the organization through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts outside the staff organization, not on the administrative or programmatic means of attaining those effects.
3. The board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability. Although the board can change its governance process policies at any time, it will observe them scrupulously while in force.
 - a. Board members will give verbal notice if they are unable to attend any meeting of the board to the President or another member of the Board as soon as possible prior to the upcoming board meeting.
 - b. A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. A quorum of the Board, including members physically present and members attending electronically, is required to convene a meeting (e.g., 3 members of a 5 member board must be present for a quorum).
 - c. The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A Board member participating by electronic means will be included in the recording of the Board meeting.
 - d. A Board member who attends and participates by electronic means in a Board meeting shall have access to any materials that are presented and available to members who are physically present at the meeting.

- e. A Board member may attend and participate by electronic means in a maximum of four Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied.
 - a. If the request is approved, a Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.
 - f. If a Board member misses any 3 consecutive BOE meetings, or 4 regularly scheduled monthly BOE meetings in any 12 month period, the Board of Education will adopt a resolution declaring a vacancy in the affected school director office at the next scheduled meeting unless the board by resolution approves additional absences.
 - g. To add items to monthly board agendas, board members notify the President of the Board (who sets the agenda with the Superintendent) to ensure that the item is not an operational means issue and to avoid surprises (GP-10, #6). Board members will also be polled for additional agenda items during the "additions to the agenda" at the monthly meeting.
4. Continual board development will include orientation of new board members in the board's governance process and periodic board discussion of process improvement.
 5. The board will allow no officer, individual or committee of the board to hinder or be an excuse for not fulfilling its commitments.
 6. The board will monitor and discuss the board's process and performance at each meeting. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board-Superintendent Linkage categories.
 7. Changes to Board policies will require two readings, the 1st reading to propose policy and/or changes and the 2nd reading as final approval before policy implementation.
 8. In order that no conflict of interest arises between issues of management and board decision making, the board will not seat full-time employees of the Moffat School District as members to the Board of Education.

Monitoring Method: Internal

Monitoring Frequency: March and September

Adopted: September 17, 2001

Revised: November 2001, April 2005, September 2005, November 2013, September 2017, September 2019, May 2020, May 2022

CROSS REFS.:

Administrative Policy BE- School Board Meetings; BEAA- Electronic Participation, BCB

Policy Type: **Governance Process**
Policy Number: **GP-4**
Policy Title: **Agenda Planning Calendar**

To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation.

1. Consultations with selected groups in the ownership, or other methods of gaining ownership input will be determined and arranged in the first quarter of the (calendar year), to be held during the balance of the year.
2. Governance education, and education related to Ends determination, (e.g. presentations by futurists, demographers, advocacy groups, staff, etc.) will be arranged in the first quarter, to be held during the balance of the year.
3. Throughout the year, the board will attend to Required Approvals agenda items as expeditiously as possible.
4. Superintendent monitoring will be included on the agenda of the month that it is to be monitored.
5. Superintendent remuneration will be decided in the month of January after a review of monitoring reports received in the last year.

The purpose of monitoring the *Board's Governance Process (GP)* and *Board Staff Relations (BSR)* policies is to determine the degree to which the policies are being fulfilled. Monitoring will be as automatic as possible, using a minimum of Board time so that meetings can be used to create the future rather than to review the past. The Board can monitor these policies as part of its self-assessment at the end of each meeting and can review the policies overall at its annual Board retreat.

Calendar Month	EL-Monitoring	Ends Monitoring	GP/BSR Monitoring	Retreats	Other Business
January	EL-1 EL-5		BSR-2		Supt. Evaluation District Auditor Presentation if needed
February			BSR-3 GP-9	Joint Board Dinner or Work Session	Joint Board Dinner or Work Session
March	EL-9 EL-10		GP-1 GP-9		Budget planning; Plan for finalizing 360 Eval questions.
April	EL-5 EL-8		BSR-4	Joint dinner	Send 360 Evaluation to the community by First Thursday in April. Joint Board Dinner
May	EL-7				Review Budget
June	EL-2				Budget Approval
July				Summer Retreat	Board Work Session
August	EL-5 EL-12	ENDS			
September	EL-6		BSR-1 BSR-5 GP-2		Discuss expected reserve balance
October	EL-4 EL-5		GP-7 GP-8	Joint Board Dinner	Joint Board Dinner
November	EL-3		GP-10 GP-11 GP-3 GP-5 GP-6		
December	EL-11		GP-4	Winter Retreat	Supt. Evaluation Revised Budget CASB Conference CCS Annual Review

Adopted: December 17, 2001

Revised: July 2002, May 2003, August 2004, January 2005, February 2007, January 2008, April 2010, January 2012, March 2019, January 2020, December 2021

