



Dolores School District RE-4A

From the desk of

Phil Kasper, Superintendent

P.O. Box 727 / 100 N. 6th Street

Dolores, Colorado 81323

Ph 970-882-7255 / Fax 970-882-7685

doloreschools.org

“ I have only been given this day in which to make tomorrow better”

Cabinet Meeting Agenda

2-7-19

1:30 Board Rm.

Agenda Items:

- Feb. 8th Parent/Teacher Conferences
- Feb. 14th School Board Meeting
- Feb. 15th Early Release & Evacuation Drill
- Edits to teacher job description
- Weather related issues – Mr. Kasper thanked Mr. Goad and Mr. Funk for their hard work in making the call for a the snow day and removing snow.
- RFQ awareness – Mr. Kasper explained the Request for Qualifications process in upgrading the district’s master plan. The RFQ will ensure that only qualified contractors will be able to bid and work in the next facility upgrades, and they will be required to do a walkthrough of the campus. Mr. Goad is starting to schedule walkthroughs.
- District Calendar – Mr. Kasper stated that the calendar committee did an outstanding job on working on the calendar drafts. Feedback from calendars has resulted in 3 calendars. Calendar A has 168 student days, 180 days for staff. This puts it in line with Cortez and Durango calendar for the number of days. Dolores and other districts aligned with PCC and FLC for spring break. Calendar B is an attempt to show what a 4-day week would look like. The Calendar Committee has chosen not to pursue calendar B. Calendar C is a result of comments requesting the Board look at our current calendar. In it there are 2 half professional days that coincide with holidays, and 13 full professional days.

Department Reports

Business Services:

Ms. Jones

- January was busy doing 1099’s, W-2, the Affordable Care Act, and the 2019 final budget. Mrs. Jones is now working on the 2019-2020 budget. She will be giving departments their budgets and go over these in a meeting with the department heads. The Operational budget will sunset on spring break, so department heads will need to notify anyone under their supervision to plan ahead and have all purchase orders in before spring break. This includes planning for field trips and activities that will occur after spring break. Mr. Goad stated that he has a lot of building and maintenance issues that we need to take on. Mr. Funk asked about encumbering funds without naming a vendor. Doreen and Shauna will work with him and Mark on funds for last minute emergencies. Mr. Kasper reminded everyone that the Business Office won’t process PO’s for next year’s money until July 1st.

Purchasing Services:

Ms. Wark

- Mrs. Wark stated that purchasing slowed down, but will start to increase again next week and after.

Middle/High School 970-882-7288

Elementary 970-882-4688

Teddy Bear Preschool 970-882-7277

Dolores Elementary

Mr. Livick

- Tonight is parent-teacher conferences and there will be more in the morning.

Dolores Secondary

Ms. Huffman

- Mrs. Huffman was not in attendance.

Food Services:

Mr. Soukup

- Mr. Soukup has had a preliminary discussion with Doreen and made a few adjustments for his department. He is concerned that lunch and breakfast numbers are down about 20-22. His finances are dependent on customers coming in. Mr. Soukup is concerned about High School kids getting a free meal in the Library every Monday (FCC students), so he is losing about 20-25 students once a week. He stated that he is trying to do better at marketing. Mr. Soukup stated that all the equipment is working well.

Maintenance / Operations:

Mr. Goad

- Status - Jr. High Roofing / East exit – Mr. Goad had planned to meet with Flanagan tomorrow, but will be rescheduling the meeting possibly on the 14th. He and Mr. Gee have been doing a lot of snow removal. He stated that the tractor is holding together, but maybe he may need another one next year. The blade on his truck works well, but the issue is the campus snow removal with the tractor. Mr. Kasper asked about a skid steer. Mr. Goad looked at one a couple years ago, and it would cost about \$30,000. Mr. Funk cautioned that if you put an attachment on a skid steer, you'll need a high flow one.

Teddy Bear Preschool

Ms. Rosenkrance

- Mrs. Rosenkrance was not in attendance.

Technology Services:

Mr. Baxter

- Status of copier replacement – Mr. Baxter will be working on that tomorrow and Monday. He estimates that we will be saving \$2,200 month if our usage stays the same. There will probably be some hiccups. He would like to pull all copiers and printers out and replace them. When the new machines are up and running, staff will scan their badges and be able to access the machines. This will keep an accurate count and bring staff awareness up regarding usage. Mr. Baxter stated that he will get some quotes for a permanent recorder for the board room. He will also be getting quotes for phones from Crexendo. Mr. Baxter reported that the content filter and firewall are back up and running. Regarding the network infrastructure, he will change out a switch and then we will have higher bandwidth speed. Mr. Kasper asked about evaluating the sound system. Mr. Goad stated that the problem is with students messing with the sound board. He had a lock on it, but the locks were cut off. Then he had limited access by boxing the sound system off, and Maintenance was asked to remove it. Mr. Goad stated that we need to have someone adjust the sound as an event is happening to get the sound right.

Transportation Services:

Mr. Funk

- Status of new Shop – Mr. Funk reported that the walls are up, 30 % of the electrical and insulation is in. The white plastic vapor barrier is almost done. The only hold up he foresees is finishing the doors. They may not be done until possibly the middle of March. Mr. Baxter is looking at vendors for wireless connection for the building.

Superintendent

Mr. Kasper

- Mr. Kasper stated that he is working on evaluations for department heads and administrators. The RFQ process is taking more time than it should have. Mandatory reporting has brought up some questions that the district needs to address. Staff expressed that they need to go through the administrator, but that isn't the law. On March 11th the campus administration and the guidance team will review this. We currently don't have a policy on mandatory reporting, just some guidelines. Mr. Kasper will be in Durango next Wednesday, February 13th.

Calendar Items:

- Feb. 8th P/T conferences
- Feb. 11th 11:30 Guidance Dept. Meeting
- Feb. 13th 10:00 District Safety Meeting
 - 10:00 SAC meeting in Durango
 - 5:00 BOCES board meeting in Durango
- Feb. 14th Valentines Day
 - 6:00 School Board Meeting
- Feb. 15th 1:00 Early Release / Evacuation Practice
- Feb. 18th No School / Presidents Day
- Feb. 21st 1:30 Principal Leadership meeting
 - 4:00 MLT meeting
 - 5:30 Special Board of Education Policy Meeting (CASB Policy)
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- Feb. 22nd ESSA Meeting in Durango - all day
- Feb. 26th 10:00 Medicaid meeting
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Dolores Proud / Dolores Strong / Dolores Bears