

DOLORES SCHOOL DISTRICT RE-4A  
BOARD OF EDUCATION  
MINUTES FOR JANUARY 20<sup>th</sup>, 2021  
SPECIAL MEETING

Special Meeting  
Professional Development Room

January 20<sup>th</sup>, 2021  
5:00 p.m.

- I. CALL TO ORDER - The Dolores School Board meeting was called to order at 5:04 p.m. on January 20<sup>th</sup>, 2021.
- II. ROLL CALL - Members present were: Maegan Crowley (remotely), Casey McClellan, Kay Phelps (remotely), Lenetta Shull (remotely), and Clay Tallmadge. Lis Richard, Superintendent, Doreen Jones, Finance Director, and Laurie Arnett, District Secretary were also in attendance.
- III. APPROVAL OF THE AGENDA

**A motion was made by Kay Phelps and seconded by Clay Tallmadge to approve the agenda.**

**Votes: Crowley - aye; McClellan – aye; Phelps - aye; Shull - aye; Tallmadge - aye**

- IV. APPROVAL OF 2020-2021 BUDGET – Mrs. Jones presented the changes to the budget since the January 7th meeting:  
Prop EE Funds in the amount of \$223,723.52 have been added to the budget. No strings attached to these funds. It is proposed to be available for 3 years.  
Capital Improvement budget increased to \$728,148  
Prop EE money and unallocated to Capital 32,268.07 + 223,723.52= \$255,991.59  
Allocated:  
Cap Projects – Buildings \$180,991.59  
Cap Projects – Vehicle 75,000.00

ESSERII projected at \$262,101 and is not included in this budget. We have until 2023 to use these funds and there are many restrictions and requirements attached to the funds. There is an application process where you have to apply and get approved for the use and then spend the money. After that you apply for a reimbursement. CDE is working on defining uses/application for these funds. We will include this in the 21-22 budget. Copy of the Uniform Budget Summary is attached.

The Board discussed the difference between what was actually voted on for staff bonuses (at the December board meeting) and what was actually given to staff. Because the bonuses were not subject to PERA taxes, as previously believed, there was \$15,000 left after giving all staff a \$650 bonus. The Board would like to rescind the December motion:

**A motion was made by Clay Tallmadge and seconded by Casey McClellan to retroactively approve \$75,000, rather than \$90,000 for Christmas bonuses for staff.**

**Votes: Crowley - aye; McClellan – aye; Phelps - aye; Shull - aye; Tallmadge - aye**

A motion was made by Clay Tallmadge and seconded by Kay Phelps to approve the Appropriation Resolution (copy attached).

Votes: Crowley - aye; McClellan – aye; Phelps - aye; Shull - aye; Tallmadge - aye

A motion was made by Clay Tallmadge and seconded by Casey McClellan to approve the resolution authorizing the use of a portion of beginning fund balance as authorized by Colorado Statutes (copy attached).

Votes: Crowley - aye; McClellan – aye; Phelps - aye; Shull - aye; Tallmadge - aye

V. POLICIES:			
	CODE	TOPIC	READING
V.	AE-R	Accountability, regulation	review
VI.	AE-R3	Accountability, By-Laws, regulation	review
VII.	CCA	Organizational Chart	review
VIII.	DJ/DJA	Purchasing/Purchasing Authority	review
IX.	DJCA	Purchasing Procedures	review
X.	FEG	Construction Contracts Bidding & Awards	review
XI.	GBGG	Staff Sick Leave	review
XII.	GBGH (GBGG-R)	Sick Leave Bank	review
XIII.	GBGJ	Staff Bereavement Leave	review
XIV.	GBGL	Staff Victim Leave	review
XV.	DJB♦	Federal Procurement	review
XVI.	DJE♦	Bidding Procedures	review
XVII.	GBEB♦	Staff Conduct	review
XVIII.	GBI†	Criminal History Record Information	review
XIX.	GCE/GCF-R	Professional Staff Recruiting/Hiring	review
XX.	GDE/GDF-R	Support Staff Recruiting/Hiring	review
XXI.	IKF♦	Graduation Requirements	review
XXII.	IKF-2♦	Graduation Requirements	review
XXIII.	IKF-2-E♦	Graduation Requirements	review
XXIV.	JEB	Entrance Age Requirements	review
XXV.	JLCDB	Administration of Medical Marijuana...	review
XXVI.	JLCDB-E	Admin. of Medical Marijuana – exhibit	review
XXVII.	IHCDA	Concurrent Enrollment	review
XXVIII.	IHCDA-R	Concurrent Enrollment – regulation	review
XXIX.			
XXX.	♦	Required by law	
XXXI.	†	New Policy	
XXXII.	.	Policies just needing updates (no CASB suggestions)	
XXXIII.	.	November CASB Policy Update	
XXXIV.	.	September CASB Policy Update	
XXXV.	.	January 2020 update (was on Hold)	

Mrs. Arnett stated that the first section of policies was being brought to the Board to review because of local requests rather than CASB updates.

**AE-R Accountability, regulation, AE-R3 Accountability, By-Laws** – Staci Cost, the DAC Chair asked that these regulations be reviewed, as they don't match. Mrs. Arnett stated that AE-R3 is an old regulation and in consulting with CASB, it is no longer in their policies. It was most likely not repealed at the local level when CASB updated AE-R. Mrs. Richard commented that the by-laws state that the superintendent and a board member will be on the committee, but regulation AE-R does not list them. She does not recommend that the superintendent be on the DAC committee. The Board agreed, but would like the DAC to continue to have a non-voting board member attend the meetings. The Board will repeal AE-R3, and retain regulation AE-R.

**CCA – Organizational Chart** – Ms. Crowley asked that this be reviewed as it doesn't have correct information. The Board discussed making a few changes to make it a little more general. Mrs. Richard stated that she will make changes to update the chart and will present it to the Board to review before final adoption.

**DJ/DJA – Purchasing/Purchasing Authority** – This policy is being presented for review at the request of the Finance Director, as several district purchasing/bidding policies are in need of updating and are not consistent from policy to policy. The Board discussed the policies in detail, and discussed budgeted versus non-budgeted expenditures on this particular policy. The only change to this policy was to list an amount for non-budgeted purchases (greater than \$1,000). The Board will update this policy with the discussed change.

**DJCA – Purchasing Procedures** - This policy was also not consistent with other purchasing policies, and was in need of updating. Mrs. Jones and the Board discussed the needed changes. Because there is a separate policy on bidding procedures, language referring to bidding will be removed. The Board would like to adopt this policy with those changes.

**FEG – Construction Contracts Bidding and Awards** – This policy is also out-of-date, and the content is better addressing in newly revised policy DJE – Bidding Procedures. The Board would like to repeal this policy.

**DJB – Federal Procurement** – The Office of Management and Budget has made adjustments to the threshold amounts for federal procurement. As a result, CASB has updated this policy and the policy on Bidding Procedures (DJE) in order to align with these changes. Other edits were made by CASB to provide clarity. The Board will adopt the CASB revised version.

**DJE – Bidding Procedures** – CASB's revisions to this policy were minor changes in wording. Mrs. Jones also recommended adjusting the bid minimum from \$2,000 to \$13,000 to align with other policies and OMB thresholds. The Board will adopt the CASB changes.

**GBGG – Staff Sick Leave** – Due the passage of the Healthy Families and Workplaces Act, CASB made a complete overhaul of this policy. The district policy (titled Staff Leave) was revised a few years ago and is vastly different from the CASB version, and is much more detailed and specific. After discussion, it was determined that the two versions will require more study, so it was suggested that the District Office HR staff review these and bring recommendations back to the Board. The policy will be put on hold.

**GBGG-R (District version) / GBGH (CASB version) – Sick Leave Bank** – Like policy GBGG, the District and CASB versions of Sick Leave Bank are very different in content. CASB also has a different coding for this policy. The Board would like to put this policy on hold until district HR staff can review it thoroughly and make a recommendation.

**GBGJ – Staff Bereavement Leave** – CASB has made some changes to this policy due to new legislation redefining the meaning of “immediate family”. The Board will adopt the CASB revisions.

**GBGL – Staff Victim Leave** – CASB’s revised version of this policy has some major revisions due to the redefinition of immediate family and the passage of the Health Families and Workplaces Act. The CASB changes will be adopted by the Board.

**GBEB – Staff Conduct** – The only changes CASB made to this policy was minor grammar changes and a statement about the restrictions on the use of criminal history record information. All suggested changes by CASB will be accepted by the Board.

**GBI – Criminal History Record Information** – Mrs. Arnett asked that the Board adopt this new CASB policy due to new requirements from Colorado Bureau of Investigation. She will be audited by CBI, starting on February 1<sup>st</sup>, on how the district keeps and uses the results of fingerprint-based background checks. One of the audit requirements is that districts must have a policy on this subject. CASB has created GBI to meet this need for all school districts. Mrs. Arnett also asked the Board to add a disposal timeline. The Board discussed this and concluded that “no earlier than 3 years” would be added to the paragraph on disposal. The Board will adopt the CASB policy.

**GCE/GCF-R – Professional Staff Recruiting / Hiring; GDE/GDF-R – Support Staff Recruiting / Hiring** – These policies, like the Staff Conduct policy, were edited with just minor grammar changes and restrictions on the use of criminal history information. The Board discussed and approved the CASB changes; however, during a discussion on the interview committee makeup and selection of candidates, Mrs. Richard commented that our practice does not match our policy. After further discussion, it was decided that it would be better to address these policies more in depth in a work session, and put these policies on hold for the time being.

**IKF, IKF-2, IKF-2-E – Graduation Requirements** – Because of the pandemic, the State Board of Education has given some flexibility for graduation guidelines for the class of 2021. These changes are reflected in the CASB revised policy, and allow for students to graduate according to “local measures”. The previous CASB graduation requirement policy and the newly revised CASB policy, are vastly different from the district’s policy on this topic. Mrs. Richard would like to have Mr. Schmitt and Mrs. Weiss review these in depth before any changes are adopted. The Board concurs and will put these two policies and exhibit on hold.

**JEB – Entrance Age Requirements** - New legislation has removed the entrance age requirement for Kindergarteners and first graders. However, the Board discussed this and would like to keep the current policy rather than the CASB revised policy. They feel that a five year old would not be developmentally and academically ready for first grade.

**JLCDB – Administration of Medical Marijuana, JLCDB-E – Administration of Medical Marijuana, exhibit** – CASB has made some minor grammar changes to this policy and exhibit, and also added language to allow both parents to serve as a student’s primary caregiver. The Board will adopt the CASB revised policy.

**IHCDA – Concurrent Enrollment, IHCDA-R – Concurrent Enrollment, regulation** – This policy and regulation have been on hold since the last policy meeting. Mrs. Richard will have the Secondary Principal review them and bring recommendations to the Board.

VI. ADJOURNMENT was at 7:25 p.m.

---

Board President \_\_\_\_\_ Date

---

Board Secretary \_\_\_\_\_ Date