



**TELLURIDE R-1 SCHOOL DISTRICT
MONTHLY BOARD MEETING**

Tuesday, October 20, 2020 5:15 PM
Bridal Veil Conference Room

Also on Zoom at:

<https://telluridek12.zoom.us/j/85322761538?pwd=TXd3OU5RYzZWYkdEcXN5WGhmMVJqZz09>

Meeting ID: 853 2276 1538

Passcode: 252707

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
Minutes of Work Session September 14, 2020; Monthly Meeting September 15, 2020;
Special Board Meeting October 8, 2020 (attached)
5. **Discussion Item(s)**
 - a) Student Report
 - b) Board of Education Reports
 - c) Administrative Report (attached)
 - d) TES Principal Report
 - e) Cash Summary 9.30.20 (attached)
 - f) Covid Expense Summary (attachment to follow)
 - g) COVID Metrics and Matrix
6. **Hearing of Visitors:** (3-minute limit)
7. **Consent Agenda**
 - a) Cash Summary
 - b) Personnel Report (attached)
 - c) Policy: EL-4 Staff Treatment; EL-7 Budgeting-Financial Planning; GP-3 Board Job Description; GP-4 Monitoring Board Governance Process & Board-Staff Relationship Policies; GP-5 President's Role (attached)
8. **Action Item**
 - a) Grading Policy adjustment for English Language Learners (from Work Session)
 - b) COVID Matrix (if needed)
9. **Other**
10. **Adjourn Monthly Meeting**

11. Adjourn to Executive Session

Executive Session for the purpose of discussing Personnel Matters, per C.R.S. 24-6-402(4)(f), specifically Principal Contracts, employee's request for extended leave, employee remote work guidelines, employee administrative leave summary.

12. Actions to be taken as a result of Executive Session

- a) Principal Contracts
- b) Employee request for extended leave

13. Adjourn Executive Session

14. Future Business

November 16, 2020 Work Session (**3:30 PM**) Bridal Veil Conference Room/Zoom TBD;

AND

November 17, 2020 Monthly Board Meeting (**5:15 PM**) in Bridal Veil Conference/Zoom
TBD



**TELLURIDE R-1 SCHOOL DISTRICT
MONTHLY BOARD MEETING**

Tuesday, September 15, 2020 5:15 PM
Bridal Veil Conference Room

Also on Zoom at:

<https://telluridek12.zoom.us/j/87903967238?pwd=U1lBOHAYQi9Wd1Jidko1V0F1VINoUT09>

Meeting ID: 879 0396 7238

Passcode: 354792

MINUTES - DRAFT

1. CALL TO ORDER

The Special Board Meeting was called to order at 5:20 pm by Stephanie Hatcher.

2. ROLL CALL

Present at Roll Call: Dylan Brooks, Stephanie Hatcher, Cheryl Carstens Miller, Jill O'Dell, Jenni Ward **Quorum Present.**

Administration present: John Pandolfo, Superintendent; Sara Kimble, TMHS Principal; Susan Altman, TES Principal & Acting TIS Principal; Ken Olson, Director of Operations; Christine Reich, Director of Finance.

Spanish Translation: Zoe Gillett

Others present for all or portion of meeting: Toni Nash, Telluride Education Foundation; Jessica Heady, TEA President & THS Teacher; Phillip Werline, Laura Jordan.

3. APPROVAL OF AGENDA

Stephanie asked for a motion to approve the Agenda. Dylan Brooks made a motion to approve the Agenda. Jill O'Dell seconded the motion. All were in favor and the Agenda was approved unanimously. The motion passed. No additional discussion occurred.

4. APPROVAL OF MINUTES

Stephanie Hatcher asked for a motion to approve the Minutes of Monthly Meeting August 20, 2020; Dylan Brooks made a motion to approve the Minutes. Jill O'Dell seconded the motion. All were in favor and the minutes passed unanimously. No additional discussion occurred.

5. DISCUSSION ITEM(s)

a) Telluride Education Foundation (TEF) Magnet Grants (Toni Nash)

Toni Nash provided an introduction of TEF and thanked the teachers for their work. She awarded over \$20,000 in magnet grants to teachers for continuing education, purchases of new residences, transportation/commuting expenses and childcare.

b) Administrative Report (attached)

With this new format which is provided ahead of time John added a few points including an update on Covid testing results, a thank you to Sue Kunz for her robust effort on hiring subs and thank you to volunteers; 3rd grade class change was discussed in detail; A letter to parents Pk-6 with clarification of in-person vs. fully remote will be going out; Susan Altman and Sara Kimble answered questions about the TIS faculty meeting and Susan stated that TIS has a great team that works well together and continues to problem solve; The first AVID meeting happened at TMHS and the current focus is electives; Wednesdays at TMHS continue to be a work in progress.

TES Accountability (1st Wednesday of each month) focused on logistics and the why behind the systems in place.

TIS Accountability (2nd Wednesday of each month) centered on how 6th grade would transition to in-person, 3rd grade Dual Immersion (DI), the need for a DI coordinator in general, the TIS Interim Principal search and timeline. Other items included the review of logistics, need for volunteers and if/when 6th grade returns to remote the schedule will need tweaking.

Sara Kimble reported that prior to the TMHS Accountability meeting (1st Tuesday of each month) she had some anxiety going in as students were not in the building yet. Mo Hanna and Jessica Heady spoke about the teacher experience and the parents were overwhelmingly supportive. It was a collaborative meeting and resulted in TMHS slowing down the transition to hybrid opening by one week. Parents purchased lunch for the TMHS teachers and TEF will now work to provide district lunches once per month.

District Accountability's first meeting will be Monday, September 28th.

c) Enrollment Cascade Report (attached)

Discussion centered around enrollment numbers which are down 15 students from last year (as of 9.14.20) and if in person and remote students will receive the same funding (yes due to an exemption for this year only). It was discussed that rural school funding has also gone away this year and the need for any homeschooled families who might enroll their children to enroll before October 1st. Susan Altman explained that Pk did not over enroll this year because as the district preschool there is an obligation to keep spots open for special education space.

d) Cash Summary BOE 8.31.20 (attached)

Christine Reich reviewed the cash summary and noted that interest rates have hit rock bottom. Dylan Brooks stated this could be an almost \$70,000 hit to the budget.

e) Proforma 9.20 (attached)

The proforma was discussed in detail and moving forward Christine and Dylan will review pro-forma together and work to create a financial summary that summarizes the state of affairs and is a better narrative for the public to understand. It was noted that the budget transfer was included in last year's budget.

f) Covid Summary 9.10.20 (attached)

The Covid spreadsheet of grants and expenditures was reviewed. It was noted that this does not include payroll expenses for September. We still anticipate that TSD will spend in excess of the grant by the end of the year.

Hearing of Visitors occurred here (summary below)

g) Support of Tobacco-Vape Tax Proposition EE (attached)

Cheryl Carstens Miller provided a summary on Proposition EE and discussed where the money will go to if passed. With so many initiatives on the ballot which impact school funding Cheryl will write an informational letter to share with the community. Proposition 172 did not make it on the ballot.

6. HEARING OF VISITORS (3-minute limit)

This item was presented before g) Support of Tobacco-Vape Tax Proposition EE above

Laura Jordan (parent of 4th & 6th graders) asked that the policy for TIS devices not going home be reviewed especially when a child is staying home because their sibling is ill.

7. CONSENT AGENDA

a) Personnel Report attached

b) Policy: EL-9 Asset Protection (included in Work Session packet)

John adjusted the policy to reflect the changes discussed in the Work Session (revised policy attached).

c) Policy: DJE Bidding Procedures (included in Work Session packet)

John adjusted the policy to reflect the changes discussed in the Work Session (revised policy attached).

d) Governance Process: GP-1 Governance Commitment & GP-2 Governing Style (attached)

Stephanie Hatcher asked for a motion to approve the Consent Agenda as presented. Dylan Brooks made a motion to approve the Consent Agenda, Cheryl Miller seconded the motion. All were in favor and the amended Consent Agenda was approved unanimously. No additional discussion occurred.

8. ACTION ITEM

a) Resolution of Telluride R-1 Board of Education Authorizing the Transfer of Lot S2 Lawson Hill to the Telluride R-1 School District (attached)

This resolution is to clean up the title on Lot S2, Lawson Hill which was never deeded properly.

Stephanie Hatcher asked for a motion to approve the Resolution of Telluride R-1 Board of Education Authorizing the Transfer of Lot S2 Lawson Hill to the Telluride R-1 School District. Jenni Ward made a motion to approve the Resolution. Dylan Brooks seconded the motion. Roll call was taken. All were in favor and the Resolution was approved unanimously. The motion passed. No additional discussion occurred.

b) Resolution of Telluride R-1 Board of Education Support of Tobacco-Vape Tax Campaign 2020

Stephanie Hatcher asked for a motion to amend the resolution to include her name on the voting line. Cheryl Carstens Miller made a motion to approve the amended Resolution of Telluride R-1 Board of Education Support of Tobacco-Vape Tax Campaign 2020. Dylan Brooks seconded the motion. Roll call was taken. All were in favor and the Resolution was approved unanimously. The motion passed. No additional discussion occurred.

c) Frantz Law Group Juul Telluride School District Agreement

John was unable to get in touch with Frantz Law Group to inquire on the range of recovery, but will follow up. Board decided it was worthwhile to pursue the litigation regardless of the range.

Stephanie Hatcher asked for a motion to approve Frantz Law Group Juul Telluride School District Agreement. Dylan Brooks made a motion to approve the Juul Agreement. Jenni Ward seconded the motion. Roll call was taken. All were in favor and the Juul Agreement was approved unanimously. The motion passed. No additional discussion occurred.

d) Accept Resignation of TIS Principal

Stephanie Hatcher asked for a motion to accept Resignation of TIS Principal. Dylan Brooks made a motion to accept the Resignation. Jenni Ward seconded the motion. Roll call was taken. All were in favor and the Resignation was approved unanimously. The motion passed. No additional discussion occurred.

9. OTHER

Future board meeting agendas will include Board of Education Committee reports and Student report; October Work Session will include teacher reports from all schools, but will be re-evaluated at October meeting to determine if a rotating schedule will work; Future meetings will have a Spanish translator available at the beginning of the meeting, but if no one is on-line the translator will be able to leave the meeting, draft minutes will be translated in Spanish and placed on the website for review; Retreat will be 8:45-2:15 pm on September 24th; The Board does like the old Principal reports that included a Power Point with pictures and may ask for that again in the future on a rotating basis.

10. ADJOURN MONTHLY MEETING

Stephanie Hatcher asked for a motion to adjourn the meeting. Cheryl Carstens Miller made a motion to Adjourn. Dylan Brooks seconded the motion. All were in favor and the motion passed. No additional discussion occurred. The meeting adjourned at 7:35 pm.

11. FUTURE BUSINESS

September 24, 2020: Board Retreat 8:45 am – 2:15 pm, 2016 Old Elam Ranch Road, Placerville

October 19, 2020 Work Session (**3:30 PM**) Bridal Veil Conference Room/Zoom TBD; **AND**
October 20, 2020 Monthly Board Meeting (**5:15 PM**) in Bridal Veil Conference/Zoom TBD

Submitted by KimberLee Spaulding
Recording Secretary for the Board of Education

Stephanie A. Hatcher
Board President

Dylan Brooks
Secretary/Treasurer



**TELLURIDE R-1 SCHOOL DISTRICT
WORK SESSION**

Monday, September 14, 2020, 3:30 PM
Bridal Veil Conference Room

Also on Zoom at:

<https://telluridek12.zoom.us/j/84120773759?pwd=ZVdlODVpR0tYYWt5WGFGGL3luOGt5QT09>

Meeting ID: 841 2077 3759

Passcode: 797697

MINUTES - DRAFT

1. CALL TO ORDER

The Special Board Meeting was called to order at 3:32 pm by Stephanie Hatcher.

2. ROLL CALL

Present at Roll Call: Stephanie Hatcher, Cheryl Carstens Miller, Jill O'Dell, Jenni Ward **Quorum Present**. Dylan Brooks arrived at 3:34 pm.

Administration present: John Pandolfo, Superintendent; Sara Kimble, TMHS Principal; Susan Altman, TES Principal & Acting TIS Principal; Ken Olson, Director of Operations (3:34 pm)

Spanish Translation: Ursula Cristol & Zoe Gillett

Teachers present via Zoom: Michelle Foote, TES; Jill Anderson, TIS; Laurel Henderson, TMS, Derek Engebretsen, THS.

Other present via Zoom for all or portion of meeting: Sue Kunz, Human Resources Coordinator; Jessica Heady, TEA President & THS Teacher; Philip Werline.

3. DISCUSSION ITEMS

- a) Report from Teachers

Stephanie Hatcher thanked the teachers for attending and stated how important it is to hear from a representative of each school so the Board knows what is going on.

Michele Foote, TES representative, reported the following: Teachers are thrilled to have kids in the building, parents did a great job preparing their students; She thanked Susan Altman for her flexibility as opening hasn't been easy and her willingness to adopt change; In general teaching is difficult because there is not as much engagement, the ability to have students interact with each other is limited, technology is hard, and everything just takes more time; One of the hardest items was teaching a small section of remote kids while most are in-person. This practice greatly increased the need for planning time, and made it difficult for the teacher to attend to the students in the classroom and the students online in a balanced way. This was recently changed and remote students will now have one grade level teacher which teachers feel very positive about; Transitions times are working well; Would be best to have a consistent volunteer schedule with training for volunteers; Michele worries that she won't get through as much curriculum this year, but it is better than it was in the Spring; Looking forward there is anxiety of moving fully remote and a need for training of teachers and students, and more practice with Schoology.

Jill Anderson, TIS representative, reiterated how happy teachers are to be back with students. She reported that the backpack tags are being filled out, masks are being worn, the kids care and are behaving; however, TIS teachers are struggling. She thanked Sara and Susan for their guidance, but Sheree's departure has created inconsistent leadership; She sent a survey out to TIS teachers with 60% reporting that thus far their school year is "not so great", 93% feel their students are not getting the same education as past years and 80% feel they do not have enough time plan for both online learners and in person learners; Juggling online and in-person is not sustainable. Teachers are doing two jobs and feel like they aren't doing either well which doesn't feel successful; There is consensus that there needs to be more education on Schoology and parent training; Creating a remote model similar to TES might be helpful; On the positive side the Big Life Journals are working well, there is a freedom in activities/being outside, and TIS teachers are very supportive of each other; TIS is looking forward to their staff meeting on 9/15/20 with Susan.

Laurel Henderson representing TMS reported that there has been great support from administration, questions are answered quickly and there is flexibility. Juggling online and in person is difficult, while there is mental health support there could be more for both students and teachers; Teacher burnout is very real due to long hours; Technology isn't working perfectly at school or for students at home which takes time; TMS teachers would like training on hybrid models that are successful elsewhere and more zoom/swivel training; The teachers are asking for compassion from the community and equitable treatment for teachers who are working from home; They understand there are no easy answers.

Derek Engebretsen from THS thanked the Board for allowing teachers voices to be heard and ability to speak honestly about what is and isn't working; The primary source of joy for teachers is seeing students; however it is also what is causing great anxiety; Teenagers don't always follow rules and it causes fear; Leadership is great, but burnout is especially high for

September 14th; The cumulative impact of many small items being added to teachers' plates becomes big and overwhelming in the current climate; There is sentiment that teachers would like to see school board members in the buildings, hallways, lunchrooms to lead by example and show they are comfortable being with large number of students and are willing to bear the risks just as teachers are; The technology and maintenance departments have been amazing, the slow roll out has worked well; Teacher-student relationships are so important at TSD and it is difficult to reprimand students due to fear while letting them know they are loved. There were hard feelings when the schedule of being remote for 30 days was changed without teacher fully understanding how that decision process happened. The Covid commitment left some staff feeling distrustful and the timeline of events made it feel as if teachers were low on the priority list although it may have just been a matter of optics and disconnect during busy times. Being invited to speak truthfully and honestly without reprimand goes along way and is important and supportive in itself; THS would like the chance to swap successful ideas not just department to department, but within buildings.

Follow up discussion included that families Pk-6 need to choose full remote or in person. Zooming in due to family trips, seeing relatives, snow days is not working. Absences due to sickness would be treated as they were pre-Covid and teachers would catch the students up unless it is for an extended period of time. 7-12 grades are different due to devices and numbers of students in classes and lends itself to the hybrid model which is between fully remote and fully in-person. TES & TIS need more preparation if they are to go fully remote. It was asked if teachers feel they can go to TEA to share their concerns and the answer was yes and 4x4 meetings are important. The Board will write a letter in support of teachers. (4:53 pm)

b) Frantz Law Group Juul Telluride School District Agreement (red-lined copy attached)

John Pandolfo provided a brief history of where TSD stands in the litigation and his recent conversation with the Montrose Superintendent who has signed on with Frantz Law Group. There is no cost or exposure to TSD for joining the litigation, but there will be time spent to argue the strategies. It appears Frantz Law Group is focusing on Colorado resort communities where vape usage was high and there could be cost sharing opportunities. John was asked to find out what is the dollar range Frantz Law Group is targeting. (5:02 pm)

c) Policy: EL-9 Asset Protection (attached)

Policy EL-9 was presented in the August, 2020 BOE meeting and it was discussed that the policy needed to be updated. Changes were made and the updated policy will be an action item in the September 15, 2020 meeting. (5:17 pm)

d) Policy: DJE Bidding Procedures & sample Unified Procurement Documentation Form (red-lined copy attached)

To align with Policy EL-9, Policy DJE was presented. John Pandolfo, Mary Lynne Chambers and Ken Olson met to update policy to align with federal requirements and the redlined version was included in packet. Some changes were made and the updated policy will be included for action item in the September 15, 2020 meeting. (5:31 pm)

e) TIS Interim Principal Search (Process and Timeline attached)

Three applications have been received and the posting closes on September 18th. It was discussed in detail if Susan Altman and Sara Kimble could continue working if a TIS Principal is not hired. It would be best to hire an interim principal as not having a full-time principal in the building is difficult, but if there is not a good candidate someone won't be hired just to fill the position. Susan and Sara both agree that they are invested in the success of TIS, vertical alignment and consistency work well and they will continue to do what is necessary to ensure success. (6:31)

f) Covid-19 Task Force

The first meeting will be Monday, September 21st at 5:30 pm and initially will have a broad spectrum. Committee members include: John Pandolfo, Grace Franklin, Dr. Sharon Grundy, Amy Vanderbosch, Rex Lybrand, Erika Zavaleta, Rob Robinson, Cheryl Miller, Stephanie Hatcher, Ken Olson, Susan Altman, and Sara Kimble.

4. OTHER

Stephanie will work on a letter to the community in support of teachers and appreciation of the in-person learning approach by TSD. She will draft and ask other board members for comment. Letter should go to Daily Planet and out via School Messenger.

5. ADJOURN WORK SESSION

The Work Session adjourned at 6:39 pm.

6. FUTURE BUSINESS

September 24, 2020: Board Retreat Time TBD, Place Jill O'Dell's house

October 19, 2020 Work Session (**3:30 PM**) Bridal Veil Conference Room/Zoom TBD; **AND**

October 20, 2020 Monthly Board Meeting (**5:15 PM**) in Bridal Veil Conference/Zoom TBD

Submitted by KimberLee Spaulding
Recording Secretary for the Board of Education

Stephanie A. Hatcher
Board President

Dylan Brooks
Secretary/Treasurer



**TELLURIDE R-1 SCHOOL DISTRICT
SPECIAL BOARD MEETING**

Thursday, October 8, 2020 5:15 PM

Zoom:

<https://telluridek12.zoom.us/j/83585288340?pwd=TGs2cjVrOUJlendUT2V1NE9zcmM3QT09>

Meeting ID: 835 8528 8340

Passcode: 255937

MINUTES - DRAFT

1. CALL TO ORDER

The Special Board Meeting was called to order at 5:19 pm by Stephanie Hatcher.

2. ROLL CALL

Present at Roll Call: Dylan Brooks, Stephanie Hatcher, Cheryl Carstens Miller, Jill O'Dell. **Quorum Present.** Jenni Ward (arrived at 5:21 pm).

Administration present: John Pandolfo, Superintendent.

Others present for all or portion of meeting: Jessica Heady, TEA President & THS Teacher; Kelly Boykin, THS Teacher; Julia Caulfield, KOTO.

3. APPROVAL OF AGENDA

Stephanie asked for a motion to approve the Agenda. Cheryl Miller made a motion to approve the Agenda. Jill O'Dell seconded the motion. All were in favor and the Agenda was approved unanimously. The motion passed. No additional discussion occurred.

4. DISCUSSION ITEM(s)

- a. Revised Matrix for moving between phases of learning/travel quarantine (attached)

John led a discussion highlighting the changes to the matrix discussed at the Covid-19 Task Force meeting. Changes included an addition of a column that ties the travel quarantine requirement to the matrix; the green phase was changed from Full In-Person for all grades to Full In-Person for grades K-5 only; three additional bullet points were added to additional considerations regarding staffing shortages, physical space requirements and consideration of metrics for surrounding counties; Incidence Rate was changed from per 1,000 residents to 100,000 residents.

Discussion ensued on why the matrix is being changed. Reasons include learning since matrix was first put in place i.e., limits of space at TMHS cannot accommodate a full roster with 6-foot physical distancing, aligning with San Miguel County metrics on incidence rate. TSD is unique in having a

travel quarantine and by having quarantine there is an added layer of protection.

It was asked that a footnote be added to "Recommended" in travel quarantine column to add more clarification regarding hot spots, method of travel, and behaviors/adherence to five commitments while traveling. John will provide communication to community regarding quarantine and operational questions.

- b. Resolution of Telluride R-1 Board of Education Authorizing a Temporary Exception to Policy GP-11 Board Member Conflict of Interest (Resolution & GP-11 attached)

Due to the critical need for substitutes during Covid-19 a resolution is being brought forward to allow Jill O'Dell and Jenni Ward to substitute during the pandemic. The resolution has a narrow scope and applies to this year only (or shorter time as may be necessary). Jill and Jenn will abstain from the vote.

- c. TIS Interim Principal Hire

John Pandolfo had provided the Board Zoe Gillett's resume and application and asked for any questions. Zoe's position has been posted. Currently Zoe is still teaching Spanish instructional time. The math specialist is teaching math section while she is performing administrative duties. Susan Altman is her mentor.

- d. Intentional Transition to Remote Learning over Upcoming Holidays

There is no recommendation at this time for the Board to take any action regarding intentional transition. Discussions will continue to occur at Covid Task Force meetings, Accountability meetings and in 4x4.

5. HEARING OF VISITORS (3-minute limit)

No visitor comments.

6. ACTION ITEMS

- a. Approval of Revised Matrix for moving between phases of learning/travel quarantine

The matrix will be refined further to include an asterisk/footnote #4 for the recommended travel quarantine in the orange and yellow phases that identifies factors that are relevant in analysis of quarantine.

Stephanie Hatcher asked for a motion to approve the Revised Matrix with above changes for moving between phases of learning/travel quarantine. Cheryl Miller made a motion to approve the amended matrix. Jill O'Dell seconded the motion. Roll call was taken. All were in favor and the Resolution was approved unanimously. The motion passed. No additional discussion occurred.

- b. Approval of Resolution of Telluride R-1 Board of Education Authorizing a Temporary Exception to Policy GP-11 Board Member Conflict of Interest

Stephanie Hatcher asked for a motion to approve the Approval of Resolution of Telluride R-1 Board of Education Authorizing a Temporary Exception to Policy GP-11 Board Member Conflict of Interest. Dylan Brooks made a motion to approve the Resolution. Cheryl Miller seconded the motion. Roll call was taken per below.

Dylan Brooks	Yes	No	Abstain	Absent
Stephanie Hatcher	Yes	No	Abstain	Absent
Cheryl Carstens Miller	Yes	No	Abstain	Absent
Jill O'Dell	Yes	No	Abstain	Absent
Jenni Ward	Yes	No	Abstain	Absent

The motion passed. No additional discussion occurred.

c) Approval of TIS Interim Principal Hire

Stephanie Hatcher asked for a motion to approve the TIS Interim Principal Hire. Jenni Ward made a motion to approve the Hire. Jill O'Dell seconded the motion. Roll call was taken. All were in favor and the Resolution was approved unanimously. The motion passed. No additional discussion occurred.

7. OTHER

No other items were discussed.

8. ADJOURN MONTHLY MEETING

Stephanie Hatcher asked for a motion to adjourn the meeting. Cheryl Carstens Miller made a motion to Adjourn. Jenni Ward seconded the motion. All were in favor and the motion passed. No additional discussion occurred. The meeting adjourned at 6:56 pm.

9. FUTURE BUSINESS

October 19, 2020 Work Session (**3:30 PM**) Bridal Veil Conference Room/Zoom TBD; **AND**
October 20, 2020 Monthly Board Meeting (**5:15 PM**) in Bridal Veil Conference/Zoom TBD



Superintendent
Telluride School District
725 West Colorado Avenue
Telluride, CO 81435
Phone: 970-728-6617
www.TellurideSchool.org

October 15, 2020

TO: Members of the Telluride School District Board of Education

RE: Administrative Report

Please accept the following report to BOE:

1. Superintendent:

- a. Juul update - the defendant last month brought motions to dismiss the school districts' lawsuits. After written opposition by the plaintiff, and oral argument, the court denied the defendant's motions. They are now moving forward with discovery.
- b. We found out on October 14 that the state supplanted a portion of our October state share revenue payment with state CRF Funds, based on direction from the state controller, and in an attempt to spend down the \$37 million in state CRF funds that they did not plan for and feared losing if not spent by December 31. This is extremely problematic, and our state agencies are advocating on our behalf to rectify this.
- c. With a long string of clear and (relatively) mild weather, we have been able to keep the tents up on the athletic field and maximize our time eating lunch outdoors. The forecast looks good through the week of October 19, but we cannot expect much beyond that.
- d. Our COVIDCheck testing continues to go smoothly. In addition to our regularly scheduled testing, those staff who are symptomatic or who travel are able to get additional tests, thanks to our amazing nursing staff. COVIDCheck has told us we will be able to transition from nasal swabs to saliva PCR tests, possibly within a few weeks. Additionally, TMC was able to provide flu shots to all interested staff earlier this month.

2. Finance and Nutrition:

- a. CO September 2020 forecast - Kate Watkins, Legislative Council Staff [Presentation Link](#). In summary:
 - i. State continues to expect a \$1.4 billion drop in the general fund expenditures from FY 19.20 levels for this year and holding at this level through FY 21.22.
 - ii. September revenue forecast has been revised upwards by \$894 million for FY 19.20 and \$751.5 million through FY 21.22 (as compared to June forecast).
 1. Sales taxes have rebounded;
 2. Employment has not. Individual income taxes represent 61% of GF revenues and are fueling the concern. State and Federal transfer payments have propped up household income since March and accounted for half of funds available in April.
 - iii. Amendment B to repeal Gallagher - Weak commercial real estate and oil & gas sector are causing an expected 19% reduction in residential assessment rate next year; If this repeal fails, it will result in a \$450M reduction in tax collections for CO schools.

- iv. Proposition EE - Cigarette, Tobacco & Nicotine tax - If approved, we will see an increase in total revenues by \$87m in FY 20.21 and \$177m in FY 21.22, a portion of which are earmarked for preschool and rural schools.
- v. Proposition 117 - income tax reduction - If approved, this will result in a \$203M decrease in general fund revenue FY 20.21 and thereafter.
- b. Annual Audit prep has continued to consume significant time
 - i. The actual audit will start on October 16th. I submitted the trial balances this week and was able to clean up our balance sheet accounts.
 - ii. The audit provides a good training environment for researching, reporting and using Visions software.
 - iii. The only balance sheet accounts that were reconciled since June 30, 2019 were cash and investments. There were clearing accounts with transactions that did not clear, and numerous transactions posted to two different accounts requiring research dating back to July 2019 and earlier.
 - iv. We have implemented new procedures to reduce use of clearing accounts and will stay current on reconciliations throughout the year.
- c. Food service - we rolled out the Summer Free Lunch Program back to August 24th. The reimbursement rate is \$4.1525 and all students are able to eat for free. We just received word that this program will be extended again through the end of the school year.

3. Human Resources:

- a. Lane changes- Congratulations to the 25 teachers that earned additional credit hours for salary increases. The next opportunity to earn advancement on the salary matrix scale is February. NOTE: 89% of TSD teachers have at least a Master's degree
- b. TSD has purchased 93 ski passes on behalf of the TSD staff/ family members and these will be deducted from paychecks. Previous season passholders were given a 10% discount and 3-10 day passholders were offered a credit for unused days last season.
- c. Health insurance costs are projected to increase 25% for 2021. Staff are grateful to have health insurance and other benefits when they need them most. We are reviewing options to continue to maintain costs and provide reasonable coverage.
- d. The district has changed its guidelines on which teachers are allowed to work remotely full time. In an effort to be fair and consistent, we are referring closely to the CDC list of qualifying conditions that can allow teachers to work from home.
- e. Staff (and family members) with COVID symptoms have been closely following safety protocols using health/ personal leave, COVID paid leave. This requires more substitute teachers, and at times we use paraprofessionals as substitutes. Staff who are quarantined are 'zooming in' whenever possible to continue to work with their students. Staff are eligible for up to two weeks of COVID paid leave (Emergency Paid Sick Leave Act) if they are required to quarantine and are unable to work in-person or remotely.
- f. Substitute teachers- In addition to the long term substitutes, there are over 25 substitutes actively working several days per week. This list changes weekly (i.e.; lost Alan, Casey, Bebe, Matt; added Mara, Sarah, Loren, Kirsten, Brigit, Beth, Deb H)
- g. Technology training was provided for substitutes and paraprofessionals (10/7 & 10/14), based on the need identified by teachers and others. A big Thank You to Dan Miller, James Taschek, Christopher Earthtree and Lobo James for providing training to ensure that substitutes can zoom, take accurate attendance, and manage classroom technology.

4. Operations and Technology:

- a. Swivl/Zoom Setups - These are fully installed and being utilized in Grades 5-12. The lower grades may not use them but are working on remote learning contingencies.
- b. Hybrid Support - The demands remain high for the IT department, supporting teachers, students, and parents with the complexities of remote learning and remote teaching. Work ticket volume is high, but the backlog has been reduced from 100 to 35 over the last month, while fielding about 15 new tickets per day. Dan, Colin, Lobo, Margo, Chris, Martha, Christopher, and James have been heroic in supporting staff needs.
- c. Transportation - Buses are reaching their capacity. Now that we are at capacity on-premise, we will be realigning some routes to more evenly distribute ridership. We will also look at reinstating traditional stops and/or eliminating underutilized stops based on what we have seen over the past several weeks.
- d. Bandwidth - Due to an extension in the Erate grant window and a new fiber connection, we have been able to add an additional 1Gbps of bandwidth to our network while staying well within our current budget, enhancing our capacity for all things online. This was very timely.

5. Telluride Elementary School:

- a. Remote learning
 - i. Students - We have dedicated 3 teachers to instruct remote students at each grade level K, 1, and 2. These teachers have separate Schoology pages but plan alongside the grade level teams.
 - ii. Teachers - We are preparing for full remote learning (if and when that comes) by doing a “practice run” in each classroom where kids spend 2 hours learning as they would remotely.
- b. Celebrations
 - i. We will be celebrating Unity Day (anti-bullying, kindness, acceptance and inclusion) on Wednesday, October 22nd by watching 2 anti-bullying videos and singing “The Bee Song” (based on PBIS rules) in the classrooms, giving out bookmarks, and wearing orange.
 - ii. Halloween will be celebrated with costumes and classroom parties.
- c. Teacher Feedback
 - i. Positives - Teachers are happy being 100% in-person and hope to remain that way; teachers are feeling more confident with technology; teachers are grateful for added support.
 - ii. Challenge - Teachers feel it is hard to zoom from home with a sub in the room, but that is improving. It is hard to find coverage for all of the absences we are experiencing.

6. Telluride Intermediate School:

- a. Our staff is grateful to the community to be able to continue to teach our students in-person.
- b. Only about half of our TIS classrooms currently have remote learners, as many remote learners have returned for in-person instruction. Managing in-person and remote learning concurrently continues to be a struggle for teachers and we continue to explore options. We are also working to prepare for full remote learning if and when that time comes.
- c. While it is great to have a Principal for the rest of the year, the transition is difficult as we are still in the process of hiring a 5th grade Spanish DI teacher. We also are in the process of filling a recent vacancy for a traditional Spanish teacher.
- d. We have had at least one position without a sub just about every day for the last two weeks. Our amazing staff are pitching in when possible, but it is difficult.
- e. We are looking forward to Halloween! We are hoping for good weather in order to hold special activities outside in addition to wearing costumes and having classroom parties.
- f. It is becoming more and more difficult to find layouts that accommodate six-foot distancing in some classrooms.

- g. TIS held its first Accountability meeting in my tenure as Principal on October 14. The meeting went well, and it was great to receive parent feedback and support.
7. Telluride Middle/High School:
- a. TMHS has started culturally relevant training with Selena Sermano to explore their own beliefs to increase cultural awareness and sensitivity in schools. The first meeting went well and we will continue meeting once a month.
 - b. Full hybrid mode - I have asked families to commit to either 100% remote or hybrid. This has gone okay, although many exceptions for family travel have been requested. These are being handled on a case by case basis.
 - c. Teachers are nervous about how to see their families over holidays; some have requested to quarantine before they travel to see vulnerable relatives.
 - d. Teachers have concerns about lunch in classrooms when the weather changes and we can no longer be outside. Some teachers will not have a break during the day as a result of this. We are looking for solutions.
 - e. With support from unBOCES, we are streamlining our special education process by implementing consistent IEP formats.
 - f. I am hosting teacher feedback and problem solving lunches the week of October 12th; this has been going well.

Respectfully submitted on behalf of the Telluride School District R1 Administrative Team



John Pandolfo
Superintendent

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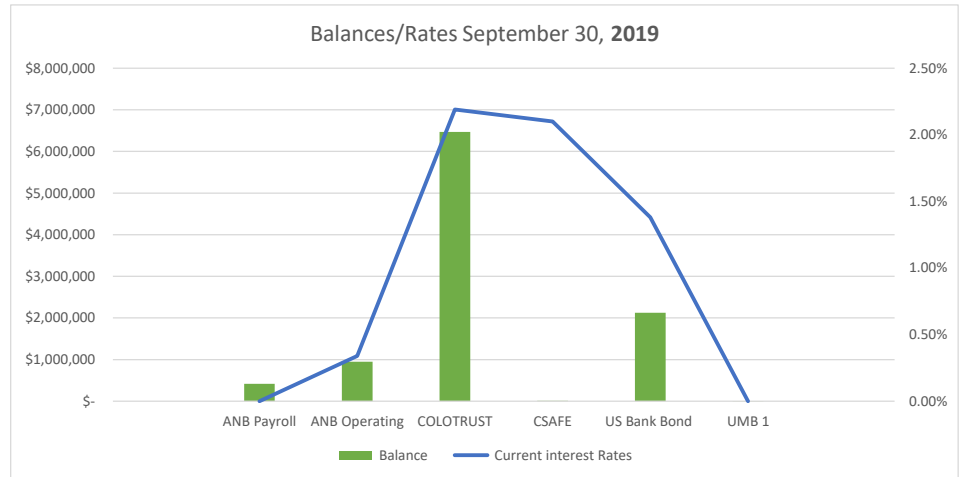
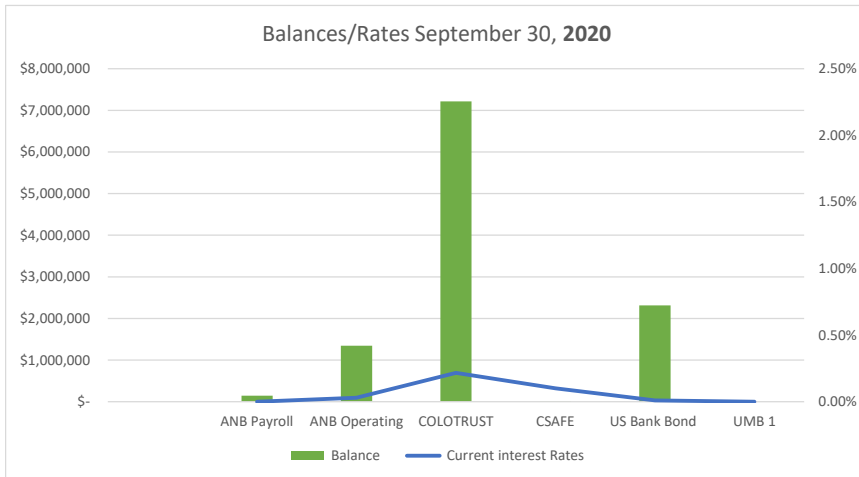
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Telluride School District R-1
September 30, 2020
 Cash/Investment Balances

Account	Balance	Current interest Rates
ANB Payroll	143,735	0.00%
ANB Operating	1,345,692	0.03%
COLOTRUST	7,214,611	0.22%
CSAFE	8,670	0.10%
US Bank Bond	2,313,553	0.01%
UMB 1	<u>0</u>	0.00%
Total Cash Deposits	<u><u>11,026,260</u></u>	

Telluride School District R-1
September 30, 2019
 Cash/Investment Balances

Account	Balance	Current interest Rates
ANB Payroll	417,898	0.00%
ANB Operating	947,427	0.34%
COLOTRUST	6,467,768	2.19%
CSAFE	8,579	2.10%
US Bank Bond	2,122,495	1.38%
UMB 1	<u>67</u>	0.00%
Total Cash Deposits	<u><u>9,964,234</u></u>	



**TELLURIDE SCHOOL DISTRICT
PERSONNEL REPORT
SPECIAL BOARD MEETING
October 20, 2020**

Date	Employee Name	Position	Status	FTE	Recommended Action	Effective Date
<u>CURRENT SCHOOL YEAR 2020/2021</u>						

SUPPORT STAFF:

10/9/2020	Jennifer Tougher	TMS Admin Asst	Existing	1.0	Accept Resignation	10/20
10/12/2020	Traci Baize	TMS Admin Asst	Existing	1.0	Approve Hire	10/20

PARAPROFESSIONALS:

10/20/2020	C. Alan Satterwhite	Paraprofessional-TIS	Existing	1.0	Accept Resignation	10/20
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NOTES: Teachers are considered 1.0 FTE with 7.0 hours per day.
 Support Staff are considered 1.0 FTE with 8.0 hours per day.
 Professional Services Staff are considered 1.0 FTE with 8.0 hours per day.
 Paraprofessionals and Lunch Staff employees are considered 1.0 FTE with 7.0 hours per day.
 TDP employees are considered 1.0 FTE with 8.0 hours per day.

Policy Type: Executive Limitations**Staff Treatment**

With respect to treatment of paid and volunteer staff, the CEO shall not cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified or in violation of Board policy.

Accordingly, the CEO may not:

1. Fail to make reasonable background inquiries and checks prior to hiring any paid personnel
2. Fail to recommend only the most highly qualified and best suited candidates to the Board for staff appointment
3. Operate without written personnel policies which:
 - a. Clarify personnel rules and procedures for staff
 - b. Provide for effective handling of grievances
 - c. Establish procedures for reductions in force
 - d. Include adequate job descriptions for all staff positions
 - e. Include salary and compensation plans that comply with state law
 - f. Include an effective personnel performance evaluation system
 - g. Protect against sexual harassment
 - h. Protect against gender, age, disability and ethnic bias or discrimination
4. Prevent staff from grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated
5. Fail to protect confidential information
6. Fail to honor the terms of negotiated agreements with staff

7. Fail to provide staff with an opportunity to become familiar with their rights under this policy
8. Fail to seek reasonable advisory input from community and staff prior to filling principal vacancies

Adopted: JUNE 2000

Monitoring Method: Internal report
Monitoring Frequency: Annually in October

Telluride School District
The Aspen Group International, Inc. ©

Policy Type: Executive Limitations**Budgeting/Financial Planning**

Financial planning for any fiscal year shall not deviate materially from the Board's *Ends* policies, risk fiscal jeopardy or fail to be derived from a multi-year plan.

Accordingly, the CEO may not present to the Board a recommended budget which:

1. Is not in a summary format understandable to the board
2. Fails to adequately describe expenditures
3. Fails to show the amount budgeted for each program or area for the current fiscal year and the amount budgeted for the next fiscal year
4. Fails to show the amounts budgeted and the actual final expenditures for each program or area for the most recently completed fiscal year
5. Contains too little information to enable credible projection of revenue and expenses
6. Fails to disclose budget-planning assumptions
7. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be received during the year unless otherwise approved by the Board in a multi-year plan
8. Reduces the current cash reserves in the property tax shortfall and operating reserve funds at any time to an amount less than the amount specified by the board as minimum reserves (Policy DBD)
9. Fails to provide adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audit, Board and committee meetings, Board memberships and district legal fees
10. Fails to take into consideration fiscal soundness in future years or ignores the building of organizational capabilities sufficient to achieve Ends in future years
11. Fails to reflect anticipated changes in employee compensation including inflationary adjustments, step increases and benefits

Adopted: JUNE 2000

Monitoring Method: Internal report
Monitoring Frequency: Annually in October

Telluride School District
 The Aspen Group International, Inc. ©

Policy Type: Governance Process**Board Job Description**

The job of the Board is to represent the citizens and taxpayers and lead the district by determining and demanding appropriate and excellent organizational performance. To distinguish the Board's own unique job from the jobs of the CEO and staff, the Board will concentrate its efforts on the following:

1. Utilizing appropriate avenues to ensure input from students, staff, parents and the community as a means to link to the entire community
2. Developing written governing policies, which at the broadest levels, address:
 - a. **Ends:** Organizational products, impacts, benefits, results, services, for specified recipients and their relative worth (what end result is desired for whom and at what cost)
 - b. **Executive Limitations:** Constraints on executive authority which establish the practical, ethical and legal boundaries within which all executive activity and decision-making will take place
 - c. **Governance Process:** How the Board will conceive, carry out and monitor its own work
 - d. **Board/Staff Relationship:** How authority is delegated and its proper use monitored; the CEO role, authority and accountability
3. Ensuring CEO performance through monitoring *Ends* and *Executive Limitations* policies
4. Ensuring Board performance through monitoring *Governance Process* and *Board-Staff Relationship* policies
5. Ensuring that the Ends are the focus of organizational performance

ADOPTED: 2000

Monitoring Method: *Board self-assessment*
Monitoring Frequency: *Annually in October*

Policy Type: Governance Process

Monitoring Board Governance Process and Board-Staff Relationship Policies

The purpose of monitoring the Board's *Governance Process* and *Board-Staff Relationship* policies is to determine the degree to which the policies are being fulfilled. Monitoring will be as efficient as possible, using Board time effectively so that meetings can be used to create the future rather than to review the past.

These policies are monitored through Board self-assessment according to the following frequency:

Board-Staff Relationship Policies	Frequency
<i>BS/R-1 Management Connection</i>	2xAnnual
<i>BS/R-2 Unity of Control</i>	2xAnnual
<i>BS/R-3 Accountability of the CEO</i>	2xAnnual
<i>BS/R-4 Delegation to the CEO</i>	2xAnnual
<i>BS/R-5 Monitoring CEO Performance</i>	2xAnnual
Governance Process Policies	Frequency
<i>GP-1 Governance Commitment</i>	Annually
<i>GP-2 Governing Style</i>	2x Annual
<i>GP-3 Board Job Description</i>	Annually
<i>GP-4 Monitoring Board Policies</i>	Annually
<i>GP-5 President's Role</i>	Annually
<i>GP-6 Board Committee Principles</i>	Annually
<i>GP-7 Committee Structure</i>	Annually
<i>GP-8 Agenda Planning</i>	Annually
<i>GP-9 Board Member's Code of Conduct</i>	Annually
<i>GP-10 Board Member Covenants</i>	2xAnnual
<i>GP-11 Board Member Conflict of Interest</i>	Annually
<i>GP-12 Process for Addressing Board Member Violations</i>	As needed

Adopted: JUNE 2000

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually in October

Telluride School District

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Policy Type: Governance Process**President's Role**

The President of the Board ensures the integrity of the Board's processes and normally serves as the Board's official spokesperson. Accordingly, the President has the following authority and duties:

1. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legitimately imposed on it from outside the organization
 - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues, as defined in Board policy, are discussed
 - b. Ensure that Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly and to the point
 - c. Chair Board meetings with all the commonly accepted power of that position as described in *Robert's Rules of Order* and in accordance with law
2. Make all interpretive decisions that fall within the topics covered by Board policies on *Governance Process* and *Board/Staff Relationship*, except where the Board specifically delegates portions of such authority to others, using any reasonable interpretation of the provisions in those policies
 - a. Refrain from making any interpretive decisions about policies created by the Board in the *Ends* and *Executive Limitations* policy areas
 - b. Refrain from exercising any authority as an individual to supervise or direct the CEO
3. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the areas assigned to the President, delegating this authority to other Board members when appropriate, but remaining accountable for its use
4. Sign all contracts authorized by the Board

In the absence or inability of the President, the Vice President shall have all of the powers and duties of the President.

Adopted: 2000

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually in October