

Board of Education

Mesa County Valley School District 51

Work Session

January 10, 2012

Work Session Minutes

A - Jeff Leany
 B - Ann Tisue
 C - Harry Butler
 D - Leslie Kiesler
 E - Greg Mikolai

Board of Education
Mesa County Valley School District 51
 Regular Meeting Minutes, January 10, 2012
 Adopted: February 21, 2012

A	B	C	D	E
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AGENDA ITEMS

ACTION

WORK SESSION SUMMARY:

1. Budget Re-adoption
 - Superintendent Schultz reported the State of Colorado requires the Boards of Education to adopt a budget each fiscal year by June 30 with an opportunity to re-adopt the budget before the end of January. He reviewed the diligent process it takes to address the budget with the shortfalls which have taken place. The budget re-adoption reflects the efforts of staff and community working together to solve problems. Mrs. Melissa Callahan deVita, Executive Director of Support Services, provided a PowerPoint presentation of the highlights included in the proposed re-adopted budget. The PowerPoint gave the Board an opportunity to ask questions. At this time, the forecast for the 2012-2013 budget suggests District 51 may have to cut five to eight million dollars.
 - Included in the PowerPoint presentation was information regarding the long-term capital project list, the status of a PERA increase, the enrollment decline, the new rule on capital expenditures transfer, state funding, medical insurance premiums, federal funding shifts and the revenue forecast. Mrs. Callahan deVita explained the District reserve money does not help the problem long-term. Using the District reserve would only be a temporary fix.
 - Next steps were discussed to address the anticipated 2012-2013 budget challenges. The upcoming legislative session will be closely monitored.
 - The Board recognized Mrs. Callahan deVita and Mrs. Vi Crawford, Budget Director, for their diligent work in this area. The Board thanked the negotiation teams, Superintendent Schultz and the staff for demonstrating a dedication to student learning and the community.

2. Update on Health Benefits
 - Work has been ongoing regarding the health benefits clinic. A Request for Proposal (RFP) has been done. A committee is working with Mrs. Callahan deVita and Mrs. Sheila Naski, District Workers Comp/Risk Management. Mrs. Callahan deVita shared the health benefits and insurance history with the Board. Community Hospital was selected to provide services for the employee clinic.
 - Mr. Chris Thomas, CEO of Community Hospital, was introduced to the Board. The Board discussed the selection of Community Hospital as the vendor to provide medical services to District staff and families covered by the District employee medical insurance premiums and medical insurance fund.
 - This decision will have no impact on the District's General Fund/Operational budget this year or future years.
 - The District is in the process of finalizing the contract.

[Mr. Mikolai called for a five minute recess at 7:15 p.m. Reconvened at 7:25 p.m.]

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						AGENDA ITEMS	
						3. Budget Development and Oversight Charter Revision <ul style="list-style-type: none"> The Board provided clarifications and revisions to the Budget Charter based on discussions at the December Board Meeting. Superintendent Schultz reported an improved version of the charter has been included in the Board meeting packets. Discussion took place regarding changes. A recommendation was made to change the word "must" on page C-3 to the word "should". 	
						4. Board Meetings, Schedules, Committees <ul style="list-style-type: none"> A list of the current Board Committees and Assignments were reviewed. Committees were added and deleted as required. Representatives were appointed to the committees. There are two committees in which the Board will flex their attendance. Those committees are the Budget Development and Oversight Committee and the Long Term Plan Advisory Committee. Discussion took place regarding the February 7 Board Work Session. Conflicting meetings and caucuses will be held the same evening. Discussion took place regarding moving the Board Work Session to Monday, February 13, 6:00 p.m., at BTK. Superintendent Schultz distributed the list of Long Term Advisory Committee members. The committee task will be to review Board recommendations, seek information from the public and lead the effort to develop a Long Term Plan. This plan will be presented to the Board in March or April, 2012. 	
						<u>BUSINESS MEETING:</u>	
						A. Call to Order/Roll Call	7:40 p.m.
Present	x	x	x	x	x		
Absent							
Motion						B. Proposed Budget Re-Adoption [Resolution 11/12: 44, 45, 46, 47, 48, 49]	
Second				x		B-a. Budget Re-Adoption 2011-2012	Adopted B-a.
Aye	x					B-b. Use of Beginning Fund Balance	through B-f.
No	x	x	x	x	x	B-c. Borrow Unencumbered Money from Other District Funds	inclusive
						B-d. Bond Interest Transfer	
						B-e. General Fund Budget Reductions	
						B-f. Other Funding Budget Additions	
Motion	x					C. Approval of Budget Development and Oversight Charter Revision	Adopted
Second				x		[Resolution: 11/12:]	
Aye	x	x	x	x	x	<ul style="list-style-type: none"> A motion was made to replace the word "must" to "should" page C-3 and to adopt the Charter. 	
No							
Motion			x			D. Motion to Adjourn Business Meeting: 8:05 p.m.	Adjourned
Second				x			
Aye	x	x	x	x	x		
No							

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Present	x	x	x	x	x	EXECUTIVE SESSION: 8:12 p.m. 1. Call to Order/Roll Call	Adjourn to Executive Session 8:12 p.m.
Absent							
Motion			x			2. <u>Legal Advice: C.R.S. Section 24-6-402(4)(b)</u> For a conference with legal counsel for the purpose of receiving legal advice on specific legal questions. Present: Mr. Butler, Mrs. Kiesler, Mr. Leany, Mr. Mikolai, Mrs. Tisue Present: Superintendent Schultz, Mr. David Price, Mrs. Colleen Martin <u>Negotiations: CRS. Section 24-6-402(4)(e)</u> For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and/or instructing negotiators. Present: Mr. Butler, Mrs. Kiesler, Mr. Leany, Mr. Mikolai, Mrs. Tisue Present: Mr. David Price	Adopted
Second				x			
Aye	x	x	x	x	x	3. Adjourn to Open Meeting	Adjourn to Open Meeting 9:27 p.m.
No							
Motion			x			A. Extension of Superintendent Contract <ul style="list-style-type: none"> Board President, Mr. Mikolai, read the following statement: "The time is now 9:28 and the executive session has been concluded. If any person who participated in the executive session believes any substantial discussion of any matters, not included in the motion to go into the executive session occurred during the executive session, or any improper action occurred during the executive session in violation of the Open Meeting Law, it was asked you state your concerns for the record. An improper matter would include something not included in the motion to go into executive session or an improper vote or decision." Hearing none, the next agenda item is a request for a motion to vote on the extension of the Superintendent's contract. 	Adopted
Second				x			
Aye	x	x	x	x	x	B. Adjournment: 9:37 p.m.	Meeting Adjourned 9:37 p.m.
No							
Motion			x				
Second				x			
Aye	x	x	x	x	x		
No							
						_____ Terri N. Wells, Secretary Board of Education	

Mesa County Valley School District 51
2011-2012 Budget Re-Adoption

Board of Education Resolution 11/12: 44

Presented: January 10, 2012

WHEREAS, the Board of Education has published January 10, 2012, as the date of re-adoption for the 2011-2012 budgets for Mesa County Valley School District 51; and

WHEREAS, the Board re-may adopt the budgets at any regular or special meeting on or before January 31, 2012;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Mesa County Valley School District 51 does hereby adopt the budgets and reserve all ending balances, as presented, and authorize the following fund amounts to be appropriated as specified in the adopted budgets for the fiscal year beginning July 1, 2011, and ending June 30, 2012.

<i>FUND</i>	<i>PAGE #</i>	<i>REVENUE</i>	<i>ESTIMATED BEGINNING BUDGETARY BALANCE</i>	<i>TOTAL APPROPRIATION</i>
General Fund (10)	A-1.10	\$144,263,978	\$8,151,143	\$152,415,121
Colorado Preschool Program (19)	A-1.14	\$1,307,013	\$257,269	\$1,564,282
Glade Park Community School (11)	A-1.15	\$140,354	\$0	\$140,354
Independence Academy Charter School (11)	A-1.16	\$1,634,476	\$1,288,505	\$2,922,981
Special Revenue Funds				
Physical Activities (23)	A-1.18	\$629,190	\$89,271	\$718,461
Beverage (27)	A-1.19	\$75,472	\$133,644	\$209,116
Governmental Designated Purpose Grants (22 & Sub-funds 70-99)	A-1.20	\$16,471,035	\$0	\$16,471,035
Career Center Grant (26)	A-1.26	\$234,500	\$74,388	\$308,888
Other Local Projects/Grants (28)	A-1.27	\$60,942	\$203,881	\$264,823
Debt Service Fund				
Bond Redemption (31)	A-1.28	\$9,880,846	\$11,547,592	\$21,428,438
Capital Project Fund				
Capital Projects Fund (43)	A-1.34	\$2,436,976	\$9,039,320	\$11,476,296
Enterprise Fund				
Nutrition Service (51)	A-1.36	\$6,341,245	\$1,534,708	\$7,875,953
Internal Service Fund				
Insurance (64)	A-1.37	\$1,580,000	\$2,324,583	\$3,904,583
Dental Insurance (63)	A-1.38	\$1,599,500	\$460,808	\$2,060,308
Medical Insurance (62)	A-1.39	\$12,962,500	\$504,719	\$13,467,219
Trust and Agency Fund				
Student Body Activity Funds		\$6,000,000	\$0	\$6,000,000

Mesa County Valley School District 51
Use of Beginning Fund Balance

Board of Education Resolution 11/12: 45

Presented: January 10, 2012

WHEREAS, Senate Bill 03-149 created a new subsection in C.R.S. 22-44-105 1B (1.5) (a) that states:

"A budget adopted pursuant to this article shall not provide for expenditures, interfund transfers, or reserves, in excess of available revenues and beginning fund balances. If the budget includes the use of a beginning fund balance, the school district board of education shall adopt a resolution specifically authorizing the use of a portion of the beginning fund balance in the school district's budget. The resolution, at a minimum shall specify the amount of the beginning fund balance to be spent under the school district budget, state the purpose for which the expenditure is needed, and state the school district's plan to ensure that the use of the beginning fund balance will not lead to an ongoing deficit." and

WHEREAS, the Board of Education has set January 10, 2012, as the date of re-adoption for the 2011-2012 budgets for Mesa County Valley School District 51; and

WHEREAS, the Board may re-adopt the budgets at any regular or special meeting on or before, January 31, 2012;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of Mesa County Valley School District 51 does hereby approve the usage of the beginning fund balances as specified in the plan below for the fiscal year beginning July 1, 2011, and ending on June 30, 2012.

FUND	PAGE #	AMOUNT OF BEGINNING FUND BALANCE TO BE SPENT	PURPOSE FOR EXPENDITURE	PLAN
General	A-1.10	\$477,502	Instructional Programs	Will monitor and make adjustments
Bond Redemption	A-1.28	\$1,190,921	Levied funds for payments and interest only, not the cost of refinancing	Will monitor and make adjustments
Capital Projects	A-1.34	\$1,289,300	Reduced Transfer to support Instructional Programs	Will monitor and make adjustments
Insurance Reserve	A-1.37	\$191,692	Claim costs/loss	Monitor and make adjustments

Mesa County Valley School District 51
Borrow Unencumbered Money from Other District Funds

Board of Education Resolution 11/12: 46

Presented: January 10, 2012

WHEREAS, C.R.S.22-44-113 authorizes the borrowing of unencumbered monies from any one fund, except the Bond Redemption Fund; and

WHEREAS, in order to meet ongoing obligations of an current fund it may be necessary to borrow up to \$5,000,000, and

WHEREAS, estimated unencumbered monies not to exceed \$5,000,000 may exist in any of the district funds, except the Bond Redemption Fund, during FY 2011-12,

NOW THEREFORE, BE IT RESOLVED, that the Board authorizes the borrowing of up to \$5,000,000 from unencumbered monies from any district fund except Bond Redemption Fund, for the benefit of any other fund effective July 1, 2011, such monies to be repaid to said funds not later than June 30, 2012.

Mesa County Valley School District 51
Bond Interest Transfer

Board of Education Resolution 11/12: 47

Presented: January 10, 2012

WHEREAS, C.R.S. 22-45-103 (1)(b)(v) allows for withdrawal of funds not needed to satisfy the school districts obligation, for purposes of depositing or investing the money as permitted by law; and

WHEREAS, interest earned in the Bond Redemption Fund can be transferred to the General Fund, if approved by resolution;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of Mesa County Valley School District 51 does hereby approve the transfer of interest earned in the Bond Redemption Fund to the General Fund.

Mesa County Valley School District 51
General Fund Budget Reductions

Board of Education Resolution 11/12: 48

Presented: January 10, 2012

WHEREAS, the Board of Education of Mesa County Valley School District 51 is the governing body authorized by law to administer the affairs of the school district; and

WHEREAS, without additional funding, these expenditures have been reduced from the 2011-2012 General Fund Budget;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of Mesa County Valley School District 51 does hereby approve the reduction of the positions as shown from the General Fund.

POSITIONS REDUCED FROM GENERAL FUND BUDGET
2011-2012 FISCAL YEAR
January 10, 2012

POSITION	FTE	AMOUNT	BENEFITS (ESTIMATED)	
ESL Teacher	1.00	\$ 44,000	\$ 8,000	100.00%
Reading Recovery Teacher Leader	1.00	\$ 51,844	\$ 14,205	100.00%
Literacy Coordinator Specialist	0.50	\$ 29,578	\$ 6,507	100.00%
Instruction Technology Specialist	0.50	\$ 31,213	\$ 6,867	100.00%
Secondary Math Specialist	0.50	\$ 22,598	\$ 4,971	100.00%
	3.50	\$ 179,233	\$ 40,550	
Total Funding Reduced From General Fund Budget				\$ 219,783

Mesa County Valley School District 51
Other Funding Budget Additions

Board of Education Resolution 11/12: 49

Presented: January 10, 2012

WHEREAS, the Board of Education of Mesa County Valley School District 51 is the governing body authorized by law to administer the affairs of the school district; and

WHEREAS, additional funding has been allocated to support student achievement through school improvement and reform, and to create jobs for this school improvement; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of Mesa County Valley School District 51 does hereby approve the funding of the previously reduced positions from other sources than the General Fund.

POSITIONS FUNDED FROM OTHER SOURCES
2011-2012 FISCAL YEAR
January 10, 2012

POSITION	FTE	AMOUNT	BENEFITS (ESTIMATED)	
ESL Teacher	1.00	\$ 44,000	\$ 8,000	100.00%
Reading Recovery Teacher Leader	1.00	\$ 51,844	\$ 14,205	100.00%
Literacy Coordinator Specialist	0.50	\$ 29,578	\$ 6,507	100.00%
Instruction Technology Specialist	0.50	\$ 31,213	\$ 6,867	100.00%
Secondary Math Specialist	0.50	\$ 22,598	\$ 4,971	100.00%
	3.50	\$ 179,233	\$ 40,550	
Total Funding Addition To Other Sources				\$ 219,783

Mesa County Valley School District 51

Budget Development and Oversight Committee

November 2011

PURPOSE

The charter for this District Accountability Committee sub-group is to provide input and recommendations to the Board of Education with respect to Mesa County Valley School District 51's (MCVSD51) 2012/2013 budget. This subcommittee will represent input from the community as well as district employees as they:

1. Oversee the budget development process
2. Assess and analyze input from community and staff to develop budget recommendations for DAC and the Board of Education
3. Brainstorm ideas for further budget reductions by thinking creatively and out of the box
4. Ensure that budget recommendations are aligned with the strategic goals and objectives of the District
5. Author a community report regarding the District's spending decisions

MEMBERSHIP

Budget Development and Oversight Committee Membership will include:

- 1 DAC member – Sheryl Huffaker
- 1 MVEA representative – Darren Cook
- 1 Meet & Confer representative – Diane Raine
- 1 AFSCME representative – Kate Jackson
- 10 – 15 Community Members

Total number of members is anticipated to be between 15 - 20 members. Staff support will be provided to the group by the Superintendent, Executive Director of Support Services, Budget Director, Director of Communications and others as needed. In addition, only 2 members of the Board of Education will attend committee meetings but will not be voting members of the committee. Superintendent and the Executive Director of Support Services will act as liaisons to the District.

The Committee will elect a chair person who will be responsible for helping to organize and conduct the meetings. The chairperson will be re-elected each year but may be the same person for multiple years in a row. Membership on the committee will be for a one-year term with the option to remain on the committee for an additional 2 years if so desired by the committee member. This committee can be dissolved by the Board of Education.

Members will be selected via an application process chaired by the District Accountability Committee (DAC) leadership. Interested community members can fill out an application for membership. The top applicants will be identified by DAC and provided to the Board of Education. The Board of Education will determine the final membership of the committee.

MEETINGS

Budget Development and Oversight Committee will meet monthly during the school year beginning in September with the final meeting for the year being completed in May or more frequently as determined by the committee members.. The meetings will be held on the second Tuesday of each month at 6 pm. The scheduled duration for the meeting will be 2 hours. The first meeting of the Committee has been scheduled for January 12, 2012.

Anticipated length of the meetings will be two hours during which the group will review data, discuss District spending priorities, and develop recommendations for the Board of Education.

The Chair will work closely with the Executive Director of Support Services and Budget Director to schedule topics and prepare for the committee meetings. Potential topics could include but are not limited to:

- Results of community and staff meetings
- Instructional planning including anticipated staffing levels
- Technology planning including building status and needs
- Facility and maintenance planning
- Review of survey results and input
- Anticipated funding levels from state and local resources
- Review of current expenditures

CHAIR RESPONSIBILITY

The Chair is responsible for preparing and distributing the agenda, including briefing papers, prior to the meeting. The Chair sets time frames for items on the agenda according to complexity and importance and conducts meetings according to agenda.

AGENDA

The agenda for the Committee meetings will be prepared and distributed no later than 2 days prior to the meeting.

Members who wish to raise an issue or to propose agenda items must submit the items to the Committee Chair in advance of the meeting if possible. Other items may be added to the agenda during the meeting.

MEETING NOTES/NOTE TAKER

The Executive Director of Support Services Executive Assistant will take notes at the meeting for use in preparing the Minutes of the Meeting. In the absence of the Executive Assistant, the Chair may designate a Committee member to take notes and prepare the Minutes.

The notes are to contain sufficient detail to provide an understandable record of the meeting. The format for the notes should be the same as on the agenda, with the final section being "Action/Follow-up Items" which will list action items and dates when future actions are to take place. Particular emphasis must be placed on action items to ensure that the "who," "what," "why," and "when" are clearly defined.

The Notes are to be prepared in draft and distributed to the Committee members for review and concurrence. Notes are to be finalized and distributed via email to the Committee members.

OPERATING GUIDELINES AND INTERPERSONAL RELATIONSHIPS

The Committee members commit to the following principles when conducting District 51 business:

We maintain an air of mutual respect and trust that encourages people to:

- Take risks
- Discuss issues honestly, openly and to the point
- Value different points of view
- Actively participate
- Share thoughts and personal experience
- Give others the benefit of the doubt
- Listen and clarify

- Take time to resolve problems and disagreements

We foster active listening by:

- Acknowledging comments
- Checking for group understanding
- Eliminating side conversations
- Maintaining honest, accurate, open communications

We take responsibility for decisions of the Committee by:

- Working to reach a consensus or consent
- Actively supporting decisions and each other
- Communicating and discussing key actions with respective department personnel
- Practicing what we preach (walk-the-talk)
- Closing on issues

We celebrate the Committee's diversity by:

- Appreciating our differences
- Respecting differing viewpoints and experiences
- Being sensitive to others' feelings
- Recognizing the different needs of members

The Committee recognizes that all final budget decisions are the responsibility of the Board of Education but they will do their work thoroughly with respect for the input of all members to ensure that the best recommendations are brought forward.

The final report should include recommendations including estimated savings along with positive and negative impacts and including possible positive or negative effect on student achievement. A minority report should be included so that all ideas may be presented to the Board of Education.

The Committee also recognizes the sensitivity of budget reduction discussions and will maintain confidentiality of discussions and decisions until which time it is appropriate to share the committee's deliberations and recommendations.

Stakeholders

- Board of Education
- Students
- Parents
- Community

- Staff
- Funding Sources

DRAFT