

## MINUTES

Boulder Elementary School District No. 5  
Regular Meeting

November 13, 2023  
Boulder Elementary School

### Board members present:

Carrie Harris – *Board Chair*      Cheryl Hecht – *Vice Chair*      Andrea Dolezal - *Trustee*  
Kyle Simons - *Trustee*

### Administrators present:

Doug Richards, Superintendent  
Britton Mann, Clerk

Staff: Devyn Ottman, IT support

Visitors: Matthew Bowman, Colleen Murphy

CALL ELEMENTARY  
BOARD TO ORDER

The Elementary Board was called to order at 5:30 p.m. by Carrie, who led the Pledge of Allegiance.

### AGENDA REVIEW

New Business #7 – Contract Instrument Repair for Band and Hbi: School Social Worker under Superintendent Report, after Public Comment is read.

### APPROVAL OF CLAIMS

Andrea asked about the claim for the container and what the status was on a new container. Mr. Richards said he spoke with Mr. Wilkerson at Jefferson High School and he said they were not sure at this time if the HS was going to get rid of any of their containers. But Mr. Richards is still looking into a new one. Kyle asked if there was any other information on the invoice for the roof. Mr. Richards stated that there was no signed agreement and the final invoice for the roof is on the claims list and the total cost did come to \$59,832.00. Cheryl asked about the high tiered conference and if it was reimbursable. Mr. Richards stated that the conference was 100% reimbursable including costs for subs. There was a brief discussion on the conference. Cheryl asked about the claim to Johnson Controls. Britton stated that this was the yearly contract we pay to Johnson Controls for them to come out several times during the year to look and help with any diagnostics with the boiler. The price had increased from \$4000 to \$18,000. Mr. Richards spoke with Johnson Controls about how we can cut some costs and bring the costs down. Andrea asked about a “lunch reimbursement” claim. Britton stated that was a claim where a parent had paid for full pay lunch prices and now their child qualified for free meals and that was a reimbursement for what the parent paid at the beginning of the school year before they had submitted their paperwork. There were no other questions regarding the November 2023 claims. Cheryl motioned to approve the claims and warrants for November 2023 with the prior month ending with warrant 10823 and the current numbers 10824-10883 in the amount of \$103,517.13. Andrea seconded, all present approved. Claims were present for review.

### REVIEW OF PREVIOUS MONTH PAYROLL

Carrie asked if we have had any sub applicants. Britton stated that she was going to put in ad in the paper and we have a flyer that was put out on the website and Facebook. There were no questions regarding October 2023 payroll.

### APPROVAL OF PREVIOUS MONTH MINUTES

There were no questions regarding the minutes. Kyle motioned to approve the regular meeting minutes for the October 2023 meeting. Matt seconded, all present approved.

### APPROVAL OF STUDENT ACTIVITIES

There were no question regarding Student Activities. Andrea motioned to approve the Student Activities ledger as presented. Cheryl seconded, all present approved.

### BUDGET VS ACTUAL

There were no questions regarding the budget report.

### PUBLIC COMMENT

Carrie read the public comment.

### COMMUNICATIONS

**LETTERS:** The board received a resignation letter from Mr. Heaton as the Assistant Football Coach. Carrie asked if we needed to advertise for the position. Mrs. Ottman stated that she is currently working on some ideas for our football program and would like to present information in January.

### COMMENDATIONS /RECOGNITIONS

**STUDENT ISSUES:** Mr. Richards stated that there had been a few vaping incidents

and suspected marijuana on campus. Mr. Richards had contacted law enforcement per policy. Matt thanked Mr. Richards for all of the updates the board received during these incidents, and he understands the privacy & delicacy of the situation. Carrie stated that it is important for the board to be aware of these issues since we are a small community. She also appreciated Mr. Richards referencing our policies. Mr. Richards will discuss during his report.

## UNFINISHED BUSINESS

None

## COMMITTEE REPORTS

**Leadership** – Chair and Vice Chair: Carrie Harris & Cheryl Hecht: Cheryl and Mr. Richards met. They discussed the following:

- List of goals from Mr. Richards for review
- Emergency Responses
- Student Excellence; working on Student of the Month
- Sports Contract – a 5<sup>th</sup> -8<sup>th</sup> grade expectation contract
- Retention Letter
- Discussed results of Audit Exit Interview

**Handbook/Policy** – Cheryl Hecht & Kyle Simons: This committee did not meet.

**Budget/Finance & Negotiations/Personnel** – Matt Strozewski & Andrea Dolezal: This committee did not meet.

**Facilities** – Matt Strozewski & Kyle Simons: This committee did not meet.

**Transportation** – Andrea Dolezal & Carrie Harris: This committee did not meet.

## ADMINISTRATORS REPORT

Mr. Richards provided notes for the official minutes.

1. Academic Achievements – Quarter 1 is completed. Honor roll for 4<sup>th</sup> – 8<sup>th</sup> grade.
2. Upcoming Events – MS basketball is practicing and games starting this month. Parent/Teacher Conferences are scheduled this month for November 20<sup>th</sup> and 21<sup>st</sup>. School Nurse providing SOS training for students and staff. Rural Behavioral Health Institute (RBHI) screening on November 29<sup>th</sup>.
3. Infrastructure and Facilities – Preparations for the cold weather.
4. Staff Recognition – Special recognition to Mrs. Pettis for all of her hard work at the front office such as sub schedules and everything she does for students and staff. Grade level team meetings organized by Ms. Breker and Theresa Owens. Also shout out to Ms. Strausser and Mrs. Ottman for their administrative assistance whenever needed.
5. Challenges and Strategies – Continue to look at ways to trim the budget while still keeping high level of instruction throughout the school. Moving forward, the newly developed safety committee is working on a solid Safety Plan.
6. Future Plans – Working on a few things in conjunction with Jefferson High School. Jefferson Academy – will serve the YDI students. Possibly working on sharing an IT employee.

Reports submitted from Maintenance Department, 21<sup>st</sup> Century, Literacy Grant, IT, and Athletic Director. These reports are part of the official minutes. There was no School Social Worker report for this meeting.

School Social Worker, Colleen Murphy was in attendance to offer comment on her monthly report. Mrs. Murphy wanted to express her concerns about what will happen next year when the Literacy Grant ends along with the School Social Worker position. The school no longer has a CSCT program and her concern is for the Tier 3 students and how they will be served. She is wondering if the board would consider a staff member who would be in the building to help de-escalate situations with these particular students.

## NEW BUSINESS

### 1. Personnel –

- a. 21<sup>st</sup> Century – Mr. Richards recommended hiring Donna DeHennis as the JHS E-Sports employee. Matt motioned to hire Mrs. DeHennis as the E-Sports person, Cheryl seconded. All present approved.

**2. Non-Resident Student Acceptance** – *Standing Agenda Item* – None

**3. Liquidation of School Property** – *Standing Agenda Item* – None

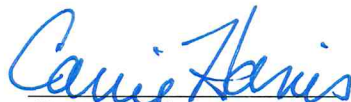
- 4. Job Description status review / update** – Carrie prepared a spreadsheet that outlined the current stipend positions. Moving forward Mr. Richards and Britton will work on finishing job descriptions and any other information needed.
- 5. Superintendent Goals** – Mr. Richards passed out his goals which included goals for the following:
- a. Student Centered – Raise Student Achievement and Enhance Student Engagement.
  - b. Staff Development – Professional Development, Effective Teaching Practices and Collaborative Culture.
  - c. Community and Parental Engagement Goals –
  - d. Facility and Resource Management – Budget Efficiency
  - e. Safety and Wellness Goals – School safety and Mental Health Support
  - f. Technology Integration Goals
- 6. Start Superintendent Evaluation** – The past practices have been that the staff completes the evaluation tool and the board compiles the information. Matt was wondering if the board could use something like a survey monkey or some other platform like that to make it easier to compile the information.
- 7. Contract – Instrument Rental for Band** – Mr. Bowman was asking the board to approve a contract for instrument rental for kids in band needing an instrument. He is asking for the amount to start at \$50. This money would go towards the repairs of the instruments as well as potentially purchasing more instruments. Carrie was concerned about the amount on the contract and if some families would be able to afford that. Mr. Richards suggested a scholarship fund for those who could not afford it. The board liked that idea. Andrea motioned to approve the 2024-2025 Instrument rental contract for band in the amount of \$50.00. Matt seconded, all present approved.
- 8. Cancel December regular board meeting** – The board discussed cancelling their regularly scheduled meeting in December and decided to go ahead and cancel and could always schedule a special meeting if something came up. Andrea motioned to cancel the regular meeting in December, Cheryl seconded, all present approved.
- 9. Holiday Celebration for Staff** – After a brief discussion it was decided to offer the staff a few options for a celebration together and have them vote on it.
- 10. Approve E3 Safety App** – All of the board members are interested in the app. This was approved at a previous meeting. Mr. Richards will move forward with the plans and Britton will get the invoice paid.

TOPICS FOR FUTURE  
AGENDAS

Superintendent Contract  
Open Negotiations  
Superintendent Evaluation  
Calendar – 1<sup>st</sup> Reading  
Retirement Incentive

ADJOURNMENT

Meeting adjourned at 8:00 p.m.

  
Chair, Elementary Board

  
Clerk, Elementary Board