

Yuma School District – 1
December 3, 2018 Regular Meeting
Board of Education

BOARD MEMBERS PRESENT

Dan Ross, President

Duane Brown, Vice President

Kim Langley, Secretary/Treasurer

Thomas Holtorf, Director

Lindsey Galles, Director

Dianna Chrisman, Superintendent

Sherry Dennis-Murphy, Business Manager

Rhonda Metcalfe, Executive Secretary

BOARD MEMEBERS ABSENT

None

1.0 CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board President, Dan Ross called the regular meeting of the Board of Education to order at 7:03 p.m. on Monday, December 3, 2018 in the Yuma School District Board Room.

2.0 AGENDA-ADDITIONS/DELETIONS-APPROVAL

- President Ross asked if there were any additions or deletions to the agenda. Superintendent Chrisman stated that there is the addition to the consent agenda of item 4.4 which is an overnight trip request.

Motion made by Brown to accept addition to the agenda. Seconded by Holtorf.

Voting Aye: Brown, Galles, Holtorf, Langley, Ross. Motion carried.

3.0 FINANCIAL OFFICER REPORT

- Sherry Dennis-Murphy, Business Manager for Yuma School District-1, presented the financial report for the month of October, 2018.
 - ❖ Expenditures \$762,776; Revenue \$504,057; Payroll & Benefits \$640,446.
 - ❖ Overall most of the bills were small invoices and paying of sports officials. The only large bill was to Devlin Electirc for the HVAC system for \$54,195.
 - ❖ New bus arrived on Friday.
 - ❖ Business Manager Dennis-Murphy went over all of the donations.
 - ❖ We received a grant from Yuma Community Foundation for MES in the amount of \$6,300.
 - ❖ We received a grant from Yuma Community Foundation for YHS in the amount of \$1,955. This was listed as a donation on the agenda but was actually a grant.
 - ❖ We received a grant from Verizon for the Robotics Team in the amount of \$212.

- Langley asked on the Devlin Electric bill how much was labor and how much was parts and service. Business Manager Dennis-Murphy stated she would have to look that information up. Langley said she assumed there was an HVAC piece tied to that and whatever Rasmussen was doing. Superintendent Chrisman stated that is a frustrating argument with Rasmussen because in the contract it says that electrical would be our responsibility. The contract also stated that they would be working with local electricians to determine what needed to happen and that's the part that they didn't get done until it was an emergency. Superintendent Chrisman reports she is still waiting and working with Rasmussen waiting for all these final pieces to come in. Langley again expressed her concern that after all the work Rasmussen has done that there is still a bill for \$55,000 having to be spent on that project. Superintendent Chrisman agreed and expressed the same frustration.
- Brown asked for clarification on what the Yuma Community Foundation grant was that MES received regarding the purpose of that money. Business Manager Dennis-Murphy asked MES Principal, Keri Chapman, to address that question. Principal Chapman explained that money was for Classroom Corner Sensory Kits which provide different seating options and fidget tools for kids who have trouble focusing in the classroom. This allows those kids to be able to stay in the classroom and get their needs met.
- Brown stated that one of the things discussed at the Master Planning Work Session that afternoon was trying to get a list of donations and grants we have received over the last 2 to 3 years as this would help with the BEST application to show that we are not sitting on our hands waiting for BEST to come bail us out. Therefore, we need a way to pull this information out and put it together. Superintendent Chrisman stated that in addition to this they recommend taking a look at what individual groups have fundraised, not just donations, but through actual fundraising to show that work is being done for additional funding and to show community support.

4.0 CONSENT AGENDA

1.1 Approval of Minutes

1.1.1 October 15, 2018 – Regular Board Meeting ENCLOSURE

1.2 Routine Business

1.2.1 Financial Reports as of October 31, 2018 ENCLOSURE

1.2.2 October 2018 Check Register ENCLOSURE

1.2.3 Donations ENCLOSURE

- ❖ \$1955 to YHS Music Program from Yuma Community Foundation
- ❖ \$200 to Volleyball from Country Reflections, LLC
- ❖ \$315 to Volleyball from Bank of Colorado for State meal money

- ❖ \$2500 to FCCLA from Sedgwick Economic Development for student registration fees for FCE Career Day
- ❖ To Spirit Squad for winter cheer uniforms
 - \$100 from Adams ATV & Cycle Repair
 - \$100 from Kim Dilka Harman
- ❖ \$750 to YHS from Yuma Wrestling Club towards purchase of ice machine
- ❖ \$25 to Little Indians Preschool from Jan Deatrach

1.3 Personnel

1.3.1 Recommendations ENCLOSURE

- ❖ Justin Coughlin – YMS Girls Basketball 8th Grade Coach
- ❖ Rhonda Metcalfe – Executive Secretary
- ❖ Kathy Van Arsdale – District Wide Substitute
- ❖ Laurie Kjosness – Induction YMS Social Worker Mentor
- ❖ Rigoberto Melendez-Rodriguez – ESL/SPED Para

1.3.2 Separations and Resignations

- ❖ Barbra Paulsen – Custodian

1.4 Activity Trip Request

- ❖ FFA – Community Service, Denver, Jan 2-3

Motion made by Brown to accept consent agenda. Seconded by Galles.
Voting Aye: Brown, Galles, Holtorf, Langley, Ross. Motion carried.

5.0 VISITORS COMMENTS/REQUESTS

- None

6.0 SCHEDULED AUDIENCE WITH BOARD

6.1 Scott Szabo with Lauer, Szabo & Associates presented the 2017-18 annual audit report to the board. The figures reported by Mr. Szabo were rounded figures and actual dollar amounts are listed in the audit report.

- District audit went very well this year and Mr. Szabo commended Business Manager Dennis-Murphy for doing a really nice job for the district.
- Mr. Szabo presented an overview of the audit report and directed Board to look at the bound copy of the report provided to them.
- Recommended that the Board pay special attention to pages 4-9 of the report, particularly page 8 & 9, as this is narrative and dialog from staff.
- Referred to page 58 of report – Summary of General Fund; \$9,328,000 in revenue, \$8,830,000 in expenditures, \$668,000 transferred out. The general

fund itself went down \$169,000 with \$5,632,000 in the fund at the end of the year.

- Mr. Szabo reports we have about 8 months in reserve, which is a very good and healthy reserve.
- Brown wanted to know, in Mr. Szabo's experience, what the typical reserve is for a school district our size. Mr. Szabo responded that most of the school district's they work with that are our size are a little bit lower. They like to see about 3-6 month's reserve.
- Mr. Szabo pointed out that the general fund went down \$169,000 and looking back, last year went down \$900,000. Anytime there is a decline in fund balance for 2 years in a row, generally, you will get a follow up letter from the State auditor's office. Therefore, the district should expect a follow up letter just asking why the decline in the fund balance making sure it is not operating costs that are driving it down.
- Mr. Szabo went over pages 60-65 – Pension Schedules. He wanted to make sure the Board understands that the numbers shown here are not a liability to Yuma School District.
- Mr. Szabo directed the Board's attention to the following pages in the report:
 - Pages 70-74 are more info on the revenue and expenditures in greater detail of the general fund.
 - Page 78 - Food Service Fund: Revenue \$286,000, Expenditures \$365,000, \$75,914 brought over from the general fund to offset excess cost. The fund did go down \$2600 with a balance at the end of \$14,000. Keep in mind that these dollars are restricted and they can only be used to continue food service operations because of the state and federal subsidies that come in.
 - Page 79 – Capital Reserve Fund: \$374 in interest, \$767,000 in expenditures, \$592,000 was brought over from general fund to help out, \$17,000 in fund at end of the year. These dollars are unrestricted. Mr. Szabo recommends as funds allow and as budget allows we try to build these funds back up.
 - Page 82 - Bond Redemption Fund: \$702,000 in revenue, \$680,000 in principal and interest, up \$21,000. There is a little over \$1,000,000. These dollars are restricted.
 - Page 84 – Pupil Activity Fund: \$129,000. \$265,000 was raised by the kids in clubs and activities, \$245,000 was spent. Fund balance went up by \$20,000. These are dollars that the district is holding for each of the clubs and organizations. They are not dollars available to the general fund.
- Mr. Szabo provided the Board with a handout of charts and graphs to show the various activity in the general fund.

7.0 CORRESPONDENCE

- Touch of Class Invitations to all Board Members and staff – Dec. 19th
- Christmas Card to the District from CASB

8.0 DISCUSSION ITEMS

- 8.1 Employee Bonuses** – Superintendent Chrisman asked that upon approval the District provide a \$50 cash gift to each staff member that would be handed out on Dec. 21st at a planned event to be held at YHS prior to break. Dianna will send more information out on this event as it gets closer.

Holtorf made a motion to accept recommendation of \$50 per staff member as a bonus.

Seconded by Langley.

Voting Aye: Brown, Galles, Holtorf, Langley, Ross. Motion carried.

8.2 MILL LEVY

- Superintendent Chrisman deferred discussion on the Mill Levy to Business Manager Dennis-Murphy. Dennis-Murphy reported that our assessed evaluation went up from \$108,214,860 to \$110,046,120. She reported that we are going to need approximately \$689,000 to pay our bond payment this year.

Motion by Brown to approve the Mill Levy as presented. Seconded by Thomas.

Voting Aye: Brown, Galles, Holtorf, Langley, Ross. Motion carried.

8.3 2018-2019 ASSESSMENT CALENDAR

- Beth Dischner, Assessment Coordinator, reported that every year the state requires that the District put out an Assessment Calendar with requirements on what needs to be included, which is the date range of the assessments to be given, the time it takes for an assessment to be taken, the grade level, and how the district uses the assessment. The calendar is very similar to last year.
- 4th Grade was selected to take Social Studies assessment this year.
- Freshman will take the PSAT 9
- District is required to let parents know if assessment is a federally mandated test, a state mandated test or a local assessment.
- Assessment Calendar has been posted on the district website.

8.4 SELECTION OF BOND SERVICES

- Superintendent Chrisman defers report of this item to Duane Brown. Brown reports that in accordance with instructions given at last board meeting, they put together a final request for proposals for Bond Investment Banking and Underwriting Services. Dennis-Murphy and Brown worked to get the request for proposals posted on the website and they had 3 direct contacts that they decided to reach out to. One of them was Hutchinson, Shockey, and Erley, also it was sent to George K Baum and Company, and it was sent to RBC Capital Markets. No responses on the website other than these 3 that were directly contacted. All 3 were evaluated with criteria in the RFP. RBC Capital Markets came out as the

recommended Investment Banker as they can best help us through this entire process.

- President Ross stated that in his understanding the committee did a very good job with their research and gathering of proposals.
- Superintendent Chrisman voiced that it really is a benefit having Duane Brown on the board with his experience in these matters. The Board agreed and extended their thank yous to Brown.

Motion was made by Holtorf to approve selection of RBC Capital.

Voting Aye: Brown, Galles, Holtorf, Langley, Ross. Motion carried.

9.0 SUPERINTENDENT'S REPORT

- Superintendent Chrisman expressed her appreciation to the staff that participated in the Master Planning Work Session. She felt everyone was very focused, eager to work, and had good conversation in all groups.
- Key Card System Update – Installation is beginning anytime now. The work will be completed before we leave for break. She will be working with building leaders on how the transition will look. We should be up and installed by the end of December at the very latest.
- Chrisman reports we are doing some work with the Yuma Police Department and their drug detection dogs.
- The district is starting to work on the 2018-2019 calendar. She is not anticipating any big changes and is building a calendar similar to what we have currently. She is asking if there is any feedback or any other considerations to start getting that feedback to her.
- Superintendent Chrisman will be out of the office this week, Wed, Dec 5th – Fri, Dec 7th. Principal Nighswonger will be in charge of any weather issues.
- List of upcoming events was placed at each Board member's desk for their reference. Not listed was that the Robotics group will be attending State this weekend on the Auraria Campus.
- Principal Nighswonger informed the Board that the YHS Counselor had been contacted by a city councilman asking if the school district has a stance and/or would like to make a statement on the discussion Yuma City Council has been and will be having regarding Yuma allowing a Marijuana Dispensary to come in. Superintendent Chrisman is going to ask legal counsel about this. Brown suggested this could be further discussed at the January Board meeting.

10.0 BOARD REPORTS/COMMENTS

- President Ross extended his thanks to administration and staff at the Master Planning Meetings held earlier in the day and for their input.
- Galles extended wishes of good luck to the YHS Robotics Team.
- Brown gave a quick CASB delegate report. He reported it was a good conference and he was glad he was able to attend. He felt our board is very consistent with other boards.

11.0 ADJOURNMENT

The Board Meeting was adjourned at 8:04 p.m. by Dan Ross.

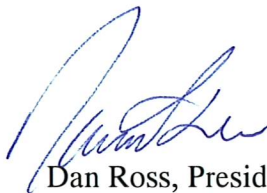
Motion by Galles. Seconded by Holtorf.

Voting Aye: Brown, Galles, Holtorf, Langley, Ross. Motion carried.

Sincerely,



Kim Langley, Secretary-Treasurer
Yuma School District-1
Board of Education



Dan Ross, President
Yuma School District-1
Board of Education

