

Mission Statement

*Develop responsible and
productive members of
society*

Strasburg School District
31-J

May 8, 2019 @ 7:00 p.m.

Board of Education

John Sampson, President

Nancy Taylor, 1st Vice President

Connie Lybarger, 2nd Vice
President

Michael Marrero, Secretary

Julie Winter, Treasurer

*Strasburg School Board strives to
follow our guiding principles:*

T – Transparency

R – Respect

U – Unity

T – Trust

H – Honesty

Agenda

SCHOOL DISTRICT BOARD ROOM

Meetings are held in the East video-conference room – Room 110.

Please enter the High School through the circle drive entrance.

Board meeting time is dedicated to the mission and goals of the Strasburg 31J School District. Your opinion is valuable to the Board. There is an opportunity during request from patrons to address the Board.

Members of the public who intend to offer public comment to the Board must sign up for comment with the Superintendent at least 24 hours before each Board meeting. The Board President has discretion to call on those who have signed up and set the order of speakers.

Presentations must be no more than three minutes.

There are many other ways to become involved with the schools such as district accountability committees, booster clubs, classroom parent volunteers, etc. For information, feel free to contact any of the schools or the administration office.

I. Opening of the Meeting

- a. Call to Order
- b. Roll Call
- c. Pledge of Allegiance
- d. Adoption of Agenda

II. Report of the Superintendent

- a. Report from strategic planning team

III. Board Discussion

- a. First Review of 2019-2020 Budget
- b. Staff survey

IV. Board Action items

- a. Personnel:
 - i. Recommendations for hire:
 - 1. Cameron Schiller, 6th grade teacher
 - 2. Rebecca Werthmann, HS/MS Spanish Teacher
 - 3. Sue Wiebelhaus, HS Counselor's secretary
 - 4. Brian Brown, HS Head football coach
 - ii. Resignations:
 - 1. Dena Leslie, Elementary teacher
 - 2. Chad Marrin, Elementary Teacher
- b. Title Funds allocation to BOCES
- c. SB 191 Evaluation Assurance
- d. Bus Purchase
- e. Policy
 - i. JLF-R Reporting Child Abuse/Child Protection Regulation - revision
- f. Salary Schedules
 - i. Certified & Classified
- g. Job Descriptions
 - i. Technology Specialist
 - ii. Assistant Principal/Dean
 - iii. Lead Cook
- h. Matching contributions for the SEA scholarship

V. Consent Agenda

- a. Approval of the minutes of the April 17th Regular Board Meeting.
- b. Approval of claims, accounts, and financial statements, as appropriate. As per Board action, financial statements will be mailed out no later than 12 working days from the beginning of the month. The Board confirms approval of financials at its next regular meeting.

VI. Adjournment

INFORMATION TECHNOLOGY SPECIALIST

Purpose Statement

The job of Information Technology Specialist was established for the purpose/s of maintaining, and repairing network systems, subsystems and servers; overseeing the computer/server room operation and environment; providing information, direction and/or recommendations regarding network installations and configurations including security video systems, intercom, telephone and wireless systems; resolving network operational issues; and providing technical support to District and site staff. This job reports to the Director of Technology

Essential Functions

- Helps administer systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Assesses incidents, complaints and/or accidents for the purpose of resolving or recommending a resolution to the situation.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.
- Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.), operating systems, districtwide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
- Manages assigned projects and program components including television, intercom and wireless services (e.g. migration to new systems, scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.
- Participates in a variety of planning and development activities, including districtwide committees, for the purpose of creating short and long range plans.
- Recommends equipment, supplies and materials (e.g. purchase equipment, lease equipment, etc.) for the purpose of acquiring required items and completing jobs efficiently.
- Helps in researching trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Trains other District staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems and application software.

- Transports various items for the purpose of ensuring the availability of materials required at the job site.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, television, wireless, intercom, security video systems, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: **Minimum Qualifications**

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to review and interpret highly technical information, and analyze situations to define issues and draw conclusions.

ABILITY is required to gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

Strasburg School District Assistant Principal Job Description

POSITION:	<p>Assistant Principal requires a Principal Endorsement salary will be on administration salary schedule.</p> <p>Dean of Students requires a Colorado Teaching License salary will be on the teacher salary schedule.</p>
CONTRACT DAYS:	195
JOB DESCRIPTION:	<p>Assist the Principal with instructional and organizational leadership, direction, supervision, operations, and accountability at the school. Implement school practices, procedures, and policies for the attainment of the school's educational philosophy, goals, and objectives and the District's mission and strategic initiatives. Enhance and support growth and academic achievement of all students. Assist with management of the human resources and inspire vision, motivate excellence in instruction, and model service-oriented administration.</p>
JOB QUALIFICATIONS:	<p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Master's degree in Education Administration, Curriculum Leadership, or related field. • Knowledge of data analysis of student achievement, curriculum and instruction, budgeting and accounting, special education laws, social and emotional learning • Advanced skills in dealing with students and staff with diverse needs at various levels. • Ability to be flexible and patient and adjust to changing priorities. • Ability to promote and follow the Board of Education policies, District policies, and building and department procedures, protocols, and guidelines. • Willingness to contribute to cultural diversity for educational enrichment.
Duties and Responsibilities:	<p>Duties and assignments may vary based on building assignment, academic year, and school needs.</p> <ul style="list-style-type: none"> • Working in conjunction with building Principal and Counselor to implement and monitor the school social emotional learning instruction and programs. • Assist the Principal with supervising and monitoring student behavior in an effort to maintain an academic environment conducive to student achievement including, but not limited to, supervision during lunch, in the hallways, and during extra-curricular activities at night and after school. • Monitor school building and property safety and security, directs and coordinates teacher supervision of areas such as hall and cafeteria • Coordinates all school wide assessments (SAC) • Works with Principal and Counselor to create a master schedule • Provide feedback to teachers on observations from walkthroughs • Provide feedback to teachers through data driven dialogues and professional development of intentional lesson planning, creating rubrics and giving feedback to students • Coordinates student specific intervention services and 504 plans including coordinating initial assessments on students new to the building to develop appropriate grade level placement and schedules. • Conduct formal evaluations for classified staff.

Strasburg 31J

TITLE: Lead Cook

REPORTS TO: Food Services Director

SUMMARY OF POSITION:

Directly responsible for all kitchen functions including food preparation and maintenance of quality standards; sanitation and cleanliness; training of employees in methods of cooking, preparation, serving, portion control and sanitation and cleanliness.

DUTIES:

Ensure that all food and products are consistently prepared and served according to USDA standards.

Supervise kitchen employees. Follow all personnel regulations and District policies.

Fill in where needed to ensure efficient operations.

Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner.

Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following the District's practice of accessing maintenance.

Oversee the training of kitchen personnel.

Maintain appropriate cleaning schedule for kitchen floors, mats, walls, hoods, and other equipment including food storage areas.

Check and maintain proper food holding and refrigeration temperature control points.

Qualifications:

A minimum of 5 years of experience in varied kitchen positions.

Must be able to communicate clearly with staff, students, and supervisors.

Be able to reach, bend, stoop and frequently lift up to 50 pounds.

Be able to work in a standing position for long periods of time.

Strasburg School District 31J
56729 East Colorado Avenue
Strasburg, Colorado 80136

Minutes of the Regular Meeting of the Board of Education
April 17th, 2019 (7:00 P.M.) – SHS – East Video Conference Room #110

CALL TO ORDER:

Meeting was called to order at 7:03 P.M. by Board President, John Sampson

ATTENDANCE: (Roll Call)

Board members present were: Michael Marrero, John Sampson, Nancy Taylor and Julie Winter. Connie Lybarger was absent.

Others present were Monica Johnson (Superintendent of Schools), Jeff Rasp (SHS Principal), Carol Wethington (SES Principals), Sara Turrell, (HMS Principal) Stephanie Velez (Secretary to the BOE), I-70 Scout, and other members of the district and public.

PLEDGE OF ALLEGIANCE: Mr. Michael Marrero

AGENDA APPROVAL:

On a motion by Nancy Taylor and seconded by Michael Marrero, it is hereby resolved to approve the amended agenda.

AYE: MARRERO, SAMPSON, TAYLOR, WINTER (LYBARGER ABSENT)

NAY: NONE – MOTION CARRIED: 4-0

REQUEST FROM PATRONS TO ADDRESS THE BOARD OF EDUCATION:

SUPERINTENDENT'S REPORT: (Mrs. Johnson addressed the BOE on each of the following items.)

Superintendent Johnson updated the BOE on the following topics; first review of salary schedules for the 2019-2020 school year, current coaching list, school incident and graduation assignments.

BOARD DISCUSSION:

BOARD ACTION ITEMS:

On a motion by Julie Winter and seconded by Michael Marrero, it is hereby resolved to approve the resignations of Marvin Williams, custodian, Jeff Giger, Head HS football coach and HS teacher, Amy Jordan, MS teacher, Tonia Miller, HS counselor Amanda Mathews, bus driver and Holly Holden, cook.

AYE: MARRERO, SAMPSON, TAYLOR, WINTER (LYBARGER ABSENT)

NAY: NONE – MOTION CARRIED: 4-0

On a motion by Nancy Taylor and seconded by Julie Winter, it is hereby resolved to approve the hiring of Melissa Averitt, custodian.

AYE: MARRERO, SAMPSON, TAYLOR, WINTER (LYBARGER ABSENT)

NAY: NONE – MOTION CARRIED: 4-0

On a motion by Nancy Taylor and seconded by Michael Marrero, it is hereby resolved to approve the renewal of all classified personal as presented.

AYE: MARRERO, SAMPSON, TAYLOR, WINTER (LYBARGER ABSENT)

NAY: NONE – MOTION CARRIED: 4-0

On a motion by Nancy Taylor and seconded by Michael Marrero, it is hereby resolved to approve the renewal of all certified staff as presented with the removal of Tonia Miller from the list.

AYE: MARRERO, SAMPSON, TAYLOR, WINTER (LYBARGER ABSENT)

NAY: NONE – MOTION CARRIED: 4-0

On a motion by Nancy Taylor and seconded by Michael Marrero, it is hereby resolved to approve the updated sub list as presented.

AYE: MARRERO, SAMPSON, TAYLOR, WINTER (LYBARGER ABSENT)

NAY: NONE – MOTION CARRIED: 4-0

On a motion by Nancy Taylor and seconded by Michael Marrero, it is hereby resolved to approve the UPI's as presented.

AYE: MARRERO, SAMPSON, TAYLOR, WINTER (LYBARGER ABSENT)

NAY: NONE – MOTION CARRIED: 4-0

On a motion by Nancy Taylor and seconded by Julie Winter, it is hereby resolved to approve the change in district insurance from Cigna Medical to United Healthcare.

AYE: MARRERO, SAMPSON, TAYLOR, WINTER (LYBARGER ABSENT)

NAY: NONE – MOTION CARRIED: 4-0

CONSENT AGENDA: BOARD MINUTES AND CLAIMS AND FINANCIALS

On a motion by Julie Winter and seconded by Michael Marrero, it is hereby resolved to approve the minutes and financial packet for the March 2019 board of education meeting as presented.

AYE: LYBARGER, MARRERO, SAMPSON, TAYLOR, WINTER

NAY: NONE – MOTION CARRIED: 5-0

ADJOURNMENT:

John Sampson, President

Date

Julie Winter, Treasurer

Date