



BOE MISSION

It is the mission of the Meeker School Board, with careful stewardship of community resources, to provide the best possible personnel, curriculum, and facilities that will give students maximum opportunities to learn.

CORE VALUES

*Students First
Respect
Honesty
Learning
Excellence*

BOE ROLES

*Guide the district through the superintendent
Engage constituents
Ensure alignment of policy, resources and structure
Measure and celebrate achievement
Model excellence

BOE FOCUS
Increase student learning
Sustain leadership excellence, classroom to boardroom
Enhance constituent connections, understanding and trust
Maximize finances*

MEEKER SCHOOL DISTRICT RE-1
Board of Education Special Board Meeting and Work Session
555 Garfield Street
Meeker, CO 81641
April 4, 2017 - 7:00 p.m.
Revised March 30, 2017

1. Call to Order and Roll Call
2. Pledge of Allegiance: Mr. Amack will lead the Pledge of Allegiance
3. Welcome of Guests
4. Approval of Agenda

General Public Comment Session: (comments limited to three minutes)

Action Item:

1. Acceptance: Resignations - Katelyn Kuck (HS Spanish), Julie Cook - (ES Paraprofessional)

Executive Session: C.R.S 24-6-402 (4)(f) Personnel - Superintendent Evaluation

Special Meeting Adjournment

Work Session:

1. *Graduation Guidelines/Policy Conversation*
2. Policy GBQEB - Final Edits
3. Master Plan Update
4. FY18 Budget Update
5. School Board professional development
 - a. Personnel roles and responsibilities
 - i. Governance vs. management
 - ii. Statute
 - iii. Policy
 - iv. Current processes
 - b. Curriculum
 - i. What is curriculum
 - ii. What does statute/policy require from the BOE
 - iii. What processes are in place
 - iv. What is on the horizon
 - c. Risk assessment from auditor
6. Items introduced by BOE members

March 16, 2017

Dear Amy Chinn,

I am writing to inform you that I will be resigning from Spanish Teacher at Meeker High School for the next academic year. I will be finishing out this school year, however will not be returning in August.

I would like to thank you for having me as part of your staff. I am proud to be a Meeker Cowboy and the part of the Meeker School District. I have the utmost respect for you and I truly appreciate the time and support that you have shown me during my time here. I have grown significantly during my three years here and have gained an incredible amount of knowledge and experience. I thank you for giving me the flexibility to try new techniques and resources while supporting my decisions. This learning experience will serve me greatly in my career.

Please acknowledge this letter as my official notice of resignation. Please know that although I will not be returning, I will still do my best to educate students the best that I can and fulfill all other duties associated with the position for the rest of the year. I have been fortunate to be part of Meeker High School, and I wish you, the students, and the district the best.

Thank you for everything,



Katelyn Kuck
Spanish Teacher
Meeker High School

Julie M. Cook
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3/16/2017

Meeker School District
P.O. Box 1089
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Dear Meeker School District,

I am writing to notify you that I will be leaving the Meeker School District as a paraprofessional at the Meeker Elementary. My last day with the school district is May 18, 2017. After long and thoughtful deliberation, I have decided to retire. So I shall not be returning in August of 2017. My career in this industry spans for almost 27 years, and while I have enjoyed it tremendously, I feel it is time to start checking things off my bucket list.

The decision to leave was not an easy one, the years have flown by and age does catch up with us. My time at the school has been professionally and personally rewarding, but sometimes personal obligations call.

It all began in 1990 when Mr. Ertmer and his staff took a leap of faith and taught and trained me to gain the skills, knowledge and passion for helping children become better individuals and to see the things they could accomplish.

It has been a joy and blessing to work with the communities' children and see them grow and come back with their own children and go through the system. I have had the privilege to work with many principles and amazing talented teachers in our elementary building. I sincerely appreciate the support they gave me during my years of service to this district.

Thanks again for this glorious opportunity that I was given and the chance to grow and become a better individual in the eyes of children. I will also miss being part of the Meeker School District.

Sincerely,

A handwritten signature in cursive script that reads "Julie M. Cook". The signature is written in black ink and is positioned above the printed name.

Julie M. Cook

Evaluation of Superintendent

The Board shall institute and maintain a comprehensive program for the evaluation of the superintendent on a regular basis that is agreed upon by the Board and the superintendent.

Through evaluation of the superintendent, the Board shall strive to accomplish the following:

1. Clarify the superintendent's role in the school system as seen by the Board by defining objectives that will contribute to achievement of district-wide goals.
2. Clarify for all Board members the role of the superintendent in view of the job description and the immediate priority among responsibilities as agreed upon by the Board and the superintendent.
3. Develop positive communication and harmonious working relationships between the Board and superintendent.
4. Provide administrative leadership of excellence for the school system including implementation of education programs for the achievement of the educational objectives of the school district, including state and district content standards.
5. Measure the superintendent's professional growth and development and level of performance.

Those portions of the superintendent's written evaluation relating to the performance in fulfilling adopted district objectives, fiscal management of the district, district planning responsibilities and supervision and evaluation of district personnel shall be available for inspection by the public during regular office hours.

Nothing in this policy shall be construed to imply in any manner the establishment of any personal rights not explicitly established by law or contract. Further, nothing in this policy or the accompanying regulation shall be construed to be a prerequisite to or a condition of suspension, dismissal or termination. All employment decisions remain within the sole and continuing discretion of the Board.

Adopted: August 19, 1986

Revised: April 1, 2014

Legal References: C.R.S. [22-9-106](#) (4)(b) (*local board of education shall have exclusive authority for evaluating the superintendent*)

C.R.S. [22-9-109](#) (*specific portions of superintendent's evaluation open to public inspection*)

Cross References: [ADA](#), School District Goals and Objectives

[CBA/CBC](#), Qualifications/Powers and Responsibilities of Superintendent

Evaluation of Superintendent

The Board of Education shall serve as the evaluator for the superintendent. The superintendent's performance shall be reviewed annually by April 15.

The following procedures shall be used to implement the district policy for evaluation of the superintendent.

Prior to the evaluation

The Board and the superintendent shall devise a position description that sets forth expectations for the superintendent. The Board shall develop a plan that establishes goals for the district. The criteria for evaluation of the superintendent shall be agreed upon in advance of the period under review by the Board and the superintendent. These criteria will relate to the position description for the superintendent and the goals of the district.

The Board and the superintendent shall determine times in advance for establishing the criteria for review and discussing the performance of the superintendent in relation to these criteria.

Information collection

Board members identify and utilize such data sources as they may deem appropriate in judging the superintendent's performance. These may include results of surveys, test reports, grade reports, interviews, administrative staff evaluation forms, etc., that have a bearing on the superintendent's performance.

The Board shall observe the superintendent's performance and the effects of his or her performance upon the students, staff, parents, citizens and the district's educational program. The duration and frequency of these observations shall be as appropriate and feasible.

Indirect observation also may be used if specified in writing and may include all available indirect methods of observing the superintendent's short and long-term effects on the students and staff, the school environment, and the parents and community.

The superintendent shall have an opportunity for self review in relationship to the criteria employed by the Board prior to the time that the superintendent meets with the Board to discuss the results of the evaluation.

Written evaluation report

Board members shall make their judgments of the superintendent's performance on the basis of the superintendent's job description, contract, and the Meeker Schools' Effective Superintendent Criteria. Board members shall individually complete the superintendent's written evaluation instrument and shall meet collectively to discuss individual ratings. A single summative written evaluation report shall be prepared that reflects the Board's evaluation of the superintendent for the school year. The Board and the superintendent shall discuss information relating to the superintendent's performance in an executive session. A time shall be designated for this purpose when all members of the Board can be present if possible.

The evaluation report shall be signed by the president of the Board and by the superintendent. The signature of any person on the report shall not be construed to indicate agreement with the information contained therein. The report shall be placed in the superintendent's personnel file.

The superintendent shall be allowed to attach any written comments to the evaluation report.

Any suggestions for improving the performance of the superintendent, modifying Board/superintendent relationships and/or modifying the goals and objectives of the district may be incorporated in the documents used to initiate the next evaluation.

Approved: August 19, 1986

Revised: March 15, 2005

Revised: April 1, 2014

Meeker School District Re-1

Job Description



Title: Superintendent of Schools
Department(s): Administration/Business
Reports to: Board of Education
Work Year: Year Round

Job Summary:

The Superintendent of Schools supervises, directly or indirectly, all employees and programs of Meeker School District. The Superintendent shall provide leadership in developing and maintaining the best possible educational programs and services.

Supervision:

This position will manage all staff.

Summary of essential job function:

1. Attend and participate in all meetings of the Board and its committees except when own employment or salary is under consideration.
2. Serve as *ex officio* member of committees.
3. Administer the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Advise the Board on the need for new or revised policies and see that all Board policies are implemented.
5. Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to insure the making of informed decisions.
6. Act on own discretion if action is necessary in any matter not covered by Board policy, reporting such action to the Board as soon as practical and recommending policy in order to provide guidance in the future.
7. Inform and advise the Board about the programs, practices and problems of the schools and keep the Board informed of the activities operating under the Board's authority.
8. Supervise the effective carrying out of all constitutional or statutory laws, state regulations, and Board policies.
9. Make all administrative decisions within the school necessary to the proper function of the school district.
10. Delegate at own discretion to other employees of the district the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.

11. Conduct a periodic audit of the total school program and advise the Board on recommendations for the educational advancement of the schools.
12. Study and revise, together with the staff, all curriculum guides and courses of study on a continuing basis.
13. Prescribe rules for the classification and advancement of students in accordance with Board policies.
14. Recommend employment, assignment, transfer and dismissal of all employees of the district.
15. Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
16. Supervise the preparation and presentation of the annual budget and recommend it to the Board for approval.
17. Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
18. Recommend to the Board, sale of all property no longer required by the Board and supervise the execution of such sale.
19. Maintain directly or through delegation such personnel records, student accounting records, business records and other records which are required by law or by Board policy.
20. Make recommendations for the location and size of new school sites and of additions to existing sites, location and size of new buildings on school sites, plans for new school buildings, all appropriations for sites and buildings, and improvements, alterations and changes in the buildings and equipment of the district.
21. Keep informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences and by other appropriate means and keep the Board informed of trends in education.
22. Represent the schools before the public and maintain cooperative leadership both within and outside of the schools, programs of publicity and public relations as may keep the public informed as to the activities, needs and successes of the schools.
23. Confer periodically with professional and lay groups concerning the school programs and transmit to the Board suggestions gained from such conferences.
24. Perform such other tasks as may from time to time be assigned by the Board.

Qualifications and Experience:

- Colorado School Administrator license
- Experience as a school Administrator
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable
- Ability to establish and maintain cooperative relationships with students, parents, staff and community members.

- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.
- Colorado Department of Education License

Physical Demands:

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

- The noise level in the work environment is usually quiet.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The Superintendent may be required to perform duties outside of his/her normal responsibilities from time to time, as assigned by the Board of Education.

*MEEKER SCHOOL DISTRICT RE-1
MEEKER, COLORADO 81641*

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Meeker School District Superintendent Goals - 2016-2017 School Year

The following goals have been established for Chris Selle, Meeker School District Superintendent, at a Meeker School District Board of Education work session on September 6, 2016 and approved by the Board of Education at the regular board meeting on September 20, 2016.

Area: Student Learning

Goal: Improve results on measurements of student learning

Action Items:

1. Align writing and health curriculum K-12
 - a. Health teachers and literacy teachers have met throughout the school year
 - b. Purchases to help with alignment have been recommended
2. Provide opportunities for teachers to work on vertical alignment
 - a. Literacy and health teams established
 - b. PD time specifically devoted to vertical alignment on August 16, September 23, October 14, and February 3
3. Develop expectations/guidelines for professional development activities
 - a. Conference criteria developed by DLT and presented shared with the school board in the January 20, 2017 weekly update
4. Allocate district funds to curriculum purchases and professional development opportunities
 - a. \$900 per teacher allocated for conference attendance every other year
 - b. \$100,000 allocated to continuing education funds
 - c. Literacy professional development scheduled for June and funded from Title IIA monies
 - d. Curriculum needs in K-12 health, K-12 literacy, HS science, HS math, HS art, HS world history & geography quantified
 - e. Allocation of funds and fundraising for curriculum purchases currently underway
5. Provide the BOE an annual report of assessment data (local and state 3rd party assessments)
 - a. Report of assessment data provided to school board at September 6, December 13, and April 18 BOE work sessions/meetings

Area: Communication

Goal: Maintain communication with Meeker School District Staff

Action Items:

1. Deliver a weekly email to school staff regarding district operations
 - a. Ongoing weekly

“Excellence in All We Do”

2. Conduct biannual survey of school staff
 - a. 1st semester survey completed
 - b. Data to be compiled and shared following 2nd semester survey
3. Ensure district staff are involved in decision making that directly impacts them through structures such as DLT, personnel policies committee, Employee Council, etc...
 - a. Establishment and meetings of Employee Council
 - b. PD related policies shared with DLT
 - c. DLT development of continuing education and conference attendance criteria
 - d. Personnel policies shared with staff
 - e. Survey on district staffing patterns

Area: Public Relations

Goal: Increase community communications and enhance public relations

Action Items:

1. Submit, at minimum, monthly article to newspaper also posted on social media
 - a. Submitted nearly every month during school year (missed September and January)
 - b. Facebook page created but not active
2. Be present at the majority of home extracurricular activities
 - a. Ongoing
3. Seek opportunities to engage in public in school events - ???
4. Seek opportunities to share with the community a future vision of the school district through actions such as a public forum regarding finance, facilities master planning, strategic vision document, etc...
 - a. School finance public meeting held on November 7
 - b. Newspaper article outlining Meeker School District Strategic Vision
 - c. Strategic vision updates presented at every DAC meeting
 - d. Initiation of facilities master planning process

Employment of Retired Staff Members

The Board of Education has determined that it is sometimes advantageous to the district to approve a post-retirement contract with a district employee who has retired. Under a post-retirement contract, a retired employee may work up to the allowable number of days determined by current PERA rules and in accordance with applicable state law and regulation. A retired employee may work under a post-retirement contract for as many years as are beneficial to the District. The final recommendation for an employee to be employed with a post-retirement contract shall be made by the superintendent to the Board.

In order to be considered for a post-retirement contract, the following guidelines must be met:

1. Current employees wishing to work on a post-retirement contract must request the post-retirement contract no later than 60 days prior to retirement.
2. It is determined by District administration and the Board that a post-retirement contract is in the best interest of the students and the financial concerns of the district.
3. The retiree's most recent evaluations must reflect satisfactory performance.
4. The retiree must be hired for a position for which he/she is licensed and/or qualified by training and experience.
5. Employees who receive early retirement benefit may not be awarded a post-retirement contract.
6. The retiree will be responsible for his/her own continuing eligibility for PERA retirement benefits. In the event that the retiree works during a period for a number of days that results in a reduction or loss of his/her PERA benefits, the district shall not be responsible or liable to the retiree for such reduction or loss.
7. The retiree may be contracted to work up to a number of days per calendar year as determined by the district in its sole discretion, up to a maximum of number of days in each calendar year as provided by PERA requirements.

The following conditions shall apply to all post-retirement contracts.

1. An individual ~~that~~ who is not currently working for the District may be eligible for a post-retirement contract to fill an advertised vacancy in the District.
2. The post-retirement contract shall be presented for Board approval. The superintendent shall inform the employee of whether or not the Board has approved the post retirement contract.
3. If the post-retirement contract is approved, the employee is currently employed by the District, and the employee has received notice of the contract approval, the employee must submit an irrevocable letter of resignation including a statement that such resignation will take effect as of the date of the employee's retirement.
4. The post-retirement contract shall be made available to the employee before, but will not take effect until, the retiree is retired and eligible for PERA retirement benefits.

5. The post-retirement contract shall specify the number of days during the fiscal year for which the employee is contracted.
6. Pay shall be negotiated between the employee and superintendent, based on appropriate placement on the salary schedule corresponding to the employee's job duties.
7. A per-diem pay rate shall be calculated then distributed over twelve months in the same manner as for regular employees.
8. If a retired employee works multiple years on a post-retirement contract, he/she will receive a cost of living increase and/or salary step increase in those years where a cost of living increase and/or salary step increase has been awarded to all other district employees.
9. If awarded, the cost of living increase shall be applied to the employee's per-diem rate calculated in the first year most recent year working on a post-retirement contract
10. Employees hired pursuant to this policy shall pay the member contribution required by PERA.
11. Employees hired pursuant to this policy will be eligible for fringe benefits as outlined in district policy GCBD and/or GDBD.
12. Employees hired pursuant to this policy shall not be entitled to paid leave or vacation days, as they will be limited to the maximum number of days allowed by PERA rules and applicable state law and regulation.
13. Leave for training, workshops, and conferences shall be granted in accordance with district policy GCID.

Adopted: April 18, 2017

LEGAL REFS.: C.R.S. 24-51-1101 (member contributions for employment after retirement)
C.R.S. 24-51-1102 (copy of employment agreement may be requested by PERA)

CROSS REF.: GCBD, Professional Staff Fringe Benefits
GDBD, Support Staff Fringe Benefits