

# COTOPAXI SUPERINTENDENT REPORT

Report to the Board of Education  
September 14, 2020



## MISSION STATEMENT

Fremont School District RE-3 is committed to helping students acquire the knowledge, attitudes, and skills necessary to become healthy, happy, safe and productive adults; to help students become enthusiastic, life-long learners who are able to manage change; and to help students perpetuate the democratic process and have a positive impact on their communities, their country and the world in a safe school environment.

## VISION STATEMENT

To see students demonstrate the knowledge, work ethics, and practical skills necessary to become productive, responsible adults in a global society, to see students become enthusiastic, life-long learners who participate in the democratic process

## CORE VALUES

Integrity, Respect, Continuous Improvement, Accountability

## APPROVAL ITEMS:

- A. Oath of Office and Motion to reorganize the Board Officers; President, Vice-President and Secretary.
  - With the appointment of Mickey Kulick, it will be necessary for a new Oath of Office statement.
  - As Mr. Decker served as our Board Vice-President, it is now necessary to reorganize the Board Officers which will need to be voted up at this meeting.
  
- B. Approve the SCBOCES Operating Agreement for the 2020-2021 School Year.
  - We are part of the South Central BOCES and an approved Operating Agreement is an annual process that requires Board approval. There is really nothing new or different from the old agreement however the BOCES has been working to continue to monitor costs and minimize where possible. One example is our annual \$10,000 fee will only be \$7,500 this year.
  - Please see the attached document.
  
- C. Approve the purchase of the Apptegy Mobile Strategy System for the total of \$6,800.00
  - As highlighted previously, Apptegy will provide a uniformed and valuable communication tool for the district to reach our families and community. We are excited about this opportunity. More information is provided below within my updates.
    - This year, and due to our small school size, this price is reduced from the \$15,500 typically required. We will have an annual fee of \$4,900
    - Please see the attached information guide as well.
  
- D. Approve the third and final reading of the J Policies (Students): JB, JBB, JEA, JEB, JF, JF-E, JFAB, JFABB, JFABB-R, JFABD, JFABD-R, JFABE, JFABE-R, JFBB, JFBB-R, JFC, JFC-R, JGA, JH, JHB, JIC, JICA, JICC, JICDA, JICDD, JICDE, JICDE-E-1, JICDE-E-2, JICEA, JICEA-R, JICEC, JICEC-R, JICF, JICF-R, JICH, JICH-R, JICI, JICI-E, JICJ, JIH, JIHB, JIHC, JII, JII-R, JJA-1, JJA-2, JJA-2-R, JJC, JJF, JJH, JJJ, JJJ-R, JK, JK-R, JK-2, JKA, JKA-R, JKA-E-1, JKA-E-2, JKBA, JKBA-R, JKD/JKE,

JKD/JKE-R, JKD/JKE-E, JKF, JKF-R, JKG, JLC, JLCA, JLCB, JLCB-R, JLCC, JLCD, JLCD-R, JLCDA, JLCE, JLCE-R, JLDAC, JLDAC-E, JLDBG, JLF, JLF-R, JLIB, JLIB-R, JLJ, JN, JQ, JRA/JRC, JRA/JRC-R, JRA/JRC-E-1, JRA/JRC-E-2, JRA/JRC-E-3, JRCA, JRCA, JRCA-R, JS, JS-E

- Following CASB recommendations, the following policies have been reviewed for updates and adoption. Recommended changes have been applied. This is the third and final reading of the J policies therefore these policies are formally adopted.

E. Approve the second reading of the released CASB policies updates; the emergency adoption was approved at the August Board meeting. Policies: AC, AC-E-1, AC-E-2, AC-R-1, AC-R-2, ADC, EBBA, EBBA-R, EBCE, GBA, GBAB, GBGA, GCE/GCF, GDE/GDF, IC/ICA, IKA, IKF, IKF-2, JB, JBB, JF, JFBA, JFBB, JH, JICDD, JICDE, JICEA, JICEC, JII, JLCC, KI

- Each of the above policies are recommended due to recent changes; some associated with COVID legislative requirements and specific wording.
- With an emergency adoption, policies immediately goes into effect however, the second and third reading requirement has not been waived per policy.

F. Approve the addition of the District Assessment Coordinator and Middle School Track stipend to the supplemental salary schedule.

- See attached document.

G. Accept the resignation of Mrs. Jennifer Lang as Kindergarten teacher.

- Unfortunately, this resignation occurred as we prepared to welcome our students back to school. Mrs. Lang accepted a position within the Salida School district at this last moment.
- We were excited to introduce Mrs. Eckelberry to the students while we search for a new Kindergarten teacher. She has done a wonderful job and our students are moving forward. Parents have been very supportive and appreciative as well.

H. Approve the use of a snow day on September 9, 2020 due to weather conditions and area power outages.

- Unfortunately our first snow fall came in fast and furious. The heavy snow ended up causing numerous power outages throughout a large portion of the district. The snow then negatively impacted the roads as well.
  - Broken tree branches and clean up was necessary before we could return to school.

## INFORMATIONAL ITEMS:

\*\*All informational items will be addressed under the four guiding goals of the District Strategic Plan. Items could be classified under more than one goals however they will be highlighted only under one. As a reminder, this is a working document and will continue to evolve.

\*\*\*We are still within a state of change and updates from the Colorado Department of Education, the Governor's Office, Colorado Department of Public Health and Environment, Fremont Health and Environment along with various State agencies so many items are still fluid. Updates will be provided as they become available.

## DISTRICT GOAL (1) *Maintain High Achievement Levels*

- Return to School procedures and status to date. We are excited to share that Cotopaxi did reopen for full in-person instruction with students on August 19, 2020. Prior to student attendance, staff completed three days of in-service training which incorporated mandatory requirements and a strong focus on our 'Return to School' plan and procedures. Staff did an amazing job determining first steps while ironing out the little details that make the full picture possible.

- ◆ Various updates and adjustments have been made to increase our efficiency and effectiveness. By working together, we are making it possible to continue in-person learning which is the priority.
- ◆ Feedback is always important so we encourage everyone to share what is working or any questions/comments you may have.
  - Our students continue to do a fabulous job working through all the different changes and requirements. Within conversations that I have had with different kids, although frustrations do exist, they are excited to be back to in-person learning.
    - A huge thanks to everyone for all your support!
- Teacher Professional Development Day: We are scheduled for our Professional Development on Friday, September 25, 2020. This is a full day training for teachers.
- NWEA or Maps Testing: Typically we begin our annual, in-house assessments within the first two weeks of returning to campus. This year we delayed the testing as we transitioned back to school with the new requirements and look. Our NWEA testing is now underway.
  - ◆ This will give us strong initial data of student levels to help guide instruction and interventions.
- The Fremont Collaborative is working on each of the pilot program reviews and development so each district is in the planning phase. The group will be meeting again on September 16<sup>th</sup> to check in on progress, grant application and needs associated for the project.
  - ◆ The State has approved a collaboration of the P-Tech Association. Each district must submit a modified application to the state for approval. By doing so, each of the Fremont Districts will be able to support one another within the program.
- State Assessment Requirements: According to recent conversation from CDE (the Colorado Department of Education), State Assessments will move forward this year. This is different from last year in which these assessments were exempt. Therefore this year the following tests will be given unless we receive parental opt-out forms: the CMAS 3<sup>rd</sup> - 8<sup>th</sup> Grade English Language Arts and Math, 5<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> grade Science, and 4<sup>th</sup> or 7<sup>th</sup> grade Social Studies if selected.
  - ◆ Exemptions can only occur if the governor provides an executive order and the Federal government provides allowances.
    - A reminder that opt-out forms are available at the office for families choosing this path.

#### DISTRICT GOAL (2) *Integrate Current Technology in the Education Process*

- Communication: We have begun the final conversations in order to introduce Apptegy to the district. Apptegy is a Mobile Strategy which will help us showcase our individual Identity and Paxi Pride! We are excited for it creates a valuable and reliable experience for all users through Thrillshare incorporating a redefined website, mobile apps and social media platforms. All this is completed through one source to make for a better experience for our students, families, staff, community and future members.
  - ◆ This will help us become current with today's technology uses and needs.
  - ◆ Please see the attached document for reference.
  - ◆ Due to our small school size, we do receive a substantial price discount which is also exciting.
    - Please let me know if you have any questions.
- Century Link Activation: As part of upgrades, our district has moved to a new 1G IQ Internet circuit. This is a new install, new circuit. Mr. Brown worked with our contractor Mr. Al Cooper from HMC Networks, Inc. to complete this transfer set up and firewall.
  - ◆ Historically we paid for 100mb and averaged around 60mb. With the upgrade to 1G we are currently reading around 960mbs, a large increase. As Mike shared, recommended speeds are approximately 4-

5mb's per student. Utilizing video conferencing and other resources for our distant learning/remote learning, higher per pupil speeds are advised.

- ◆ This upgrade should also allow for more consistent internet capability for staff and students along with quick access and less interruptions/drops on wireless devices.
  - ◆ This work was completed on Friday, September 4<sup>th</sup>. We will keep you posted on the impact of this update.
- Google Classroom: For those students and families that have elected to complete coursework remotely, our staff is working within the Google Classroom platform to provide live instruction. Not every class requires this method however it is wonderful to see students on the video screen participating in classes as our student on campus are doing the same thing.
- ◆ This is a strong alternative to in-person instruction although limitations do exist. Staff follows up with the student in case of technology or other interruptions.

### DISTRICT GOAL (3) *Identify and Prioritize Safety Issues*

- School Mental Health Community of Practice: Our district was asked to participate in a regional school mental health community forum for this upcoming year, especially with all of the unique challenges districts are facing under the current COVID impact.
- ◆ Although I am the point of contact, both Mrs. Mary Christensen and Mrs. Debbie Eggleston volunteered to assist.
    - With the large interest, the group was required to limit each district/organization to one point of contact so that those interested could be involved.
    - So far, the information and conversation has been truly beneficial.
      - I am happy to represent Cotopaxi on this group.
- CDE BEST Facility Assessment: Mr. Tim Cissell, our Regional Facility Assessor, is scheduled to begin his site visit and inspection on Friday, September 11<sup>th</sup>. At least one if not more additional days may be necessary to complete the process as part of the Capital Construction requirements.
- ◆ I will provide a verbal update at our board meeting based upon information received during this visit.
- The 'return to school' plan has been posted on our website and shared with community during my 'conversations with the superintendent' town hall meeting. Although the plan is still subject to changes we are excited to be moving forward as the start of school rapidly approaches.
- ◆ We had 42 members
- Water reclassification update: No major updates currently exist on this front. We are working to obtain quotes for the concrete and dirt work associated with the foundation and electrical aspect of the project. Innovative Water Technologies is outfitting the building and will be ready for final installation when we contact them.
- ◆ We are on target with a completion date ahead of schedule.

### DISTRICT GOAL (4) *Develop and Encourage School and Community Relationships*

- Summer Food Distributions: My Neighbor's Pantry has scheduled their September food distribution for Saturday, September 12, 2020 beginning at 10 am. Volunteers will be on site to set up at 7 am however according to the organizations guidelines, they cannot distribute food early. Therefore, community is more than welcome to arrive early however everyone will be expected to wait for the 10 am start time.
- ◆ A copy of the flyer is posted on our website.

- ◆ Please encourage everyone to spread the word and invite all our families to take advantage of this wonderful opportunity.
  - As always, they have large quantities of food available to support our community. A huge ‘thanks to My Neighbor’s Pantry’.
  
- Music Program Garage Sale/Fundraiser: Mrs. Wendy Kelley is working with our new band & music teacher, Mr. Taylor Ouzts to organize a wonderful event to benefit our band program and students. They will be hosting this fundraiser on Saturday, September 12, 2020 from 8 am to 2 pm at 604 South 10<sup>th</sup> Street in Canon City.
  - Exciting News: The Canon City Rotary Foundation has offered a matching grant on all funds raised so the more we raise, the more funds will be donated to our program.
    - ◆ Please consider donating items for the garage sale, making a money donation or volunteering your time to assist. Any donated item can be dropped off at the school between Sept. 8<sup>th</sup> - 10<sup>th</sup>.
    - If you have any questions, please email Mr. Taylor Ouzts at [touzts@cotopaxire3.org](mailto:touzts@cotopaxire3.org).
  
- CHSSA: The phased approach for student activities has been published by CHSSA, with the majority of activities scheduled to begin in January. Some may have heard either locally or through the media of a request to adjust this calendar. There are still numerous discussions however as all schools have not completely returned to in-person instruction, these discussions are currently limited.
  - ◆ When official word is received, we will definitely be sure to share it as soon as possible.
  - ◆ We will continue to provide various avenues for our students in alignment with current guidelines. Although it will look different, our students remain our priority and focus therefore we will prepare for seasons when released.
    - Mr. Thornton is staying current on all updates and will ensure that we remain informed.
    - Please do not hesitate to let us know if you have any questions. We appreciate your support!
  
- Cross Country: With the phased approach highlighted above, the first session offers several sports. Unfortunately we currently do not offer any of this activities however we did reach out to students and have 10 middle school students interested in Cross Country. Therefore, Ms. Collins has begun practice and will be working with Mr. Thornton to organize involvement in local events for these students.
  - ◆ With this activity, no new equipment or uniform purchases are required.
  - ◆ Entry fees will be required based on a per student participation calculation.
    - As events are scheduled, we will post to our website.
  
- Upcoming Committee Events & Activities: Within the month of September, I have several upcoming committee or superintendent events in which I will be representing Cotopaxi.
  - ◆ Fremont County Initiative Meeting (9/16)
  - ◆ CASE Superintendent Conference (9/16-9/19)
  - ◆ Pueblo Community College Advisory Committee Meeting (9/24)
  - ◆ Redefining Rural Roundtable (9/25)
  - ◆ SCBOCES SAC & Board Meetings (9/2, 9/16)

As always, I want to thank you for your continued support, dedication and commitment to Cotopaxi; our staff, students and community. If you have any questions, comments or feedback, it is always welcome and appreciated.

Danielle Van Esselstine, Superintendent



# COTOPAXI PRINCIPAL REPORT

Operations Report to the Board of Education



## Active Enrollment (9/8)-

Total Elementary- 91 (includes Pre-K)

Total MS- 39

Total HS- 55

Total Enrollment- 185

## Status Report

School has been going very well and the students have been very cooperative with the COVID protocols that have been put in place. Occasionally a reminder needs to be given but for the most part the kids have been great! In the first few weeks procedures and assignments changed daily. Now things are settling into a routine with fewer changes happening. As the weather turns colder, we will need to evaluate some of our warm weather routines and make changes that are more appropriate with the weather conditions.

## Online/Distance Learning Lesson Development

These are the classifications our students fall into-

- Attending in-person
- Attending Cotopaxi classes online
- Taking online courses through another online provider but are still consider a Cotopaxi student
- Doing distance learning without the support of the internet at home

We are developing methods to provide instruction online to our students who have reliable internet service. Through Google Classroom, our laptops, and the document cameras we are developing methods to provide instruction that closely simulates the in-class instructions. Our expectations for these students are the same as the students who are attending face to face.

The students who are taking online courses through another provider are monitored to ensure they are completing assignments and staying on track with the expectations of the course. The grades earned in these classes are recorded on their transcript just as if they attended the class face to face in Cotopaxi.

The final group of students are those who for whatever reason don't feel comfortable attending face to face but don't have internet access. This is our smallest group of students. They are receiving their instruction a week at a time and it's delayed by a week. A shared Google drive has been created and the teachers can put assignments, instructional videos, and resource materials in the drive throughout the week. On Fridays, the family comes to the school and connects to the school's wifi and downloads the information from the school's share drive. Chromebooks have been checked out to these students. Some teachers are utilizing paper copies while some are using a combination of the paper and digital. Several of the teachers are starting basic with the intent of transitioning to more and more digital as they become more familiar with the digital process.

### **Training-**

We will continue with our Early Literacy Grant training this year with Karen Hart. Our next training will be on September 24 and there will be nine trainings throughout the year.

Our LETRS training is continuing on. The teachers are working on the sessions with Units 3 & 4.

### **Items of Interest to the Board-**

The block schedule has been another big change this year. It has required the teachers and students to approach things differently than they're used to. This will be an evolving process throughout the year. Whenever I get the opportunity, I ask students if they're glad to be back in school doing in-person instruction and everyone has answered with a resounding "Yes".

A garage sale was organized by Wendy Kelly (last year's interim music/band teacher) on September 12 in Canon City. Through Wendy's contacts, we were able to get the Rotary Club to commit to matching the funds we raised in our sale. We appreciate Wendy's support of our Music/Band program!

On August 31, we had our first fire drill of the year. The students cleared the building in two minutes. There were some minor things that needed to be addressed but on the whole the staff and students did great!

### **Discipline Report (GoEdustar)-**

There have been three office referrals that I've had to deal with to this point. All were relatively minor incidents that were handled. We also have a student on the bus we're working with to correct some behaviors and the situation is improving.

### **Upcoming events-**

September 25 will be our next professional development day.



# COTOPAXI FOOD SERVICE DEPARTMENT

*Operations Report to the Board of Education*



The Cotopaxi Food Service Department is excited to share our day with our amazing students and staff while providing them with nutritional food and beverages. Our goal is to provide friendly service that kicks off the day positively for our students and provide valuable nourishment so they can effectively function in the learning environment.

Monthly Financial:				
Receivables			Payables	
	Receipts-lunch sales	\$2066.50	Shamrock (food, milk, supplies) COVID- 19	\$5626.27
	Total	\$2066.50	Total	\$5626.27

## Past and Ongoing Projects:

Tasks: Monthly menus, ordering, inventory, claim documentation to just name a few along with daily meal prep and service. It is busy in our kitchen!

\*Meals served for August/September (I will have these totals combined after next month).

Student Breakfast:

Student Lunch:

Adult Breakfast: 0

Adult Lunch: 0

We are looking at going to the Summer Food Program where we can have all breakfast and lunches free for all students through December 31st. We are still looking at the details that will be going into this program.

Training: BOCES - Yearly. As mentioned previously, we have a relatively new staff; training is an ongoing process each day. It is centered around HACCP rules, serving portions, safety and reimbursable meal requirements.

Training was completed for Kathy, Linny, and I on August 7, 2020.

## Safety

Accidents: 0

Injury: 0

Items of Interest to the Board: ServSafe Certified - This is a requirement every 5 years; completed last year so therefore we are good for the next four years.

We are back in the swing of things as normal as normal can be right now! We are serving breakfast in the classroom and we are serving lunch in the cafeteria with the students all spread out. We have had to tweak how we are doing things several times and still will have to tweak more. I am very thankful for all of the support that a lot of the staff members have provided during this time!

## Requests & Purchases

Item:

Purpose:

Cost:

**Devin L. Gulliford**

# COTOPAXI CUSTODIAL DEPARTMENT

*Operations Report to the Board of Education*



The Cotopaxi Custodial Department is here to serve. The team works diligently everyday to ensure that our students and staff have a safe and clean environment to greet them everyday. We work with our maintenance staff to meet both immediate and long term needs of the district. Our goal is reliable, high quality, and speedy service within our daily expectations.

## Past and Ongoing Projects:

Preschool: On monday September 1 npower line was brokn by limb SDCE came and fixed it

Elementary & Secondary: Lots of nats and extra bugs and critters to clean up after

Transportation:

Grounds:

Equipment/Material:

Accidents: 0

Injury: 0

## Items of Interest to the Board:

Requests & Purchases Ordered new wheel and other parts and supplies for floor scrubber

Item:

Purpose:

Cost:

Calvin





# COTOPAXI MAINTENANCE DEPARTMENT

*Operations Report to the Board of Education*

## Description:

The Cotopaxi maintenance department is committed to ensuring that our facilities best serve the needs of our students and staff through an ongoing preventative maintenance. Our goal is to help establish an environment that is conducive to effective learning and growth.

## Past and Ongoing Projects:

Preschool:

Main Building:

High School:

Transportation:

Rentals:

Grounds: mowing and weed eating. Watering. Lots of water line repairs at baseball field

Water/Waste Water: routine checks to maintain. Had septic tanks pumped.

## Safety:

Accidents: none

Injury: none

## Items of Interest to the Board:

## Requests & Purchases:

Item

Purpose

Cost

Jeremy Cole, Maintenance supervisor

# COTOPAXI TRANSPORTATION DEPARTMENT



Operations Report to the Board of Education

Aug 5, 2020

The Cotopaxi transportation department continues to strive for consistent, effective and safe transportation of all district students. Provided below is an update on the departments accomplishments and monthly progress towards this goal.

Monthly Financial:					
			Payables		

Aug has been busy learning to deal with new guidelines. CDC guidelines require cleaning buses by wiping down handrails and commonly touched areas before and after every trip and disinfecting every bus daily.. CDC guidelines requires all students to wear masks while on the bus and we have found this very difficult to maintain due to students getting on the bus with no masks and others taking off masks while on the bus. some students have them on when they come to school and then do not have them when they get on for the trip home.

We have one young student who has found it impossible to remain in his seat and has been a safety hazard on the bus so I borrowed a 4 point restraint system from Salida School District which attaches to the existing seat and have been using it in an attempt to teach him to stay seated.

We have a new bus driver who is working through the training requirements and I expect to have online very soon.

**30 day Mileage Report:**

Bus Routes	TBD
Non-Academic Activities	TBD
District Vehicles	<u>TBD</u>
Total Miles driven	TBD

Training: Most of our drivers went to salida to do our inservice training this year and driver evaluations, Thanks to Salida's Transportation Director for allowing us to work in collaboration with them.

## Safety

Accidents:0

Injury:0

## Requests

Item:

Purpose:

Cost:

+



# COTOPAXI ATHLETIC/ACTIVITIES DEPARTMENT

Operations Report to the Board of Education



Cotopaxi is committed to the goal of responsible interscholastic athletics, and activities that support our primary academic purpose. A strong program of athletics and activities, properly balanced with the academic programs, will provide positive developmental opportunities for students. Cotopaxi will do all that it can to help each student achieve his or her individual potential.

<b>Monthly Financial:</b>			
<b>Date</b>	<b>Item</b>	<b>Cost</b>	
9/8/20	High School Football Helmets	\$686.70	
		<b>Monthly Total</b>	<b>\$686.70</b>
<b>Gate</b>			
<b>Officials Cost</b>	NA		NA
<b>Revenue received</b>			
		<b>Gain/Loss Monthly Total</b>	

**STUDENT/ATHLETE PARTICIPATION:** 7-10 MIDDLE SCHOOL CROSS COUNTRY, FOOTBALL AND VOLLEYBALL OPEN GYMS CONTINUE

**PAST AND ONGOING PROJECTS:**

*TRAINING: COACHES ARE WORKING ON CHSAA REQUIREMENTS. MOST CAN BE FOUND ONLINE*  
*TASKS:*

**SAFETY**

*ACCIDENTS: 0*

*INJURIES: 0*

**ITEMS OF INTEREST TO THE BOARD:**

*Middle school has 7-10 kids out for cross country. There are 3-4 meets currently scheduled.*

*CHSAA is currently holding to their revised sports calendar. As a league we voted to run middle school sports at the same time as high school sports.*

*At this time it's not known what restrictions there will be for games. I am looking into ways to broadcast games online as well as ways to recover lost revenue if fans aren't allowed, or are limited.*

*We will also need to consider how we will pay officials this year. The officials association is recommending Arbitrator Pay. I will look into what it costs to go that route.*

**REQUESTS AND PURCHASES:** *High school football helmets to replace 3 lost to reconditioning*

*ITEM: Football Helmets      PURPOSE: Replace Large helmets lost to condition      COST: \$686.70*

**FUTURE EQUIPMENT NEEDS:** FOOTBALL HELMETS AND SHOULDER PADS. MIDDLE SCHOOL FOOTBALL PANTS. GYM BANNERS. GAME BALLS. VARIOUS LEAGUE DUES AND CHSAA FEES.