



Board of Directors Meeting May 16, 2022 6 p.m.

Meeting Called to Order at 6:00 pm

#### Roll Call

President - Ryan Vesque - present

Vice President - Yianni Tousimis - present

Treasurer - Amy Humphrey- present present

Secretary - Courtney Reynolds- present

Member/SAC representative - Elisa Kletter - present

Member at Large- Tully Gibbons - present

Interim Director- Sam Braakman -presen

Admin- Tina Ozee - present

B. Approval of Agenda - Ryan made a motion to amend the agenda for May 16th to add under new business section 4. Remove Ryan Vesque and add Amanda Cooper to Evergreen bank account, seconded by Amy Humphrey , motion carried unanimously. Ryan made a motion to approve the amended agenda, seconded by Amy, motion carried unanimously.

#### C. Public Comment

\*\*\*Public Comment is provided at this time for stakeholders to express their views to the Board. Each participant begins by stating his/her name. The Board will not engage in dialogue with the public during this time. For legal reasons the Board will not accept personal complaints against any person connected with the school system at a public session. A MAXIMUM OF ½ hour is set aside for public comment. Comments are limited to 3 minutes for each individual. Participants wishing to express their views more fully are encouraged to write to the Board. \*\*\*

D. Swearing in of new board members and offices: Ryan: at this time I will now swear in Amanda Cooper to the Board of Directors for Georgetown Community School.

I, Amanda Cooper, do solemnly affirm that I will support the constitution of the United states, the constitution of the state of Colorado and that I will faithfully perform the duties of GCS community school board member to the best of my ability.

#### E. Admin/Director Report

Sam: Boiler issues main building working with Warranty repair to get it fixed. Family picnic tomorrow. May 19th we will be doing all graduation/continuation ceremonies as usual. Offer for the P.E. applicant is out, and still looking for maintenance and creative arts positions.

Tina: ELO grants ESSER 3 : may need to go through CCSD. Best grant: roof meeting on Wednesday. The Busing contract is TBD, we are asking for a 2 year contract and for a 4-day school week not for the 5th day.

#### F. Old Business

1. Selection Committee Update : Meeting tomorrow there will be a total of 7 applicants for us to go through, we are currently working on our questions to ask candidates.
2. Consideration of approval for surplus spending plan : \$85,000 total, this will go to maintenance and safety, staff, classroom upgrades, and student supplies. Amy made a motion to approve spending amount, Elisa seconded the motion, motion carried unanimously.
3. Board quarterly newsletter/SAC follow up: Elisa: nothing happened yet, Tully volunteered to draft one and Elisa Kletter volunteered to help with this.
4. Board/Staff liaison discussion : Board had a discussion with interim director Sam Braakman about what this position looks like moving forward.

#### G. New Business ;

1. Preparation for Staff Communication Pathway review/June Handbook review : Will continue to work on this, in progress.

2. 1st reading of PTO payout schedule amendment :

##### Paid Time Off Policy

Paid Time Off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

You will accumulate a specified amount of PTO, and it is up to you to allocate how you will use it – for illness, caring for children, medical/dental appointments, leave, personal business or emergencies. PTO is not “vacation pay,” as such, though it can be used for any personal purpose. Thus, you should ordinarily prefer scheduling vacations during school breaks, which are ample, and save PTO for more urgent or unpredictable needs, but this planning is ultimately up to you. You may be required to use any unpaid PTO during disability or family medical leave, or any other leave of absence. The amount of PTO earned will depend on the length of your service with Georgetown Community School.

School staff ordinarily take vacation during periods school is not in session (Spring Break, summer, etc.), and are ordinarily paid on a modified accrual basis for days worked. Thus, Georgetown Community School offers no “vacation pay.”

Part time, temporary, and volunteer positions are not offered PTO benefits.

#### MANAGEMENT OF PTO:

You are responsible for managing your PTO account. It is important that you plan ahead for how you will use it. This means developing a plan for taking your vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

**NOTICE AND SCHEDULING:**

You are required to provide your supervisor with reasonable advance notice and obtain approval prior to using PTO. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible.

**RECORDING PAID TIME OFF:**

You must complete an Absence Report for all PTO time used. We are required to track absences for illness, work related illness/injury, or the attendance of school related activities for legal compliance reasons.

**ELIGIBILITY:**

The amount of PTO you accrue each year is based on your length of service and accrues according to the schedules below. You will not accrue PTO time while you are on leave of absence or suspension.

**Accrual Schedule for Full-time staff:**

1 year	10 days PTO
2 – 5 years	13 days PTO
6 – 10 years	16 days PTO
11 – 15 years	20 days PTO
16+ years	25 days PTO

**Accrual Schedule for Salary Administration and Year-round staff:**

1 year	14 days PTO
2 – 5 years	17 days PTO
6 – 10 years	20 days PTO
11 – 15 years	24 days PTO
16+ years	29 days PTO

PTO days may be carried over at the maximum of 20 days per academic year. This encourages you to use your PTO and allows GCS to manage its financial obligations responsibly.

**PAYABLE SCHEDULE: (SEE 2022 AMENDMENT BELOW)**

PTO days accrued, over the maximum of 20 days, will only be payable under these terms:

1 – 2 years	N/A
3 – 5 years	50% of active sub pay rate
6 – 10 years	75% of active sub pay rate
11+ years	100% of active sub pay rate

Eligible payable events:

1. End of academic year, last check cycle, any accumulated over 20 days
2. Upon voluntary separation of employment or retirement, last paycheck
  - a) Less than 30 days' notice of intent, only eligible payable PTO accrued over 20 days carry over.
  - b) With 30 days' notice of intent, all accrued PTO days.

Amendment to the Paid Time Off Policy

RE: Pay-out of unused or accrued Paid Time Off Wages

Based on the outcome of the case of The Supreme Court of the State of Colorado, dated June 14, 2021,

'2021 CO 48, Supreme Court Case No.19SC553, Certiorari to the Colorado Court of Appeals Court of Appeals, Case No.18CA1154'

the following change(s) will be made to the Paid Time Off Policy, PAYABLE SCHEDULE.

An employer that provides paid time off for an employee must pay, upon separation from employment, all accrued pay earned and determinable in accordance with the terms of an agreement between the employer and the employee.

Therefore, the following will be amended:

All accrued but unused Paid Time Off hours and/or days must be paid to employees upon termination of employment.

This applies to both voluntary end of work agreement dates and involuntary loss of position dates.

End of work agreement could differ from last day worked.

Colorado law defines "wages" to include:

Vacation pay earned in accordance with the terms of any agreement. If an employer provides paid vacation for an employee, the employer shall pay upon separation from employment all vacation pay earned and determinable in accordance with the terms of any agreement between the employer and the employee. C.R.S. § 8-4-101 (14)(a)(III) (emphasis added).

Notice to changes as written or implied:

There are no other changes to the policy, this amendment is for the PAYABLE SCHEDULE only.

Policy revision is to become effective immediately after Georgetown Community School Board of Directors vote is passed in a public meeting forum.

First date reviewed: May 16, 2022.

Second date reviewed: , 2022

Date approved and effective: 2022

3. Budget resolution - Amy: July 1st, 2022 - June 30, 2023: \$1,389,259.05 total appropriation. Amy made a motion to approve the Budget for July 1, 2022 - June 30, 2023 for the amount of \$1,389,259.05, Elisa seconded the motion, motion carried unanimously.

4. Update banking account to remove Ryan and add Amanda Cooper, Amy made a motion to remove Ryan Vesque from the Board of Directors bank account and to add Amanda Cooper, Yianni Tousimis seconded the motion, motion carried unanimously.

H. Adjournment : Amy made a motion to adjourn the meeting, Yianni seconded the motion, motion carried unanimously, meeting adjourned.