

# RECORD OF PROCEEDINGS

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## ARAPAHOE COUNTY SCHOOL DISTRICT NUMBER SIX

### Littleton, Colorado BOARD OF EDUCATION Minutes of Regular Meeting

February 22, 2007

#### *Call to Order*

President Diana Holland called the meeting to order at 6:00 p.m. in the Boardroom of the Education Services Center, 5776 South Crocker Street.

#### **Present**

Diana Holland, President  
John Dunn, Vice President  
Sue Chandler, Secretary  
Renée Howell, Assistant Secretary

#### **Absent**

Bob Colwell, Treasurer

#### **Others in Attendance**

Connie Bouwman, Assistant Superintendent of Learning Services  
Lucinda Hundley, Assistant Superintendent of Student Support Services  
Kirk Madsen, Interim Superintendent of Business Services  
Scott Murphy, Superintendent  
Mike Owens, Assistant Superintendent of Human Resources

#### *Executive Session: Legal Matter Relating to Title IX Resolution Agreement*

MOTION: Ms. Chandler moved that the Board of Education convene into executive session to discuss a legal matter relating to a Title IX Resolution Agreement with Mr. Murphy, Mr. Kirk Madsen, Ms. Connie Bouwman, and Ms. Lucinda Hundley per Colorado Revised Statutes 24-6-402, Meetings—Open to Public Section 4(b) relating to legal matters, specifically Title IX Resolution Agreement. SECOND: Ms. Howell. AYE: Chandler, Dunn, Holland, Howell. MOTION CARRIED: 4-0.

The regular meeting began at 6:37 p.m.

#### **Approval of Minutes**

Ms. Holland asked if there were any corrections to the minutes of the February 8, 2007, regular meeting. There were none.

MOTION: Mr. Dunn moved that the Board of Education approve the February 8, 2007, regular meeting minutes as presented this evening. SECOND: Ms. Chandler. AYE: Chandler, Dunn, Holland, Howell. MOTION CARRIED: 4-0.

#### **Superintendent's Report**

Mr. Murphy reported on the status of LPS high school basketball playoffs as follows: Littleton High School girls lost to Arvada West last evening; Heritage girls basketball play Durango at Heritage tomorrow at 7 p.m. and the boys play Fruita-

# RECORD OF PROCEEDINGS

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Monument at Fruita-Monument tonight at 7 p.m.; Arapahoe High School girls play Monarch at Arapahoe tomorrow at 7 p.m.; the boys at Arapahoe Saturday at 7 p.m.

Mr. Murphy also announced that Tony Hurt has been selected as the 2006 Southwest Sectional Coach of the Year for Girls Soccer by the National Federation of State High School Coaches Association. In addition, Patti Rains, family and consumer sciences teacher at Arapahoe High school, has been selected as the Teacher of the Year for Colorado from the Association of Teachers of Family and Consumer Sciences.

Mr. Murphy also reported that JoAnn Hunt, volunteer at Twain Elementary School, is a recipient of a March 9 News "9 Who Care" award. He indicated that Daniel Choe, a junior at Heritage, was selected as a finalist for the regional competition of the 2<sup>nd</sup> annual "The Art of Dairy" contest, sponsored by Safeway; and Samuel Hsu from Goddard Middle School won the district spelling bee yesterday. Samuel and the following students will represent LPS at the State Bee on March 17: Tess Ortiz, Eleanor Dickinson, Vidya Rauilocho, and Edwin Supple, all from Goddard Middle School; Hailey Bagon, Lenski Elementary School; Bethany Ho, Littleton Academy; and Ty Stephens, Newton Middle School.

## **Board Reports/Requests**

Ms. Howell attended the Colorado Association of School Boards (CASB) school discussion group, the South Metro Denver Legislative Action Committee (SMD LAC) meeting, the Science, Technology, Engineering, and Mathematics Education Coalition (STEM-EC), and the CASB Winter Legislative Conference. She also attended the Special Services Advisory Committee (SSAC) meeting and the last meeting of the Citizens' Oversight Committee.

Ms. Chandler attended the Greater Littleton Youth Initiative (GLYI), reported on the LPS Foundation activities, and attended the CASB Winter Legislative Conference.

Mr. Dunn attended the PTO Presidents Council (PPC) meeting on February 13.

Ms. Holland attended the District Accountability Committee (DAC) meeting last evening. She said the GLYI will have a recognition night on February 28. Their next meeting will be March 9. She also attended the legislative day at the capital and the CASB Winter Legislative Conference.

## **Citizens' Requests to Speak to the Board**

Pam Cirbo expressed concerns about Heritage High School.

Joan Hitchens, Arapahoe High School art teacher, invited Board members to the spring art shows. She also asked the Board if elementary art is scheduled for discussion on a future Board agenda.

Ren Wright-Trapino spoke in support of elementary art and its positive impact on student achievement.

# RECORD OF PROCEEDINGS

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## *Action*

### **Consent Agenda**

Ms. Holland asked if there were items that needed to be removed for further discussion. There were none. Mr. Murphy introduced Scott Myers as the new Chief Financial Officer.

MOTION: Ms. Chandler moved that the Board of Education approve the recommended consent agenda numbered 1.1 concerning personnel recommendations and 1.2 Textbook Adoption: Multiple Copy Literature List. SECOND: Ms. Howell. AYE: Chandler, Dunn, Holland, Howell. MOTION CARRIED: 4-0.

### **Electronic Reading Assessment Title Selection**

Ms. Connie Bouwman, assistant superintendent of learning services, indicated that the Board of Education discussed proposed additions to the Electronic Reading Assessment Program on February 8. Recommendations include books for use at both elementary and middle school. Administration recommended approval of the additions as presented.

MOTION: Ms. Howell moved that the Board of Education approve the electronic reading assessment title selections as presented this evening. SECOND: Mr. Dunn. AYE: Chandler, Dunn, Holland, Howell. MOTION CARRIED: 4-0.

### **Board Policy EGAEA and EGAEA-R—Electronic Mail and Internet Services Proposed Revisions**

Mr. Dan Maas, chief information officer, indicated that the Board of Education discussed proposed revisions to Board Policy EGAEA and EGAEA-R—Electronic Mail and Internet Services at its February 8 meeting. Administration recommended approval of the revised policy. Mr. Maas said in talking with CASB, section E of Board policies relates to employees and section B might be the place for future discussion for a policy specific to Board members relating to electronic mail and internet services.

MOTION: Mr. Dunn moved that the Board of Education approve the revised Board Policy EGAEA—Electronic Mail and Internet Services as presented this evening. SECOND: Ms. Howell. AYE: Chandler, Dunn, Holland, Howell. MOTION CARRIED: 4-0.

## *Discussion*

### **Enterprise Resource Planning and Change Management Update**

Mr. Mike Owens, assistant superintendent of human resources, indicated that the current integrated system, JD Edwards, is no less than 20 years old and has been used in the district since 1993. This system performs the district's financial, payroll, human resources, and purchasing/warehousing operations. Mr. Owens said that because LPS is one of the largest employers in Arapahoe County, it is important that the district have a system that can support these functions effectively.

## RECORD OF PROCEEDINGS

---

Mr. Owens explained that in May 2006, the district contracted with the Government Finance Officers Association (GFOA) to perform a needs assessment of JD Edwards. This assessment consisted of user surveys, interviews with employees, observing of data entry into the system and market research. Subsequent to this, administration with support from the Financial Advisory Committee contracted with the GFOA to prepare a Request for Proposal (RFP) for a new system which will go out to vendors in February-March 2007. In addition, the district is working with GFOA on a Change Management Plan.

Ms. Bea Dalton, payroll supervisor, explained the components of the Enterprise Resource Planning (ERP) process and Ms. Donna Holstlaw, director of finance and risk management, explained the change management process. Ms. Dalton explained that ERP systems are software applications that support an organization's finance, human resources, purchasing, and a broad range of other administrative functions. The purpose of ERP projects is to provide improved functionality, easier access to data, improve business activities by reducing redundant activities, minimizing data processing, maximizing information analysis, and improving strategic decisions. She also noted that JD Edwards support is only available until 2013 for certain functions. Ms. Dalton went on to say that the JD Edwards system is not designed to handle the complexity of district needs. It is a "closed" system which means it is difficult to add, extract and exchange data. With a new system, there will be tighter integration of data and will facilitate relevant data to all administrators to make timely decisions.

Ms. Holstlaw said change is uncomfortable as it can be perceived as a threat to job security and authority. She indicated that the district hired GFOA to visit the staff at the district office and schools. Ms. Holstlaw went over some critical steps in the change process. She said the estimated cost of the project is between \$1.8 and \$2.5 million in one time costs. This includes software licensing, data conversion, training, hardware, GFOA consulting, and backfill staffing. The initial funding will come from funds set aside in the Capital Reserve Fund of \$500,000 and the General Fund of \$580,000. Administration recommends the balance be funded from a new one time source.

Ms. Holstlaw indicated the project managers are Ms. Dalton and herself and the functional team leaders include Donna McDonald, finance; Janet Walworth, human resources; Dayle Redman, purchasing; and Leroy Cartwright, information technology. It is anticipated that Finance/Purchasing will "go live" in October 2008 and Human Resources/Payroll in January 2009.

Mr. Dunn asked if the district has abandoned the idea of working with multiple districts on this project. Ms. Holstlaw responded that one of the districts uses Oracle and according to GFOA the district would be locked into other district's policies, and it is expensive.

Ms. Dalton indicated the district's goal would be very limited customization, and that is one of the reasons for re-engineering district business practices. Mr. Dunn asked if the system is upgraded annually and what the district is currently paying for maintenance of the present system. The response was approximately \$50,000

# RECORD OF PROCEEDINGS

---

for maintenance, but that includes the Littleton Absentee Reporting System (LARS) as well.

Ms. Dalton reiterated that with JD Edwards, you can get information into it, but it is difficult to get information out of it. For example, when the district had the Public Employees Retirement Association's (PERA) matchmaker program, J.D. Edwards could not perform that function and it had to be done manually.

Ms. Howell asked when this item would be coming back to the Board. Mr. Owens said an exact date will be set after the proposals are received.

Ms. Holland reiterated that the RFP goes out tomorrow and this expenditure would be included in the budget that the Board approves.

## **Status of District Technology**

In the spring of 2006 an independent review of the technology systems and services was conducted in LPS. A summary of the independent review and the CIO assessment were submitted to the superintendent and Education Technology Advisory Committee (ETAC).

Mr. Maas reiterated the LPS visionary statements relating to technology in the strategic plan and the administrative work plan and reported on the technology in the schools. At the elementary level, he said there are some authentic products embedded in learning, schools have implemented Smart Boards enabling classroom wide computer interaction, there is assessment for learning (gather information from the students on how well they are grasping the information right now), and video streaming has taken off. Areas for improvement are technology is currently designated as a "special" and adequate availability of technology is a significant issue.

In middle schools, there are applied technology labs in all four buildings. Again, Smart Boards are in middle schools and Euclid Middle School has them in every classroom. At Goddard, some adaptive instructional software is being used. They are also using video streaming in the middle schools. Adequate availability is an issue and there are overlaps and gaps in student experiences from elementary to middle levels.

Mr. Maas noted at the high schools there are applied technology labs, collaboration with area districts, Smart Boards, adaptive software, and at Arapahoe High School there are classroom laptops using blogs, wikis, and other tools to let students work in parallel. With web based tools, students are covering more material over time. Issues include availability of technology and K-12 technology and information literacy expectations.

Mr. Maas pointed out there is a strong use of the Dell standard across the district and there are computer coaches at every building. Some issues include the computer coach stipend is static and the role of the computer coach is not clearly defined. Some coaches are certified teachers and others are paraprofessionals.

Mr. Maas went on to say that the fiber optics network is in all but one district building, wireless is underway, and there is a 100 megabit Internet link with a DSL redundant link. Other issues include charter schools have limited capacity and not

## RECORD OF PROCEEDINGS

---

all network services are covered by the E-rate federal technology funding program. When it comes to data, Infinite Campus is operational and grade books will be available for grades 4–12 by August of next year. He also said there is a need for improvement to upgrade the ERP system, the grade books to better serve standards-based grading, and the data scorecard server.

With respect to the Web, Mr. Maas commented that all schools use content management, the district site is running DotNetNuke, which became operational in July 2006. Some issues include the change from Viadesto to DotNetNuke at the schools, arrange vendor support for DotNetNuke, unify web presence and develop identity management system.

Mr. Maas said online learning is strong for its first year in the district, and we need to expand opportunities and develop systems to support online learning. He said next steps include four large issues: IT support; professional development; e-learning opportunities; and 1:1 computing.

Mr. Dunn asked how much impact these recommendations would have on the district budget and on student achievement. Mr. Dunn also asked what efforts are under way for integrating technology in classes. Ms. Bouwman said LPS has taken the approach that technology should not be a separate entity, but should be part of everything.

Ms. Howell said the computer coaches have a different level of expertise, the district stipends are static, and it is up to the building to provide full-time equivalent (FTE) for support. She noted next week at the Educational Technology Advisory Committee (ETAC) meeting students will share their expectations for technology.

Ms. Chandler asked what is stopping the district from allowing students to use their laptops at school. Mr. Maas responded that while nothing currently prohibits students from bringing their own laptops to school, it is the goal to be deliberate in making that an option for students. Policies addressing this issue will allow the district to not only protect the system, but also teach students how to protect their personal equipment and their identities.

Ms. Holland asked if the technology initiation grants had the expected impact. Mr. Maas said their impact has not been quantified.

On March 8, there will be another agenda item on how technology supports student achievement.

### **MAP and CSAP: Individual Student Reports**

Ms. Bouwman explained that Measures of Academic Progress (MAP) and the Colorado Student Assessment Program (CSAP) are two of the large-scale assessments used in LPS. Individual student reports are generated following administration of these tests, and these tests are sent home for parent information.

Ms. Patti Turner, assessment coordinator, provided a brief overview to explain the various parts of each report and contrast the information each report contained.

## RECORD OF PROCEEDINGS

---

Ms. Turner explained the differences between the two assessments. She said MAP is an instructional diagnostic assessment that measures the student on a Rausch Instructional Unit (RIT) scale. The uniqueness of the scale is it is an equal interval scale and it shows student growth over time. The scale has the same meaning regardless of the students' grade level or items taken.

Ms. Howell asked what is meant by instructional diagnostic assessment.

Ms. Turner responded there are benchmarks that indicate where the student is with respect to the model content standards.

Ms. Turner said CSAP is designed as criterion-referenced to Colorado Model Content Standards and describes grade level performance. The test does not give diagnostic information, but shows if a student is at or above grade level. She also pointed out the test results are not timely. She further explained that criterion-referenced summative assessments will show when a student reaches the proficient level, but the RIT scale is a quantifiable measure for how far away a student is from being proficient.

Ms. Turner showed an individual student progress report for math. The report includes the season and the year the test was administered, the student score range, the district average RIT, and the national distribution of scores. There is also a graphical representation sent home which includes the information on the first page of the student report.

Ms. Turner noted that CSAP is generated by the publisher and is distributed to districts in hard copy. It reflects the student's name and grade level, when they took the test, the school, biographical data and the content area. Ms. Turner said at the request of Colorado educators for more information about student performance, sub-content descriptions were developed.

Ms. Chandler asked how this data is used. Ms. Turner said a system has been designed for teachers to see how their class performed on the previous CSAP. There are also discussions about what to do with the fall MAP data with principals, instructional coaches and literacy specialists. In addition, staff look at students who require intervention and what that instruction may look like.

Ms. Howell asked how the parents are using this information. Ms. Holland suggested a parent information night on what test scores mean.

Mr. Dunn said he thought MAP was a snapshot on how well a student is doing at a particular point in time. He asked what indicates at which level students should be. Ms. Turner responded that MAP is an adaptive test, adjusting results to where the student is on the learning continuum. CSAP shows when a student gets there and is our grade level measure.

Ms. Holland asked how these assessments will fit into the district 90 percent goal. Ms. Chandler asked what other assessments the district still uses. Ms. Turner responded the 2<sup>nd</sup> grade writing assessment, the Colorado Basic Literacy Act (CBLA), and the American College Test (ACT).

# RECORD OF PROCEEDINGS

---

Ms. Chandler asked if teachers have the skills to move a student from proficient to advanced. It was suggested that there could be discussions on this data during Professional Learning Communities (PLC) time.

## *Report*

### **Insurance and Risk Management Report**

The Insurance and Risk Management Report providing an overview of district insurance and risk management programs and current status was presented for the Board of Education's review.

### *Future Agenda/Adjournment*

Mr. Murphy distributed a draft agenda of the March 8 meeting. Action items included Capital Reserve Facility Projects. Discussion items included Technology and Student Achievement, K-12 World Languages Curriculum, and Enrollment Forecast. There will also be a report on Fuel and Utility Cost Analysis Report.

MOTION: Mr. Dunn moved that the Board of Education meeting adjourn.

SECOND: Ms. Howell. AYE: Chandler, Dunn, Holland, Howell. MOTION

CARRIED: 4-0.

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Diana Holland  
President

Sue Chandler  
Secretary

mcB02-22-07 (5/2/2007)