

Regular Meeting
Monday, February 9, 2026 6:00 PM Mountain

Central Service Building
2102 Wagner Street
Strasburg, CO 80136

Diana Elliott: Present
Gema Gomez: Present
Michael Marrero: Present
Mary O'Malley: Present
Courtney Vance: Present

Present: 5.

I.	Opening of Meeting
I.a.	Roll Call
I.b.	Pledge of Allegiance
I.c.	Adoption of the Minutes
I.d.	Adoption of the Agenda
I.e.	Land Acknowledgment
I.f.	Board of Education Norms
II.	Moment of Silence
III.	Celebrations
III.a.	Willy Wonka
III.b.	Gifted and Talented
III.c.	FBLA
III.d.	Speech & Debate
IV.	Public Participation/General
V.	Old Business
V.a.	Meal Reimbursements
VI.	New Business
VII.	Board Reports/Discussion
VII.a.	Board Feedback
VII.b.	Legislative and Colorado Association of School Boards
VII.c.	District Accountability Committee
VII.d.	East Central Board of Cooperative Educational Services
VII.e.	Chamber of Commerce
VIII.	Superintendent Report/Discussion
VIII.a.	Building Updates
VIII.b.	Fiscal Updates
VIII.b.i.	Facility Master Plan
VIII.b.ii.	2025 School Finance Act Video
VIII.b.iii.	Quarterly Financial Report
	https://youtu.be/Aq0QLEaQ4Mc
	https://resources.finalsite.net/images/v1770152098/strasburg31jcom/u4ryv1tdmqkv80tswcgt/QtrlyFinStmmts202512.pdf

VIII.c. Recognition Bonus

IX. Adoption of Consent Agenda

IX.a. Personnel Matters Contract/Letter of Assignments – New Hires/Renewals

- Q3 MS Coach List Attached
- Simone Suttmer-Lybarger - SHS Paraprofessional
- Julie Jeffries - Middle School Building Secretary
- Amanda Rosier - Director of Finance

IX.b. Personnel Matters Contract/Letter of Assignments – Reassignments

IX.c. Personnel Matters Contract/Letter of Assignments – Terminations/Resignations/Non-Renewals

- Nancy Taylor - Executive Director, Finance and Operations

IX.d. Substitute List

IX.e. Recognition Bonus

- 2% of Contract/Notice of Assignment Amount

IX.f. Policy Updates

IX.f.i. DKC-R Meal Reimbursement Guidelines

IX.g. Facility Master Plan Proposal

X. Calendar Review

X.a. Meeting Times and Dates Review

- **February 23** – Work Session
- **February 27–28** – SES Musical
- **March 9** – Regular Board Meeting
- **March 30** – Work Session (*rescheduled from March 23 due to Spring Break*)

X.b. Future Agenda Topics

XI. Adjournment

THE STRASBURG SCHOOL DISTRICT RESPECTFULLY ACKNOWLEDGES THAT THE LAND ON WHICH WE GATHER AND LEARN IS THE TRADITIONAL AND ANCESTRAL HOMELANDS OF THE NORTHERN ARAPAHO AND CHEYENNE PEOPLE.

WE ARE COMMITTED TO GROWING AND DEEPENING OUR RELATIONSHIP WITH THE VIBRANT INDIGENOUS COMMUNITIES WHO CONTINUE TO THRIVE AND UPHOLD THEIR SACRED RELATION TO THIS LAND. WE EXTEND OUR RESPECT TO THE ELDERS OF THE PAST, THE PRESENT, AND FUTURE.



Strasburg School District 31J

Policy:	File:
Board of Education Norms	BEN
Adopted:	Revision:
	September 2025

Board of Education Team Norms

Accountability to the Board and the Community:

- We communicate with respect, transparency, and openness, especially in challenging situations, while considering the appropriate context for feedback.
- We actively listen and engage with objectivity and without personal bias, ensuring that all voices are heard and respected.
- We support and promote board decisions collectively, address concerns directly with the involved individuals, and maintain mutual respect.

Commitment to the District's Strategic Plan:

- We embrace the school mission and advocate for all students, prioritizing the greater good of the district over personal agendas.
- We approach every issue with the same level of focus and dedication, believing in the potential of all students to achieve academic success.

Effective and Productive Meetings:

- We prioritize and attend all meetings consistently by being prepared, arriving ready to actively engage, contribute, and accomplish the work of the board, while staying focused, using time efficiently, and starting and ending on time.
- We ensure everyone has a voice and promote balanced discussions, ending each meeting with clear action items, timelines, and owners
- We adhere to established norms, speak up when deviations occur, and strive to make our meetings a space for meaningful and respectful dialogue.

Full Name	Attribute(s)
Angelo, Sarah	Sub Health Aid, Sub Para
Bartfai, Taylor	Sub Para
Beeck, Kori	Sub Teacher
Bonds, Jessie	Sub Para
Brunsvold, Bertha	Sub Para
Busse, Susan	Sub Para, Sub Teacher
Casarrubias, Nanci	Sub Food Services
Chavez, Cyndi	Sub Teacher
Crouse, Vicki	Sub Para, Sub Teacher
DeWolf, Corey	Sub Para, Sub Teacher
Elliott, Diana	Sub Teacher
Elliott, Kurt	Sub Para, Sub Teacher
Engelsman, Tiffany	Sub Teacher
Garrett, Jaclyn	Sub Para, Sub Secretary, Sub Teacher
Goble, Tanya	Sub Para
Griggs, Cynthia	Sub Para
Gutierrez, Dana	Sub Food Services, Sub Para, Sub Teacher
Hale, Lori	Sub Teacher
Hart, Amie	Sub Teacher
Hassell, Samantha	Sub Food Services, Sub Teacher
Hickson, Katherine	Sub Custodian
Jeffries, Julie	Sub Teacher
Johnson, Susan	Sub Teacher
Long, Meranda	Sub Para
McNabb, Stacey	Sub Para
Muehlausen, Corine	Sub Para, Sub Teacher
Mullarkey, Kea	Sub Para, Sub Teacher
Osborne, Deborah	Sub Para, Sub Teacher
Paul, Taylor	Sub Para, Sub Teacher
Perrino, Connie	Sub Custodian
Rigdon, Jacqueline	Sub Para, Sub Teacher
Rose, Alec	Sub Food Services
Schermerhorn, Shauni	Sub Teacher
Scott, Jessica	Sub Teacher
Sherer, Patricia	Sub Teacher
Shuck, Leanne	Sub Teacher
Simpkins, Pamela	Sub Teacher
Smith, Julie	Sub Teacher
Steinman, Beth	Sub Para, Sub Secretary
Stuart, Autumn	Sub Teacher
Suttmer-Lybarger, Simone	Sub Para
Tarango, Maria	Sub Custodian
Torres-Cervantes, Maria	Sub Custodian
Van Cleave, Courtney	Sub Teacher
Villa, Rosa	Sub Custodian
Vining, Rita	Sub Teacher
Wailes, Julia	Sub Health Aid
Winklepleck, Brenda	Sub Teacher



Strasburg School District 31J

Policy:	File:
Expense Authorization – Meal Guidelines	DKC-R
Adopted:	Revision:
2006	2/5/2026

The following will be the approved meal allowance schedule:

Meals are reimbursed with the following guidelines:

Breakfast - \$8.00

Lunch - \$12.00

Dinner - \$20.00

These rates will be adjusted annually based on the IRS

In traveling situations where three meals are required for the day, the reimbursement should not exceed \$40.00 for the day. If the trip does not require three meals for the day, then the reimbursement will be held to the guidelines indicated for the individual meal costs. An itemized receipt must accompany reimbursable expenses. Charges for alcohol will not be reimbursed.

Charge card receipts are not acceptable unless itemized.

All requests for reimbursement must be submitted within 30 days of when the expense was incurred.



November 24, 2025

Kelle Bongard, Superintendent
Strasburg School District 31J
2102 Wagner Street
Strasburg CO 80136

Re: Strasburg School District Facility Master Plan

Mrs. Kelle Bongard,

Thank you for the opportunity to continue to assist Strasburg School District with masterplan services. We have genuinely enjoyed our over 6-year relationship with the District and look forward to supporting the District. RTA as a 50-year-old Colorado owned and operated architectural firm that has served over 50 school Districts across the state values supporting Colorado and our neighbors. We have successfully facilitated masterplan services for 45 plus Colorado School Districts over the last two decades and delivered **over 29 completed BEST funded projects, including Strasburg SD!**

Below is our fee proposal for master plan services to be provided:

- | | |
|--|-----------------|
| 1. Lump Sum Fee Proposal (total of items below) | \$27,000 |
| a. Facility Master Plan | \$14,800 |
| b. Safety and Security Assessment: | Included above. |
| c. Facility Assessments of District Owned Property | \$8,000 |
| E. Website development (based on CDE master plan guidelines) | \$5,200 |
2. Statement of work.
- a. Master Plan services will be provided based on the Colorado Department of Education master plan recommended guidelines (see attached). The information will be provided via a website hosted by RTA.
 - b. In addition, an in-depth facility assessment will be completed, reviewed with the District, and the supporting documentation provided to the District.

- c. Safety and Security: Given the recent renovations, the scope of this evaluation will be streamlined; however, we will thoroughly validate current conditions and provide additional recommendations to further enhance safety and security.

- 4. Any Exclusions with Explanations
 - a. CDE recommendations include demographic analysis. If demographic information is desired, we can update the previous demographic analysis completed in 2019.
 - b. Excludes asbestos reports or identification of hazardous materials, geotechnical investigations, phase 1 environmental reporting, surveying services, extensive structural assessment beyond visual inspections.

- 5. Hourly rates for all personnel involved in the project.
 - a. See attached hourly rates exhibits.

- 6. Number of site visits anticipated to complete the work.
 - a. We anticipate 3 in person trips/meetings during the master plan process including facility assessment. We are willing to present findings to the board or other groups, as necessary.

- 7. Schedule
 - a. Anticipating starting assessments over the end of year during the holiday academic break with the full master plan complete in spring of 2026.

Thank you again for the opportunity to continue to work with you and Strasburg School District. As a Colorado-owned and operated architecture and planning firm, we cherish the opportunity to work with our Colorado neighbors and look forward to supporting the District. Please let me know if I can answer any questions or if additional clarifications or refinement of the fee is necessary to meet the District's expectations. We are looking forward to continuing to work with you and your community.

Sincerely,



Doug Abernethy, AIA
Principal / President

If this proposal is accepted, please sign below and we will proceed with the master planning work.

Signature:

Title:

Date:

R.T.A., Inc.
19 S. Tejon Street, Suite 300
Colorado Springs, CO 80903

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fx 719-471-1174
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