



10850 East Woodmen Road • Falcon, CO 80831
Tel: 719-495-1100 • Fax: 719-494-8900

Mission Statement

To prepare students, in a safe and caring environment, to be successful, competent and productive citizens in a global society.

**MINUTES
SPECIAL BOARD OF EDUCATION MEETING
September 25, 2013
6:30 P.M.
Central Administration – Board Room**

1.00 Call to Order and Roll Call

A special meeting of the Falcon Board of Education was called to order at 6:31 p.m. by the President, Tammy Harold. The following Board members were present: Ms. Harold, Mr. Irons, Mrs. LaVere-Wright. Mr. Allen arrived at 6:34 p.m. Mr. Wright was absent with prior notice.

2.00 Welcome and Pledge of Allegiance

President Harold welcomed those in attendance and invited them to join the Board in the Pledge of Allegiance.

3.00 Approval of Agenda

It was moved by LaVere-Wright and seconded by Irons to approve the agenda. *The motion was put and carried with Harold, aye; Irons, aye; LaVere-Wright, aye.*

4.00 Open Forum

None

5.00 Action Items – See attached

5.01 Approval of Paper/Office Supplies Contract

5.02 Approval of Job Descriptions

5.03 Approval of Job Reclassification

5.04 Approval of Job Description – Executive Director of Learning Services

5.05 Approval of Resolution Regarding Charter Waivers

6.00 Adjournment

With no further business to be brought before the Board, the special meeting of the Board of Education adjourned at 6:39 p.m.

Respectfully submitted by Donna Teubner,

Tammy Harold, Board President

Chuck Irons, Board Secretary



BOARD OF EDUCATION AGENDA ITEM 5.01 MINUTES

BOARD MEETING OF:	September 25, 2013
PREPARED BY:	Kjersti McKee, Purchasing Department
TITLE OF AGENDA ITEM:	Paper, Office Supplies and Related Items Contract Action
ACTION/INFORMATION/DISCUSSION:	Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The School District awarded an office supply contract in 2009 and it has been automatically renewing in August of each year, in yearly increments. The Purchasing Department, with the authorization of the Chief Business Officer, issued a contract termination notice on May 7, 2013 terminating the contract as of June 30, 2013 in order to solicit new Vendors with updated pricing. A new contract that coincides with the fiscal year is needed for Paper, Office Supplies and Related Items for the School District to use, as items are needed.

RATIONALE: The Purchasing Department researched and developed the scope of work for a detailed Request For Proposal (RFP). The RFP was posted on August 8, 2013, advertisements were placed in the Gazette and proposals were received on August 28, 2013. The review committee, comprised of Kjersti McKee and Wendy Shiverdecker, performed independent reviews on the six proposals received. The RFP required Vendors to submit and be evaluated on the following: Volume I: Proposal Terms and Conditions, Statement of Work, General Information, Ordering System, Customer Service/Guarantees, Products, Distribution, Training, Reports, Staff Assigned to the school District, Schedule, Relevant References, Additional Information and Volume II: Proposed Cost and Pricing Narrative. The Committee unanimously agreed on the Vendor whose products, price and service will provide the best solution Paper, Office Supplies and Related Items for the 2013-2014 School Year.

RELEVANT DATA AND EXPECTED OUTCOMES: Total Office Solutions scored the highest for Volume I and Volume II. The highlights of their proposal that set them apart from the others include: their headquarters and the location that will handle all aspects of this contract are located in Colorado Springs; they are experienced with school districts in Colorado Springs, they have very competitive pricing, there are no delivery charges or minimum order sizes, they can have our account up and operational within 48 hours of contract award and they stock nearly 40,000 for next day delivery.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS ADDRESSED:

Student Achievement and Performance		Staff Empowerment and Support	
Parent/Community Engagement		Social and Ethical Responsibility	
Operational Efficiency and System Effectiveness	<u>X</u>		

FUNDING REQUIRED: Yes ___ No X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the Paper, Office Supplies and Related Items contract for the 2013-2014 school year with Total Office Solutions.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: September 25, 2013

	ALLEN	HAROLD	IRONS	LAVERE-WRIGHT	WRIGHT
VOTED AYE	Absent	X	X	X	Absent
VOTED NAY					
COMMENTED					

The motion passed 3-0.



BOARD OF EDUCATION AGENDA ITEM 5.02 MINUTES

BOARD MEETING OF:	September 25, 2013
PREPARED BY:	Paul Andersen, Personnel Director
TITLE OF AGENDA ITEM:	Approval for the following updated job descriptions – Maintenance Technician II, Catering Specialist, HR Specialist – Charter School Support and HR Specialist- Project & Reporting
ACTION/INFORMATION/DISCUSSION:	Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED: To gain Board of Education approval for updated job descriptions

RATIONALE: The job descriptions listed above have been reviewed and updated.

RELEVANT DATA AND EXPECTED OUTCOMES: By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS ADDRESSED:

Student Achievement and Performance		Staff Empowerment and Support	
Parent/Community Engagement		Social and Ethical Responsibility	
Operational Efficiency and System Effectiveness	X		

FUNDING REQUIRED: Yes **X** No ____

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the updated job descriptions in agenda item 5.02 in accordance with Board of Education approved salary tables.

APPROVED BY: Peter Hilts, Chief Education Officer;

Brett Ridgway, Chief Business Officer; Paul Andersen, Personnel Director

DATE: September 18, 2013

	ALLEN	HAROLD	IRONS	LAVERE-WRIGHT	WRIGHT
VOTED AYE	Absent	X	X	X	Absent
VOTED NAY					
COMMENTED		X		X	

	BAY	HILTS	RIDGWAY	ANDERSEN	
COMMENTED				X	

The motion passed 3-0.



BOARD OF EDUCATION AGENDA ITEM 5.03 MINUTES

BOARD MEETING OF:	September 25, 2013
PREPARED BY:	Deborah Baumann
TITLE OF AGENDA ITEM:	Approval for Early Childhood Assistant Job Description
ACTION/INFORMATION/DISCUSSION:	Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED: To gain Board of Education approval for newly created Early Childhood Assistant Job Description (Reclassification of the Itinerant Preschool Group Leader Position).

RATIONALE: Due to the special needs of the Early Childhood program and the need to have a dedicated Early Childhood Assistant for the Program, a new specific job description has been created to reclassify the former position.

RELEVANT DATA AND EXPECTED OUTCOMES: By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS ADDRESSED:

Student Achievement and Performance	X	Staff Empowerment and Support	
Parent/Community Engagement		Social and Ethical Responsibility	
Operational Efficiency and System Effectiveness	X		

FUNDING REQUIRED: Yes ___ No **X** **AMOUNT BUDGETED:** Can be funded within the existing budget.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the recommendation of the administration for the reclassification of the Early Childhood Assistant job description as reflected on the attached sheet.

APPROVED BY: Peter Hilts, Chief Education Officer,
Brett Ridgway, Chief Business Officer, Paul Andersen, Personnel Director

DATE: September 17, 2013

	ALLEN	HAROLD	IRONS	LAVERE-WRIGHT	WRIGHT
VOTED AYE	X	X	X	X	Absent
VOTED NAY					
COMMENTED				X	

	BAY	HILTS	RIDGWAY	ANDERSEN	
COMMENTED	X			X	

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 5.04 MINUTES

SPECIAL BOARD MEETING OF:	September 25, 2013
PREPARED BY:	Peter Hilts
TITLE OF AGENDA ITEM:	5.04 Approval of job description - Executive Director of Learning Services
ACTION/INFORMATION/DISCUSSION:	Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

RATIONALE: As we consolidate positions and responsibilities, it is appropriate for the board to affirm adjusted responsibilities.

RELEVANT DATA AND EXPECTED OUTCOMES: The new position description will clarify responsibility and lines of authority.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS ADDRESSED:

Student Achievement and Performance	<u>X</u>	Staff Empowerment and Support	<u>X</u>
Parent/Community Engagement	<u>X</u>	Social and Ethical Responsibility	<u>X</u>
Operational Efficiency and System Effectiveness	<u>X</u>		

FUNDING REQUIRED: Yes ☐ No ☒

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the Job Description for Executive Director of Learning Services

APPROVED BY: Peter Hilts, CEO

DATE: September 18, 2013

	ALLEN	HAROLD	IRONS	LAVERE-WRIGHT	WRIGHT
VOTED AYE	X	X	X	X	Absent
VOTED NAY					
COMMENTED				X	

	BAY	HILTS	RIDGWAY	ANDERSEN	
COMMENTED		X		X	

The motion passed 4-0.

BOARD OF EDUCATION AGENDA ITEM 5.05 MINUTES

BOARD MEETING OF:	September 25, 2013
PREPARED BY:	Kim McClelland
TITLE OF AGENDA ITEM:	Resolution Regarding Charter Waivers
ACTION/INFORMATION/DISCUSSION:	Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The Colorado Department of Education has requested that the Board of Education adopt a formal resolution in support of the waiver requests for the two charter schools that were recently approved for renewal. Although the Board already has voted in favor of these waivers, the CDE seeks a formal and specific resolution.

RATIONALE: A single document resolution may be more easily tracked by Colorado Department of Education personnel.

RELEVANT DATA AND EXPECTED OUTCOMES: Imagine Classical Academy and Rocky Mountain Classical Academy are high-performing schools who will benefit from the flexibility and autonomy provided by granting of these waivers.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS ADDRESSED:

Student Achievement and Performance	X	Staff Empowerment and Support	
Parent/Community Engagement	X	Social and Ethical Responsibility	X
Operational Efficiency and System Effectiveness	X		

FUNDING REQUIRED: None required No **X**

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to adopt the resolution regarding charter waivers:

WHEREAS, Rocky Mountain Classical Academy and Imagine Classical Academy at Indigo Ranch have performed with distinction and therefore granted contract renewals by this Board; and

WHEREAS, both schools have formally requested waivers of certain District policies and state statutes as provided for under the Charter Schools Act; and

WHEREAS, this Board of Education reviewed these requests and agreed to grant them in accordance with its authority as authorizer;

NOW THEREFORE, The Board of Education of Falcon School District 49 hereby resolves to accept and to forward to the Colorado Department of Education, the waiver requests presented on behalf of Rocky Mountain Classical Academy and on behalf of Imagine Classical Academy at Indigo Ranch on this 25th day of September, 2013 and through the remainder of the term of their respective current charter contracts.

APPROVED BY: Peter Hilts, CEO

DATE: September 22, 2013

	ALLEN	HAROLD	IRONS	LAVERE-WRIGHT	WRIGHT
VOTED AYE	X	X	X	X	Absent
VOTED NAY					
COMMENTED		X			

	BAY	HILTS	RIDGWAY	ANDERSEN	
COMMENTED					

The motion passed 4-0.