



10850 East Woodmen Road • Falcon, CO 80831
Tel: 719-495-3601 • Fax: 719-495-0832

Mission Statement

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

AGENDA

REGULAR BOARD OF EDUCATION MEETING

October 10, 2013

6:30 p.m.

Education Services Center – Board Room

1.00 Call to Order and Roll Call

2.00 Welcome and Pledge of Allegiance

3.00 Approval of Agenda

4.00 Consent Agenda

- 4.01 Approval of Matters Relating to Administrative Personnel
- 4.02 Approval of Matters Relating to Licensed Personnel
- 4.03 Approval of Matters Relating to Educational Support Personnel
- 4.04 Approval of Matters Relating to Schedule B Personnel
- 4.05 Approval of Falcon Homeschool Program Handbook
- 4.06 Approval of Minutes of Special Board of Education Meetings 09/11/2013, 9/25/13 and Regular Board of Education Meeting 09/12/2013

5.00 Board Update

- 5.01 Chief Officer Update

6.00 Open Forum

7.00 Action Items

- 7.01 Approval of Accreditation of Schools
- 7.02 Approval of Charter School Applications
 - 7.02.01 Adventures in Learning Career Academy
 - 7.02.02 Valiant Academy
- 7.03 Approval of American Education Week Resolution, November 18-22, 2013
- 7.04 Approval of Chief Officer Review Measures and Current Year Process for CEO, CBO and COO
- 7.05 Approval of Graduation Dates & Times for Class of 2014 and Graduation Date for 2015
- 7.06 Approval of DAAC Membership
- 7.07 Approval of November 7, 2013 as Official Survey Date for Impact Aid
- 7.08 Construction Permit/Inspection Program
- 7.09 Approval of Policies JJJ and JJJ-R, Extracurricular Activity Eligibility
- 7.10 Approval of Policy for Guest Users
- 7.11 Approval of Revisions to Policies: GBED, ADC and JICG, Tobacco-Free Schools
- 7.12 Approval of District Benefit Plan for 2013
- 7.13 Items Removed from Consent Agenda

8:00 Information Items

8.01 Sand Creek Zone Update

8.02 Student Study Trips

8.03 Expulsion/Suspension Information

8.04 Facilities, Operations and Maintenance Safety & Training Program

9.00 Discussion Items

10.00 Other Business

11.00 Adjournment

DATE OF POSTING: October 4, 2013

Donna Teubner
Executive Assistant to Board of Education
and Personnel Director



BOARD OF EDUCATION AGENDA ITEM 4.01

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Kim Steeves, Professional Staff Liaison |
| TITLE OF AGENDA ITEM: | Approval of Matters Relating to Administrative and/or Professional Teachinical Personnel |
| ACTION/INFORMATION/DISCUSSION: | Consent - Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: To gain Board of Education approval for personnel changes.

RATIONALE: 1. The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement. 2. Retirement and resignations, if any, are including in this roster.

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

FUNDING REQUIRED: Yes X No ____

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: 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 27, 2013

FALCON SCHOOL DISTRICT 49
October 10, 2013

**APPROVAL OF MATTERS RELATING TO ADMINISTRATIVE AND
PROFESSIONAL/TECHNICAL PERSONNEL**

Be it resolved, that the following matters relating to administrative and/or professional/technical personnel be approved as recommended by the Chief Education Officer:

APPOINTMENTS:

| | |
|---------------|---|
| Duerr, Rachel | Hired as a grant-funded Health and Wellness Coordinator effective October 14, 2013. |
|---------------|---|

TRANSFERS:

REQUESTS FOR LEAVE:

RETIREMENTS:

TERMINATIONS:

RESIGNATIONS:



BOARD OF EDUCATION AGENDA ITEM 4.02

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Kim Steeves, Professional Staff Liaison |
| TITLE OF AGENDA ITEM: | Approval of Matters Relating to Licensed Personnel |
| ACTION/INFORMATION/DISCUSSION: | Consent - Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: To gain Board of Education approval for personnel changes.

RATIONALE: 1. The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement. 2. Retirement and resignations, if any, are including in this roster.

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

FUNDING REQUIRED: Yes X No ____

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: 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 27, 2013

FALCON SCHOOL DISTRICT 49
October 10, 2013

APPROVAL OF MATTERS RELATING TO LICENSED PERSONNEL

Be it resolved, that the following matters relating to certified personnel be approved as recommended by the Chief Education Officer:

APPOINTMENTS:

| | |
|--------------------|---|
| Haddock, Andrea | Hired as an hourly paid K-5 Interventionist at Woodmen Hills Elementary School effective September 6, 2013. She will be paid for 5.5 hours per day. This is a replacement position. |
| Daller, Travis | Hired as an INR SPED SIED Teacher at Sand Creek High School effective September 18, 2013. He has been set at a BA/1 with a salary based on a pro-rated work schedule of 146 days. This is a replacement position. |
| Pollock, Katherine | Hired as an INR SPED SIED Teacher at Falcon Middle School effective September 18, 2013. She has been set at a MA+48/3 with a salary based on a pro-rated work schedule of 146 days. This is a replacement position. |

REQUESTS FOR LEAVE:

None at this time

RETIREMENTS:

None at this time

TRANSFERS:

None at this time

TERMINATIONS:

None at this time

RESIGNATIONS:

| | |
|---------------------|--|
| Hug, Dawana | Written notice of her intent to resign from her position as 2 nd Grade Teacher at Ridgeview Elementary School effective October 11, 2013. |
| Rockwood, Elizabeth | Written notice of her intent to resign from her position as SPED SLD Teacher at Imagine Classical Academy effective October 4, 2013. |
| Shaum, Laura | Written notice of her intent to resign from her position as School Nurse effective October 25, 2013. |

SUBSTITUTES:

None at this time



BOARD OF EDUCATION AGENDA ITEM 4.03

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Lisa Hines, Educational Support Staff Liaison |
| TITLE OF AGENDA ITEM: | Approval of Matters Relating to Educational Support Personnel |
| ACTION/INFORMATION/DISCUSSION: | Consent - Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for personnel changes

RATIONALE:

- The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement.
- Retirement and resignations, if any, are included in this roster.

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

FUNDING REQUIRED: Yes **X** No ___ **AMOUNT BUDGETED:** Amount Budgeted: In accordance with Board of Education approved salary tables.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the recommendation of the administration for personnel changes listed on the attached sheet.

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

DATE: October 10, 2013

FALCON SCHOOL DISTRICT

October 10, 2013

APPROVAL OF MATTERS RELATING TO EDUCATION SUPPORT PERSONNEL: Be it Resolved, that the following matters relating to classified personnel be approved as recommended by the Chief Education Officer:

APPOINTMENTS:

| | |
|--------------------------|---|
| Cash, Camisue | Existing Position, Bus Driver at Transportation, full time, school year, step 1, 5 hours per day, start date September 10, 2013. |
| Cunningham, Tan Tasha | New Position that was approved by the Zone Leader, the Chief Business Officer, and Chief Educational Officer. Special Education Paraprofessional at Falcon Virtual Academy, full time, school year, Step 4, 7 hours per day, start date September 23, 2013. |
| Denson, Tracy | Existing Position, Special Education Paraprofessional at Springs Ranch Elementary School replacing Erin Brewer, part time, school year, step 1, 3.5 hours per day, start date August 19, 2013. |
| Dressler, Malisia | New Position that was approved by the Zone Leader, the Chief Business Officer, and Chief Educational Officer. Special Education Paraprofessional at Odyssey Elementary School, full time, school year, Step 1, 7 hours per day, start date September 6, 2013. |
| Elmore, Christine | Existing Position, Nutrition Services Assistant at Falcon High School replacing Tonya Harris, part time, school year, step 1, 4 hours per day, start date September 17, 2013. |
| Gierveld, Crystal | Existing Position, Health Assistant at Falcon Virtual Academy replacing Maria Felicia Briggs, full time, School year, step 5, 7 hours per day, start date September 17, 2013. |
| Harvey, Robert | Existing Position, Bus Driver at Transportation, full time, school year, step 1, 5 hours per day, start date September 10, 2013. |
| McGee, Kelley | New Position that was approved by the Zone Leader, the Chief Business Officer, and Chief Educational Officer, Special Education Teacher Paraprofessional at Falcon High School full time, full year, step 1, 7 hours per day, start date September 16, 2013. |
| Nichols, Brady | Existing Position, Building Custodial Technician at Falcon Elementary School replacing Brittany Jilek, full time, full year, step 3, 8 hours per day, start date September 11, 2013. |
| Pratt, Paula | Existing Position, Nutrition Services Assistant at Skyview Middle School replacing John Bass, part time, school year, step 2, 5.5 hours per day, start date September 9, 2013. |
| Rice, Jennifer | New Position that was approved by the Zone Leader, the Chief Business Officer, and Chief Educational Officer. Science Tutor for online support at Vista Ridge High School, part time, school year, 7 hours per day, start date September 23, 2013. |

| | |
|----------------------|---|
| Ross, Jennifer | New Position that was approved by the Zone Leader, the Chief Business Officer, and Chief Educational Officer. Science Tutor for online support at Vista Ridge High School, part time, school year, 7 hours per day, start date September 18, 2013. |
| Staite, Julie | Existing Position, Special Education Paraprofessional at Falcon High School replacing Lupe Romero, part time, school year, step 4, 3.5 hours per day, start date September 4, 2013. |
| Walters, Rebecca | New Position that was approved by the Zone Leader, the Chief Business Officer, and Chief Educational Officer. Special Education Records Secretary for Sand Creek Zone, part time, school year, Step 5, 3.5 hours per day, start date September 23, 2013. |
| Weiant, Yvonne | New Position that was approved by the Zone Leader, the Chief Business Officer, and Chief Educational Officer. Special Education Paraprofessional at Vista Ridge High School, full time, school year, Step 11, 7 hours per day, start date September 6, 2013. |
| SUBSTITUTE: | |
| Dressler, Alisia | Substitute, wage range \$7.94 - \$15.30 per hour depending on substitute placement. |
| Hoffman, Tara | Substitute, wage range \$7.94 - \$15.30 per hour depending on substitute placement. |
| Parra, Marion | Substitute, wage range \$7.94 - \$15.30 per hour depending on substitute placement. |
| TRANSFERS: | |
| Bass, John | Transfer from his position as Nutrition Services Assistant at Skyview Middle School to an existing position as Nutrition Services Assistant at Rocky Mountain Classical Academy replacing Jennifer Gabriel part time, school year, step 3, 4.5 hours per day, start date September 9, 2013. |
| Jilek, Brittany | Transfer from her position as Building Custodian at Falcon Elementary School to an existing position as Attendance Secretary at Stetson Elementary School replacing Cecelia Castro full time, school year, step 2, 8 hours per day, start date August 26, 2013. |
| RESIGNATIONS: | |
| Archuleta, Emily | Resignation from her position as a Bus paraprofessional effective September 26, 2013. |
| Boisvert, Kimberly | Resignation from his position as a Bus Driver at Transportation effective June 27, 2013. |
| Busch, Tiffany | Resignation from her position as Health Assistant at Falcon High School effective September 24, 2013. |
| Dunn, Jamie | Resignation from her position as Crossing Guard at Ridge View Elementary School effective September 13, 2013. |
| Fisher, Ross | Resignation from his position as a Bus Driver at Transportation effective August 12, 2013. |
| Langton, Don | Resignation from his position as a Bus Driver at Transportation effective September 6, 2013. |

Ramirez, Monica Resignation from her position as a substitute bus driver effective September 6, 2013.

Skrzypek, Tracey Resignation from her position as a Health Assistant effective September 9, 2013.

TERMINATIONS:

None

RETIREMENTS:

None

LEAVE OF ABSENCE:

None

FALCON SCHOOL DISTRICT 49
October 10, 2013

APPROVAL OF MATTERS RELATING TO **SCHEDULE “B” PERSONNEL:** Be it Resolved, that the following matters relating to Schedule “B” Personnel be approved as recommended:

APPOINTMENTS:

Falcon Middle School (2013-2014)

| <u>Individual</u> | | <u>Sport/Activity</u> | <u>Step</u> | <u>Salary</u> |
|--------------------------|--------|------------------------------|--------------------|----------------------|
| Uhrick, | Amber | Girls Basketball | 1 | |
| Odom | Willis | 8th Boys Basketball Coach | 1 | |

Horizon Middle School (2013-2014)

| <u>Individual</u> | | <u>Sport/Activity</u> | <u>Step</u> | <u>Salary</u> |
|--------------------------|-------|------------------------------|--------------------|----------------------|
| Seymour, | Bryan | Team Lead 7 th | | |

Falcon High School (2013-2014)

| <u>Individual</u> | | <u>Sport/Activity</u> | <u>Step</u> | <u>Salary</u> |
|--------------------------|-----------|----------------------------------|--------------------|----------------------|
| Edgett, | Davlyn | Yearbook | 7 | |
| Divine, | James | Band Director | 8 | |
| Divine, | James | Marching Band | 8 | |
| Green, | Maria | Musical Director | 7 | |
| Cravens, | Tim | Percussionist | 5 | |
| Green, | Maria | Choir | 7 | |
| Morris, | Greg | Counseling Department Head | | |
| Green, | Brian | Web Administrator | | |
| McIntire, | Alex | DECA | 7 | |
| Michaels-Lipp, | Connie | HOSA | 7 | |
| Lamb, | Rachel | HOSA | | |
| Mazzagetti, | Jillian | HOSA | | |
| McDonald, | Jennifer | DRAMA | 6 | |
| Edgett, | Davlyn | English Department Head | | |
| Blocher, | Lisa | English Department Head | | |
| Russell, | Thomas | FBLA | 7 | |
| McIntire, | Alex | Business Department Head | | |
| Johnson, | Sarah | Arts Department Head | | |
| Schafer, | Jennifer | Foreign Language Department Head | | |
| Malm, | Catherine | Freshmen Class Sponsor | | |
| Lopez, | Krista | Freshmen Class Sponsor | | |
| Boulett, | Sarah | Junior Class Sponsor | | |
| Nielson, | Brooke | Knowledge Bowl Sponsor | 5 | |

| | | | |
|-------------|------------|-----------------------------------|---|
| Green, | Maria | LINK Sponsor | 7 |
| Kirk, | Tammy | Math Department Head | |
| Estepp, | Kelli | Mock Trial Sponsor | 7 |
| Green, | Maria | Music Department Head | |
| Rottenborn, | Jim | National Honor Society | |
| Gale, | Vance | PE Department Head | |
| Turner, | COL. James | JROTC Department Head | |
| Hartley, | William | JROTC Drills and Ceremonies | 7 |
| Deynzer, | Jeff | JROTC Drills and Ceremonies | 7 |
| Torrance, | Tom | Science Department Head | |
| Edgett, | Davlyn | Senior Class Sponsor | |
| Kennedy, | Dave | Social Studies Department Head | |
| Patterson, | Diane | Special Education Department Head | |
| Dunn, | Jeff | Student Council (STUCO) | 8 |
| Watley | Mark | Assistant Boys Basketball | 1 |

TRANSFERS:

None at this time

RESIGNATIONS:

None at this time



BOARD OF EDUCATION AGENDA ITEM 4.04

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Susan Junkins, HR Specialist |
| TITLE OF AGENDA ITEM: | Approval of Matters Relating to Schedule B Personnel |
| ACTION/INFORMATION/DISCUSSION: | Consent-Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: To gain Board of Education approval for personnel changes.

RATIONALE: The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement. Retirement and resignations, if any, are included in this roster.

RELEVANT DATA AND EXPECTED OUTCOMES: By addressing these actions 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 | <u>X</u> | Staff Empowerment and Support | |
| Parent/Community Engagement | | Social and Ethical Responsibility | |
| Operational Efficiency and System Effectiveness | <u>X</u> | | |

FUNDING REQUIRED: Yes X No **AMOUNT BUDGETED:** In accordance with Board of Education approved salary tables.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the recommendation of the administration for personnel changes listed on the attached sheet.

APPROVED BY:

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

DATE: October 10, 2013



BOARD OF EDUCATION AGENDA ITEM 4.05

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Jessica McAllister |
| TITLE OF AGENDA ITEM: | Approve FHP Handbook |
| ACTION/INFORMATION/DISCUSSION: | Consent Agenda Approval of FHP Handbook |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: In the third year of operation, it has become apparent that the Falcon Homeschool Program is in need of a Parent/Student Handbook to ensure clear communication with both parents and students. Board policy CHCA states “In order that pertinent Board policies, district regulations and/or school rules may be known by all staff members and students affected by them, District administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform to District wide policies and regulations. It also is important that all handbooks bearing the name of the District or one of its schools be of a quality that reflects credit on the District. Therefore, the Board expects all handbooks to be approved by the Board and/or Chief Education Officer prior to publication.

The Board shall review and approve the District wide personnel handbooks and the student handbooks so that the contents of both may be accorded the status of Board-approved policy and regulation. The Chief Education Officer shall use judgment as to whether other specific handbooks need Board approval. However, all handbooks published shall be made available to the Board for informational purposes.”

RATIONALE: Topics were selected based off of lessons that were previously learned and through the consultation of both district policy and the Code of Conduct. Sections include the Enrollment, Attendance, Student Responsibility, Student Health and Safety, Communication Between School and Parents, Parent/Guardian Participation, Special Permissions, Functions, Events and Field Trips, and Support Services.

RELEVANT DATA AND EXPECTED OUTCOMES: The FHP Parent/Student Handbook was written in conjunction with the School Accountability Committee which consists of 5 members (2 teachers and 3 parents – with students ranging through the grade levels and program offerings).

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: **N/A**

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the Falcon Homeschool Program handbook.

APPROVED BY: Peter Hiltz, CEO

DATE: September 30, 2013

School Year | 2013-
2014

Falcon Homeschool Program Parent/Student Handbook

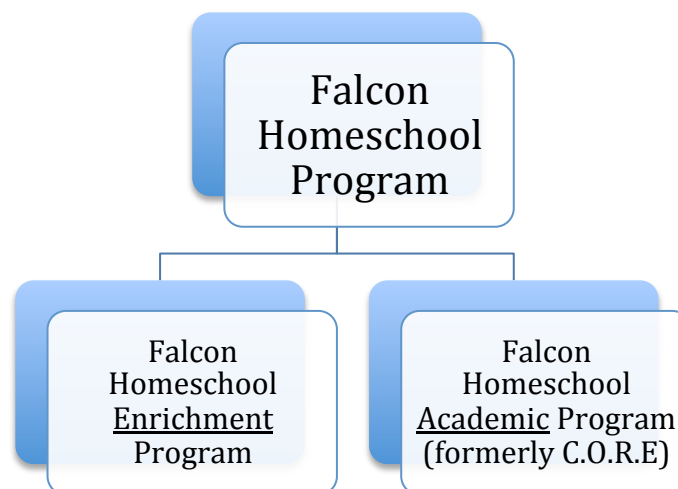
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Introducing....The Falcon Homeschool Program

A Brief History:

The Falcon Homeschool Enrichment Program opened its doors in the fall of 2011 with a total of 31 students ranging from 1st – 6th grade that were spread between 2 classrooms. To meet the increased interest among the community, we expanded the program in both size and scope in our second year of operation. In the 2012-2013 school year, we opened up our doors to 110 K – 8th graders that were spread between 2 separate enrichment days and piloted an optional academic program (C.O.R.E) with some students in 6th – 8th grade in which we partnered with parents in the instruction of math and composition/literature. The popularity of this academic offering served as the main instrument for growth in our third year as we expanded the grades served to 12th grade. Due to the differences between the expectations and approaches between the enrichment program and C.O.R.E, each became their own entity under the overarching umbrella of the Falcon Homeschool Program – as illustrated below:



While we are committed to investigating and meeting the needs of the community, we will only do so in a responsible manner in consideration of the values that we initially identified and continue to withhold. These values include:

- **Low student/teacher ratios:** we have found that a maximum of 16 students per class is optimal in our setting and will not exceed these limits
- **First name basis:** we prefer to be addressed by our first names as we see ourselves on an equal level as the students that we serve
- **Multi-age classrooms:** we believe in the benefits that multi-age classrooms can offer to individual students, classrooms, teachers and the culture of the entire program.

| | FHEP | FHAP |
|--------------------|---|---|
| Grades Served | K – 8 th | 6 th – 12 th |
| Courses | Social Studies and Science Semester Thematic Units | Math and Composition/Literature Complete Annual Curriculum |
| Placement | Age and Maturity Multi – age classrooms: <ul style="list-style-type: none"> ○ K & 1st ○ 2nd & 3rd ○ 4th & 5th ○ 6th – 8th | Preassessment Data, Parent Recommendation, Age and Maturity |
| Program Days | Tuesday and Thursday | Wednesday and Friday |
| Times | 8:45 am – 3:30 pm | 8:45 am – 11:45 am and/or 12:30 pm – 3:30 pm |
| Parent Involvement | Encouraged and accepted | Required (frequency depends on student needs) |
| Homework | None | A minimum of 3 hours per week |

The FHP Approach:

F - Focused on

H - Higher level thinking through

P - Play, passion and purpose in a

R - Responsive classroom that

E - Engages future

L - Leaders through

A - Academically rich,

T - Tactile

E - Experiences in a

S – Student-centered environment

ENROLLMENT

Admissions Procedures and Guidelines:

The Falcon Homeschool Program is a part – time, choice program within Falcon School District 49 that is available to all students, regardless of their school district of residence. Students of the program continue operating under the homeschool law as defined as http://www.cde.state.co.us/choice/homeschool_law.asp. Interested families must adhere to the following process for enrollment and have their application approved through the receipt of an acceptance form from FHP. Continued enrollment is contingent upon adherence to the rules and policies of the Falcon Homeschool Program as outlined in this handbook and submission of required annual documentation.

Age Requirements:

* Students must be within the following age parameters by September 15, 2013 to be enrolled into the corresponding enrichment classes:

| Class Grade Levels | Minimum Age | Maximum Age |
|---|--------------|--------------|
| K – 1 st Grade | 5 years old | 7 years old |
| 2 nd – 3 rd Grade | 7 years old | 9 years old |
| 4 th – 5 th Grade | 9 years old | 11 years old |
| 6 th – 8 th Grade | 11 years old | 14 years old |

** The maximum age to participate in the academic program is 18 years old on September 15, 2013

Application Process:

1. Attend an informational meeting
2. Complete an Intent to Enroll form and turn in to FHP

**** Submit pre-assessment data in math and/or reading/writing**

3. Participate in a pre – eligibility meeting
 - A. Fulfill any follow-up eligibility requests, to include (but are not limited to):
 1. Submission of current/historical documentation (i.e IEP, 504, ILP, etc.)
 - B. Receive a status of eligibility notice (either approved or denied) and act accordingly
 1. If eligibility has been approved, continue with D49 enrollment process
 2. If eligibility has been denied, no further action is necessary (see [Grounds for Denial of Eligibility](#))

4. Indicate acknowledgement and agreement with FHP policies and procedures as outlined in the student handbook through completion of the signature page.

****Families and students enrolled in the FHAP program will also need to acknowledge their understanding of the commitments of the academic program in terms of homework, attendance, (etc.) by signing a separate agreement page.**

Please Note: Final enrollment approval will be determined upon reviewing enrollment documents. FHP reserves the right to deny final eligibility if enrollment paperwork indicates incomplete, inaccurate or falsified information.

FHP Eligibility Criteria:

Enrollment is available and tuition-free to any child meeting student eligibility requirements including but not limited to:

- Age requirements (see [age requirements](#) below)
- The ability of FHP to adequately meet the applicant's special needs (social, behavioral, dietary, physical, academic, etc.)
- Whether the applicant has been expelled or is in the process of being expelled and/or has history of habitual disruption and/or committing serious violations in a school building or on school property.

FHP Grounds for Denial of Eligibility:

The following are grounds for denial of eligibility to students requesting choice enrollment:

- There are no openings available.
- Student is, or intends to be, enrolled in another (full – time or part – time) publicly funded program or school.

- Enrollment has been closed for the year (on or around October 1st)
- It is determined that FHP does not offer appropriate programs or is not structured or equipped with the necessary facilities or personnel to meet the special needs of the student, or does not offer the particular program requested. Acceptance of Special Education students is conditional pending review of outcomes and space availability.
- The student does not meet the established eligibility criteria for participating in a particular program, including but not limited to age requirements (see [age requirements](#) below)
- The student has been expelled from any school district during the preceding 12 months, or has engaged in behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

**** The specified course does not meet the minimum amount of students to be offered**

Waitlist Process:

In the event that our capacity of 16 children in a given class is met, all additional students who are interested in enrollment will be placed on a wait list. Placement on the wait list will be determined upon submission of an Intent to Enroll form, which is only available to those who attend an informational event. Slots will be allocated on a first come, first served basis, however in times of high volume, will be determined using a web-based randomizer. Families will be contacted regarding their students initial location on their corresponding wait lists and are encouraged to contact the administration for any updates. As spaces in the classroom become available, parents will be contacted immediately and the eligibility process will be initiated.

Withdrawal Process:

Should you choose to discontinue your enrollment with FHP, please request a withdrawal form, arrange a time to pick up any portfolios, student work and/or personal items, and prepare all borrowed curriculum for return (fees may be assessed if items are not returned).

ATTENDANCE

Consistent and regular attendance in both the enrichment and academic programs is critical in that it helps us to accomplish the following goals:

- Create and foster authentic friendships - the formation of healthy peer relationships necessitates interaction
- **** Develop and refine skills in the academic content areas – in-class repetition, review, interaction, skill development and advancement are critical components of FHAP.**

Parents are encouraged to plan family activities and vacations in consideration of the FHP calendar so that students have the opportunity to receive the full benefit of our program.

With approximately 18 class meetings per semester, a meeting with the family of any student in excess of 4 non-illness/non-emergency absences per semester will be requested in which continued involvement in our program will be discussed.

Illness Guidelines:

When considering whether or not to send your child to school, please consult the following list and refrain from sending them if they exhibit one or more of the symptoms listed.

- A temperature that is over 100 degrees F. A student may return to school once they have been fever-free for a full 24 hours without the use of fever reducing medication.
- Experienced vomiting or diarrhea in the previous 24 hours.
- Severe cold symptoms, such as constant runny nose, congestion, coughing or sneezing (unless allergy related).
- A sore throat lasting longer than 3 days (a child diagnosed with strep throat must stay home for at least 24 hours after antibiotic treatment has been started).
- Red, inflamed, swollen or discharging eyes (not related to allergies).
- Weeping cold sores or other lesions (such as impetigo) until under treatment.
- Rashes that are not yet diagnosed.
- Head lice that has NOT been treated.

School Schedule:

The Falcon Homeschool Program has aligned our school calendar with that of Falcon School District 49 in terms of start date, holidays, vacations and end date. Although we service students 4 days a week, each student is assigned to a specific and individualized program schedule in which they are to attend based off of their age in relation to the courses offered and their ability for the academic program.

| Day | Program Offering | Grades/Subjects Served | Subjects Served | Times |
|--|------------------|------------------------|--------------------------------|---|
| Tuesday | Enrichment | K – 8 | Social Studies/Science | 8:45 am – 3:30 pm |
| Wednesday | Academic | 6 – 12 | Math/ Composition & Literature | 8:45 am – 11:45 am and/or 12:30 pm – 3:30 pm* |
| Thursday | Enrichment | K – 8 | Social Studies/Science | 8:45 am – 3:30 pm |
| Friday | Academic | 6 – 12 | Math/ Composition & Literature | 8:45 am – 11:45 am and/or 12:30 pm – 3:30 pm* |
| * Students enrolled in both sections on an academic program day will enjoy lunch and choice time in between classes. | | | | |

Please help assure that our teachers have an adequate amount of time to prepare for the program day by bringing your students as close to 8:45 as possible. While we love seeing their smiling faces earlier and appreciate their excitement for the day, it presents a challenge in the preparation that is necessary for a smooth day.

Student Drop-Off and Pick-Up Procedures:

Our commitment to student safety extends beyond our building and outside play area to the parking lot during drop-off and pick-up times. Due to the potential for congestion because of the relative small size of our parking lot, the following guidelines have been established to promote order and, most importantly, assure child and student safety.

- Park only in designated parking spots
- Monitor your children in the parking lot (i.e exit the building with them, assist them

- Remain alert while driving (i.e NO texting, phone calls, etc.)
- Limit your speed to 5 mph
- Consider making arrangements with your student('s) teacher(s) to arrive early to pick up if you are in a hurry to limit frustrations.

During drop-off, parents have the opportunity to participate in our kiss 'n go program in which their car will be approached by a staff member who will then provide assistance in escorting children and their belongings to the building. While it is not a requirement to utilize this service as parents are always welcome in the building, should you elect to participate in kiss 'n go, please adhere to the following guidelines.

- ### Mohawk Road
-
- The diagram illustrates the layout of Mohawk Road. On the left is a green rectangular area labeled "FHP". Below it are two handicap parking spaces, each marked with a wheelchair icon. To the right of the FHP area is a white rectangular area labeled "Kiss 'n Go Lane". Above this area is a red arrow pointing right, labeled "Flow of Traffic", and a wheelchair icon labeled "Handicap Parking". To the right of the Kiss 'n Go Lane is a yellow dashed line. To the right of the yellow dashed line is a red arrow pointing up, labeled "Through Traffic".

Upon pick-up, parents are strongly encouraged to come inside the building to pick students up in the afternoon. This will give parents a chance to check their family folder, visit with other families and see what students may have done during their day. In extenuating circumstances (i.e sleeping child) please feel free to call our main number (719-494-8985) and your child, their belongings and your family newsletter will be delivered to you in the parking lot.

If a student must leave class early, please send a note to the teacher stating the time the child should be dismissed from school and who will be picking them up. For the safety of our students, we will request picture identification from anyone picking up a student early from school. Please notify anyone that may be picking up your child.

Inclement Weather Policy:

The Falcon Homeschool Program abides by the Falcon School District #49 inclement weather policies. In the event of a 2-hour delay, programs will begin at 10:45 am and the doors will open at 10:30 am. When D49 administration cancels or delays the start of school due to inclement weather, several radio/TV stations will be contacted to broadcast the closure or delay.

AM Radio Stations

KTWK 740
KVOR 1300

KOA (Den) 850
KCMN 1530

KCBR 1040
KWYD 1580

KRDO 1240

FM Radio Stations

KSPZ 92.9
KPRZ 96.1
KVUU 99.9
KHII 105.5

KCME 88.7
KILO 94.3
KCCY 96.9
KGFT 100.7
KKLI 106.3

KTLF 90.5
KCAT 95.1
KKFM 98.1
KKCS 104.5

KWBI 91.1
KKFM 98.9
KBIQ 102.7

TV Stations

KOAA (Ch 5/30)

KKTV (Ch 11)

KRDO (Ch 13)

Additionally, parents are encouraged to sign up for the free FlashNews Network service. FlashNews Network is the first line of communication between the district and our families in the event of weather delays or closures and other important updates. The notice immediately provides updates to subscribers when there is any change in status of the district. To sign up, simply add your information into the appropriate fields via the following link: <http://www.flashalert.net/news.html?id=187>

Because the majority of our students reside outside of Falcon School District #49, we suggest the use your local school district's school delay or closure recommendation when determining whether to attend. As most Coloradans are aware, the weather and snow amounts vary greatly throughout the city and surrounding areas. Please use your own discretion when deciding to have your student(s) attend FHP during inclement weather situations.

STUDENT RESPONSIBILITY

Behavioral Expectations:

Each student is a valued and embraced member of our community and has a sense of ownership in our school that brings with it certain rights and responsibilities. At the onset of each year, all students participate in the development of norms that operate under the auspice of being appropriate, safe and kind. Student norms are general agreements for guiding student behavior and responsibilities in their interactions with the materials, property and various members of our community (students, families, teachers, visitors, etc.). Students who violate the norms may experience a loss of trust from the community and other appropriate consequences in accordance with the District 49 Code of Conduct.

The values and norms of the Falcon Homeschool Program are designed to ensure a caring, safe and productive learning environment for all members of the community. We believe that each member of the community is responsible for upholding these norms, including monitoring one's own behavior and approaching peers who choose to act inappropriately. The Falcon Homeschool Program views mistakes as learning opportunities for both the individual and community and anticipates that they will occur on occasion. At any point in time, individuals who violate community norms can choose to control their behavior, accept remediation from peers and/or staff, accept responsibility for their actions, rectify the situation and make better decisions in the future and will not subject to any further action. In cases where students are not ready or willing to accept responsibility for changing their behaviors that violate community norms, the following practices will be implemented.

Note: Entry level and movement among the disciplinary practices is incident specific and does not follow a prescribed sequence.

| Intervention | Possible Solutions |
|----------------------------------|--|
| Lowest Level | |
| Self Monitoring | Self Control/Self Advocacy |
| Peer – to – Peer Mediation | Apology, student/teacher led discussion to discover cause/effect relationships and solutions |
| More Serious | |
| Teacher/Staff Member Involvement | Problem-solving meeting, loss of trust and/or privileges, and/or other consequences deemed appropriate by the administrator. |

| Severe or Repeated Violations | |
|----------------------------------|---|
| Parent/Administrator Involvement | Problem-solving meeting, loss of trust and/or privileges, service to community, and/or other consequences deemed appropriate by the administrator. |
| Contract | Re-clarification of Falcon Homeschool Program norms and individual responsibilities with clear terms to demonstrate appropriateness of the program and/or other consequences deemed appropriate by the administrator. |
| Withdrawal of Support | Privilege of attending The Falcon Homeschool Program withdrawn |

Food Preparation - Severe Peanut/Treenut Allergies:

Our population of students includes some with severe, life-threatening allergies to any product containing peanuts or tree nuts (i.e walnuts, pistachios, cashews, almonds, etc.). In order to assure their safety, please assign deliberate attention when packing student snacks and lunches. A comprehensive and regularly updated Guide of Snacks Free of Peanuts, Tree Nuts and Eggs can be accessed by clicking on <http://snacksafely.com>. While a procedure for students who arrive with items containing peanut/tree nuts has been established (including thorough cleansing and removal of product), we prefer to not have to resort to it.

Please note: although peanuts/tree nuts may not be an obvious ingredient in certain common foods, it is possible that it is processed in a plant that has traces of these allergens. Check all labels to assure not only does it not directly contain peanuts/tree nuts but that it is also not labeled with the following:

- "may contain peanuts"
- "manufactured/produced on a shared line with products containing peanuts/tree nuts"

Lost And Found:

It is easy for students to misplace or forget their items during their program day at FHP and, as such, a lost and found coat rack has been placed near the back entrance of our building next to the supply cabinets. Please clearly label all items of clothing, lunch boxes, backpacks, and any other items for safe keeping in the event that they get lost.

Dress Code:

There is no requirement for uniforms at our program. In general, we will trust students and their families to use good judgment and common sense when dressing for school days.

Students seeking guidance for what is and isn't okay to wear are encouraged to consult the Falcon District 49 dress code guidelines, which can be found on the web at:

http://falcon49.schoolfusion.us/modules/groups/homepagefiles/cms/2198345/File/Parents%20&%20Students/Code_of_Conduct.pdf. If ever there is a dispute, we will use this code as our guide.

Outside Play:

We value fresh air and will make every effort to assure that students spend some time outdoors each day. We will remain indoors in the instance of precipitation or extreme temperatures and ask that all students are equipped with the necessary items to keep them safe. Such items may include sunscreen, coats, hats, mittens/gloves, boots, etc. Regardless of weather, all students are encouraged to wear closed-toed shoes during all program days. While outside, students will be expected to continue to act in appropriate, safe and kind ways.

STUDENT HEALTH AND SAFETY

Updated Emergency Information:

It is vital that every child have on file current emergency phone numbers where parents can be reached. Please designate an individual for the school to call in the event of an emergency if a parent cannot be reached. It is the parent's responsibility to contact the school admin in a prompt manner, if your address, phone, or the name and phone of the person you want contacted in an emergency changes during the school year. Please ensure expedient and proper care for your child by keeping your work and home telephone numbers current in the school office.

Fire Drills/Tornado Drills/Lock Down Drills:

To help assure that we are prepared in the event of an emergency, FHP will hold regular drills throughout the year. Please help assure your student that the purpose of these drills is to ensure the safety of all students, staff and visitors.

Health Room:

We have a designated health room that will be available on all program days as well as staff support in the event that it is needed. A determination will generally be made within 10 minutes as to the needs of the student as to whether or not they can return to their classroom or if parental contact is necessary.

Injuries:

While we do our best to supervise children at all times, it is always a possibility that an injury occurs outside of our purview. If a student is injured, it shall be his/her responsibility to inform a teacher or the office of the injury as soon as it occurs. In severe cases, an attempt to contact parents/guardians will be made first. If there is no response, the emergency number on file will be called, followed by the preferred hospital if necessary.

Pets:

For safety reasons, any non-service animal is not permitted on school grounds. Dogs and other small animals may be gentle at home but unpredictable at school when confronted by a large number of unfamiliar children. Parents/guardians, we also ask that you do not bring dogs to school events such as field day or when picking up children. Children may bring their pets to school for reports or "show and tell" as long as appropriate arrangements have been made with the child's teacher.

Medication Policy:

Please be aware that Colorado State law governs our medication policy. Parents are welcome to come and administer their student's medication on-site, and in such an event, we request that this is done in the health room. If your child must take medication during school hours, and you will not be coming in to administer it, you must provide the following before we administer it:

- A written doctor's order (including drug name, dose, time, duration of treatment, doctor's and parent's signature). **This includes all over-the-counter medication. The only exception is cough drops, which may be given with written parent permission.** PLEASE NOTE: The pharmacy label applied to the medication bottle will not suffice for a doctor's order.
- Medication must be in the original bottle, complete with label. Medication cannot be given if it comes in a baggie, envelope, plain bottle, etc.
- All medications must be kept in a locked cabinet in the health room. If a student must carry a medication on him or her, such as an inhaler, Epi-Pen or Diabetes supplies, the physician order must state this and the student must sign a self-carry contract.
- The medications provided to the health room will not be available outside of school hours. For after school activities parents should discuss health conditions with the staff member who is in charge of that activity. We are happy to coordinate training of staff, but please be aware that staff does not have after school access to the health room supplies.
- If your child has a health condition such as asthma, allergies, diabetes or seizure disorder a health care plan will need to be devised. This gives guidance to the staff regarding your child's health issue. Please contact the school health assistant immediately if this pertains to your student.

Immunizations:

All students must have current and up-to-date immunizations in order to participate in school. The only exception to this is if the parent signs an exemption for medical, religious, or personal reasons.

All students need to be compliant with their immunizations or they can be excluded from attending school. Your nurse or health assistant will contact you soon after the beginning of the school year to inform you if your child is out of compliance, meaning he or she is missing immunizations.

If you have any questions regarding these policies or immunization requirements for Colorado students, please call the health room.

COMMUNICATION BETWEEN SCHOOLS & PARENTS

It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to visit the school at any time and to contact teachers with concerns or questions. Please make an appointment to visit with a classroom teacher so that instructional time is not interrupted.

Family Folders:

Each family within the enrichment program will have a designated family folder in which important school documents will be housed. Please remember to check your family folders after your program day each week so that you can remain informed about all of the current and upcoming events.

FHP Facebook Page:

The Falcon Homeschool Program utilized social media to make announcements and post reminders. Please consider “liking” us on Facebook so that this important information will appear directly in your newsfeed.

Miscommunication Remediation:

Due to the unique nature of our program and that, for some, it is a distinctive experience in a classroom setting, there is potential for misrepresentation between teachers/staff members and parents by means of student portrayal. In such an event, please consider taking the following measures before arriving at a conclusion:

1. Visit the classroom and witness the interactions that occur
2. Request a meeting with the teacher (with student present) to seek clarification
3. Share concerns and offer solutions
4. If unresolved, contact program administrator and complete steps 2 and 3

PARENT/GUARDIAN PARTICIPATION

School Accountability Committee (SAC):

Our S.A.C. is a group of parents and staff members who represent the community's point of view at large and helps to keep the students at the heart of every decision that is made. They provide valuable feedback as to the policies and procedures of the program and advise the program administrator in the decision making process. The Falcon Homeschool Program's SAC meets on an as needed basis in person and communicates regularly via a private Facebook group. If interested in participating, please indicate your willingness to serve to the program administrator.

Parent/Teacher/Student Organization (PTSO):

The Falcon Homeschool Program's PTSO is a developing organization composed of involved parents, students and teachers who share a common purpose of providing support and opportunities to enhance our program and fulfill our mission. Due to the infancy of this organization, the mission, meeting frequency, and other details are yet to be determined. Please let the program administrator know if you are interested in participating in the FHP PTSO

Volunteer Program:

FHP recognizes the opportunities that exist for parents while their students are in their designated program day and, therefore, do not have a requirement for volunteering. That said, we welcome and appreciate anyone who may be interested in dedicating some of their time to spend with us. If you are interested in volunteering, please let your child's teacher know your interest, availability and preferred duties and we will do our best to accommodate your requests.

SPECIAL PERMISSIONS

Photo/Media Release:

We often take pictures and videos to capture the essence of some of the activities that we do while at FHP. These photos are for the intention of placing in our yearbook and/or on our FHP Facebook page to commemorate many of the experiences that are shared while here. Each family was given the right to allow or refuse publication rights through the district 49 enrollment process and FHP will honor this decision. Please be advised that, in order to fulfill the request of those who deny publication rights, these students may be excluded from photo opportunities.

Technology and Computer Use:

Our commitment to 21st century learning is supported through the possibility of age-appropriate use of our computer lab that is available to teachers and students to enhance their experience while at FHP. Activities can vary from viewing information and interacting with safe, online exercises to researching, producing and publishing work. Teachers who plan to have students interacting with technology in an independent manner will be seeking permission to do so by means of an Acceptable Use Agreement with the students and parents who will be asked to partake in such activities.

FUNCTIONS, EVENTS AND FIELDTRIPS

Back – to – School Orientation:

This annual meeting provides families and students with an opportunity to receive program details for the upcoming school year, meet other parents/students who they will be sharing a classroom with, orient themselves with the physical surroundings, and drop-off their school supplies.

FHP Family Skate Nights:

To continue to facilitate the relationships that are formed at FHP and to provide an opportunity to extend them beyond the students and into the families, we will have a quarterly Skate Night at Skate City. Please be on the lookout throughout the year for specific details.

Thematic Events:

Due to our thematic approach to teaching science and social studies, teachers often encounter opportunities to host an event that compliments their unit of study. Specific details will be provided in advance in terms of date, time, location, etc.

Birthday Celebrations:

With advanced notice, we welcome brief celebrations of student birthdays within our program days. If your student would like to celebrate their birthday with those on their program day through providing treats, please assure that they are sealed and in their original packaging with the nutritional information clearly displayed. In the selection of which treats to provide, please remain cognizant of the allergies that exist within our program (see [“Food Preparation - Severe Peanut/Treenut Allergies”](#) in the Student Responsibility Section).

Please note, to protect all of our students, any item found to contain or to have been processed in a plant that may contain these allergens will be sent home with the student unopened.

Fieldtrips:

We value fieldtrips and the compliment that they can offer to enhance the material that is being taught in our classrooms. As such, we strive to plan at least one per semester with our students. We make every effort to keep costs low and, as such, attempt to use parent drivers (instead of district buses) whenever possible. All individuals who are transporting students need to have a valid driver's license, proof of current insurance and sign an agreement with FHP. The amount of money that this saves our program is directly passed on to families by means of a reduced overall cost per student in attendance.

Summer Park Days:

Bi-weekly park days are held throughout the summer months so that we can keep in touch with our current families and form memories with new and prospective families. Parks are selected based off of their restroom facilities, shade and other amenities and are announced in the spring before school concludes.

SUPPORT SERVICES:

*Curriculum Lending (FHEP):

Each student enrolled in the enrichment program may borrow up to \$200 worth of curriculum from FHP, which must be chosen from the approved FHP Curriculum Lending List. Orders are placed throughout the summer and first quarter of school and all families who wish to partake in this service must first attend a training meeting.

Please note: the curriculum lending service is only available to those exclusively enrolled in the Enrichment program (not Academic or concurrent with the Academic program) as the monetary amount designated towards this service is used towards the purchase of curriculum and material that is co-taught in FHAP.

Financial Assistance:

Financial assistance by means of scholarships for fieldtrips and special events/opportunities are available to students in need as determined by the Family Economic Survey that was distributed at the beginning of the year. If you wish to utilize this service, please contact the program administrator.

** Computer Loan (FHAP):

Dell laptop computers are available to students who are enrolled in the academic program to use to complete FHAP assignments upon request. If interested, please contact the program assistant to arrange for a computer lease.

PARENT/STUDENT SIGNATURE PAGE

Thank you for your thoughtful review of the policies and procedures of the Falcon Homeschool Program. The policies set forth are subject to change per the school administration, School Accountability Committee and/or district Board of Education. Any changes in policy will be communicated to both parents and students to assure transparent communication. Please sign below to indicate your awareness and agreement of the policies and procedures of the Falcon Homeschool Program and return to either the program administrator or assistant as soon as possible.

Student's Printed Name

Student's Signature

Parent's Printed Name

Parent's Signature

Date: _____



BOARD OF EDUCATION AGENDA ITEM 4.06

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Donna Teubner |
| TITLE OF AGENDA ITEM: | Approval of Minutes of Special Board of Education Meetings 09/11/13, 09/25/13 and Regular Board of Education Meeting 09/12/13 |
| ACTION/INFORMATION/DISCUSSION: | Consent Agenda |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Board approval required prior to posting minutes.

RATIONALE: Board of Education shall review minutes of meetings to ensure accuracy.

RELEVANT DATA AND EXPECTED OUTCOMES:

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

| | | | |
|---|----------|-----------------------------------|----------|
| Student Achievement and Performance | | Staff Empowerment and Support | |
| 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 X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the consent agenda.

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: September 30, 2013



10850 East Woodmen Road • Falcon, CO 80831
Tel: 719-495-3601 • Fax: 719-495-0832

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 11, 2013
9:00 A.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 9:04 a.m. by the President, Tammy Harold. The following Board members were present: Mr. Allen, Ms. Harold, Mr. Irons, Mrs. LaVere-Wright and Mr. Wright.

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 Allen, aye; Harold, aye; Irons, aye; LaVere-Wright, aye; Wright, aye.*

4.00 Open Forum

None

5.00 Other Business

5.1 Executive Session:

5.1.1 Pursuant to CRS 24-6-402(4)(f)(I) for discussion of personnel matters

5.1.2 Pursuant to CRS 24-6-402(4)(b) to confer with an attorney for the purpose of receiving legal advice on specific legal questions

It was moved by LaVere-Wright and seconded by Irons to go into Executive Session pursuant to CRS 24-6-402(4)(f)(I) for discussion of personnel matters with prior written notification; and pursuant to CRS 24-6-402(4)(b) to confer with an attorney for the purpose of receiving legal advice on specific legal questions; *The motion was put and carried with Allen, aye; Harold, aye; Irons, aye; LaVere-Wright, aye; Wright, aye.*

The Board went into Executive Session at 9:06 a.m. with the following people present: President Harold, Directors Allen, Irons, LaVere-Wright, and Wright, Peter Hilts, Chief Education Officer, Paul Anderson, Personnel Director, Kelly Dude, Attorney and Marlon King.

The Board recessed briefly at 11:22 a.m. while Mr. King was excused from the meeting.

It was moved by LaVere-Wright and seconded by Irons to return to regular session at 12:20 p.m. *The motion was withdrawn.*

Peter Hilts and Paul Andersen were excused from the meeting at 12:25 p.m.

It was moved by LaVere-Wright and seconded by Irons to return to regular session at 12:52 p.m. *The motion was put and carried with Allen, aye; Harold, aye; Irons, aye; LaVere-Wright, aye; Wright, aye.*

6.00 Action Items

6.1 Grievance Hearing

It was moved by LaVere-Wright and seconded by Irons to affirm Mr. Hilts' decision in whole and direct legal counsel to draft a decision therewith.

TH: During the course of executive session, the board is directing the administrators to do the following:

- a. Revise grievance policy to improve the timeline, language and grievance form;
- b. Paul Andersen shall work on a plan to facilitate the future relationship with employees involved in this grievance, including a restorative language component that may be used with employees in other situations;
- c. Paul Andersen shall develop a climate survey for use in Operations. The survey will address issues discussed in executive session including: culture of operations, some safety concerns, and other general Operations issues.
- d. Paul Andersen shall review Human Resources priorities and resources with his Supervisor and provide information to the board at the October work session.
- e. At the agenda setting meeting, review where our different chiefs have already been informed of their evaluation and timeframe to ensure that we are giving a fair amount of time for all of our chiefs, specifically after climate the survey has been completed.

Hiring a Project Management person or team was discussed. Paul Andersen indicated he would discuss this concept with the Chief officers.

Board members asked that Jack Bay address the timeline issues that were brought up today, specific training plan development, with benchmarks, during his safety presentation (to include permit information) at the September board work session.

The Board requested documentation that employees are receiving training with a survey at the end of the training. Make the files for liability insurance available.

The motion was put and carried with Allen, aye; Harold, aye; Irons, aye; LaVere-Wright, aye; Wright, aye.

7.00 Adjournment

With no further business to be brought before the Board, the special meeting of the Board of Education adjourned at 1:10 p.m.

Respectfully submitted by Donna Teubner

Tammy Harold, President

Chuck Irons, Secretary



BOARD OF EDUCATION AGENDA ITEM 5.01

| | |
|---------------------------------------|--------------------------------------|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Jack Bay, Peter Hiltz, Brett Ridgway |
| TITLE OF AGENDA ITEM: | Chief Officer Update |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The chief officers will provide an update to the board on district activity in their respective areas.

RATIONALE: To provide timely information to the board.

RELEVANT DATA AND EXPECTED OUTCOMES:

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 | | | |

FUNDING REQUIRED: Yes ____ No ____ **AMOUNT BUDGETED:**

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

APPROVED BY: Jack Bay, COO, Peter Hiltz, CEO, Brett Ridgway, CBO

DATE: October 3, 2013



CEO

| Ongoing | Upcoming |
|---|---|
| <p>Over the month of September, I was increasing able to spend time in zones and schools with leaders and administrators. My current practice, especially on Thursday and Friday mornings, is to start the day in a particular zone so that I am not trapped by “urgent” matters at the ESC. So far, my primary interactions at schools have been with zone and school leaders. I have attended PLC meetings, conducted numerous classroom walkthroughs, and visited classrooms at all levels.</p> <p>I have also been meeting regularly with the leaders of our various departments and divisions, including 100% of my direct reports as well as peers and support staff in operations and the business office. These direct contacts are giving me excellent insights about how to manage the working relationships and task flow throughout the education office.</p> <p>Another way you might track our activity and priorities is based on the content of the CEO blog, our monthly submission to the <i>New Falcon Herald</i>, and our weekly “Big Rock Report” where we feature specific stories that advance and illustrate our five strategic priorities. This month we focused on community participation and reestablishing trust.</p> <p>I have also been active this month in supporting the Colorado Digital BOCES, by participating in two days of strategic planning facilitated by Lyle Wells from the Flippen Group. I have also attended several meetings in support of the STEMsCO initiative as well as the bimonthly meeting of the STEM Consortium.</p> <p>Some other emphases in September included capital planning, hard work on our technology priorities and master plan, and several meetings in support of students with special needs and the programs that support them.</p> | <p>Now that we are beginning October, I will be transitioning my focus on schools and zones from the zone/school level to the school/classroom level. I have already asked principals to begin scheduling me for time with teachers, in small groups or in one-on-one settings where appropriate. In November and the new year, I will step even further into the education process by interacting more directly with teachers and students. By the end of the year, I will seek opportunities to teach, tutor, assess, and converse directly with students at all levels.</p> <p>We will be emphasizing the Cultural Capacity Initiative with an invitation in the Big Rock Report to join a Cultural Advisory Team. Mr. Andersen and I are eager to take input from staff, students, parents, and other stakeholders about how to build our cultural capacity and make D49 the best district to learn, work, and lead.</p> <p>In the first weeks of October I will be at a two-day CASE conference for superintendents, the Pikes Peak Area Superintendents’ monthly meeting, and a two-day training with my executive assistant called <i>The Breakthrough Coach</i> to improve our efficiency and productivity.</p> |

| Ongoing | Upcoming |
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| <p><u>Science/Social Studies State Assessment Pilot:</u> The following schools participated in piloting the new on-line state assessment for social studies and science: Springs Ranch Elementary, Remington Elementary, Banning Lewis Ranch, Woodmen Hills Elementary, Patriot Learning Center, and Skyview Middle School. Recognition goes to Wayne John and the CCS team who were on-sight in computer labs trouble-shooting, resolving issues and ensuring smooth administration of our first state computer based assessment. We are happy to report there were very few technical issues and all principals who participated felt it was a beneficial experience.</p> <p><u>October Count:</u> To ensure accurate dispersal of per-pupil state funding to school districts, each district conducts a census of students actively enrolled in the district as of October 1. In preparation for October count, a manual for school secretaries was prepared and a meeting was held to review documentation requirements. The new data pipeline has changed the reporting and submission process to the state. We are guiding schools through these changes.</p> <p><u>Colorado Early Literacy Grant and READ Act:</u> As our district continues to move forward with the implementation of Colorado's READ Act, we continue to provide support and trainings to guide personnel in understanding and complying with the law. On September 20th, training was provided as part of our Early Literacy Grant focused on interpreting student data and administering the next level of our Burst reading assessment to determine students with a Significant Reading Deficiency. A second training designed for building leaders was held September 26. This course supported principals in guiding the implementation of the READ law. We developed a handbook and video tutorial to provide an additional level of support.</p> | <p><u>Scantron Achievement Series Training</u> We recently obtained Common Core item banks that will allow buildings the opportunity to create individualized assessments to measure student progress and mastery of skills. A two-day training will be held September 30 and October 1 to guide building representatives in the creation of these customized assessments.</p> <p><u>CogAT Administration</u> Each year, the third grade students throughout the District are given the Cognitive Abilities Test (CogAT). This assessment is used to determine eligibility for gifted identification as well as provide teachers additional insight to students' learning needs. In November, we will be implementing the first year of a computer based CogAT assessment.</p> <p><u>AIMS Web Training</u> In response to identified District needs, a one-day AIMS Web training will be held in October. AIMS Web is a tool for educators to monitor student progress, particularly those with special education needs. This training will enhance the utilization of this valuable resource.</p> |

| Ongoing | Upcoming |
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| <p><u>Falcon School District Principal Induction Leadership Academy</u> On September 16, the first session of our 2013-2014 Principal Induction Leadership Academy launched. Twelve new school leaders are participating in the program this year. The focus of the evening was on four principles of instructional leadership: stewardship of vision, improving instruction, instructional environment, and holding people accountable. The upcoming October session will include presentations on equity in education, school law and the Innovation Act.</p> <p><u>School and District Improvement</u> Improvement planning efforts are underway at the school and district level as teams begin digging deeper into student achievement and growth data. Learning services staff are leading the development of the district unified improvement plan and supporting zone and school leaders with the development of school-level plans for each of our buildings.</p> <p><u>Teacher Induction Needs Analysis</u> In support of Rock #3, a study of our teacher induction program began last May. Between August and September of this year, all newly hired teachers participated in a survey, which identified priority needs of new teachers. Results are currently being shared with zone leaders, lead mentors and principals across the district in an effort to improve our current professional development and support systems.</p> <p><u>Driven by Data</u> On September 19 and 20, The Executive Director of Learning Services along with iConnect and Sand Creek Zone leadership attended the “Driven by Data - Leveraging Leadership” conference to assist school leaders in support of needed improvement in student achievement and growth. This conference provided new tools and insights for strategically assisting schools with data-driven decision making. Next steps include developing a book study for building leaders based on Paul Bambrick- Santoyo’s book focused on increasing the level of rigor in common assessments.</p> | <p><u>Online Professional Development Opportunities</u> Our first in-district developed on-line class will begin the week of October 28. This 30-hour course will lead participants through the strategies in Dr. Robert Marzano’s book, The Art and Science of Teaching.</p> <p><u>Educating Children of Color Conference</u> We will soon begin an intentional campaign to promote the Educating Children of Color Conference, which will be held at Colorado College on January 11. Learning Services will pay the conference fee for staff and is working with the operations office to support transportation for student attendees.</p> <p><u>Mentor Training</u> Two trainings aimed at developing teacher leadership will be held over October break. Mentoring in the 21st Century and Advanced Skills and Difficult Conversations for mentors will be held the weeks of October 14 and 21.</p> <p><u>Grants</u> Interviews were conducted on September 24 for a Health and Wellness Coordinator, funded by a recently rewarded grant from Rocky Mountain Health For Healthy Schools Colorado. In the upcoming months, the new Health and Wellness Coordinator will work to support coordinated school health initiatives in district schools.</p> <p>Upcoming grant submissions include:</p> <ul style="list-style-type: none"> • Caring for Colorado 50k grant proposal for Academy of Health Sciences due October 4. • Kaiser Permanente grant for increasing physical activity due October 14. |

| | Ongoing | Upcoming |
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| Communications | <p>Expansion and enhancement of strategic plan communications and Big Rocks messaging. Visuals are going up on the district website where appropriate to associate features and stories with specific rocks. A strategic plan reference page has been added to the website, to host videos and information for community members. The department has launched the internal Big Rocks Report to staff, sharing affirmations and inspirations throughout the district and illustrating the work being done to advance the Big Rocks.</p> | <p>Work continues on the coordinated efforts to develop the volunteer program and develop a policy and proposal for this program. Expect a proposal prior to the end of the first semester.</p> |
| | <p>Communications department staff has been working closely with the staff members who lost homes in the Black Forest Fire to develop a series of stories for a one-week District 49 Black Forest Fire Fund campaign. In coordination with HR, this campaign will help to build the internal District 49 community, as well as help to support those in need within the district, also emphasizing the Best District Rock.</p> | <p>Media opportunities related to Walk to School Day (supporting our Best District and Community Rocks), as well as well as school events related to National Anti-Bullying Month and academic successes at FVA (also supporting our Best District and Every Student Rocks) will be going out to the media, so expect to see those features on area media outlets and our communications platforms.</p> |
| | <p>The communications team is working through strategic planning to align our annual goals with the Big Rocks. This process is helping us to prioritize based on our current resources and goals.</p> | <p>The development of the district's Choice Enrollment marketing campaign will begin in October, realigning that messaging with the strategic plan, scheduling media buys and collateral and working closely with the enrollment team for efficiency. This campaign typically ramps up Dec-January, then runs through mid-March.</p> |
| | <p>As our department strives to be the information expert for all things related to District 49, we are compiling data on the board of education candidates, to be shared on the website and through video messaging. This will be made available to our community, along with all community candidate forums, as a resource to voters.</p> | <p>Meetings with Trust Rock committee, aligning with Stifel Nicolas bond counsel and finance team to ensure work isn't overlapping and that all efforts are aligning on a coordinated timeline, laying out and executing action steps to rebuild trust.</p> |

REPORT OF THE CHIEF EDUCATION OFFICER

CTE

| Ongoing | Upcoming |
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| <p>CTE Perkins grant was approved this year for \$71,236</p> <p>The CTA annual report was submitted on 09012013 and the estimated return for this year will be \$700,000 – still pending review at state.</p> <p>FHS HOSA membership has grown from approx.. 60 students to 100</p> <p>A new chapter of HOSA is starting this year at VRHS. This is the CTSO for the CTE Biomed program</p> | <p>Submission of a new business program will happen this year at VRHS</p> <p>CTE FHS Academy of Health Sciences has worked with Annie in the submission for another year of the Caring for Colorado grant. This grant would bring approx. \$50,000 to help support the growth and advances in AOHS.</p> <p>FHS FBLA officers are planning to attend the annual fall leadership conference.</p> |
| <p>PLC Catering has started FCCLA and have a representative going to the Fall Retreat in Vail October 7 & 8. Representatives from Escoffier in Boulder, the Art Institute in Denver and Paragon Culinary School in Colorado Springs in to present demonstrations and introduce the students to the available opportunities to further their culinary skills.</p> <p>Classes will be visiting PPCC on Oct 9th to tour and interact with the AVP students.</p> <p>Enrollment in the catering classes has tripled from a year ago.</p> <p><u>VRHS IT</u></p> <p>CyberPatriot has increased their membership from 14 to 20 members. We have a new coach for our second team, Renee Johnson. We have successfully completed a pre competition round and continue to prepare for the first round competition in November. We also have registered our second mentor who is currently a Cyber Security Officer in the Air Force.</p> <p>We expect to have another great year.</p> <p><u>FHS IT</u></p> <p>Cyberpatriot has increased their teams from 2 to 9 teams this year. Currently they are preparing for the first round competition in November.</p> <p><u>SCHS Engineering</u></p> <p>Personal Project is the culminating project for all IB sophomores at SCHS. It is a semester-long project, focused on individual student passions. Students research and create a project based around either a career interest or a life-long passion. SCHS sophomores in the past have learned to play musical instruments and created music videos, designed eco-friendly sports cars, and more. Every sophomore creates a website to display their Personal Project.</p> <p><u>FMS Art</u></p> <p>The Falcon Middle School art club is designing and creating the backdrops and some props for the musical "School House Rock".</p> <p><u>SMS Engineering</u></p> <p>The students had a wonderful time on the field trip the Air Force Academy. They learned more about chemistry, aeronautics, and space. Students got to see and hear about the four different wind tunnels used in testing drones. They talked to cadets who are working on a satellite that is going into orbit in two years. Some students are thinking about what their future holds.</p> | |

Ongoing

Upcoming

REPORT OF THE CHIEF EDUCATION OFFICER

EXCEL/Athletics/Discipline

- Revised Board policies JJJ and JJJ-R concerning extracurricular activities and eligibility
- Visit school sites to monitor deferred student success and progress and address discipline issues
- 2 expulsion hearings
- Reviewed new transportation charges and process for extracurricular activities with director of transportation and District ADs
- Athletic Director monthly meeting with District AD
- Reviewed process and expectations concerning school Booster clubs with CFO and District Ads
- EXCEL program begins new year in new location at CO – starts very successfully - new site is working effectively

Ongoing


Upcoming

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| <p>Training- Mr. Watson is continuing to train District staff members utilizing the new double sided emergency card. These trainings are taking place at school sites during staff meetings, coordinated with the Principal.</p> <p>District Safety Emergency Management (DSEM) - This group meets every other month. The first meeting of the year was held on September 11, 2013. The group consists of District staff, and emergency responders in the area. During the last meeting, the group received a Suicide awareness and prevention training.</p> <p>Security Uniform Shirts- All District Security Officers have been issued a standard security shirt to be worn on duty, to include a standard black style to be worn at District events.</p> <p>Safe 2 Tell reports- Mr. Watson continues to receive and oversee the Safe 2 Tell program for the district. In the last month, the district received approximately 4 anonymous reports per week. The two most prevalent reports were for bullying and suicidal ideations.</p> <p>Safe 2 Tell training- During the week of September 23rd, Mr. Watson provided Safe 2 Tell courses to the entire 6th Grade class at Skyview Middle School.</p> <p>Discipline Matrix- Mr. Watson drafted a comprehensive Discipline Matrix.</p> <p>School Safety Pillar- Mr. Watson represents Falcon School District 49 in the Pikes Peak School Safety Pillar group which meets monthly. This group discusses topics such as bullying, student suicide risks and more.</p> | <p>Door Magnets- Mr. Watson will be representing FSD 49 in an attempt to lobby to the State governing board for Fire Safety to allow the continued use of the safety magnets in the doorways.</p> <p>Climate Survey- The survey is in its second school year and continues to improve. This year, we have added a survey for Elementary age students, as well as for parents. The survey will start on Monday, 7 October, and run through the 1st of November, to allow for optimal opportunities for our students and community to complete the survey. Results will be presented to the BOE during an upcoming BOE meeting.</p> <p>Safety Podcasts- Podcasts will be created in various school safety topics to include fire safety, kitchen safety, suicide threat assessments, threat assessments, suicide awareness and more. These podcasts will and will be mandatory be available to view by all staff.</p> <p>District Incident Response Team (DIRT)- The DIRT members continue to meet and discuss the districts' response to suicide awareness and the increasing trend of student transports for this issue. Please note: Mr. Watson spoke with Officer David Pratt, SRO for a D11 school, and he told Mr. Watson that this trend is region wide, providing approximate stats for a D11 high school.</p> |
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| <p>Trust</p> <ul style="list-style-type: none"> Threat Assessment and Suicide Assessment district paperwork was fine-tuned due to the need for clarification and ease of reporting. <p>Community</p> <ul style="list-style-type: none"> The District Climate Survey Committee met and established guidelines for survey completion in October. A version of the survey was created for parents, in both English and Spanish, and for elementary students in grades 3-5. It was determined to begin surveying students in 3rd grade due to the need for students to have a certain level of reading ability and comprehension. <p>Work, Learn, Lead</p> <ul style="list-style-type: none"> A district training on McKinney-Vento laws and district procedures regarding homeless students was held on September 27 for building Counselors and front office staff. <p>Every Student</p> <ul style="list-style-type: none"> The district RtI team, comprised of the District RtI Coordinator and 4 Zone RtI Coordinators, met on September 12 to begin work on developing district-level RtI policies and procedures. Policies and procedures in regard to credible student transcripts were discussed. Each high school was asked to have an administrative meeting including Counselors and Registrars to determine how such topics as awarding credit, specific classes required for graduation, weighted grades, grade point average calculation, class rank, Valedictorian/Salutatorian, transfer students and diplomas types are handed in each building. The District Counselor attended a professional development on Section 504 to gain further knowledge in the area. This information will be used to develop a page on the district website to provide information to parents. | <p>Trust</p> <ul style="list-style-type: none"> Online courses regarding policies and procedures for Suicide Assessment, Threat Assessments and Grief, Loss, Trauma Incidents will be developed via Schoology for the purposes of district professional development. <p>Community</p> <ul style="list-style-type: none"> The Climate Survey will be open for completion between October 7 and November 1. <p>Work, Learn, Lead</p> <ul style="list-style-type: none"> Christian Hill with Alpine Connection Counseling will provide Professional Development on Helping Teens that Self-Injure on October 1. <p>Every Student</p> <ul style="list-style-type: none"> CDE's classroom level RtI rubric will be put into Survey Monkey and presented to all teachers in each building in October for completion by November 8. The district RtI team will analyze data collected from the survey on November 12 to determine next steps. An administrator and a counselor/registrar from each high school will meet as a group with the District Counselor on October 4 to establish where it is necessary to be unified as a district and where it is permissible to be divergent |
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| Ongoing | Upcoming |
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| <p>ONLINE FIELD TESTING:</p> <p>Working with CCS, we completed the Proctor server setups for Field Testing sites and downloaded student assessments to Proctor servers.</p> <p>Hosted Tech Reps from CDE to review Proctor setup and review best practices.</p> <p>Met with DAC and Field Testing Schools to review Tech setup testing and school Proctor responsibilities. Walked school proctors through test management software.</p> <p>Completed Online Field Testing of RES, SRES and WHES 5th Graders, SMS and PLC 6th and 8th Graders, (about 1000 students). No technology issues to report. Our network and computers performed extremely well.</p> <p>Reviewed Labs at SCHS with AP for Online Testing.</p> <p>Storage Area Network RFP Committee: reviewed, evaluated and scored RFP packets. Vendor was selected.</p> <p>Provided support to FES during their iPad PD training.</p> <p>Assisted VRHS SPED Department with broken Smartboard equipment.</p> | <p>Setup of 9 Proctor Servers for 3RD Grade COGAT Online Testing</p> <p>Support COGAT Testing.</p> <p>Evaluate Chromebooks for possible district use.</p> |

| Ongoing | Upcoming |
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| <p>Research, design, implement programs for intentional community engagement</p> <ul style="list-style-type: none"> John Litchenberg has been working with the Southern Colorado Educational Television Consortium (SCETC) replacing our television station equipment. This new system will allow D49 to broadcast at the new HD standard and provide better reliability. <p>Establish District 49 as best district in Colorado to work, learn, lead</p> <ul style="list-style-type: none"> John Litchenberg partnered with Meraki to host a webinar featuring Falcon School district. Over 200 school districts attended virtually to learn how we completely redesigned our network and made learning possible in ways never before possible using the latest wireless internet technology. <p>Customize our educational systems to launch each student toward success</p> <ul style="list-style-type: none"> John Litchenberg created a core set of essential expectations for the iPad programs. This is to serve as a foundation for each zone, yet provide the schools flexibility in the way expectations are met. John Litchenberg and Pam Lewis continued to work directly with the iPad programs in each school. The goal was to set up student email and learning management systems. <p>Reestablish District 49 as a trustworthy recipient of taxpayer investment</p> <ul style="list-style-type: none"> John Litchenberg participated in the bid evaluation process for the new storage area network. By seeking bids we were able to get the best value for our money vs. just dealing with the best salesman. | <p>Customize our educational systems to launch each student toward success</p> <ul style="list-style-type: none"> John will be sending out directions to staff on how to take the Technology Uses and Perceptions survey. This survey is designed to gain a better understanding of how educators use technology in their teaching, their level of experience with technology, and their comfort with and attitudes toward technology. Results from this survey help identify professional development needs at the teacher, school, and zone level. John will be working capital bond committee to identify areas of need with educational technology. |

| Ongoing | Upcoming |
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| <p>District 49 will strive to be the best district to learn, work and lead</p> <ul style="list-style-type: none"> Facilitated Rock #3 subcommittee meeting Updated the strategic action plan for the sub-committee Collaborated with data and assessment staff as well as central enrollment and facilities to update an exit interview format for parents and students Disaggregated data related to reasons students are withdrawn <p>District 49 will ensure educational experiences are individualized, capable of launching every student toward success.</p> <ul style="list-style-type: none"> Participated in spot (unscheduled) observations at school in Sand Creek Zone Collaborated with parents, teachers and administrators specifically regarding modifying curriculum related to Colorado Academic Standards for middle school student Participated in 'Innovating Inclusion' meeting with Dr. Christi Kasa to plan for next steps related to Inclusion practices Facilitated 'Third Thursday' staff development with specific opportunity to coach special education teachers on modifying grade level curriculum Passed CIMP audit 1.5 months early! | <p>District 49 will ensure educational experiences are individualized, capable of launching every student toward success.</p> <ul style="list-style-type: none"> Follow up meeting with Principal and teacher of which classroom the spot observation was planned. Next steps from that meeting will include a plan to support the teacher with training and support for enhanced engaged learning strategies Participate in upcoming trainings which will include: AimsWeb, Scantron, Assessment Accommodations, and the State Special Education Director's meeting More building visits and spot observations Next steps to collaborate for 'Innovating Inclusion' with Falcon Zone buildings and school in Sand Creek Zone. <p>District 49</p>  |

| Human Resources | Ongoing | Upcoming |
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| | <p>At the request of Sean Dorsey, Zone Leader, Paul Andersen developed and facilitated “Ethical Leadership in Practice” training as a part of the Sand Creek Leadership Institute. (Rock 3)</p> <p>Over the past two months, the District worked through a formal grievance as defined in Policy GBK – Staff Grievances. Through this process, the District discovered opportunities to improve the policy and regulation. (Rock 3)</p> <p>The Board of Education approved two position changes that will increase the capacity of the HR team. The newly revised HR Specialist - Projects and Reporting position, filled by Becky Engasser, will report directly to Paul Andersen, Personnel Director. In this role, Ms. Engasser will devote most of her time to HR-related projects. Her duties will include research, development and implementation work on projects such as climate surveys, employee handbooks, job descriptions, and opportunities to leverage technology. In addition, she will coordinate essentially all of HR reporting, including CDE and OCR reporting. (Rock 3)</p> <p>The second position approved by the Board is a new HR Specialist - Charter School Support position. Funded by charter schools, this position consolidates HR’s charter school support, eases the workloads of other staff, and increases HR’s overall capacity to serve the District. (Rock 3)</p> | <p>Human Resources is developing a plan/schedule for review and revision of Board personnel policies. (Rock 3)</p> <p>In keeping with the District’s commitment to providing safe and secure environments for learning and working, the HR team is creating a new process to ensure all non-paid personnel (volunteers, student teachers, interns, etc.) are properly cleared to be in our schools. The process will ensure that all personnel, paid and non-paid, are processed through Human Resources. (Rock 1 & Rock 3)</p> <p>HR will coordinate a climate survey in the Facilities and Maintenance areas in the month of October. This will serve as a follow up to the benchmark survey administered in February 2013. (Rock 3)</p> <p>In October, Paul Andersen and Peter Hilts will plan the initial steps of the Cultural Capacity Initiative, including identifying a project leader and establishing an advisory team. (Rock 3 & Rock 5)</p> |

| Power Zone | Ongoing | Upcoming |
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| | <p>Big Rock 1: Reestablishing Trust: Zone wide Capturing Kids Hearts (CKH) survey results were distributed to principals. Survey asked teachers if they thought the skills acquired in the CKH training is beneficial to increasing student achievement, whether they thought the skills would increase relational capacity with one another, and then asked for 3 common elements that the entire zone could commit to implementing throughout the year. Survey results are being reviewed at the school level and will then be reviewed by the CKH zone wide committee where decisions on common implementation factors will occur.</p> <p>Big Rock 2: Community Participation: POWER Zone has sent out a separate survey to three different stakeholder groups: student, parent/family, and educator. The survey asked how well stakeholders felt parents/families had the opportunity to participate in their children's educational experiences, what type of participation they appreciate currently, and what type of participation opportunities they would like to see in the future. This data will be reviewed by their Zone Innovation Assembly and by the participants at their community forum event.</p> <p>Big Rock 3: Best district to learn/work/lead: Growth plans are finishing being created and evaluators have begun initial meetings with staff to review their individualized Innovative Growth Plans. Student growth goals for the year were also set. Training in iObservation Academy, an online training supplement for the Marzano evaluation model, is being presented to staff throughout September and October.</p> <p>Big Rock 4: Robust portfolio of exceptional schools: School, zone, and student level innovation assemblies have been reestablished for the 2013-14 school year where implementation of current initiatives, as well as new ideas for improvements, will be analyzed throughout the year.</p> <p>Big Rock 5: Customize educational experiences: Initial work has begun with OES to determine how to ensure the most effective approaches to offering a PreK-5 STEM environment are available for POWER Zone students.</p> | <p>Common Implementation of Capturing Kids Hearts: Educators will get together before October break to discuss common expected outcomes and common elements in the implementation of the zone wide relational framework.</p> <p>Community Participation: Feedback from their survey and community forum event will determine new ways of connecting with their community and allow POWER Zone to create a zone wide accountability dashboard comprised of information that is most important to their community.</p> <p>Professional Development: The Art and Science of Teaching book study, the Using Common Core Standards to Enhance Classroom Instruction and Assessment leadership book study, and the iObservation Academy online courses will begin to serve as the primary professional development elements aligned to their instructional improvement initiative.</p> <p>Zone Innovation Assembly: POWER Zone's Zone Innovation Assembly (ZIA) will convene for the first time in Oct. to discuss the results of the community participation surveys. This team is comprised of three licensed educators, one parent, and one classified staff member at each POWER Zone school. These members are elected from each school's larger School Innovation Assembly (SIA). These members are elected from the entire school body where there is a representative from each grade level/department. VRHS's Student Innovation Assembly (StIA) offers a student perspective into the zone process as well.</p> |
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| <p>Remington</p> <ul style="list-style-type: none"> • 5th graders visited the WWII Museum in Colorado Springs. The experience helped students see and hear valuable information that ties directly to interdisciplinary lessons and enriches their classroom activities. • PARCC assessments for 5th grade students were completed as a pilot for upcoming 4th grade social studies online assessment. It was a valuable opportunity for staff and students to learn and practice new methods in future testing processes. <p>Evans</p> <ul style="list-style-type: none"> • We have been working to refine the RtI process; providing a more comprehensive system for identifying student needs, providing interventions, monitoring progress, and working collaboratively as a team to support student success • Teachers have been engaged in utilizing the new Teacher Evaluation Rubric to complete a self-assessment. We also completed goal-setting conferences for professional practice and student achievement. <p>Springs Ranch</p> <ul style="list-style-type: none"> • The strings orchestra program has doubled this year, and includes both 4th and 5th graders. • Staff has been learning the new literacy intervention system called BURST. <p>Horizon</p> <p>Sand Creek High School</p> <ul style="list-style-type: none"> • Intensive Learning Teams are convening in core curricular areas and are working with partners from Horizon Middle School to define the knowledge, understanding, and skills necessary for students to move from the Middle Years Program and into Advanced Placement, IB Diploma, and general college and career preparatory courses. | <p>Remington</p> <ul style="list-style-type: none"> • 1st grade team has scheduled storytelling performances by Tale Tellers. They are sponsored by Imagination Celebration and all performances support common core standards. <p>Evans</p> <ul style="list-style-type: none"> • Evans will show its support for health and fitness with <i>Walk to School</i> day on October 1st. <p>Springs Ranch</p> <ul style="list-style-type: none"> • Our students will enjoy a visit from the firehouse from PAFB during Fire Prevention Week on October 7th. <p>Horizon</p> <ul style="list-style-type: none"> • Horizon will be holding student led conferences on October 10th from 4:00pm-7:00pm. Please join us in reviewing your child's test scores and all the wonderful things they are doing at Horizon <p>Sand Creek High School</p> <ul style="list-style-type: none"> • We are building programs and systems that accentuate the idea of a Fantastic 49 - success includes: a dramatic increase in teachers and students training and registering for AP classes, IB classes and the PSAT, all of which promise increased recognition and scholarship opportunities for Sand Creek Students. |
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| | Ongoing | Upcoming |
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| Falcon Zone | <p><u>Rock #2 Engage the Community</u> The Zone Leader is meeting with all schools staff members and PTAs, through the zone, to get feedback and answer questions about future growth and capital needs.</p> | <p><u>Rock #5 Individualize education to launch every student into success.</u> January: Differentiation training for the entire zone with Ann Benninghoff.</p> |
| | <p><u>Rock #3 Create an environment that is the best to learn, work and lead.</u> PLC driven meetings driven by the 4 essential questions: What do we want kids to know? How do we know if they have learned it? What do we do if they don't learn it? What do we do if they already know it?</p> <p>Expectations are set and modeled at Admin meetings that then flow down into the schools. Grade level and department meeting are consistently following this expectation</p> | |
| | <p><u>Rock #4 Develop a robust portfolio of exceptional schools.</u> Schools are working on defining their essential standards by grade level and course. Some of our schools are finished and are working on enhancing their common assessments.</p> <p>The iPad teachers were trained in enhancing their instruction through deeper integration of technology in their day-to-day teaching. FES students in grades 3rd-5th have transitioned to taking their iPads home.</p> | |
| | <p><u>Rock #5 Individualize education to launch every student into success.</u> Falcon Zone elementary schools are continuing their inclusion work with Christi Casa. FMS will be starting to work with Christi as well.</p> | |
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| | Ongoing | Upcoming |
|---------------|---|---|
| iConnect Zone | <ul style="list-style-type: none"> • Two new charter applications, Valiant Academy and Adventures in Learning. We have been undergoing the review process of these two schools and presented to the Board at the September 25th work session. • Presented the New Charter Application process to and information about the two charters to the DAAC on September 24th. • The iConnect zone presented to the LRP about the needs of the iConnect zone in case of a bond. • Training and implementation of Bloomboard for teachers and principals to address SB 191. • Working with MSR group for 3rd party validation of GOAL Academy AEC measures. • Worked with GOAL Academy on the plan for what the district's expectations are for submission of next years AEC Measures. • Continued work and collaboration on strategies for big rock 3. • Review and Submission of FHP Parent Handbook. • Two day work on CD BOCES Strategic plan with Flippen Group. • Attended the CDE Driven by Data and Leverage Leadership 2 day conference. This was very helpful for me in prepping me for the discussions with principals around data in our meetings together. | <ul style="list-style-type: none"> • RMCA's Ground Breaking Ceremony • PLC Mural in the Gym • PLC Strengthening Families Training with DHS • Third Annual Knights 5k Challenge • New Charter Application approval or denials at October 10th Board Meeting. • Kim attending the NACSA conference and iNACOL conference at the end of October. • District UIP and school UIP work • Barton program presentation for iConnect schools regarding dyslexia at next round table leader meeting. |



From the desk of the Chief Operations Officer Mid-month Board of Education Report

October 10, 2013

Dear Board Members,

As the first day of snow gets closer and closer we are reviewing a program that will allow our facilities staff members and the building maintenance staff members to efficiently remove snow at all of our schools. We are working with our CEO, Peter Hilts, to improve our process for school closures or delays as a result of adverse-unsafe weather conditions.

We are also working on several capital projects that we are trying to complete before Mother Nature moves towards the winter season and snow begins to fly.

In support of the proposed 2014 bond – mill levy campaign, we are reviewing potential capital and operating expenditures that would allow the District to improve our operations and allow us to reduce our annual expenditures.

Respectfully,

Jack W. Bay MBA

Facilities & Maintenance

Ongoing

1. Working to resolve several outstanding issues that remain from the electrical storms that occurred at the beginning of school.
 - a. Installing a lightning mitigation plan at Woodmen Hills Elementary
 - b. Finalizing the intercom repairs at Woodmen Hills Elementary (**Complete**)
2. Preparing a preliminary snow removal plan for each school.
 - a. Determining what are the first, second and third priorities.
3. Continuing to work on our first official training program for all staff members that will be presented to the board at the October meeting.
4. Developing the first CPR and First aid training classes as part of the Facilities new training program.
5. Recruiting a new Safety, Health and Regulatory compliance person for the District.
 - a. A key position to ensuring compliance with all of the many regulatory issues we must comply with each year.
6. Resolved and resolving several OCR issues that have surfaced at Vista Ridge High School in a random review.

7. Completing a comprehensive physical plant inventory to be integrated with our school dude operating system. This would be a basis for our preventive maintenance and long term capital needs assessment program.
8. Installed a new marquis sign at Falcon Middle School.

Upcoming

1. Re-designing the facilities webpages to provide our community stakeholders information on what our department does, how we measure our performance and reports on our progress. Our aim is to regain their Trust by providing transparency and clarity on our operations.
2. Developing a comprehensive Energy Management Program
3. Finalizing the department dash board of key performance indicators to be presented at the October work session for the first quarter of 2013-2014.
4. Determining a capital needs list of expenditures that will allow for significant operational savings or efficiency improvements for possible inclusion in the 2014 bond and/or mill levy override campaign.
5. Completion of 2013-2014 capital improvement projects
6. Completing the District wide Modular Paint project. To date six school campuses have had their modular classrooms painted.
7. Reroofing the majority of Falcon Middle School.

Grounds

On Going

1. Preparing all athletic venues for competition on a weekly basis.
2. Preparing all grass areas for winter preparation.
3. Preparing all equipment needed for the winter weather conditions.
4. Preparing to complete a capital project passenger bridge at Sand Creek High School.

Upcoming

1. Completion of 2013-2014 capital improvement projects

Transportation

Ongoing

1. Reviewing bus and parent loops to create greater efficiency at Vista Ridge and Sand Creek High School
2. Developing a more potential lucrative bus advertising program.
3. Preparing preliminary plans for the new bus barn electric service capital project. The department is attempting to resolve a snow drifting issue with this project as well.
4. The TLC paint team is now booked for three painting projects at several of our schools during fall break.
 - a. Springs Ranch Cafeteria
 - b. Remington Cafeteria
 - c. Woodmen Hills Office area

Upcoming

1. Preparing for the annual Chili cook-off October 30, 2013 and the Soup & Bread event November 2013 to provide funds for the annual Santa's Toy Express. This program provides 49 elementary students the opportunity to have an enhanced Christmas Holiday.
2. Preparing a yellow and white fleet replacement program for the possible 2014 Bond campaign.

Nutrition Services

Ongoing

1. Completed their employee training session on September 27, 2013
2. Continue to locate and incorporate high quality, nutritious, child friendly foods into the menu that meets the financial constraints of the program.
3. Continually monitoring and striving to exceed or meet their break-even point at the end of fiscal 2014.

Upcoming

1. Election for regional board of director's position that our Director, Monica Deines-Henderson is a candidate.

September 2013 Board Update

Brett Ridgway, Chief Business Officer

October 3, 2013

September, in the annual finance cycle is a lot like spring cleaning. We look at processes and results, assess strengths and identify opportunities for improvement. We then put everything back together in a way that is hopefully better than what we had before.

We have audit fieldwork, where members of our external audit firm, Hoelting & Co., Inc. are on site, reviewing details of our financial results that often include reviewing individual financial transactions in a number of different areas. Typically, the firm sends three individuals to us for a period of 4-5 days. That time is in addition to the interim work performed in June, which is usually 3-4 days for three individuals as well. So, that's somewhere around 200 hours of professional review on our financial results and processes on site. The audit process does not end there, however, as there are usually a few issues to iron out after the audit team has left. Beyond that, there is the annual reporting of financial results of the district through what is now called the 'Data Pipeline' for CDE, the preparation and review of the CAFR – Comprehensive Annual Financial Report, that serves as the official documentation and what can be known as the 'Audit Report'. These wrap up and follow up processes take place through the course of October and November. We anticipate this year, that the audit report will be presented to the Board of Education at the November 20 work session.



One item I particularly want to highlight and discuss in this update brings thoughts regarding our financial process from two different perspectives. You should all recall a discussion where the timing of board packet materials was covered and the monthly financials were noted as an item that is always difficult to produce within the timelines associated with the normal schedule for the Regular Board meeting each month (typically the second Thursday of the month). The question was raised whether the monthly financials could be moved to a normal work session item instead. Separately, our recently completed audit fieldwork has led us to determine that some monthly processes need to be enhanced which would, as a result, lengthen the timeline of our ability to produce the monthly financials.

So, the natural conclusion is that moving monthly financials to the work session makes sense and is appropriate. Simply making this change as a matter of administrative process does not violate Board Policy (DAB-Financial Administration), nor does it violate statutory guidance from CRS 22-45-102(1)(b) which suggests the board of education review the financial condition of the school district at least quarterly. Therefore, even in months when a work session is not held or even scheduled, the following month can simply be 'doubled up' and have two months presented.

Accordingly, beginning with this month, October 2013, we will move the monthly financial reporting from the Regular meeting agenda to the work session agenda as the solution to improve the timely availability of materials for each meeting and to allow some increased process time for the Accounting team.

In other items from in and around the business office:

- The bond refinancing was completed with official closing of the transaction on Wednesday September 11. The results were as expected – a nominal but still worthy savings of \$170,000 for district taxpayers.
- The capital planning committee continue in preparation of a 'sorting out' and prioritization meeting to occur in late October that will distill the list of needs into a desired target list to proceed with the 2014 bond election.

Updates from Specific Teams in the Business Office:

Accounting - Fran Christensen Accounting Manager

Heather

- Schedule B contracts (ongoing)
- Work with SPED & HR on paraprofessional staffing (ongoing)
- Meeting with SDMS
- SDMS training and processing
- Audit
- IDEA Year End reporting

Michelle

- Process PO's
- A/P check printing
- Ghost card pymts and recons for Nutrition Svs, IT and Facilities
- Pcard audits
- Pcard backup
- Sort and distribute Finance mail
- SPRINT reconciliation
- Order supplies

Jannie

- A/P – P through Z
- A/P Scanning
- Medicaid Billing entry
- Asset entry
- Cash receipt entry
- Working on establishing streamlined process for cash receipt entry

Sheryl

- Medicaid billing
- Medicaid PO entry
- Annual Cost Reporting

Fran

- Daily accounting duties (AJE posting, Payroll review and coding, journal entries, PO approval, etc)
- Miscellaneous every day problem solving
- CASBO
- Audit
- Work with C & I and Title consultants on Title budget revisions
- Title budget meetings with OES, FES, EES
- Transitioning Fund 74 and Pcard entry to Ron & Chuck
- Cash management
- Bi-weekly AJE's
- July Bank Reconciliations

Upcoming items

Catch up all bank reconciliations for Aug-Sept

Risk & Benefits - Shannon Hathaway, Manager

- The 2014 health insurance renewal has been the main focus for the last month. We have gotten through the negotiations and are bringing the suggested change option to the 10/10 BOE meeting.
- After fall break I will visit each school site to help with insurance questions in reference to open enrollment & healthcare reform.

- Cigna and I are discussing wellness and using our wellness funds in a way that would encourage better health and lower claims overall. This is beneficial to us especially since we are self-funded.
- Unemployment claims / hearings are being handled as they come in. Summer always shows a large increase in claims – especially from staff that were non-renewed and staff that are not paid during the summer. I expect the 1st billing soon but expect lower claims than last year.
- I am meeting regularly with Wells Fargo to continue working toward prevention of work comp claims. Safety has been a focus in all departments. Nutrition Services has had some increased injuries this year so Pinnacol did safety training with staff at their 9/27 in service.
- A few claims have been filed on the Risk Management side regarding personnel issues. Also one building damage claim was filed after a major rain storm damaged equipment at 3 of our buildings.
- Work comp injury reports are being entered and investigated as they come in.
- New hire paperwork and insurance change forms are being processed in all of the on-line systems and Alio – as they come in.
- HSA transfers and balancing are always a monthly priority.
- Cobra paperwork is sent monthly to resignations and terms.

Finance & Budget – Ron Sprinz, Budget Manager

Chuck

- Daily accounting duties (AJE posting, Budget Transfers, Fund 74 Exp Transfers, etc)
- Routine miscellaneous budget questions
- Disbursements transparency reporting
- Transitioning Fund 74 and Pcard entry from Heather
- Meetings with High school AD's to discuss sports program spend
- Transportation Spreadsheet

Cindy

- Process District Credit Card (P-Card, Travel Cards) transactions / requests
- Routine miscellaneous P-Card & Travel Card questions
- Various On-Site P-Card trainings
- P-Card on-call duties
- Audit & Discrepancy notices

Anna

- A/P – A through O
- A/P Scanning
- Audit Support

Ron

- Daily accounting duties (AJE posting, Budget Transfers, Fund 74 Exp Transfers, etc)
- Routine miscellaneous budget questions
- CASBO
- PPASBO
- Payroll Staffing Models & Meetings with Zone Leaders
- Transitioning Fund 74 and Pcard entry from Fran
- Nutrition Spreadsheet
- Meetings with High school AD's to discuss sports program spend
- One on One meetings with Chuck, Cindy & Anna



BOARD OF EDUCATION AGENDA ITEM 7.01

| | |
|---------------------------------------|--------------------------|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Amber Whetstine |
| TITLE OF AGENDA ITEM: | Accreditation of Schools |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The Colorado Department of Education recently released District Performance Framework and School Performance Framework reports to schools in Colorado. Falcon School District received a rating of “Accredited” based on seven indicators; Academic Achievement, Academic Growth, Academic Growth Gaps, Post Secondary and Work Force Readiness, Test Participation, Finance and Safety. Each of the District’s schools also received a rating from the state, indicating a proposed accreditation category and school improvement plan (Unified Improvement Plan) type. Schools are rated based on five performance indicators; Academic Achievement, Academic Growth, Academic Growth Gaps, Post Secondary and Work Force Readiness and Test Participation.

RATIONALE: Falcon School District will continue to offer accredited schools and use the District and School Performance Frameworks as tools to improve student achievement.

RELEVANT DATA AND EXPECTED OUTCOMES: A spreadsheet indicating the proposed accreditation rating for each school is attached. Please note that Alternative Education Campus (AEC) schools will not receive their plan type rating from CDE until October 5th.

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

| | | | |
|---|----------|-----------------------------------|--|
| Student Achievement and Performance | <u>X</u> | 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: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to accredit all District 49 schools as recommended by the administration.

APPROVED BY: Peter Hilts, CEO

DATE: September 27, 2013

2013 Accreditation Summary

| | Academic Achievement | Academic Growth | Academic Growth Gaps | Postsecondary Workforce Readiness | Accreditation Rating | Percentage Points |
|--------------------------|-------------------------|--------------------|-------------------------|---|--------------------------|----------------------|
| District 49 | Meets | Meets | Approaching | Meets | Accredited | 70.9 |
| | | | | | | |
| Evans | Meets | Meets | Approaching | | Performance | 62.3 |
| Falcon Elementary | Meets | Meets | Meets | | Performance | 72.9 |
| Meridian Ranch | Meets | Meets | Meets | | Performance | 75.1 |
| Odyssey | Meets | Meets | Meets | | Performance | 71.9 |
| Remington | Meets | Meets | Approaching | | Performance | 67.2 |
| Ridgeview | Meets | Meets | Meets | | Performance | 71.6 |
| Stetson | Meets | Meets | Approaching | | Performance | 71.7 |
| Springs Ranch | Meets | Meets | Meets | | Performance | 70.9 |
| Woodmen Hills | Meets | Meets | Approaching | | Performance | 65.8 |
| | | | | | | |
| Falcon | Meets | Meets | Approaching | | Performance | 66.6 |
| Horizon | Meets | Approaching | Approaching | | Performance | 63 |
| Skyview | Meets | Approaching | Approaching | | Improvement | 56.2 |
| | | | | | | |
| Falcon High | Meets | Meets | Approaching | Exceeds | Performance | 73.9 |
| Sand Creek | Meets | Meets | Approaching | Meets | Performance | 67.7 |
| Vista Ridge | Meets | Approaching | Approaching | Meets | Performance | 63.8 |
| | | | | | | |
| Banning Lewis | Meets | Meets | Meets | | Performance | 78.4 |
| Falcon Virtual Academy | Approaching | Meets | Meets | Meets | Performance | 74.6 |
| | | | | | Pending AEC Framework | |
| GOAL Academy | Does Not Meet | Approaching | Does Not Meet | Does Not Meet | | 31.2 |
| Imagine Classical | Meets | Meets | Approaching | | Performance | 68.4 |
| | | | | | Pending AEC Framework | |
| Patriot Learning Center | Does Not Meet | Approaching | Approaching | Approaching | | 41 |
| Pikes Peak Expeditionary | Meets | Meets | Meets | | Performance | 74.8 |
| Rocky Mt. Classical | Meets | Meets | Approaching | | Performance | 68.8 |



BOARD OF EDUCATION AGENDA ITEM 7.02.01

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Kim McClelland |
| TITLE OF AGENDA ITEM: | Charter School Application Decision: Adventures in Learning Career Academy |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The Charter Schools Act (C.R.S. 22-30.5-110) outlines specific requirements for school districts to receive and consider charter school applications. Adventures in Learning Career Academy (ALCA) has submitted a charter school application by the district's deadline and it has been evaluated district staff, the DAAC, and external experts. This year the district used the online CHART (Charter school Application Review Tool) system for staff and expert evaluations of the charter school applications. The statutory process for charter school applications includes the requirement for the Board of Education to hold two public hearings. The first was held on Sept. 25th when the applicants were able to present information about their school. The Charter Schools Act states that the local board of education must rule by resolution within 90 days of receiving a charter school application.

RATIONALE: Colorado law requires a transparent and extensive process related to the reception, review and disposition of new charter school applications. The community has been informed about the proposed charter school and the application has been thoroughly evaluated. A review team of 14 individuals, including each required category as well as the Falcon School District 49's DAAC reviewed the application and all related materials. An interview and the requisite public hearings were held. Every element of the application was compared to the state's model application, state statutes, District policies, and NACSA Principles and Standards. When this rigorous process was completed, the review team concluded that its recommendation to the Board of Education is to deny the charter application as set forth in the Board Resolution.

RELEVANT DATA AND EXPECTED OUTCOMES: Staff has collected evaluation data using the CHART online application review system. Evaluations were conducted by district staff, the DAAC and external experts. The expected outcome is that the district will have conducted a fair and objective evaluation of the proposed charter school application that is aligned with the National Association of Charter School Authorizer's Principles and Standards and that the board will make a decision on the proposed charter school application within 90 days.

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

| | | | |
|---|----------|-----------------------------------|----------|
| Student Achievement and Performance | <u>X</u> | Staff Empowerment and Support | |
| 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 X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Motion to deny the charter school application from Adventures in Learning Career Academy according to board resolution.

APPROVED BY: Peter Hilts, CEO

DATE: October 1, 2013



Evaluation Summary Report for

2013 Adventures in Learning Career Academy

School Application #: 2013-8612-Adventures

Report Date: September 24, 2013

School Name: 2013 Adventures in Learning Career Academy Lead Evaluator: Denise Mund

| Category | | | | | | | | | | | | | | | | | | | | | Average |
|---|--|--|--|------|------|--|--|------|-----|--|------|-----|------|------|--|--|--|--|------|--|---------|
| B. Vision and Mission Statements | | | | | | | | | | | | | | | | | | | | | 2.88 |
| C. Goals, Objectives, and Pupil Performance Standards | | | | | | | | | | | | | | | | | | | | | 1.86 |
| D. Evidence of Support | | | | 1.67 | | | | | | | | | | | | | | | | | 1.67 |
| E. Educational Program | | | | 2.08 | | | | | | | | | | | | | | | | | 1.93 |
| F. Plan for Evaluating Pupil Performance | | | | 1.50 | | | | | | | | | | | | | | | | | 1.67 |
| G. Budget and Finance | | | | | 2.50 | | | | | | | | | | | | | | | | 2.50 |
| H. Governance | | | | | | | | 2.73 | | | | | | | | | | | | | 2.73 |
| I. Employees | | | | | | | | | | | | | | | | | | | 2.00 | | 2.00 |
| J. Insurance Coverage | | | | | | | | | | | | | | | | | | | | | 0.00 |
| K. Parent and Community Involvement | | | | 1.40 | | | | | | | | | | | | | | | | | 1.40 |
| L. Enrollment Policy | | | | 2.50 | | | | | | | | | | | | | | | | | 2.50 |
| M. Transportation and Food Service | | | | | | | | | | | | | | | | | | | | | 0.00 |
| N. Facilities | | | | | 1.60 | | | | | | | | | | | | | | | | 1.60 |
| O. Waivers | | | | | | | | 3.00 | | | | | | | | | | | | | 3.00 |
| P. Student Discipline, Expulsion, or Suspension | | | | | | | | | | | | | | | | | | | | | 0.00 |
| Q. Serving Students with Special Needs | | | | | | | | | | | | | | | | | | | | | 2.67 |
| R. Dispute Resolution Process | | | | | | | | 3.00 | | | | | | | | | | | | | 3.00 |
| S. School Management Contracts | | | | 1.00 | | | | 1.25 | | | | | | | | | | | | | 1.17 |
| | | | | | | | | | | | | | | | | | | | | | |
| Calculated Average Score: | | | | 1.69 | 2.05 | | | 2.14 | 2.5 | | 2.18 | 2.5 | 2.59 | 2.17 | | | | | | | 2.17 |
| Ranking: | | | | 1 | 2 | | | 2 | 0 | | 2 | 2 | 3 | 2 | | | | | | | 212 |

School Name: 2013 Adventures in Learning Career Academy Lead Evaluator:

Strengths:

NA

Concerns & Questions:

NA



Evaluation Summary Report for

2013 Adventures in Learning Career Academy-CSS

School Application #: 2013-6160-Adventures

Report Date: September 24, 2013

School Name: 2013 Adventures in Learning Career Academy-CSS Lead Evaluator: Denise Mund

| Category | Average | | |
|---|---------|------|------|
| B. Vision and Mission Statements | 3.00 | 0.00 | 2.00 |
| C. Goals, Objectives, and Pupil Performance Standards | 1.71 | | 2.14 |
| D. Evidence of Support | 2.00 | | 1.67 |
| E. Educational Program | 2.00 | | 1.85 |
| F. Plan for Evaluating Pupil Performance | 2.33 | | 1.67 |
| G. Budget and Finance | 2.36 | 3.00 | 2.14 |
| H. Governance | 2.31 | | 1.50 |
| I. Employees | 2.40 | | 1.80 |
| J. Insurance Coverage | 2.50 | 3.00 | 1.50 |
| K. Parent and Community Involvement | 2.00 | | 1.00 |
| L. Enrollment Policy | 2.50 | | 2.50 |
| M. Transportation and Food Service | 1.67 | | 1.50 |
| N. Facilities | 2.20 | | 2.00 |
| O. Waivers | 3.00 | | 1.33 |
| P. Student Discipline, Expulsion, or Suspension | 3.00 | | 2.50 |
| Q. Serving Students with Special Needs | 2.33 | | 2.17 |
| R. Dispute Resolution Process | 3.00 | | 3.00 |
| S. School Management Contracts | 1.25 | 1.25 | 1.25 |
| Calculated Average Score: | 2.31 | 2.42 | 1.86 |
| Ranking: | 2 | 0 | 1 |
| | | | 150 |

School Name: 2013 Adventures in Learning Career Academy-CSS Lead Evaluator:

Strengths:

NA

Concerns & Questions:

NA



Evaluation Summary Report for

2013 ALCA 2

School Application #: 2013-5080-ALCA 2

Report Date: September 24, 2013

School Name: 2013 AICA 2 Lead Evaluator: Denise Mund

| Category | | Average |
|---|----------|-------------|
| B. Vision and Mission Statements | 3.00 | 3.00 |
| C. Goals, Objectives, and Pupil Performance Standards | 2.00 | 2.00 |
| D. Evidence of Support | 2.33 | 2.33 |
| E. Educational Program | 1.58 | 1.58 |
| F. Plan for Evaluating Pupil Performance | 1.50 | 1.50 |
| G. Budget and Finance | 1.36 | 1.36 |
| H. Governance | 1.93 | 1.93 |
| I. Employees | 2.00 | 2.00 |
| J. Insurance Coverage | 2.00 | 2.00 |
| K. Parent and Community Involvement | 2.20 | 2.20 |
| L. Enrollment Policy | 2.50 | 2.50 |
| M. Transportation and Food Service | 2.00 | 2.00 |
| N. Facilities | 1.40 | 1.40 |
| O. Waivers | 2.00 | 2.00 |
| P. Student Discipline, Expulsion, or Suspension | 1.50 | 1.50 |
| Q. Serving Students with Special Needs | 2.17 | 2.17 |
| R. Dispute Resolution Process | 3.00 | 3.00 |
| S. School Management Contracts | 1.50 | 1.50 |
| Calculated Average Score: | 2 | 2.00 |
| Ranking: | 2 | 2 |

School Name: 2013 ALCA 2 Lead Evaluator:

Strengths:

NA

Concerns & Questions:

NA

Adventures in Learning Career Academy

Charter School Application

Executive Summary

Recommendation: Deny the charter school application from Adventures in Learning Career Academy for reasons noted in this executive summary.

The district received a charter school application from the applicant team of Adventures in Learning Career Academy (ALCA) on August 1, 2013. On August 7, district staff provided a letter to ALCA noting 32 missing items in the Checklist for Completeness, as delineated in the state's model application. The applicant submitted additional information on the due date, August 30 and the information was considered as a part of the application.

The charter school application was reviewed by the charter subcommittee of the DAAC and a presentation on both applications was provided to the full DAAC at their first meeting on Sept. 24. Additionally, eleven district staff and three external experts reviewed the application using CHART (the online review tool). The average score of all 14 evaluators was 2.32.

On Sept. 27 the district conducted a two-hour capacity interview, according to the NACSA Principles and Standards. Following the meeting, Adventures in Learning Career Academy leaders responded, in writing, to 70 questions in a 46 page document. The additional information was also considered in this executive summary.

According to statute, the Board of Education held its first public hearing on the application on Sept. 25 when the applicants presented information about their school. The second public hearing, and vote by the Board, is scheduled for Oct. 10.

Key Characteristics of Adventures in Learning Career Academy

- Initially 6-8 (#300) growing to 6-12 (#700)
- Career academy model
- Adventures in Learning Career Academies mission is to prepare all students to be life-long learners and responsible productive citizens. Through the implementation of a rigorous curriculum infused with career themes which is combined with cutting-edge career planning, development, instruction and training, we will inspire and drive the development of 21st century skills for all students.
- Will contract with Charter School Management Corporation for business services.

Findings

- The district uses the ESP guidelines attached to the state's model contract language to evaluate service agreements and the ALCA agreement with Adventures in Learning was deficient on numerous criteria. Most importantly, there was no separation between the service provider and the school; the applicants and founding team were one and the same. Further, there is no termination provision in the draft service agreement and the applicant made no effort to repair various additional defects in the service agreement.
- ALCA is not a legal entity. The applicant is the education service provider, Adventures in Learning. Founding board members will be selected by AiL.
- AiL plans to charge 6% in fees, without any employee or operational risk.
- There is no plan to evaluate and hold the service provider accountable for performance on a regular basis.
- The service provider does not have any experience in operating a school.
- The district closely adheres to the best practices for charter school authorizers and used an online scoring tool (CHART) to collect evaluator scores and comments. None of the evaluators who read and scored more than two components of the application gave the ALCA application a passing score (3 or 4).
- PARCC, the state's online assessment, beginning in the 2014-2015 school year was not mentioned in the application and applicants were not aware of it when questioned during the capacity interview.
- At the time of the application, only seven Letters of Intent to Enroll were provided. No evidence of additional possible students was included in the additional information.
- Most of the application appears to be narrative lifted from other sources and is not coherently related to the proposed charter school.
- The applicant failed to provide specific, measurable, attainable goals for performance. For example, the goals "instill intrinsic motivation," "engage positive role models" and "always be positive" are not associated with any metrics.
- Prospective employees will be asked to work an extended day and extended year, without commensurate compensation.
- The applicant failed to present a data management system sufficient to monitor student academic achievement and permit educators to modify instruction based on the student's needs.
- The budget presented by the applicants does not reflect a balanced budget without using the CDE charter school startup grant, which is a competitive grant and not a reliable source of revenue.
- Professional developed planned for the staff was not detailed enough to ascertain that it would have an impact in the classroom, resulting in student academic achievement.



BOARD OF EDUCATION AGENDA ITEM 7.02.02

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Kim McClelland |
| TITLE OF AGENDA ITEM: | Charter School Application Decision: Valiant Academy |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The Charter Schools Act (C.R.S. 22-30.5-110) outlines specific requirements for school districts to receive and consider charter school applications. Valiant Academy submitted a charter school applications by the district's deadline and has been evaluated district staff, the DAAC, and external experts. This year the district used the online CHART (Charter school Application Review Tool) system for staff and expert evaluations of the charter school applications. The statutory process for charter school applications includes the requirement for the Board of Education to hold two public hearings. The first was held on Sept. 25th at which time the applicant presented information about its school. The Charter Schools Act states that the local board of education must rule by resolution within 90 days of receiving a charter school application.

RATIONALE: Colorado law requires a transparent and extensive process related to the reception, review and disposition of new charter school applications. The community has been informed about the proposed charter school and the application has been thoroughly evaluated.

RELEVANT DATA AND EXPECTED OUTCOMES: Staff has collected evaluation data using the CHART online application review system. Evaluations were conducted by district staff, the DAAC and external experts. The expected outcome is that the district will have conducted a fair and objective evaluation of the proposed charter school application that is aligned with the National Association of Charter School Authorizer's Principles and Standards and that the board will make a decision on the proposed charter school application within 90 days.

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

| | | | |
|---|----------|-----------------------------------|----------|
| Student Achievement and Performance | <u>X</u> | Staff Empowerment and Support | |
| 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 X **AMOUNT BUDGETED:**

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Motion to approve the charter school application from Valiant Academy pursuant to board resolution and direct legal counsel to enter into contract negotiations.

APPROVED BY: Peter Hilts, CEO

DATE: September 30, 2013



Evaluation Summary Report for

2013 Valiant Academy

School Application #: 2013-2995-Valiant Ac

Report Date: September 17, 2013

School Name: 2013 Valiant Academy Lead Evaluator:

Strengths:

NA

Concerns & Questions:

NA



Evaluation Summary Report for

2013 Valiant Academy-CSS

School Application #: 2013-6614-Valiant Ac

Report Date: September 16, 2013

School Name: 2013 Valiant Academy-CSS Lead Evaluator: Denise Mund

| Category | Average | | |
|---|---------|------|------|
| B. Vision and Mission Statements | 4.00 | 3.50 | 3.75 |
| C. Goals, Objectives, and Pupil Performance Standards | 3.57 | 3.14 | 3.36 |
| D. Evidence of Support | 2.67 | 3.50 | 3.09 |
| E. Educational Program | 3.46 | 2.92 | 3.19 |
| F. Plan for Evaluating Pupil Performance | 3.00 | 2.17 | 2.59 |
| G. Budget and Finance | 2.86 | 3.15 | 2.95 |
| H. Governance | 3.00 | 2.67 | 2.84 |
| I. Employees | 3.00 | 2.60 | 2.80 |
| J. Insurance Coverage | 2.00 | 1.50 | 2.17 |
| K. Parent and Community Involvement | 2.40 | 2.60 | 2.50 |
| L. Enrollment Policy | 3.00 | 3.00 | 3.00 |
| M. Transportation and Food Service | 2.00 | 2.83 | 2.42 |
| N. Facilities | 3.00 | 3.00 | 3.00 |
| O. Waivers | 3.67 | 3.00 | 3.34 |
| P. Student Discipline, Expulsion, or Suspension | 3.00 | 3.00 | 3.00 |
| Q. Serving Students with Special Needs | 2.67 | 2.67 | 2.67 |
| R. Dispute Resolution Process | 3.00 | 3.00 | 3.00 |
| S. School Management Contracts | 0.00 | 0.00 | 0.00 |
| Calculated Average Score: | 2.97 | 3.08 | 2.92 |
| Ranking: | 3 | 3 | 3 |

School Name: 2013 Valiant Academy-CSS Lead Evaluator:

Strengths:

NA

Concerns & Questions:

NA



Evaluation Summary Report for

2013 Valiant Academy 2

School Application #: 2013-7235-2013 Valie

Report Date: September 14, 2013

School Name: 2013 Valiant Academy 2 Lead Evaluator: Denise Mund

| Category | Average | |
|---|---------|------|
| B. Vision and Mission Statements | 3.00 | 3.00 |
| C. Goals, Objectives, and Pupil Performance Standards | 3.00 | 3.00 |
| D. Evidence of Support | 2.33 | 2.33 |
| E. Educational Program | 2.69 | 2.69 |
| F. Plan for Evaluating Pupil Performance | 2.00 | 2.00 |
| G. Budget and Finance | 2.71 | 2.71 |
| H. Governance | 2.56 | 2.56 |
| I. Employees | 2.40 | 2.40 |
| J. Insurance Coverage | 3.00 | 3.00 |
| K. Parent and Community Involvement | 1.80 | 1.80 |
| L. Enrollment Policy | 2.50 | 2.50 |
| M. Transportation and Food Service | 1.83 | 1.83 |
| N. Facilities | 2.25 | 2.25 |
| O. Waivers | 2.67 | 2.67 |
| P. Student Discipline, Expulsion, or Suspension | 3.00 | 3.00 |
| Q. Serving Students with Special Needs | 2.17 | 2.17 |
| R. Dispute Resolution Process | 3.00 | 3.00 |
| S. School Management Contracts | 0.00 | 0.00 |
| Calculated Average Score: | 2.52 | 2.52 |
| Ranking: | 2 | 2 |

School Name: 2013 Valiant Academy 2 Lead Evaluator:

Strengths:

NA

Concerns & Questions:

NA

Valiant Academy

Charter School Application

Executive Summary

Recommendation: Approve the charter school application from Valiant Academy for a period of five years, beginning in the 2014-2015 school year, based on recommended contract provisions and contingencies.

The district received a charter school application from the applicant team of Valiant Academy on Aug. 1, 2013. The charter school application was reviewed by the charter subcommittee of the DAAC and a presentation on both applications was provided to the full DAAC at their first meeting on Sept. 24. Additionally, eleven district staff and three external experts reviewed the application using CHART (the online review tool). The average score of all 14 evaluators was 2.87. On Sept. 18 the district conducted a three-hour capacity interview, according to the NACSA Principles and Standards. Following the meeting, Valiant Academy leaders responded, in writing, to 65 questions. The additional information was also considered in this executive summary.

According to statute, the Board of Education held its first public hearing on the application on Sept. 25 when the applicants presented information about their school. The second public hearing, and vote by the Board, is scheduled for Oct. 10.

Key Characteristics of Valiant Academy

- Initially K-7 (#220), growing through 12th grade (#535).
- Project based learning, modeled after High Tech High.
- Within a supportive and safe culture, Valiant Academy integrates technology and project based learning into a rigorous curriculum that prepares K-12 students for post-secondary success in the 21st century as self-motivated, innovative thinkers who seek to resolve challenges collaboratively.
- Initially plans to locate at Hilltop Baptist Church.
- Will contract with Charter School Management Corporation for business services.

Considerations

- The district has a need for an additional project based learning program and this school's emphasis on STEM is unique.

- In future years when the high school program is available, students from both Valiant and others, such as PPSEL, will have a place for high school students to get a similar educational program from what they experienced K-8.
- There is limited parent involvement in the current team of applicants and while there will be a Parent Advisory Committee that reports to the Principal, the governing board does not currently have parents in its membership.
- The educational program model is weaker for the elementary school and although additional information was provided by the applicants, reservations linger regarding the strength of the model.
- The district's Charter School RFP identified a school with a STEM focus as a priority for new school development.
- District staff will work with the applicants to develop a Checklist for Opening, if approved.

Recommended Contract Provisions and Contingencies

- The school will develop a school dashboard, determined by the governing board, to monitor progress in the areas of academics, finance/operations and governance that aligns with expectations of the other charter schools in the district and is housed in School Briefcase, the district's online tool for charter school oversight and communication.
- Prior to opening, the school will provide the findings of an assessment conducted to determine if the school is ready for PARCC/CMAS. The assessment will include hardware, software, dependable network support, and curriculum.
- The school will receive intents to enroll from prospective students to meet the following benchmarks:
 - 140 by Feb. 28
 - 190 by Apr. 30
 - 220 by June 30

The school must enroll at least 180 students for the 2014-2015 school year by May 30 or forfeit its right to open.

- The school will maintain a performance level on its SPF in order to continue adding grade levels, in particular high school grade levels.
- The school will use an interim assessment (at least twice a year) with data that can be reported through School Briefcase.
- The school will either comply with the Educator Effectiveness law or provide a replacement plan and rationale with a request for waiver. Either way, Principal and teacher evaluations must meet the intent of the Educator Effectiveness law.

- All governing board members will complete the online board training modules designed for Colorado charter school board members, within one year.
- Replacement policies will be developed and submitted to the district by July 1 for all waivers from state statute or district policy that reference a replacement policy.



BOARD OF EDUCATION AGENDA ITEM 7.03

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Peter Hiltz |
| TITLE OF AGENDA ITEM: | Approval of American Education Week Resolution |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The Board of Education would like to recognize the efforts of all the Falcon 49 District staff for their commitment to providing an excellent education for every student in the district. American Education Week presents all Americans with a wonderful opportunity to celebrate public education and honor individuals who are making a difference ensuring that each child receives a quality education.

RATIONALE:

RELEVANT DATA AND EXPECTED OUTCOMES:

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 | | | |

FUNDING REQUIRED: Yes ___ No X

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the attached resolution to support American Education Week.

APPROVED BY: Peter Hiltz, CEO

DATE: September 30, 2013



RESOLUTION

American Education Week

November 18-22, 2013

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, education employees, be they substitute educators, custodians, teachers, bus drivers, or librarians, work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders and elected officials in a common enterprise;

NOW, THEREFORE, we, the Falcon 49 School District Board of Education, do hereby support the annual observance of American Education Week in the Falcon 49 School District and urge all community members to recognize those who provide our young people with an excellent education.

Approved and adopted this 10th day of October 2013.

Falcon 49 School District

Attest:

By: _____
Tammy Harold, President, Board of Education

Chuck Irons Secretary, Board of Education



BOARD OF EDUCATION AGENDA ITEM 7.04

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Peter Hiltz |
| TITLE OF AGENDA ITEM: | 7.04 Chief Officer Performance Review Process |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

RATIONALE: During the transitional year to a permanent review cycle for the chief officers, it is appropriate to set measurable performance objectives for each chief officer.

RELEVANT DATA AND EXPECTED OUTCOMES: The new performance metrics will clarify Board expectations for chief officer performance.

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 X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve the performance measures for the Chief Officers as presented and amended.

APPROVED BY: Peter Hiltz, CEO

DATE: September 30, 2013



Some of the purposes of evaluation are to affirm excellent performance, correct unacceptable performance, and set priorities for future work. When evaluating a senior executive, it is important to align leadership activity with the district's strategic plan. Since the strategic plan is operational, it is helpful to use a portfolio evaluation model where the evaluators may examine leadership behavior in the context of daily and long-term activity and accomplishments. The following six sections organize leadership performance into manageable, observable patterns. For each section, additional insights might be gleaned from existing surveys and feedback systems or the Board may direct new collections related to a particular performance measure.

EDUCATIONAL LEADERSHIP

The CEO shall direct a comprehensive and coordinated program that leads to systematic and measurable improvement in academic achievement for all learners.

The CEO shall submit a portfolio of acceptable evidence of *Educational Leadership* that may include:

- Data analyses to identify areas of strong practices as well as needed improvement.
- Intentional abandonment of failing practices and programs.
- Transparent reporting about formative assessment results, as well as summative and program assessments.
- Recognition and promotion of educational excellence by students, teachers, and members of our community.
- Advocacy and personal involvement to improve equity and access to academic excellence for students with all levels of ability, capacity, and unknown potential.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Educational Leadership* from their direct experience and interactions with the CEO or from their personal experiences in and around the district.

STRATEGIC LEADERSHIP

The CEO shall promote and embed the district's strategic priorities and initiatives into all decisions and actions.

The CEO shall submit a portfolio of acceptable evidence of *Strategic Leadership* that may include:

- Documents, decisions, or other artifacts from strategic planning sessions or implementation activities.
- Concrete examples (narratives) of activities where the CEO emphasized the strategic plan and caused other stakeholders to support and prioritize strategic initiatives.
- Specific proposals, projects, routines, or other activity that leads to a measurable improvement in any of the five strategic priorities.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Cultural Leadership* from their direct experience and interactions with the CEO or from their personal experiences in and around the district.

LEADERSHIP DEVELOPMENT

The CEO shall establish and improve a culture of leadership development that leads to increased clarity, accountability, and performance of district, zone, school, and classroom leaders.

The CEO shall submit a portfolio of acceptable evidence of *Leadership Development* that may include:

- Direct participation in professional development sessions to improve leaders' capacity.
- Identification of leadership strengths and leadership deficits for district and zone leaders.
- Active support for District and Zone leaders to improve leadership practices in their areas of responsibility.
- Improving ratings on surveys, standards-based evaluations, and anecdotal reports related to the CEO and other leaders within the Education Office.

Members of the Board of Education, leaders within the Education Office, and interested district stakeholders may submit additional evidence of *Leadership Development* from their direct experience and interactions with the CEO, Education Office leaders, or district stakeholders.

CULTURAL LEADERSHIP

The CEO shall identify and implement cultural practices that foster an invitational and welcoming atmosphere in district schools, workplaces, and at district events and programs.

The CEO shall submit a portfolio of acceptable evidence of *Cultural Leadership* that may include:

- Identifying current practices that invite and welcome individuals of many backgrounds, abilities, and perspectives to learn work and lead.
- Identifying barriers or deficits that inhibit individuals from diverse backgrounds from learning, working, or leading to their best potential.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Cultural Leadership* from their direct experience and interactions with the CEO or from their personal experiences in and around the district.

LEADERSHIP THROUGH COMMUNICATION:

The CEO shall lead the district’s educational strategy by communicating clearly, regularly, and effectively to a variety of audiences through an assortment of methods and media.

The CEO shall submit a portfolio of acceptable evidence of *Leadership through Communication* that may include:

- Direct messages to district staff, parents, and other stakeholders.
- Written messages, personal presentations, and multimedia content.
- Specific feedback from recipients, including surveys, comments, and responses.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Leadership through Communication* from their direct experience and interactions with the CEO or district stakeholders.

LEADERSHIP THROUGH PERSONNEL MANAGEMENT:

The CEO shall lead by developing and unifying a strong team of learners, workers, and leaders through high expectations, supportive supervision, and fair evaluation.

The CEO shall submit a portfolio of acceptable evidence of *Leadership through Personnel Management* that may include:

- Activities to identify and unify leadership teams around high standards and strategic priorities.
- Supportive communications that affirm excellent performance and support for our strategic plan and social contract.
- Corrective communications that identify and correct performance that violates district values, policy, or strategy.
- Initiatives to optimize the workforce through clarified job descriptions, reporting relationships, and recruiting new talent to the district.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Leadership through Personnel Management* from their direct experience and interactions with the CEO or district stakeholders.

Chief Officer Performance Review Process

| | Activity | Responsibility | Deliverable(s) | Timeframe |
|----------------------------------|---|---|---|--|
| Quantitative Performance Targets | Identify key performance domains from the Chief job description and the CDE administrator domains | Chiefs will Propose Board will revise and approve | An overview chart that identifies, prioritizes, and describes multiple performance domains | The Chief Officer will propose a set of performance domains at the April BOE work session. The Board affirms the domains at the May regular meeting. |
| | Identify performance targets in each domain | Chiefs will propose measurable performance targets in each domain Board will endorse at least one measurable target in each domain | A table of performance targets identifying standards of performance and acceptable evidence for each target. | The chiefs will propose targets, standards and evidence at the April work session. The Board will vote to affirm the targets, standards, and evidence at the May regular meeting. |
| | Confirm acceptable evidence for each performance target | The chiefs will propose and the board will affirm acceptable evidence for each performance target | | |
| | Assess the chief's performance on a "target to actual" basis for each target. | The chiefs will provide a self-assessment. The board will generate a board assessment. | Each party will provide a written assessment of each performance target. The chiefs will provide a portfolio (body of evidence) for each target. | The Board will present their assessments and receive the chief officer's assessment at the Sept./ Oct./ Nov. BOE work session according to the review cycle. |
| Qualitative 360° Review | Identify a set of evaluative questions in each of the performance domains. | The chiefs will propose question sets. The board will review, revise, and approve the survey items. | The chiefs will develop online surveys based on the question sets. The surveys will elicit numeric and narrative responses. | The survey will be available by Sept 1 (COO) or Oct 1 (CEO, CBO) and closed after one week. |
| | Identify a team of reviewers for the 360° review. | The chiefs will propose a review team of 4-7 reviewers. The board will affirm or modify the review team. | The chief will invite reviewers to complete the survey. | The chief officers will send the survey invitations by Sept 1 (COO) or Oct 1 (CEO, CBO). |
| | Administer the survey. | The chiefs will conduct the survey and format the data into a report for the board. | The chiefs will submit the survey report to the board. | The chief officers will submit their respective reports at the BOE work session in Sept./ Oct./ Nov. according to the review cycle. |

| | Activity | Responsibility | Deliverable(s) | Timeframe |
|----------------------------|---------------------------------|---|---|---|
| Consolidated Review | Finalize the performance review | The board will create a final review document incorporating performance targets and survey results. | The board will present the final evaluation to the chief officer. | The board will present the final evaluation at the regular meeting in October/November/December, according to the Chief Officer review cycle. |

CDE Standards

- I. Strategic Leadership
- II. Instructional Leadership
- III. [School/Department] Culture and Equity Leadership
- IV. Human Resource Leadership
- V. Managerial Leadership
- VI. External Development Leadership
- VII. [Academic / Department] Performance and Growth

'Normal' Chief Officer Review Cycle

COO – October->September, review in October

CBO – November -> October, review in November

CEO – December -> November, review in December

Specific Measurables for Chief Business Officer:

1. Evaluation of direct reports and appropriate follow through
 - a. Seven direct reports, reviewed on employment anniversary date
2. Schedule and hold monthly meetings with Business Office
 - a. Number scheduled & number held vs. number of opportunities
3. Schedule and hold bi-monthly meetings with Direct Reports
 - a. Number scheduled & number held vs. number of opportunities
4. Overall district financial performance
 - a. General Fund 98% - 100.5% of appropriation, Fund Balance within policy or budget
 - b. All other funds within budget, strategic, financial, and managerial priorities
5. Audit performance & reflection on Business Office processes
 - a. Yes/No on overall opinion
 - b. No more than 1-2 comments per year, no similar comments in consecutive years
6. Outward facing visibility and participation through presentations (Board Meetings, Departments, IL, Schools, Constituents, Legislature, etc. – Avg. 2 presents/month]), group participations (e.g. FCBC, Colotrust Board, etc. – 2-5 groups), provision of information (e.g. Treasurer's Report to Community [1-2 per year], Financial Transparency items - [~ 50 items per year], etc.)



ANNUAL PERFORMANCE REVIEW CYCLE FOR CHIEF BUSINESS OFFICER:

NOVEMBER -> OCTOBER, REVIEW DELIVERED NOVEMBER

When evaluating a senior executive, it is important to align leadership activity with the district's strategic plan. Since the strategic plan is operational, it is helpful to use a portfolio review model where the reviewers may examine leadership behavior in the context of daily and long-term activity and accomplishments.

The first six sections organize leadership performance into manageable, observable patterns (i.e. Performance Domains from established standards from CDE). For each section, additional insights might be gleaned from existing surveys and feedback systems or the pursuit of new collections related to a particular performance measure.

The final section lists targets and standards that will provide the quantitative measurements of leadership related to the performance domains.

BUSINESS LEADERSHIP

The CBO shall direct a comprehensive and coordinated program that leads to systematic and measurable achievement of Business and Financial Goals.

The CBO shall submit a portfolio of acceptable evidence of *Business Leadership* that may include:

- Routine data analyses to identify areas of strong practices and programs as well as opportunities for improvement.
- Intentional abandonment and/or reengineering of failing practices and programs.
- Recognition and promotion of Business Office team members.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Business Leadership* from their direct experience and interactions with the CBO or from their personal experiences in and around the district.

STRATEGIC LEADERSHIP

The CBO shall promote and embed the district's strategic priorities and initiatives into all decisions and actions.

The CBO shall submit a portfolio of acceptable evidence of *Strategic Leadership* that may include:

- Documents, decisions, or other artifacts from strategic planning sessions or implementation activities.

-
- Concrete examples (narratives) of activities where the CBO emphasized the strategic plan and caused other stakeholders to support and prioritize strategic initiatives.
 - Specific proposals, projects, routines, or other activity that leads to a measurable improvement in any of the five strategic priorities.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Cultural Leadership* from their direct experience and interactions with the CBO or from their personal experiences in and around the district.

LEADERSHIP DEVELOPMENT

The CBO shall establish and improve a culture of leadership development that leads to increased clarity, accountability, and performance of Business Office leaders.

The CBO shall submit a portfolio of acceptable evidence of *Leadership Development* that may include:

- Direct participation in professional development sessions to improve leaders' capacity.
- Identification of leadership strengths and leadership deficits for Business Office leaders.
- Active support for Business Office leaders to improve leadership practices in their areas of responsibility.

Members of the Board of Education, leaders within the Education Office, and interested district stakeholders may submit additional evidence of *Leadership Development* from their direct experience and interactions with the CBO, Education Office leaders, or district stakeholders.

CULTURAL LEADERSHIP

The CBO shall identify and implement cultural practices that foster an invitational and welcoming atmosphere in Business Office departments, and at district events and programs.

The CBO shall submit a portfolio of acceptable evidence of *Cultural Leadership* that may include:

- Identifying current practices that invite and welcome individuals of many backgrounds, abilities, and perspectives to learn work and lead.
- Identifying barriers or deficits that inhibit individuals from diverse backgrounds from learning, working, or leading to their best potential.
- Participating in activities, events, and/or programs related to cultural awareness.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Cultural Leadership* from their direct experience and interactions with the CBO or from their personal experiences in and around the district.

LEADERSHIP THROUGH COMMUNICATION:

The CBO shall lead the district's business strategy by communicating clearly, regularly, and effectively to a variety of audiences through an assortment of methods and media.

The CBO shall submit a portfolio of acceptable evidence of *Leadership through Communication* that may include:

- Direct messages to district staff, parents, and other stakeholders.
- Written messages, personal presentations, and multimedia content.
- Specific feedback from recipients, including surveys, comments, and responses.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Leadership through Communication* from their direct experience and interactions with the CBO or district stakeholders.

LEADERSHIP THROUGH PERSONNEL MANAGEMENT:

The CBO shall lead by developing and unifying a strong team of learners, workers, and leaders through high expectations, supportive supervision, and fair evaluation.

The CBO shall submit a portfolio of acceptable evidence of *Leadership through Personnel Management* that may include:

- Activities to identify and unify leadership teams around high standards and strategic priorities.
- Supportive communications that affirm excellent performance and support for our strategic plan and social contract.
- Corrective communications that identify and correct performance that violates district values, policy, or strategy.
- Initiatives to optimize the workforce through clarified job descriptions, reporting relationships, and recruiting new talent to the district.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Leadership through Personnel Management* from their direct experience and interactions with the CBO or district stakeholders.

MEASURABLE PERFORMANCE TARGETS AND STANDARDS THAT WILL SUPPORT ONE OR MORE OF THE LEADERSHIP PERFORMANCE CATEGORIES PREVIOUSLY DESCRIBED:

The portfolio of evidence submitted by the CBO should include a list of results for the following, specifically measured, items. It is intended that these measurements would provide the bulk of, if not all of, the Quantitative Performance Targets portion of the performance review.

-
1. Evaluation of direct reports and appropriate follow through
 - a. Seven direct reports, reviewed on employment anniversary date
 2. Schedule and hold monthly meetings with Business Office
 - a. Number scheduled & number held vs. number of opportunities
 3. Schedule and hold bi-monthly meetings with Direct Reports
 - a. Number scheduled & number held vs. number of opportunities
 4. Overall district financial performance
 - a. General Fund spend managed to a window of 98% - 100.5% of appropriation, General Fund Fund Balance within policy or budget expectations
 - b. All other funds within budget, strategic, financial, and managerial priorities
 - c. Comparisons of financial performance with other districts, including direct neighbors, that evidence comparable or superior financial performance.
 5. Audit result & reflection on Business Office processes
 - a. Overall audit opinion as reflected on Business Office performance
 - b. No more than 1-2 Business Office comments per year, no similar comments in consecutive years
 6. Outward facing visibility and participation through:
 - a. Presentations of Information - Board Meetings, Departments, IL Meetings, Schools, Constituents, Legislature, etc. – Avg. 3-4 presents/participations per month
 - b. Group Participations - e.g. FCBC, PPASBO, Colotrust Board, etc. – 2-5 groups,
 - c. General Provision of Information - e.g. Treasurer's Report to Community [1-2 per year], Budget
 - d. Financial Transparency Items - [all required ~ 50 items per year]

ANNUAL PERFORMANCE REVIEW CYCLE FOR CHIEF OPERATIONS OFFICER:

Performance time frame September thru October, REVIEW DELIVERED October

When evaluating a senior executive, it is important to align leadership activity with the district's strategic plan. Since the strategic plan is operational, it is helpful to use a portfolio review model where the reviewers may examine leadership behavior in the context of daily and long-term activity and accomplishments.

The first six sections organize leadership performance into manageable, observable patterns (i.e. Performance Domains from established standards from CDE). For each section, additional insights might be gleaned from existing surveys and feedback systems or the pursuit of new collections related to a particular performance measure.

The final section lists targets and standards that will provide the quantitative measurements of leadership related to the performance domains.

FACILITIES, OPERATIONS & MAINTENANCE LEADERSHIP

The COO shall direct a comprehensive and coordinated operational procedures and methods that lead to systematic and measurable achievement of Operational and Financial Goals.

The COO shall submit a portfolio of acceptable evidence of *Facilities, Operations and Maintenance Leadership* that may include:

- Periodic data analyses of operating key performance indicators to identify areas of strong performance, practices and programs as well as opportunities for improvement.
- Intentional restructuring and/or reengineering of failing operating practices and or procedures.
- Proactive processes, procedures and/or facilities alterations/improvements that lead to improved operating and/or financial performance of the district's facilities.
- Recognition and promotion of Facilities, Operations and Maintenance Office team members'.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Operations Leadership* from their direct experience and interactions with the COO or from their personal experiences in and around the district.

STRATEGIC LEADERSHIP

The COO shall promote and embed the district's strategic priorities and initiatives into all decisions and actions.

The COO shall submit a portfolio of acceptable evidence of *Strategic Leadership* that may include:

- Documents, decisions, or other artifacts from strategic planning sessions or implementation activities.
- Concrete examples (narratives) of activities where the COO emphasized the strategic plan and caused other stakeholders to support and prioritize strategic initiatives.
- Specific proposals, projects, routines, or other activity that leads to a measurable improvement in any of the five strategic priorities.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Cultural Leadership* from their direct experience and interactions with the COO or from their personal experiences in and around the district.

LEADERSHIP DEVELOPMENT

The COO shall establish and improve a culture of leadership development that leads to increased clarity, accountability, and performance of Business Office leaders.

The COO shall submit a portfolio of acceptable evidence of *Leadership Development* that may include:

- Direct participation in professional development sessions to improve leaders' capacity.
- Identification of leadership strengths and leadership deficits for Business Office leaders.
- Active support for Business Office leaders to improve leadership practices in their areas of responsibility.
- Improved ratings on staff or stakeholder surveys and or reports related to Facilities, Operations and Maintenance Departments.

Members of the Board of Education, leaders within the Education Office, and interested district stakeholders may submit additional evidence of *Leadership Development* from their direct experience and interactions with the COO, Education Office leaders, or district stakeholders.

CULTURAL LEADERSHIP

The COO shall identify and implement cultural practices that foster an invitational and welcoming atmosphere in Facilities, Operations and Maintenance Office departments, and at district events and programs.

The COO shall submit a portfolio of acceptable evidence of *Cultural Leadership* that may include:

- Identifying current practices that invite and welcome individuals of many backgrounds, abilities, and perspectives to learn work and lead.

-
- Identifying barriers or deficits that inhibit individuals from diverse backgrounds from learning, working, or leading to their best potential.
 - Participating in activities, events, and/or programs related to cultural awareness.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Cultural Leadership* from their direct experience and interactions with the COO or from their personal experiences in and around the district.

LEADERSHIP THROUGH COMMUNICATION:

The COO shall lead the district's business strategy by communicating clearly, regularly, and effectively to a variety of audiences through an assortment of methods and media.

The COO shall submit a portfolio of acceptable evidence of *Leadership through Communication* that may include:

- Direct messages to district staff, parents, and other stakeholders.
- Written messages, personal presentations, and multimedia content.
- Specific feedback from recipients, including surveys, comments, and responses.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Leadership through Communication* from their direct experience and interactions with the COO or district stakeholders.

LEADERSHIP THROUGH PERSONNEL MANAGEMENT:

The COO shall lead by developing and unifying a strong team of learners, workers, and leaders through high expectations, supportive supervision, and fair evaluation.

The COO shall submit a portfolio of acceptable evidence of *Leadership through Personnel Management* that may include:

- Activities to identify and unify leadership teams around high standards and strategic priorities.
- Supportive communications that affirm excellent performance and support for our strategic plan and social contract.
- Corrective communications that identify and correct performance that violates district values, policy, or strategy.
- Initiatives to optimize the workforce through clarified job descriptions, reporting relationships, and recruiting new talent to the district.

Members of the Board of Education and interested district stakeholders may submit additional evidence of *Leadership through Personnel Management* from their direct experience and interactions with the COO or district stakeholders.

MEASURABLE PERFORMANCE TARGETS AND STANDARDS THAT WILL SUPPORT ONE OR MORE OF THE LEADERSHIP PERFORMANCE CATEGORIES PREVIOUSLY DESCRIBED:

The portfolio of evidence submitted by the COO should include a list of results for the following, specifically measured, items. It is intended that these measurements would provide the bulk of, if not all of, the Quantitative Performance Targets portion of the performance review.

1. Evaluation of direct reports and appropriate follow through
 - a. Four direct reports, reviewed on employment anniversary date
2. Schedule and hold bi-monthly team meetings in Facilities, Operations and Maintenance Office
 - a. Number scheduled & number held vs. number of opportunities
3. Schedule and hold bi-monthly meetings with Direct Reports
 - a. Number scheduled & number held vs. number of opportunities
4. Overall Facilities, Operations (Transportation, Nutrition Services & Ground) operational and or financial performance
 - a. Comparisons of Operational performance with other districts, including direct neighbors that evidence comparable or superior financial performance.
 - b. Facilities, Maintenance & Grounds key performance indicators. These will be generated quarterly review with trend analysis incorporated.
 - i. **Time on Task** review versus benchmarks – quarterly review and trend analysis
 - ii. **Proactive versus reactive** review of work orders
 - iii. Work order **Average Days of Completion** in comparison to bench marks
 - iv. Financial Operations
 1. Budget versus actual review
 - v. Capital Improvement program review
 1. Budget to actual performance
 2. Major accomplishments during year body of evidence
 - vi. Trimester Survey input from Building Principals & Building Managers
 1. Survey of facilities performance
 - a. Work orders, days outstanding, proactive versus reactive
 - b. Requested work agreements, response time, communication, completion, pricing
 - c. Capital and Operating needs
 - i. Capital Improvement programs
 - ii. Proactive work performed
 - d. Response to requests
 - e. Professionalism
 - f. Customer Services

-
- g. Safety Issues
 - h. Innovation
 - c. Nutrition Services
 - i. Financial Performance Review – Enterprise Fund compared to budget targets
 - ii. Bi Annual Survey of Staff to assess leadership, climate and culture
 - 1. Review Trends
 - d. Transportation
 - i. Financial Performance Review – Enterprise Fund compared to budget targets
 - ii. Bi Annual Survey of Staff to assess leadership, climate and culture
 - 5. Outward facing visibility and participation through:
 - a. Presentations of Information - Board Meetings, Departments, IL Meetings, Schools, Constituents, CASBO, Local Home Builders Association, Plant Managers - CASBO
 - b. Group Participations - e.g. CASBO, PPRB, Plant Mangers – CASBO, CS HBA, etc. – 2-5 groups,



BOARD OF EDUCATION AGENDA ITEM 7.05

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Peter Hilts, Chief Education Officer |
| TITLE OF AGENDA ITEM: | Graduation Dates & Times for Class of 2014 and Graduation Date for 2015 |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The Board of Education takes this action to secure the World Arena for graduation 2014 and 2015. For the class of 2014, graduation will be held at the World Arena on Saturday, May 24, 2014 with VRHS at 9:00 am, SCHS at 1:00 pm and FHS at 5:00 pm. For the class of 2015, graduation will be held at the World Arena on Saturday, May 23, 2015 with FHS at 9:00 am, VRHS at 1:00 pm and SCHS at 5:00 pm. Saturday, May 28, 2016 is also currently being held with the World Arena.

RATIONALE:

RELEVANT DATA AND EXPECTED OUTCOMES: This item will lead to clarity regarding the date and times for the graduation ceremonies for 2014 and 2015.

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

| | | | |
|---|----------|-----------------------------------|----------|
| Student Achievement and Performance | | 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 | | | |

FUNDING REQUIRED: Yes X No ____

AMOUNT BUDGETED: Not to exceed \$18,000

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the graduation dates and times listed in item 7.05 as recommended by the administration.

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: September 30, 2013

USE AGREEMENT

Falcon School District 49 ("Licensee") desires to use the **Arena Bowl, 2-4 Locker Rooms and Penrose Club** ("Room") at the Colorado Springs World Arena ("CSWA") on the **24th** day of **May, 2014**, beginning at **5:30** o'clock **A.M.** and ending at **7:00** o'clock **P.M.**, on the following terms and conditions, to which the Licensee and CSWA agree:

- (1) **RENT.** Licensee will pay **See Exhibit A** for the use of the Room for the dates and times set forth above. In addition, Licensee will deposit with CSWA the sum of **See Exhibit A** as a deposit to defray costs of damages, if any, and any unpaid compensation required hereunder. The rent and deposit will be delivered to CSWA, in certified funds (if required by CSWA) at least **See Exhibit A** days before the date the Room is to be used. CSWA will not reserve the Room for the Licensee until the rent, estimate provided in **Exhibit A**, evidence of insurance, and deposit has been received.
- (2) **USE.** Licensee will use the Room in accordance with the Rules and Regulations governing the Room, whether or not published. Licensee will obey any directions given by CSWA before or during the use of the Room. CSWA reserves the right to eject anyone from the Room for conduct not consistent with the Rules and Regulations of the Room or for other reasonable grounds. CSWA may terminate the use of the Room by the Licensee during an event for unreasonable conduct, and in such event Licensee shall not be entitled to any refund. Licensee must vacate the Room on or before the ending time set forth above. Licensee will provide to CSWA the names or identification of the persons who will be using the Room in connection with this Agreement; CSWA may otherwise control access to the Room; and no other persons will be allowed entrance without the permission of CSWA personnel. Licensee will comply with Civil Rights, ADA and non-smoking rules of CSWA.
- (3) **CATERING; BEVERAGES.** No food or beverages will be served in the Room except through CSWA's caterer or representatives, unless agreed to, in writing, by CSWA. Costs of food, beverages, personnel for service and other related items shall be in addition to the rent; and CSWA may provide Licensee with an estimate of that cost, and may require Licensee to pay in advance up to said estimated amount at the same time as the rent is required. CSWA may adopt such rules as it deems appropriate for purchases of beverages by the drink or otherwise. A description of the food, catering, beverages, and estimate of costs are attached hereto.
- (4) **CLEAN UP.** Licensee is responsible for the cost of clean up by CSWA personnel, which shall include cost of any repair or missing items resulting from Licensee's use of the Room. An estimate of the cost of clean up is included on the attachment, but the actual cost may exceed said estimate. The deposit will be used, to the extent necessary, for said cost, and Licensee shall be liable for any additional cost.

G. Viebrock

9/18/2013

Initials *fv*

- (5) **INSURANCE; INDEMNIFICATION.** CSWA will require the Licensee to provide insurance for the use of the Room through a separate insurance policy or by naming CSWA as an additional named insured on an existing policy, which requirement shall be noted on the attachment. If insurance is required, Licensee shall provide CSWA by the date on which the deposit and rent is due, with evidence of insurance, which shall be acceptable to CSWA, which has been paid for and which cannot be canceled for the period of the Use of the Room; and the Room shall not be considered reserved until compliance with this provision. Regardless of insurance coverage, Licensee shall indemnify and hold harmless the CSWA and its directors, officers, employees and agents from all losses, liabilities, claims, demands, suits, actions, payments and judgments arising in any way from the use of the Room or other Arena facilities by Licensee and its employees, agents, contractors, subcontractors, customers, guests or other persons using the Room or other Arena facilities as a result of this Agreement, including any and all expenses, costs, attorney's fees incurred by CSWA and other indemnified persons or entities in the defense of any suit or claim. CSWA is not responsible to Licensee for the loss of any personal property by the guests or employees of Licensee.
- (6) **PARKING.** Parking locations shall be designated by CSWA; and, if required by CSWA, the guests and employees of Licensee shall pay separately for parking.
- (7) **TICKETS.** If the use is in conjunction with an event in the Arena, all guests and employees of the Licensee must have tickets to the event, the cost of which shall be separate from the rent. CSWA may deny entrance to the Room to anyone not so having a ticket.
- (8) **PROPERTY; SIGNAGE.** Licensee shall not bring into the Room signs or other items of equipment or similar personal property without the prior consent of CSWA; and the same shall be removed upon CSWA demand.
- (9) **WAIVER.** Licensee waives any rights to damages or other claims against CSWA for the failure, for any reason, to provide the Room, except for the return of unused rent, deposit or other monies paid.
- (10) **MISCELLANEOUS.** This Agreement may not be assigned, nor the Room sub-leased. The Agreement will be binding when executed by representatives of both parties.

G. Viebrock

9/18/2013

Initials 

Agreed by:

Colorado Springs World Arena

a Colorado nonprofit corporation

3185 Venetucci Blvd.

Colorado Springs, CO 80906

Phone **(719) 477-2100**

Fax **(719) 477-2199**

Email: dlishick@worldarena.com

Signature

Dorothea E. Lischick, CFE

General Manager

Date _____

For: **Falcon School District 49**

10850 E. Woodman Road

Falcon, CO 80831

Phone: **719-495-1119**

Fax: **719-495-1157**

Email:



Signature

Print Name **Peter Hilts**

Title **Falcon SD49 Chief Education Officer**

Date **9-24-13**

Event Contact: **Barb Seeley**

Phone: **(719) 495-1119**

Email: **bseeley@d49.org**

G. Viebrock

9/18/2013

Initials *PA*

EXHIBIT "A"

Name of Licensee **Falcon School District 49 Graduations (Falcon, Sand Creek and Vista Ridge HS)**
Day/Date of **Saturday, May 24, 2014**

Estimated Rent and Other Compensation:

Rental: **\$3,950.00** Based on the use of the Arena Bowl, Locker Rooms and the Penrose Club for three high school graduations. Should Friday be required for a Load In, add \$1,550.00 for a Load In day.

Labor/Service: **\$9,984.00 (Est.)** Based on 2013 Graduations and adding additional graduation ceremony:
House Staff \$2,045.00
Public Safety \$3,012.00
Ops Staffing \$4,927.00
Final billing will be based on actual man-hours worked.

Equipment Rental: **To Be Determined** Stage and chairs are included in rental. Following is a listing of additional equipment and rates:
Scoreboard - \$350.00, plus Operators
Curtain System - \$2,000.00
Supplemental Sound – \$375.00
Carpet - \$2,500.00
Dasher Drape - \$150.00
Sound Augmentation – To Be Determined
Internet Service - \$150.00

Concessions/
Hospitality: Centerplate is the CSWA's exclusive concessionaire. Concession stands will be open during Graduation.

Insurance: School District 49 to provide the CSWA with evidence of **\$1 Million** insurance naming the Colorado Springs World Arena, it's trustees, officers, employees and agents as additional insured.

Merchandise: CSWA will sell flowers, cameras and other merchandise during graduations.

Advertising: If appropriate, CSWA logo in a horizontal format to be carried in all advertising.

Parking: **\$1,850.00** Parking will be free to students, faculty, family and

G. Viebrock
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Initials *[Signature]*

friends. There will be a buyout of \$1,850.00.

Pay Terms:

Signed Agreement and **P.O. for \$3,950.00** deposit due on or before **October 21, 2013.**

Balance due on or before **June 2, 2014.**

Late Fee: A \$20.00 fee will be charged on all returned checks. All balances 30 days past due from the original due date will be subject to a finance charge of 1.5% per month, 18% per annum.

Schedule of Events:

Saturday May 24, 2014

| | |
|------------------|--|
| 5:30AM – 7:30AM | Load In |
| 8:00AM | Doors open to public |
| 8:00AM – 9:00AM | Photo's |
| 9:00AM – 11:00AM | Ceremony for <u>Vista Ridge H.S.</u> Please Fill In |
| 12:00PM | Doors open to public |
| 12:00PM – 1:00PM | Photos |
| 1:00PM – 3:00PM | Ceremony for <u>Sand Creek H.S.</u> Please Fill In |
| 4:00PM | Doors open to public |
| 4:00PM – 5:00PM | Photos |
| 5:00PM – 7:00PM | Ceremony for <u>Falcon H.S.</u> Please Fill In |

Contacts:

PLEASE FILL IN THE CONTACT NAME, PHONE NUMBER & EMAIL FOR EACH SCHOOL

| | CONTACT NAME | PHONE | EMAIL |
|---------------|----------------------|-----------------------------|------------------------|
| • Falcon | _____ | _____ | _____ |
| • Sand Creek | <u>Audra Lane</u> | <u>495-1173</u> | <u>alane@d49.org</u> |
| • Vista Ridge | <u>Elaine Schoen</u> | <u>494-8803 or 491-3364</u> | <u>eschoen@d49.org</u> |

Miscellaneous:

Lost and Found: CSWA has a lost and found procedure for all events. Please coordinate efforts in advance.

There may be efficiencies in sharing sound and video needs with graduations held before or after, School District 49.

Future Dates:

Saturday, May 23, 2015

G. Viebrock

9/18/2013

Initials *[Signature]*

G. Viebrock
9/18/2013

Initials _____



32579

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/26/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER Commercial Lines - (719) 592-1177 Wells Fargo Insurance Services USA, Inc. 5755 Mark Dabbling Blvd., Suite 300 Colorado Springs, CO 80919-2228 | CONTACT NAME: Kathy Werner PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: kathleen.d.werner@wellsfargo.com | | | | | | | | | | | | | | | | | | | | | |
|--|--|-------------------------------|--|--------|------------|------------------------------|-------|------------|----------------------------------|-------|------------|--|--|------------|--|--|------------|--|--|------------|--|--|
| INSURED Falcon School District #49 10850 Woodmen Road Falcon CO 808318127 | <table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Zurich American Insurance Co</td><td>16535</td></tr><tr><td>INSURER B:</td><td>Northern Insurance Company of NY</td><td>19372</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table> | INSURER(S) AFFORDING COVERAGE | | NAIC # | INSURER A: | Zurich American Insurance Co | 16535 | INSURER B: | Northern Insurance Company of NY | 19372 | INSURER C: | | | INSURER D: | | | INSURER E: | | | INSURER F: | | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # | | | | | | | | | | | | | | | | | | | | |
| INSURER A: | Zurich American Insurance Co | 16535 | | | | | | | | | | | | | | | | | | | | |
| INSURER B: | Northern Insurance Company of NY | 19372 | | | | | | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | | | | | | |

COVERAGES**CERTIFICATE NUMBER:** 6632498**REVISION NUMBER:** See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------|----------|---------------|-------------------------|-------------------------|---|-------------------------------------|--------|--------------------|---|----------------------------|---------|------------------------------|----|----------|--------------------------------|----|-----------|-------------------|----|-----------|------------------------|----|-----------|-----------------------|----|-----------|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | CPO3701643-10 | 07/01/2013 | 07/01/2014 | <table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td><td>1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$</td><td>100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$</td><td>Excluded</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$</td><td>1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$</td><td>2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$</td><td>2,000,000</td></tr><tr><td>Abusive Acts Coverage</td><td>\$</td><td>1,000,000</td></tr></table> | EACH OCCURRENCE | \$ | 1,000,000 | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ | 100,000 | MED EXP (Any one person) | \$ | Excluded | PERSONAL & ADV INJURY | \$ | 1,000,000 | GENERAL AGGREGATE | \$ | 2,000,000 | PRODUCTS - COMP/OP AGG | \$ | 2,000,000 | Abusive Acts Coverage | \$ | 1,000,000 |
| EACH OCCURRENCE | \$ | 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ | 100,000 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MED EXP (Any one person) | \$ | Excluded | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERSONAL & ADV INJURY | \$ | 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GENERAL AGGREGATE | \$ | 2,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PRODUCTS - COMP/OP AGG | \$ | 2,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abusive Acts Coverage | \$ | 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> HIRED PHYSICAL <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$50,000 Comp | | | BAP3701642-10 | 07/01/2013 | 07/01/2014 | <table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td><td>1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td><td></td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td><td></td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td><td></td></tr></table> | COMBINED SINGLE LIMIT (Ea accident) | \$ | 1,000,000 | BODILY INJURY (Per person) | \$ | | BODILY INJURY (Per accident) | \$ | | PROPERTY DAMAGE (Per accident) | \$ | | | | | | | | | | |
| COMBINED SINGLE LIMIT (Ea accident) | \$ | 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BODILY INJURY (Per person) | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BODILY INJURY (Per accident) | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROPERTY DAMAGE (Per accident) | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | | | | <table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td><td></td></tr><tr><td>AGGREGATE</td><td>\$</td><td></td></tr></table> | EACH OCCURRENCE | \$ | | AGGREGATE | \$ | | | | | | | | | | | | | | | | |
| EACH OCCURRENCE | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AGGREGATE | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | <table border="1"><tr><td>WC STATUTORY LIMITS</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table> | WC STATUTORY LIMITS | OTH-ER | E.L. EACH ACCIDENT | \$ | E.L. DISEASE - EA EMPLOYEE | \$ | E.L. DISEASE - POLICY LIMIT | \$ | | | | | | | | | | | | | |
| WC STATUTORY LIMITS | OTH-ER | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E.L. EACH ACCIDENT | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E.L. DISEASE - EA EMPLOYEE | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E.L. DISEASE - POLICY LIMIT | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder, its directors, trustees, officers, agents and employees are named as additional insured per written contract.

re: Falcon D49 Graduation on May 24, 2014

CERTIFICATE HOLDERColorado Springs World Arena & Ice Hall
A Colorado Non Profit Organization
3185 Venetucci Blvd.
Colorado Springs, CO 80906**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

The ACORD name and logo are registered marks of ACORD

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ACORD 25 (2010/05)

(This certificate replaces certificate# 6632490 issued on 9/26/2013)



BOARD OF EDUCATION AGENDA ITEM 7.06

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Peter Hiltz, Chief Education Officer |
| TITLE OF AGENDA ITEM: | District Accountability Advisory Committee Appointments |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The Falcon School District 49 District Accountability Advisory Committee (DAAC) Bylaws state that the membership of the DAAC will be appointed by or elected through a process created by the Board of Education.

The purpose of the DAAC is to institute an accountability and parental and community Involvement program to define and measure academic and safety quality in the district.

The DAAC must consist of at least three parents of students enrolled in the District's schools that are not employees or related to employees of the district, one teacher, one school administrator, and one person from the community who is involved in business.

Members of the DAAC are appointed to serve for a two year period.

RATIONALE: The enclosed membership applications include the names of three (3) DAAC members for the 2013-2014 school year for your approval. At a minimum they are required to review the School Improvement Plans, charter school applications, recommend the prioritization of expenditures of school district funds, review district assessments and report on the educational and safety performance of the district.

RELEVANT DATA AND EXPECTED OUTCOMES: Recommended DAAC members: Tiffanie Warder-Skyview Middle School, Joanne Wheeler-Pikes Peak School Of Expeditionary Learning and Tasha Peters-Ridgeview Elementary. DAAC members have already committed to the responsibilities of their charge through state statute and will report out their accomplishments in June 2014.

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

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

FUNDING REQUIRED: Yes No X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the appointment of the members of the District Accountability Advisory Committee listed as recommended by the administration.

APPROVED BY: Peter Hiltz, Chief Education Officer

DATE: September 17, 2013



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

**APPLICATION TO SERVE ON THE DISTRICT ACCOUNTABILITY ADVISORY COMMITTEE
FOR THE TERM: SEPTEMBER 1, 2013 to AUGUST 31, 2015**

The District Accountability Advisory Committee (DAAC) is a legally constituted committee of representatives from the Falcon School District (FSD). "All members, in good standing, with a School's School Advisory Council (SAC) may submit an application to the DAAC Executive Committee which will then be sent to the Board of Education for consideration of appointment to the DAAC, along with the Executive Committee's recommendations. The Executive Committee will first consider for DAAC membership, members of the school's SAC, but may recommend any person that meets the Colorado Department of Education (CDE) guidelines to fill any position at any time. CDE guidelines require that there will be at least three parents, one teacher, one school administrator, and one community member who is not employed by the school district, who resides within the district, and does not have children in Falcon School District 49. Applications for at-large members will also be reviewed by the DAAC Executive Committee and sent to the Board of Education for approval. At-large members will be sought for the purpose of broadening community representation on DAAC. At-large members will consist of no less than one community member."

Applications are due by August 15 of the current school year. DAAC is charged with legal responsibilities related to the "adequacy and efficiency of the educational and accountability programs" in the district. DAAC advises the Board and informs the public about the implementation and effectiveness of the district's accountability programs. For further information about the responsibilities of DAAC members, please review the DAAC bylaws online at:

<http://falcon49.schoolfusion.us/modules/groups/homepagefiles/cms/2198345/File/DAAC/DAAC%20Bylaws%20FINAL%2010-27-10.pdf?sessionId=32cf6a02b0cc18e3db1bf903881de0c9>

NAME: Tiffanie Warder DATE: 13 Sept 13

ADDRESS: 6166 Desoto Dr CITY: C/S ZIP: 80922

HOME PHONE: 719 355 6677 WORK PHONE: _____

E-MAIL: tiffanie-warder@yahoo.com

Applying For:

☒ DAAC Member

____ Chairperson

____ Vice Chairperson

NOMINATED BY:

____ School Improvement Team _____
(School Name)

____ FSD Board of Education _____
(BOE Member)

____ DAAC Executive Committee _____
(Chair)

____ At Large Member:

____ Representing _____
(Name of Organization/School)

The membership of DAAC is intended to represent students and community of the Falcon School District. To help us track and improve our representation of the various stakeholders in our district please submit the following information:

1. Do you have children in the Falcon School District at this time? __no ☒yes, if so at which school(s)? OES, SMS

2. Are you a resident in FSD? __no ☒yes

3. Are you an employee of FSD? __no ☒yes, if so what is your position? Sub

*To help us involve you in areas of your interest and experiences please submit the following information:

4. Why are you interested in serving on DAAC? to learn more about the district in which my children attend.

5. Do you participate in any programs or organizations that relate to the educational programs of the Falcon School District? PTA, SAC

6. Would you be willing to serve as a liaison between DAAC and this program or organization?
(See question #5) _____

Applicant Signature

[Signature]

DAAC Executive Committee Chair

Nominating Board of Education Member

Principal/SAC Chair

[Signature]

Nominating Organization

Send this application to: Barbara Seeley, Executive Assistant to Peter Hilts, Chief Education Officer for Falcon School District 49
10850 E. Woodmen Rd., Falcon, CO. 80831
If you have questions, please call 719-495-1119



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

**APPLICATION TO SERVE ON THE DISTRICT ACCOUNTABILITY ADVISORY COMMITTEE
FOR THE TERM: SEPTEMBER 1, 2013 to AUGUST 31, 2015**

The District Accountability Advisory Committee (DAAC) is a legally constituted committee of representatives from the Falcon School District (FSD). "All members, in good standing, with a School's School Advisory Council (SAC) may submit an application to the DAAC Executive Committee which will then be sent to the Board of Education for consideration of appointment to the DAAC, along with the Executive Committee's recommendations. The Executive Committee will first consider for DAAC membership, members of the school's SAC, but may recommend any person that meets the Colorado Department of Education (CDE) guidelines to fill any position at any time. CDE guidelines require that there will be at least three parents, one teacher, one school administrator, and one community member who is not employed by the school district, who resides within the district, and does not have children in Falcon School District 49. Applications for at-large members will also be reviewed by the DAAC Executive Committee and sent to the Board of Education for approval. At-large members will be sought for the purpose of broadening community representation on DAAC. At-large members will consist of no less than one community member."

Applications are due by August 15 of the current school year. DAAC is charged with legal responsibilities related to the "adequacy and efficiency of the educational and accountability programs" in the district. DAAC advises the Board and informs the public about the implementation and effectiveness of the district's accountability programs. For further information about the responsibilities of DAAC members, please review the DAAC bylaws online at:

<http://falcon49.schoolfusion.us/modules/groups/homepagefiles/cms/2198345/File/DAAC/DAAC%20Bylaws%20FINAL%2010-27-10.pdf?sessionId=32cf6a02b0cc18e3db1bf903881de0c9>

NAME: Joanne Wheeler DATE: 9/17/13

ADDRESS: 11925 Antlers Ridge Dr CITY: Falcon ZIP: 80831

HOME PHONE: _____ WORK PHONE: 719 522 2580

E-MAIL: joanne.wheeler@ppsel.org

Applying For:

☒ DAAC Member

____ Chairperson

____ Vice Chairperson

NOMINATED BY:

☒ School Improvement Team PPSEL
(School Name)

☐ FSD Board of Education _____
(BOE Member)

☐ DAAC Executive Committee _____
(Chair)

☐ At Large Member:

☐ Representing _____
(Name of Organization/School)

The membership of DAAC is intended to represent students and community of the Falcon School District. To help us track and improve our representation of the various stakeholders in our district please submit the following information:

1. Do you have children in the Falcon School District at this time? ☒ no ___ yes, if so at which school(s)? _____

2. Are you a resident in FSD? ___ no ☒ yes

3. Are you an employee of FSD? ☒ no ___ yes, if so what is your position? PPSEL

*To help us involve you in areas of your interest and experiences please submit the following information:

4. Why are you interested in serving on DAAC? I could help in the charter area as well as budgets because I have knowledge of both.

5. Do you participate in any programs or organizations that relate to the educational programs of the Falcon School District? PPSEL SAC & a teacher

6. Would you be willing to serve as a liaison between DAAC and this program or organization?
(See question #5) _____

Applicant Signature

[Signature]

DAAC Executive Committee Chair

Nominating Board of Education Member

Principal/SAC Chair

[Signature]

Nominating Organization

PPSEL

Send this application to: Barbara Seeley, Executive Assistant to Peter Hilts, Chief Education Officer for Falcon School District 49

10850 E. Woodmen Rd., Falcon, CO. 80831

If you have questions, please call 719-495-1119

RVES



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

**APPLICATION TO SERVE ON THE DISTRICT ACCOUNTABILITY ADVISORY COMMITTEE
FOR THE TERM: SEPTEMBER 1, 2013 to AUGUST 31, 2015**

The District Accountability Advisory Committee (DAAC) is a legally constituted committee of representatives from the Falcon School District (FSD). "All members, in good standing, with a School's School Advisory Council (SAC) may submit an application to the DAAC Executive Committee which will then be sent to the Board of Education for consideration of appointment to the DAAC, along with the Executive Committee's recommendations. The Executive Committee will first consider for DAAC membership, members of the school's SAC, but may recommend any person that meets the Colorado Department of Education (CDE) guidelines to fill any position at any time. CDE guidelines require that there will be at least three parents, one teacher, one school administrator, and one community member who is not employed by the school district, who resides within the district, and does not have children in Falcon School District 49. Applications for at-large members will also be reviewed by the DAAC Executive Committee and sent to the Board of Education for approval. At-large members will be sought for the purpose of broadening community representation on DAAC. At-large members will consist of no less than one community member."

Applications are due by August 15 of the current school year. DAAC is charged with legal responsibilities related to the "adequacy and efficiency of the educational and accountability programs" in the district. DAAC advises the Board and informs the public about the implementation and effectiveness of the district's accountability programs. For further information about the responsibilities of DAAC members, please review the DAAC bylaws online at:

<http://falcon49.schoolfusion.us/modules/groups/homepagefiles/cms/2198345/File/DAAC/DAAC%20Bylaws%20FINAL%2010-27-10.pdf?sessionid=32cf6a02b0cc18e3db1bf903881de0c9>

NAME: Tasha Peters DATE: 9/15/13

ADDRESS: 6788 Sunny Alp St. CITY: Colo. Spgs ZIP: 80923

HOME PHONE: 266-9484 WORK PHONE: 310-7108
Cell

E-MAIL: tashapeters-cs@yahoo.com

Applying For:

☒ DAAC Member

☐ Chairperson

☐ Vice Chairperson

NOMINATED BY:

☒ School Improvement Team Ridgeview
(School Name)

____ FSD Board of Education _____
(BOE Member)

____ DAAC Executive Committee _____
(Chair)

____ At Large Member:

____ Representing _____
(Name of Organization/School)

The membership of DAAC is intended to represent students and community of the Falcon School District. To help us track and improve our representation of the various stakeholders in our district please submit the following information:

1. Do you have children in the Falcon School District at this time? __no ☒ yes, if so at which school(s)? Ridgeview

2. Are you a resident in FSD? __no ☒ yes

3. Are you an employee of FSD? ☒ no ____ yes, if so what is your position? _____

*To help us involve you in areas of your interest and experiences please submit the following information:

4. Why are you interested in serving on DAAC? I want to get more involved in the district.

5. Do you participate in any programs or organizations that relate to the educational programs of the Falcon School District? I am the VP of the Ridgeview PTA.

6. Would you be willing to serve as a liaison between DAAC and this program or organization?
(See question #5) NO

Applicant Signature

Lasho Peters

DAAC Executive Committee Chair

Nominating Board of Education Member

Principal/SAC Chair

Margie McKee

Nominating Organization

Send this application to: Barbara Seeley, Executive Assistant to Peter Hilts, Chief Education Officer for Falcon School District 49

10850 E. Woodmen Rd., Falcon, CO. 80831

If you have questions, please call 719-495-1119



BOARD OF EDUCATION AGENDA ITEM 7.07

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Brett Ridgway, Chief Business Officer |
| TITLE OF AGENDA ITEM: | Selection of Official Survey Date for Impact Aid |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Each year, the District must set an official survey date for Impact Aid – Public Law 103-382. This survey determines where students are connected to other federal programs; in our case, largely the US Military. The District receives a federal revenue subsidy each year that is based on this student count. In general, there is a delay in the count data and the dollars that are remitted related to that count. So, while this particular count technically has no impact on the current year budget, it will have an impact on the 2014-15 budget and so is still a very import exercise.

RATIONALE: Thursday November 7, 2013 is the recommended date for this year. Being a Thursday, it is believed that this will give schools an opportunity to distribute the forms to the students on Friday, November 8; the families will have that weekend to complete the form and return them early the following week. The final due date will be Friday, November 22, 2013

RELEVANT DATA AND EXPECTED OUTCOMES: Our process for impact aid tracking has evolved over the last couple of years to be much more rigorous and we believe that that effort will result in better funding results in coming years.

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

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

FUNDING REQUIRED: Yes **X** No ____

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: September 27, 2013

BOARD OF EDUCATION AGENDA ITEM 7.08

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Jack W. Bay, Chief Operations Officer |
| TITLE OF AGENDA ITEM: | Construction – Improvement Permits and the Inspection Process |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Whenever the district constructs, alters, or modifies our facilities there is a pre-defined process to follow through the State of Colorado to ensure compliance with state laws and regulations. There are some cases where our staff can bypass the normal process and not obtain an individual permit or even a required project inspection. As part of the state process, there is an opportunity for the local regional building department to provide comparable services using a *Memorandum of Understanding* with the State of Colorado. In order to provide the most efficient permit and inspection process a review was conducted to determine the advantages and disadvantages of each process.

RATIONALE: As part of our best practices operating model, we have reviewed and analyzed both the State of Colorado permit process and Pikes Peak Regional Building system to determine the most efficient and cost effective process for the district's use to go forward on our projects, alterations, and new construction. The chief operations officer has determined the most efficient and cost effective for the District at this time would be to utilize Pikes Peak Regional Building for all of our permitting needs with the exception of electrical and building. These are two areas of focus that will remain with the State of Colorado. We will be able to significantly reduce the time required to obtain a permit, will save precious operating funds for the cost of the permits, and can obtain inspections and re-inspections Monday – Friday from 7:30 am to 5:00 pm by moving this direction.

RELEVANT DATA AND EXPECTED OUTCOMES: At the September 25, 2013 Board work session the chief operations officer provided an overview of both permit and inspections methods that are available to the district. After reviewing the advantages, disadvantages, and researching what system our peer El Paso County school districts utilize and why, the chief operations officer is recommending that the district utilize Pikes Peak Regional Building for our construction permitting and inspections.

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

| | | | |
|---|----------|-----------------------------------|----------|
| Student Achievement and Performance | | Staff Employment and Support | x |
| Parent/Community Engagement | x | Social and Ethical Responsibility | |
| Operational Efficiency and System Effectiveness | x | | |

FUNDING REQUIRED: Yes ____ No x **AMOUNT BUDGETED:** Not applicable

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve the adoption of Pikes Peak Regional Building for all of the district's construction permits and inspections, with the exception of the electrical and plumbing that will be administer through the State, under the memorandum of understanding the State of Colorado has in place with various local building department's effective October 11, 2013.

APPROVED BY: Jack W. Bay, Chief Operations Officer

DATE: September 27, 2013

Falcon School District 49

Permit Cost Analysis
as of September 30,2013
Support for Item 7.08 BOE meeting October 10-2013

| | <u>No of Permits</u> | <u>State</u> | <u>Pikes Peak</u> | <u>Variance</u> | <u>Projected Total Savings</u> |
|-------------------------|----------------------|--------------|-------------------|-----------------|------------------------------------|
| 0-2000 | 25 | \$50 | \$50 | \$0 | \$0 |
| 2,001 to 25,000 | 50 | \$647 | \$264 | -\$383 | -\$19,150 |
| 25,001 to 50,000 | 10 | \$1,064 | \$464 | -\$600 | -\$6,000 |
| 50,001 to 100,000 | 5 | \$1,598 | \$714 | -\$884 | -\$4,420 |
| 100,001 to 500,000 | 5 | \$6,532 | \$2,314 | -\$4,218 | -\$21,090 |
| 1,000,001 to 2,000,000 | 1 | \$9,345 | \$7,064 | -\$2,281 | -\$2,281 |
| 8,000,001 to 16,000,000 | 1 | \$23,505 | \$5,864 | -\$17,641 | -\$17,641 |
| Reinspection Fee | 10 | \$200 | \$50 | -\$150 | -\$1,500 |
| Total | 107 | | | | -\$72,082 |

Non Costs Related Information

| | | |
|-----------------------------|---------------|--------------|
| Inspections | Tues or Thurs | Mon - Friday |
| Re-Inspections | Tues or Thurs | Mon - Friday |
| Online Inspections tracking | no | yes |
| Online Plan submittal | no | yes |
| Minimum Time for Permit | 1 week | 1 day |



Colorado Division of Fire Prevention and Control



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Fees

Current School Construction and Inspection Fees



Total Valuation to Fee Schedule

| Total Valuation | Fee |
|------------------------------|----------------------|
| \$1.00 to \$2,000 | \$50 |
| \$2,001 to \$25,000 | \$51 to \$647 |
| \$25,001 to \$50,000 | \$648 to \$1,064 |
| \$50,001 to \$100,000 | \$1,065 to \$1,598 |
| \$500,001 to \$1,000,000 | \$4,338 to \$6,532 |
| \$1,000,001 to \$2,000,000 | \$6,533 to \$9,345 |
| \$2,000,001 to \$4,000,000 | \$9,346 to \$12,952 |
| \$4,000,001 to \$8,000,000 | \$12,593 to \$17,577 |
| \$8,000,001 to \$16,000,000 | \$17,578 to \$23,505 |
| \$16,000,001 to \$32,000,000 | \$23,506 to \$31,105 |

Other Public School Fees

- **Portable/Modular Fees per site: \$800.00 for the first unit, each additional portable/modular is \$100.00, up to 10 units.**
- **Re-Roof: Use fee schedule, \$800.00 minimum.**
- **Lost inspection card fee is \$100.00.**
- **Fire Code review fees are equal to the project valuation cost multiplied by a factor of \$0.000550, with a minimum fee of \$300.00.**
- **Fire alarm system replacements use Fire Code fee schedule, with a minimum fee of \$750.00.**

When both Building and Fire Code Reviews are performed by DFPC the fees will equal the sum of both the building review and the fire review fees.

Invoice is sent when project is submitted. All fees must be paid at the time of permit issuance.

The Division may assess a \$200 re-inspection fee for each inspection or re-inspection, when such portion of work for which the inspection is called is not completed, or when corrections previously called for are not made.

Maintenance inspection fees:

- 0 – 150 Students, \$125
- 151 – 300 Students, \$250
- 301 – 450 Students, \$375
- 451 or more Students, \$500

Student enrollment counts for maintenance inspection fees shall be based upon the current pupil membership data published at the time of the inspection by the Colorado Department of Education. Maintenance inspection fees are charged per address. Total student counts are considered for consolidated schools located at one address.

| | |
|------------------------------|----------------------|
| \$32,000,001 to \$64,000,000 | \$31,106 to \$40,848 |
| \$64,000,001 + | \$40,849 Valuation |

Boiler/Chiller/Furnace/Domestic H2O Units
Only: Use fee schedule above, \$800.00 minimum.



****The building permit fee table and calculator do not include fire code review fees.**

Note: If you have any difficulty using this spreadsheet call 303-239-4600, for assistance with calculating the permit fee.

[Colorado.gov](#)[CDPS](#)[Contact webmaster here](#)[Employment](#)[Policies](#)

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Colorado Department of Public Safety

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**PIKES PEAK REGIONAL BUILDING DEPARTMENT
2013 BUILDING PERMIT FEE SCHEDULE**

2013 ICC Valuation Data Effective Monday June 3rd, 2013

ICC Building Valuation- TABLE A International Code Council Valuations

- For all commercial buildings – Regional Modifier is .97 of the construction type and occupancy valuation
- For all new single family dwellings – Regional Modifier is .27 of \$107.08
- For garages constructed with and attached to new single family dwellings – Regional Modifier is .14 of \$107.08
- For additions, garage conversions, and basement finishes – Regional Modifier is .27 of \$107.08 per square foot plus electrical, mechanical, and plumbing permit fees are based on job (contract) cost per Table C
- For detached garages to an existing residence – Regional Modifier is .91 of \$40.62
- To calculate your permit fee online, click here for the [Fee Calculator](#)

APPENDIX B: FEE SCHEDULE

APPENDIX B: FEE SCHEDULE

PIKES PEAK REGIONAL BUILDING DEPARTMENT

2013 BUILDING PERMIT FEE SCHEDULE

Pursuant to Section RBC108.2 of the 2011 Pikes Peak Regional Building Code, the following represents the fee schedule adopted by the participating jurisdictions.

COMMERCIAL AND RESIDENTIAL - NEW CONSTRUCTION AND ALTERATION TABLE A: This permit fee table shall apply as follows:

For all new construction, alterations, additions, conversions, and repairs to any commercial building or structure; fees include building inspection only. See Table B for fees for plumbing, electrical, gas and heating inspections

For all new construction of one- and two-family dwellings and their accessory structures; fees include plumbing, electrical, gas, heating, and building inspections.

Final building permit valuation shall be set by the Building Official. Regional modifiers used in the application of the adopted ICC Building Valuation Data shall be set by the Regional Building Commission.

| TABLE A | |
|---------------------|--|
| VALUATION | PERMIT FEE |
| \$1 to \$500 | \$50.00 |
| \$501 to \$2,000 | \$50.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000 |
| \$2,001 to \$25,000 | \$80.00 for the first \$2,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$25,000 |

| | |
|--------------------------|--|
| \$25,001 to \$50,000 | \$264.00 for the first \$25,000 plus \$8.00 for each additional \$1,000 or fraction thereof, to and including \$50,000 |
| \$50,001 to \$100,000 | \$464.00 for the first \$50,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$100,000 |
| \$100,001 to \$500,000 | \$714.00 for the first \$100,000 plus \$4.00 for each additional \$1,000 or fraction thereof, to and including \$500,000 |
| \$500,001 to \$1,000,000 | \$2,314.00 for the first \$500,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000 |
| \$1,000,000 and more | \$4,064.00 for the first \$1,000,000 plus \$3.00 for each additional \$1,000 or fraction thereof. |

TABLE A.1: Permit fees for reroofing, siding, and stucco of existing one- and two-family dwellings and Townhomes.

| TABLE A.1 | |
|-------------------------|----------|
| Asphalt Shingle Reroof | \$135.00 |
| Stucco | \$135.00 |
| Wood / Composite Siding | \$115.00 |

TABLE B: Registration fees for plumbing, electrical, gas and heating inspections associated with a commercial building permit

| | |
|------------------|-------------------------|
| REGISTRATION FEE | \$100.00 for each trade |
|------------------|-------------------------|

TABLE C: Inspection fees for electrical, heating, gas and plumbing inspections not associated with a building permit

| TABLE C | |
|----------------------|---|
| VALUATION | PERMIT FEE |
| \$100.00 to 500.00 | \$50.00 |
| \$501.00 to 2,000.00 | \$50.00 for the first \$500 plus \$5.50 for each additional \$100 or fraction thereof, up to and including \$2,000. |

| | |
|-------------------------|--|
| \$2,001.00 to 5,000.00 | \$132.50 for the first \$2,000 plus \$1.45 for each additional \$100 or fraction thereof, up to and including \$5,000. |
| \$5,001.00 to 50,000.00 | \$176.00 for the first \$5,000 plus \$6.75 for each additional \$1,000 or fraction thereof, up to and including \$50,000 |
| \$50,001.00 and more | \$480.00 for the first \$50,000 plus \$ 4.50 for each additional \$1,000 or fraction thereof. |

| INDIVIDUAL RESIDENTIAL MECHANICAL & PLUMBING PERMIT FEES | |
|---|-----------|
| Gas Log or Fireplace Insert Installation | \$ 40.00 |
| Water Heater Replacement | \$ 40.00 |
| Air Conditioning Condensing Unit Replacement | \$ 30.00 |
| Lawn Sprinkler Backflow Prevention Device/ Water Softener Installation | \$ 30.00 |
| Air Conditioning Installation (coil and condenser); Furnace; Wall/Space Heater; or Boiler Replacement | \$ 50.00 |
| Water Heater, Furnace, or Boiler Replacement, including vent | \$75.00 |
| INDIVIDUAL COMMERCIAL MECHANICAL & PLUMBING PERMIT FEES | |
| Roof Top Replacement (7.5 tons or less) | \$ 50.00 |
| Water Heater, Unit Heater, Furnace, or Boiler Replacement (400,000 BTU or less) | \$ 50.00 |
| Air Conditioning Condensing Unit Replacement/ Backflow Prevention Device | \$ 50.00 |
| Roof Top Replacement (> 7.5 tons) | \$ 100.00 |
| Water Heater, Furnace, or Boiler Replacement (> 400,000 BTU)/ Chiller Replacement | \$ 100.00 |

TABLE D: Floodplain and enumeration fees

| TABLE D | |
|--------------------------------------|-------------------|
| FLOODPLAIN PERMIT | |
| SQUARE FEET OF DISTURBED AREA | PERMIT FEE |
| UP TO 1,500 | \$50.00 |
| 1,500 TO 5,000 | \$150.00 |

| | |
|---|--------------|
| 5,000 TO 15,000 | \$300.00 |
| OVER 15,000 | \$500.00 |
| INDIVIDUAL ITEM FEES | |
| Floodplain review, tracking, and inspection services | \$50.00/Hour |
| Determination of property location in 100-year floodplain | \$30.00 |
| Address Determination or Verification | \$30.00 |
| Determination of property location in 100-year floodplain and address at time of final plat | \$10.00/ lot |

TABLE E: Other fees

| TABLE E | | |
|----------------|--|-----------------------------------|
| A. | Wrecking Permit Fee | \$ 30.00 |
| B. | Moving Permit Fee Exception: The fee for moving a building without moving on a public thoroughfare shall be covered by an alteration permit. Wrecking and moving permit fees do not include the services of any other governmental agency. | \$ 30.00 |
| C. | Sign Permit Fee (Base Fee) | \$ 30.00 |
| | Sign Inspections beyond the first inspection | \$ 25.00 |
| D. | Mobile Home Permit | \$ 240.00 |
| | Mobile Home State insignia, as issued by the State of Colorado, Division of Housing | Equal to the cost of the insignia |
| E. | Residential Compliance Inspection: Complete Inspection (Inspection by Building, Electrical, HVAC and Plumbing Inspectors. Includes written report) | \$ 200.00 |
| | Each Individual Inspection with report | \$ 50.00 |
| F. | Inspection outside of normal business hours (Minimum charge two hours) | \$ 100.00/Hour |
| G. | Inspections, Consultations, additional plan review required by changes, additions or revisions to plans, records search or other Services for which no fee is specifically indicated. | \$ 50.00/Hour |
| H. | Plan Examination Fee: (There shall be a \$50.00 handling fee for each use of a "Master Plan" for single-family dwellings.) | 28% of Building Permit Fee |
| I. | Elevator Permit Fee: The fee for a permit to operate any elevator equipment governed by Section 1.1 of the Safety Code for Elevators and Escalators | \$177.00 |

| | | |
|----|--|--|
| J. | Escalator Permit Fee: The fee for a permit to operate any escalator equipment governed by Section 1.1 of the Safety Code for Elevators and Escalators | \$355.00 |
| K. | Temporary Certificate of Occupancy (for other than one- or two-family dwellings) | \$ 50.00 |
| L. | Duplicate Copy of Certificate of Occupancy for existing buildings | \$ 10.00 |
| M. | Address Determination or Verification | \$25.00 |
| N. | Request for Address change (Payment to be submitted with request) | \$ 50.00 |
| O. | Application for Variance | \$50.00 |
| P. | <p>Investigation Fee: Work without a Permit.</p> <p>Investigation. Whenever any work for which a permit is required by this Code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.</p> <p>Fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to twice the amount of the permit fee that would be required by this Code if a permit were issued. The payment of such an investigation fee shall not exempt any person from compliance with any provisions of this Code nor from any prescribed by law.</p> | Equal to two times the Permit Fee |
| Q. | <p>Re-inspection Fees:</p> <p>A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is requested is not complete, when corrections required by a previous inspection have not been made, or when an additional inspection is required for alterations made after completion of initial inspection.</p> <p>This is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the technical codes, but as controlling the practice of requesting inspections before the job is ready for such an inspection or re-inspection.</p> <p>Re-inspection fees may be assessed when the permit card is not properly posted on the work site; the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the Building Official.</p> <p>In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until such fees have been paid.</p> | <p>\$50.00 for 1ST incident</p> <p>\$100.00 for 2nd incident</p> <p>\$200.00 for 3rd incident, plus 2 work day inspection delay</p> |
| R. | Annual Permit Fee: The cost of an annual permit shall be determined by the Building Official, based on the amount and scope of work, and the cost to the department to oversee the permit activities. | |



BOARD OF EDUCATION AGENDA ITEM 7.09

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|---------------------------------------|---|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Jay Hahn |
| TITLE OF AGENDA ITEM: | Approval of Revisions to policies JJJ and JJJ-R |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: These policies were last updated and revised in 2010.

RATIONALE: The policies do not accurately address some of our current practices in extra-curricular activities in D49 schools.

RELEVANT DATA AND EXPECTED OUTCOMES: To update our policies for extra-curricular activities that will reflect the practices that we are operating under. All of these practices are above CHSAA requirements but give latitude to the different zones within the district.

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

| | | | |
|---|----------|-----------------------------------|----------|
| Student Achievement and Performance | <u>X</u> | Staff Empowerment and Support | |
| 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 X

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the revisions to policies JJJ and JJJ-R as recommended by the administration.

APPROVED BY: Peter Hilts, CEO

DATE: September 30, 2013

| | |
|-------------|---|
| Title | Extracurricular Activity Eligibility |
| Designation | JJJ |

For the Purposes of this policy, the following definitions apply:

Definitions

1. “Activity” means any extracurricular or interscholastic activity including but not limited to any academic, artistic, athletic, recreational or other related activity offered by a public school.
2. “School of attendance” means the school in which a student is enrolled and attends classes.
3. “School district of residence” means the school district in which a student resides.
4. “School of participation” means a school in which the student participates in an activity but is not the student’s school of attendance.

Participation in activities

All students meeting eligibility requirements are entitled to participate in extracurricular activities at their school of attendance. Subject to the same eligibility requirement, D49 shall allow students enrolled in any school (including charter school, online education programs, nonpublic schools and home schools) to participate on an equal basis in any activity offered by D49 that is not offered at a student’s school of attendance.

If an activity is not available at a student’s school of attendance, the student may choose to participate at another public or non-public school in the District of attendance or District of residence. If the original school of participation chosen by the student does not offer an activity in which the student wishes to participate, the student may participate in activities at more than one school of participation during the same school year.

If an activity is not offered by either the District of attendance or the District of residence, the student may seek to participate in a contiguous school district or at the nearest public school that offers the activity even if the school is not a contiguous school district. However, the District that the student will be participating in will choose the specific school of participation. When choosing, that District will choose the school based on their policy and criteria for incoming/out of district students.

With regard to athletic teams, the school of participation may reserve slots for up to twice the number of starting positions on the team at each level of competition for students enrolled in the District. With regard to individual athletic activities, the school of participation may reserve slots for up to half the total number of team members at each level of competition for students enrolled in the District.

Students who are residents of the school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.

Eligibility requirements

To participate in activities at a school of attendance, a student shall meet all of the requirements imposed by the school of attendance.

To participate in activities at a school of participation students must comply with;

1. All eligibility requirements imposed by the school of participation.
2. The same responsibilities and standards of behavior, including related classroom and practice requirement that apply to enrolled students.

If a student has not met all of the eligibility requirements or if the student would have become ineligible to participate at a school, the student cannot gain or regain eligibility by applying to participate in activities at



another school. Any penalties assessed to the student must first be paid at the school of attendance before regaining eligibility to participate at another school.

Transfer students

If a student transfers enrollment to another school without an accompanying change of domicile by the student's parent/guardian, the student's eligibility to participate is determined by the District's eligibility requirements and Colorado High School Activities Association (CHSAA) rules.

Participation fee

Students that participate in extracurricular activities shall be required to pay all participation fees that are set by the respective school/zone. Students that qualify for free lunch will have their fees waived. Students that qualify for reduced lunch will pay 50% of the fees. There shall be a family cap on fees set by the district/zones.

CHSAA requirements

Eligibility requirements as published by the Colorado High School Activities Association (CHSAA) shall be observed by all students at the high school level. Additional eligibility requirements may be imposed by the District for high schools that may exceed CHSAA requirements. Middle schools are not governed by CHSAA but will follow all eligibility requirements set by their respective school/zone and by the league in which they compete.

Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission, and for sports only, a current physical on file, that meets the requirements for student participation. A current physical is defined as one that is current within one year. All eligibility requirements shall be published if applicable in the student/parent handbooks.

Student participation in an activity through any amateur association or league that is not a member of Colorado High School Activities Association (CHSAA) shall not prevent the student from participating or affect eligibility to participate in the same activity at any school as long as the student has the express written permission of the principal at the school of participation, the student's class attendance is not compromised and the student is in good academic standing.

Appeal

Any student who is sanctioned or is found by the school, school district or CHSAA to be ineligible to participate in any extracurricular activity may appeal the sanction or finding. Students may not appeal sanctions for unsportsmanlike conduct or ejection from the activity.

Any in-district appeals regarding extra-curricular policies may be made to the district athletic director.

- Adopted: August 4, 1994
- Revised: July 8, 2010
- Revised: October 10, 2013

LEGAL REFS:

- C.R.S. 22-30.7-108 (*online student may participate in any extracurricular or interscholastic activity*)
- C.R.S. 22-32-116.5 (*extracurricular and interscholastic activities*)
- C.R.S. 22-32-138 (7) (*waiver of extracurricular fees for students in out-of-home placements*)
- C.R.S. 22-33-104.5(6) (*home-based education-legislative declaration-definitions-guidelines*)



CROSS REFS:

- IHBG, Home Schooling
- JF-R, Admission and Denial of Admission (Procedures for Students in Out-of-Home Placements)
- JJ, Student Activities



| | |
|-------------|---|
| Title | Extracurricular Activity Eligibility |
| Designation | JJJ-R |

The following rules shall govern participation in all school-approved extracurricular activities:

1. Participants must be enrolled in the District as full-time middle school students or high school students. High School students must be enrolled in classes that will earn two and a half Carnegie units of credit per semester, or be enrolled in a nonpublic home-based program or in an independent or parochial school taking an equivalent number of credits.
2. Students enrolled in the District must be in attendance for all scheduled classes in order to participate in any school-sponsored activity that is conducted on that day. In cases of emergency or extenuating circumstances, the principal or designee may grant an exception to this limitation. The attendance requirement will not apply to other students since the District cannot effectively monitor their daily attendance.
3. An eligibility list will be distributed to the appropriate personnel as determined by the school, a week prior to eligibility taking effect. Students who do not meet the grade requirements as set by the school for the grade check period will not be eligible to participate during the following grade check period. The grade check period will be determined by the school/zone. No eligibility lists will be published until three weeks into the semester, the first week of competition or participation. The activities director will certify individual student eligibility in cooperation with the guidance office. Students participating in activities which are not enrolled in the District must provide appropriate certification stating that the academic eligibility requirements have been met.
4. Students must submit all required paperwork including a current ~~a~~ physical examination to the school before participating in any sport. The required paperwork will meet any and all CHSAA requirements as well as any requirements as set by the school/zone.
5. Students must have emergency treatment, Policy ACC-E form, District parent permission, and athletic insurance waiver forms, if applicable, filled out, signed and on file with the school and have paid all applicable activity fees before being allowed to practice in a sport or participate in any activity.
6. Students violating the District Student Conduct and Discipline Code may be deemed ineligible until they have complied with all disciplinary sanctions.
7. Eligibility requirements concerning grades will meet or exceed those set by CHSAA. These requirements will be set by each school/zone.

Falcon School District #49, El Paso County, Colorado

- Adopted: July 8, 2010
- Revised: October 10, 2013



BOARD OF EDUCATION AGENDA ITEM 7.10

| | |
|---------------------------------------|--------------------|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | John Litchenberg |
| TITLE OF AGENDA ITEM: | Guest Users Policy |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Internet connectivity has become a mandatory service in our schools. Like other school districts, we must provide safe, regulated access for all devices to make use of the expanding number of resources available to our students and staff. We are also willing to provide access to district guests who may access our network as a parent, community member or in some other capacity.

RATIONALE: Providing guest internet (including wireless) access to our students, staff, and other visitors can help improve communication, collaboration, critical thinking and problem solving skills.

RELEVANT DATA AND EXPECTED OUTCOMES: Discussion will lead to consensus about policy for guest users.

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: Move to approve policy as listed in agenda item 7.10 as recommended by the administration.

APPROVED BY: Peter Hilts, CEO

DATE: September 17, 2013

| Title | Guest User Policy |
|-------------|-------------------|
| Designation | |

General Information

Internet connectivity has become a mandatory service in our schools. Like other school districts, we must provide safe, regulated access for all devices to make use of the expanding number of resources available to our students and staff. We are also willing to provide access to district guests who may access our network as a parent, community member or in some other capacity. Providing guest internet (including wireless) access to our students, staff, and other visitors can help improve communication, collaboration, critical thinking and problem solving skills.

The district network is the property of the district and guest access is a privilege. The district assumes no liability for any damage or malfunction that may occur while or after using the guest network. **In addition, the guest network is unsupported—meaning that we will not provide technical assistance to help users connect to or otherwise use our guest network.** To keep our network safe we will regulate our guest access. Our desire to ensure smooth operation of our network relies upon users adhering to specific protocols and limitations. In order to be granted access to the district's network, a user must agree to the provisions of the district's policies and regulations governing network use—which are typically documented in a network user agreement (NUA). In general, the NUA require guests to agree to use our network in ways that are efficient, ethical, and legal. If a user violates the NUA, or other relevant regulations, procedures or guidelines, the district may revoke access to the network and may take other legal or disciplinary action. If necessary, the district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district network. Attempts to degrade or disrupt system performance will be viewed as violations of district policy and the NUA.

The guest network will be limited to bandwidth and connectivity resources that are not essential to district operations. Only Board members, staff members, and students enrolled in the district will be granted access to the district's primary, non-guest user network. District administrators may make occasional exceptions to include individuals in the employ of other agencies who are routinely on duty at a school site and who provide direct services to district students and/or teachers or guests who are involved in an educational activity at a district function. An appropriate zone leader or central office administrator must approve the exception prior to activation. In nearly all cases, procedures for access to the district network will be managed and maintained by district technology services.

Unless otherwise indicated by Human Resources, compliance with the NUA is a condition of employment Falcon School district 49.

Guests who accept the terms of the NUA will:

- Use the district network in support of educational and administrative objectives and in a way that is consistent with the mission and curriculum of Falcon School district 49.
- Abide by local, state, and federal laws such as, but not limited to, the Copyright Law, licensing laws, privacy laws, and district policies and regulations, as well as district and school-based guidelines.
- Abide by the acceptable use agreement referenced in BOE policy.
- Be responsible for maintaining confidentiality of passwords and protecting accounts from misuse.
- Ensure electronic communication sent from any non-district account will meet district requirements for acceptable use.
- Access network systems only when permitted by the owner of the account or with prior administrator authorization.
- Access the district network only through district-approved resources and/or services.
- Remain responsible for any physical or virtual damage done to the Falcon School district network, software, data, user accounts, hardware and for any unauthorized costs.

BOARD-APPROVED POLICY OF FALCON SCHOOL DISTRICT #49

Users will not:

- Use the wireless guest network to create or expand the network—granting access to other users.
- Use the district wireless guest network to harass any person on the basis of race, color, sex, religion, national origin, age, disability, or any other basis. (district policies and regulations prohibiting harassment apply to the use of the district wireless guest network.)
- Use the district wireless guest network to access, process, generate, or distribute pornographic or obscene material, inappropriate text or graphic files, files which may be harmful to themselves and others, or files dangerous to the integrity of the Falcon School district network.
- Attempt to circumvent security measures or filters.
- Load, install, redistribute or access software on district assets without permission from district Technology Services (i.e., open source, unlicensed, or illegal).
- Install hardware into the network that is not owned and licensed by the district.
- Use the district network for private financial gain, commercial advertising, or solicitation purposes.
- Use the district network to solicit, proselytize, advocate or communicate the views of any non-school sponsored organization, or to raise or solicit funds for any non-school related or non-school sponsored entity or organization, whether for profit or non-profit.
- Use the district network to establish any non-approved website.
- Perform an act that plagiarizes the work of another without express consent.
- Participate in any form of slander.
- Pretend to be someone else when sending/receiving electronic communications.
- Reveal personal information such as addresses or phone numbers of the user or others.
- Use the district network in such a way that would disrupt the use of the district network by other users.
- Send frivolous or excessive messages and images.
- Create, send, or forward chain letters or any other message type that causes district network congestion or interferes with the delivery of electronic communication to others.
- Send electronic communication to anyone who asks you not to.
- Forge or attempt to forge electronic messages.
- Attempt to read, delete, copy, or modify the electronic communication of other system users or interfere with the ability of other system users to send/receive electronic communication.
- Download attachments into the district system that do not meet these responsible use guidelines.
- Host unofficial and unauthorized resources represented as district websites.

Additional Conditions

- The district reserves the right to access, retrieve, print, read, disclose to third parties or otherwise monitor (i) all messages (including personal messages) sent or received through its electronic communications system; (ii) all sites visited and files downloaded on the Internet; and (iii) all other uses of the district network.
- Reasons for which the district or others authorized by it may access such information include, but are not limited to: (i) to provide for the safety and security of minors; (ii) to determine whether a violation of this policy or other district policies has occurred; (iii) to investigate and repair a failure or error in the network system; or (iv) to obtain information requested by a third party in litigation or in response to a government investigation.
- Messages sent over the district network (including personal messages) and other uses of the district network should not be considered private or confidential.
- Use of the district network constitutes consent to access by the district or others authorized by it to electronic messages sent and received, to sites visited on and files downloaded from the Internet and to all other uses of the district network.
- Electronic communication sent or received by the Board, district employees or students, including electronic communications on district- owned equipment, as well as other documents generated through use of the district network, may be considered a public record subject to disclosure or inspection under the Colorado Open Records Act.

Teachers monitoring student use of network shall:

- Review with students the district network policies, regulations, and responsible use guidelines, to include Internet safety information, guidelines for appropriate online behavior including use of social networks, and cyberbullying awareness and response, as well as applicable acceptable use agreements.
 - Report to appropriate district personnel any inappropriate materials that are found to be accessible.
 - Report to appropriate district personnel inappropriate behavior. Report any attempt to harm or destroy any district equipment or materials, data of another user of the district system, or any other networks.
 - Prohibit and report any harm or destruction that is the result of negligence to any district equipment or materials, the data of another user of the district system, or any other networks.
- Adopted: October 10, 2013

LEGAL REFS:

- C.R.S. 16-22-102(9) (*unlawful sexual behavior*)
- C.R.S. 22-32-109.1 (2)(a) (*adoption and enforcement of discipline code*)
- C.R.S. 22-32-109.1 (2)(a)(I)(E) (*policy required as part of conduct and discipline code*)
- C.R.S. 22-33-1 05 (*suspension, expulsion, and denial of admission*)
- C.R.S. 22-33-106 (*grounds for suspension, expulsion, and denial of admission*)

CROSS REFS:

- JIC and subcodes, Student Conduct
- JIH, Student Interviews, Interrogations and Searches
- JK and subcodes, Student Discipline



BOARD OF EDUCATION AGENDA ITEM 7.11

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Peter Hiltz |
| TITLE OF AGENDA ITEM: | Discussion of Recommended Revisions to Policies: *GBED, Tobacco-Free Schools *ADC, Tobacco-Free Schools *JICG, Tobacco-Free Schools |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Policy revisions recommended by CASB and administration to comply with Colorado HB 12-1345 which obligates school districts to ensure they have uniform, fair and consistent conduct and discipline policies in place.

RATIONALE:

RELEVANT DATA AND EXPECTED OUTCOMES:

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

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

FUNDING REQUIRED: Yes ___ No X

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to adopt policy revisions listed in agenda item 7.11, as recommended by administration.

APPROVED BY: Peter Hiltz, CEO

DATE: September 30, 2013

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|-------|-----------------------------|
| Title | Tobacco-Free Schools |
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| Designation | ADC |
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Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

To promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is prohibited on all District property.

Possession of any tobacco product by students is prohibited on District property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of eighteen (18) for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance, or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
 - a. Any product or facsimile thereof that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product and is prescribed for the person using it.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all District property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and District policy. This policy will be published in all employee and student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered by the Chief Education Officer or designee to be in violation of this policy will be instructed to leave District property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Exemptions

Pursuant to state law, no exemption shall be granted pursuant to this policy. Any previously granted exemption shall be invalid after July 1, 1999.

- Revised: March 20, 1986.
- Revised: August 4, 1994.
- Revised: August 13, 1998.
- Reviewed: August 10, 2000.
- Reviewed: January 11, 2001.
- Revised: July 10, 2003.
- Revised: July 8, 2010.
- Revised: May 12, 2011.
- Revised: July 27, 2012.
- Revised: October 10, 2013

LEGAL REFS.:

- 20 U.S.C. 7181 *et seq.* (*Pro-Children Act of 2001 contained in No Child Left Behind Act of 2001 prohibits smoking in any indoor facility used to provide educational services to children.*)
- C.R.S. 18-13-121 (*furnishing tobacco products to minors*)
- C.R.S. 22-32-109 (1)(bb) (*policy required prohibiting tobacco use on school grounds*)
- C.R.S. 22-32-109.1 (2)(a)(I)(H) (*Policy required as part of safe schools plan.*)
- C.R.S. 25-14-103.5 (*tobacco use prohibited on school property*)
- C.R.S. 25-14-301 (*Teen Tobacco Use Prevention Act*)
- 6 CCR 1010-6, Rule 5-306

CROSS REFS.:

- IHAMA, Teaching about Drugs, Alcohol and Tobacco
- KFA, Public Conduct on School Property

| | |
|-------------|-----------------------------|
| Title | Tobacco-Free Schools |
| Designation | GBED |

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

To promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is prohibited on all District property.

Possession of any tobacco product by students is prohibited on District property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of eighteen (18) for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance, or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
 - a. Any product or facsimile thereof that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product and is prescribed for the person using it.
3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all District property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and District policy. This policy will be published in all employee and student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered by the Chief Education Officer or designee to be in violation of this policy will be instructed to leave District property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Exemptions

Pursuant to state law, no exemption shall be granted pursuant to this policy. Any previously granted exemption shall be invalid after July 1, 1999.

- Revised: March 20, 1986.
- Revised: August 4, 1994.
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- Revised: July 27, 2012.
- Revised: October 10, 2013

LEGAL REFS.:

- 20 U.S.C. 7181 *et seq.* (*Pro-Children Act of 2001 contained in No Child Left Behind Act of 2001 prohibits smoking in any indoor facility used to provide educational services to children.*)
- C.R.S. 18-13-121 (*furnishing tobacco products to minors*)
- C.R.S. 22-32-109 (1)(bb) (*policy required prohibiting tobacco use on school grounds*)
- C.R.S. 22-32-109.1 (2)(a)(I)(H) (*Policy required as part of safe schools plan.*)
- C.R.S. 25-14-103.5 (*tobacco use prohibited on school property*)
- C.R.S. 25-14-301 (*Teen Tobacco Use Prevention Act*)
- 6 CCR 1010-6, Rule 5-306

CROSS REFS.:

- IHAMA, Teaching about Drugs, Alcohol and Tobacco
- KFA, Public Conduct on School Property

| | |
|-------------|-----------------------------|
| Title | Tobacco-Free Schools |
| Designation | JICG |

Tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, a school district should provide both effective educational programs and a positive example to students concerning the use of tobacco.

To promote the general health, welfare, and well-being of students and staff, smoking, chewing, or any other use of any tobacco products by staff, students, and members of the public is prohibited on all District property.

Possession of any tobacco product by students is prohibited on District property. For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented, or otherwise used or contracted for by a school including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of eighteen (18) for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance, or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas, and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors, or other persons.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" means:
 - a. Any product or facsimile thereof that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product and is prescribed for the person using it.

3. "Use" means lighting, chewing, smoking, ingesting or application of any tobacco product.

Signs will be posted in prominent places on all District property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and District policy. This policy will be published in all employee and student handbooks, posted on bulletin boards, and announced in staff meetings.

Any member of the general public considered by the Chief Education Officer or designee to be in violation of this policy will be instructed to leave District property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges, and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Exemptions

Pursuant to state law, no exemption shall be granted pursuant to this policy. Any previously granted exemption shall be invalid after July 1, 1999.

- Revised: March 20, 1986.
- Revised: August 4, 1994.
- Revised: August 13, 1998.
- Reviewed: August 10, 2000.
- Reviewed: January 11, 2001.
- Revised: July 10, 2003.
- Revised: July 8, 2010.
- Revised: May 12, 2011.
- Revised: July 27, 2012.
- **Revised: October 10, 2013**

LEGAL REFS.:

- 20 U.S.C. 7181 *et seq.* (Pro-Children Act of 2001 contained in No Child Left Behind Act of 2001 prohibits smoking in any indoor facility used to provide educational services to children.)
- C.R.S. 18-13-121 (furnishing tobacco products to minors)
- C.R.S. 22-32-109 (1)(bb) (policy required prohibiting tobacco use on school grounds)
- C.R.S. 22-32-109.1 (2)(a)(I)(H) (Policy required as part of safe schools plan.)
- C.R.S. 25-14-103.5 (tobacco use prohibited on school property)
- C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)
- 6 CCR 1010-6, Rule 5-306

CROSS REFS.:

- IHAMA, Teaching about Drugs, Alcohol and Tobacco
- KFA, Public Conduct on School Property



BOARD OF EDUCATION AGENDA ITEM 7.12

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | September 25, 2013 |
| PREPARED BY: | Brett Ridgway, Chief Business Officer Shannon Hathaway, Risk & Benefit Program Manager |
| TITLE OF AGENDA ITEM: | Recommended Changes to District Benefit Plan for 2013 |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: In July 2008, Falcon School District embarked on plan to self-fund its Health Insurance benefit program. This was and continues to be a good and appropriate strategy for a business this size (1,400+ employees).

Every year, virtually every company that provides a benefit program has to make adjustments to that program in terms of offerings and pricing to allow the program to continue. For self-funded programs such as ours, the adjustments are more at our discretion rather than simply being 'told' by the insurance underwriter. However, having that discretion comes with risks associated with making decisions that could harm the viability of the plan in the future.

In May 2011, we significantly changed our health plan offering to cease providing a HMO option and begin offering an HSA option. This was done in recognition of where the future lies with health care and to control costs for the district, and the employees by extension, as a result. However, since an HAS account has income tax implications for the employee, it was also necessary for us to switch our 'plan year' from a fiscal year basis to a calendar year basis. Therefore, the plan changes and pricing that went into effect on July 1, 2011 were designed to cover eighteen months, through December 31, 2012 rather than a normal twelve month renewal. This is the first year we are renewing on a regular, 12-month, calendar year cycle.

RATIONALE: In general a self-funded health insurance plan should strive for a fund balance that represents one-third (33%) of the average annual expense load. This helps the fund absorb any timing anomalies in the expense pattern and any case anomalies in the lives of the insured. We continue to make progress toward that goal. As of June 30, 2013, the fund balance represents 30% of the annual spend recognized for 2011-12. The expense load for 2012-13 was, we believe, abnormally light, so we intentionally use the prior year as the denominator in this year's ratio.

RELEVANT DATA AND EXPECTED OUTCOMES: With a healthy but 'not quite there' fund balance, we can continue to make measured progress in growing the fund balance in a way that does not unduly harm employees or put a significant strain on the general fund.

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

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

FUNDING REQUIRED: Yes ___ No ___

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the change in Health Plan rates as recommended by the administration.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: September 18, 2013

HEALTH INSURANCE RATES

2013

Renewal Worksheet

| <u>OAP</u> | EE \$ | EMPR \$ | EE + EMPR | Enrollment | Monthly | Annual | | |
|---------------|--------|---------|-----------|------------|------------|--------------|--------------|------------------------|
| EE only | \$ 50 | \$ 375 | \$ 425 | 481 | \$ 204,425 | \$ 2,453,100 | | |
| EE + spouse | \$ 350 | \$ 500 | \$ 850 | 58 | \$ 49,300 | \$ 591,600 | | |
| EE + children | \$ 300 | \$ 500 | \$ 800 | 146 | \$ 116,800 | \$ 1,401,600 | | |
| Family | \$ 560 | \$ 600 | \$ 1,160 | 122 | \$ 141,520 | \$ 1,698,240 | H.S.A. | Current |
| | | | | 807 | | \$ 6,144,540 | Monthly | D49 add'l |
| <u>H.S.A.</u> | EE \$ | EMPR \$ | EE + EMPR | Enrollment | Monthly | Annual | EMPR addl \$ | Cost |
| EE only | \$ - | \$ 300 | \$ 300 | 93 | \$ 27,900 | \$ 334,800 | \$ 50 | \$ 55,800 |
| EE + spouse | \$ 250 | \$ 385 | \$ 635 | 6 | \$ 3,810 | \$ 45,720 | \$ 100 | \$ 7,200 |
| EE + children | \$ 200 | \$ 390 | \$ 590 | 20 | \$ 11,800 | \$ 141,600 | \$ 100 | \$ 24,000 |
| Family | \$ 460 | \$ 510 | \$ 970 | 15 | \$ 14,550 | \$ 174,600 | \$ 100 | \$ 18,000 |
| | | | | 134 | | \$ 696,720 | | \$ 105,000 2013 annual |
| | | | | | | \$ 6,841,260 | | |

2014

DRAFT

(Increase OAP \$20 on EE, \$25 per +ch & +fam, \$50 on + spouse)

| <u>OAP</u> | EE \$ | EMPR \$ | EE + EMPR | Enrollment | Monthly | Annual | | |
|--|--------|---------|-----------|------------|------------|--------------|--------------|------------------------|
| EE only | \$ 70 | \$ 375 | \$ 445 | 481 | \$ 214,045 | \$ 2,568,540 | | |
| EE + spouse | \$ 400 | \$ 500 | \$ 900 | 58 | \$ 52,200 | \$ 626,400 | | |
| EE + children | \$ 325 | \$ 500 | \$ 825 | 146 | \$ 120,450 | \$ 1,445,400 | | |
| Family | \$ 585 | \$ 600 | \$ 1,185 | 122 | \$ 144,570 | \$ 1,734,840 | | Optional |
| | | | | 807 | | \$ 6,375,180 | H.S.A. | D49 |
| <u>H.S.A.</u> | EE \$ | EMPR \$ | EE + EMPR | Enrollment | Monthly | Annual | EMPR addl \$ | EMPR \$ Total |
| EE only | \$ - | \$ 300 | \$ 300 | 93 | \$ 27,900 | \$ 334,800 | \$ 70 | \$ 78,120 |
| EE + spouse | \$ 275 | \$ 385 | \$ 660 | 6 | \$ 3,960 | \$ 47,520 | \$ 100 | \$ 7,200 |
| EE + children | \$ 200 | \$ 390 | \$ 590 | 20 | \$ 11,800 | \$ 141,600 | \$ 100 | \$ 24,000 |
| Family | \$ 460 | \$ 510 | \$ 970 | 15 | \$ 14,550 | \$ 174,600 | \$ 100 | \$ 18,000 |
| | | | | 134 | | \$ 698,520 | | \$ 127,320 2014 annual |
| <i>(No increase proposed to EE only H.S.A. (\$25 to +SP only) - to keep affordable plan for HCR - and to €</i> | | | | | | \$ 7,073,700 | | \$ 22,320 H.S.A. accts |
| | | | | | | \$ 232,440 | | |



BOARD OF EDUCATION AGENDA ITEM 8.01

| | |
|---------------------------------------|------------------------|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Sean Dorsey |
| TITLE OF AGENDA ITEM: | Sand Creek Zone Update |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The update will address the status of key initiatives as they pertain to the goals of the Sand Creek Innovation Zone.

RATIONALE: NA

RELEVANT DATA AND EXPECTED OUTCOMES: Provide BOE and leadership an update regarding initiatives in the Sand Creek Zone.

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 | |
| Operational Efficiency and System Effectiveness | <u>X</u> | | |

FUNDING REQUIRED: Yes No X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

APPROVED BY: Peter Hiltz, CEO

DATE: September 30, 2013

Sand Creek Zone Update

Learn and Work

- Intensive Learning Teams
- Instructional Framework
- Graduate Profile
- Professional Learning
- Model Classroom Project

Live

- Community Engagement
- Classes for the Community
- Partnerships with UCCS and CC

Lead

- Sand Creek Zone Leadership Institute

Next Steps

- Immediate Challenge
- Further Development of the Sand Creek Project
- Professional Development, Recruitment and Retention, Professional and Teacher Needs

Sand Creek Zone Update

Learn and Work

- Intensive Learning Teams
- Instructional Framework
- Graduate Profile
- Professional Learning
- Model Classroom Project

Live

- Community Engagement
- Classes for the Community
- Partnerships with UCCS and CC

Lead

- Sand Creek Zone Leadership Institute

Next Steps

- Identify Challenge
- Further Development of the Sand Creek Project
- Professional Development, Recruitment, and Retention
- Implementation and Teacher Practice

Learn and Work

- Intensive Learning Teams
- Instructional Framework
- Graduate Profile
- Professional Learning
- Model Classroom Project

Live

- Community Engagement
- Classes for the Community
- Partnerships with UCCS and CC

Lead

- Sand Creek Zone Leadership Institute

Next Steps

- Innovators Challenge
- Further Development of Model Classroom Project
- Professional Development Predicated on Instructional Framework and Teacher Needs

Falcon School District 49

Sand Creek Zone

Sand Creek Innovation Zone Graduate Profile

Developing tomorrow's leaders to be:

CARING

- ⇒ Principled and caring
- ⇒ Culturally engaged
- ⇒ Contributors serving the community

COMPETENT

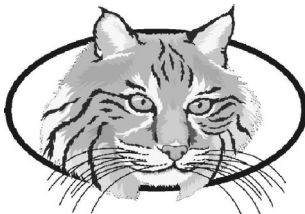
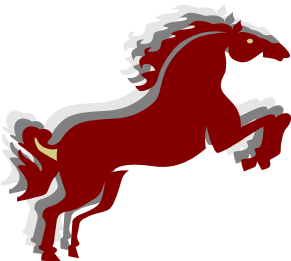
- ⇒ Collaborative leaders
- ⇒ Effective communicators
- ⇒ Efficient users of technology
- ⇒ Self-directed scholars

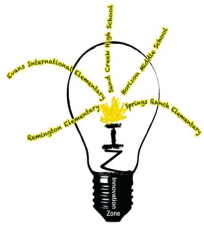
CRITICAL THINKERS

- ⇒ Problem-solvers
- ⇒ Reflective
- ⇒ Flexible and creative

Our Mission

As the students, educators and parents of the Sand Creek Innovation Zone, our mission is to inspire caring, competent, critical thinkers who are well-prepared, productive citizens in a global society.





Sand Creek Innovation Zone

Developing tomorrow's leaders *Defined*



CARING

⇒ **Principled and caring**

- Acting with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual. Taking responsibility for one's own actions and the consequences that accompany them.
- Caring shows empathy, compassion and respect towards the needs and feelings of others. Having a personal commitment to service, and act to make a positive difference to the lives of others and the environment.

⇒ **Culturally engaged**

- Understanding and appreciating diverse cultures, reaching across cultural boundaries to interact effectively with various individuals and groups; appreciating, evaluating and applying a range of viewpoints.



COMPETENT

⇒ **Collaborative leaders**

- Understanding their own learning styles and strive to become well rounded in order to contribute to collective efforts and shared goals. Developing skills for leadership, advocacy and collaboration while cultivating understanding of when to apply these skills.

⇒ **Effective communicators**

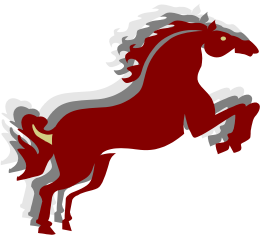
- Understanding of and expression of ideas and information confidently and creatively. Working effectively and willingly in collaboration with others.

⇒ **Efficient users of technology**

- Using tools and skills to acquire, work with and organize information. Assessing the reliability and value of information. Ability to apply digital, visual, textual and technological literacies to enhance understanding and use of information. Ability to adapt to new media and technologies as they become available.

⇒ **Self-directed scholars**

- Development of natural curiosity. Acquiring skills necessary to conduct inquiry and research and show independence in learning. Actively enjoying learning and sustaining the love of learning throughout one's life.



CRITICAL THINKERS

⇒ **Problem-solvers**

- Application of critical thinking and reasoning along with creative thinking skills to work and live in order to identify and solve problems, and develop and apply innovative ideas. Seeking alternative points of view and use multiple modes of reasoning to consider ideas. Developing capacities to take risks and think independently.

⇒ **Reflective**

- Thoughtful consideration to one's own learning experience. Ability to assess and understand one's strengths and limitations in order to support their learning and personal development.

⇒ **Flexible and creative**

- Understanding and appreciation of one's culture and personal histories, and open to the perspectives, values and traditions of other individuals and communities. Accustomed to seeking and evaluating a range of points of view. Willing to grow from experiences.





BOARD OF EDUCATION AGENDA ITEM 8.02

| | |
|---------------------------------------|---------------------|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Barbara Seeley |
| TITLE OF AGENDA ITEM: | Student Study Trips |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Travel Study Trip request:

FVA

Field Trip to Italy and Greece

Departure-3/24/14 Return-4/2/14

8-12 students could attend this trip.

Cost per student is \$3,200 (trip costs include airfare, lodging, meals, transportation, tours and insurance).

RATIONALE:

The objective of this trip is for students to explore the historical, architectural and artistic aspects of ancient Italy & Greece.

RELEVANT DATA AND EXPECTED OUTCOMES:

Fundraising will be part of this program.

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 | | | |

FUNDING REQUIRED: Yes ___ No X

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: N/A

APPROVED BY: Peter Hilts, CEO

DATE: September 30, 2013



BOARD OF EDUCATION AGENDA ITEM 8.03

| | |
|---------------------------------------|----------------------------------|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Jay Hahn |
| TITLE OF AGENDA ITEM: | Expulsion/Suspension Information |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

See attached.

RATIONALE:

RELEVANT DATA AND EXPECTED OUTCOMES:

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

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

FUNDING REQUIRED: Yes ___ No X

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: N/A

APPROVED BY: Peter Hilts, CEO

DATE: September 30, 2013



BOARD OF EDUCATION AGENDA ITEM 8.04

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | October 10, 2013 |
| PREPARED BY: | Jack W. Bay Chief Operations Officer |
| TITLE OF AGENDA ITEM: | Facilities, Operations and Maintenance Safety & Training Program |
| ACTION/INFORMATION/DISCUSSION: | Discussion |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Facilities department's mission statement is committed to supporting our strategic big rock of becoming the best district to Learn, Work and Live. To be a great place to work, the facilities department at D49 must not only attract the best but we must be committed to continuously improving our current staff. The department also has a mission to provide a safe environment for our students, staff and community. Consequently the facilities department is committed to providing all staff on the job safety training.

RATIONALE: In the past, we have provided ad hoc training on a sporadic basis. It is the intent of the Facilities department to provide a minimum of 32 hours of formalized training and 8 hours or additional individual training annually. The majority of these training hours will be conducted in house and will not need additional budget support.

RELEVANT DATA AND EXPECTED OUTCOMES: Various organizational studies indicate companies that provide annual training for all staff members become more productive and efficient operationally in providing their services or products. They also reduce their overall operating costs as a result of the ongoing continuous training. The attached draft facilities training program reflect the various areas of training that will be provided to all staff members in the facilities, maintenance, grounds and building maintenance departments in the 2013-2014 fiscal year.

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

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

FUNDING REQUIRED: Yes ☐ No X

AMOUNT BUDGETED: not applicable

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move this to an action agenda item on the November board meeting

APPROVED BY: Jack W. Bay Chief Operations Officer

DATE: September 27, 2013

Falcon School District 49

Facilities, Grounds and Maintenance Training Schedule

| | | | | | | Time Commitment | | | |
|-------------------------------|--|--------------------------|----------------|------------------------|-------|-----------------|--------------------------|-------------------|------------------------|
| | Training Subjects | Fac. Maint. Personnel | Bldg. Managers | Custodial Personnel | Video | Total Hours | Fac. Maint. Personnel | Bldg. Managers | Custodial Personnel |
| 1 | AHERA | X | X | X | Have | 2 | 2 | 2 | 2 |
| 2 | Lockout/Tagout | X | 0 | 0 | | 0.5 | 0.5 | 0 | 0 |
| 3 | Confined Space | X | 0 | 0 | | 0.5 | 0.5 | 0 | 0 |
| 4 | Ladder Safety | X | X | X | Have | 0.5 | 0.5 | 0.5 | 0.5 |
| 5 | PPE (Vision, Hearing, Respiratory, Clothing) | X | X | X | | 0.5 | 0.5 | 0.5 | 0.5 |
| 6 | | | | | | | 0 | 0 | 0 |
| 7 | | | | | | | 0.5 | 0.5 | 0.5 |
| 8 | Bloodborne Path. | X | X | X | | 0.5 | 0.5 | 0.5 | 0.5 |
| 9 | Electrical Safety | X | X | X | | 0.5 | 0.5 | 0.5 | 0.5 |
| 10 | Aerial Work Platforms/PFPE | X | X | x | Have | 4 | 4 | 4 | 4 |
| 11 | | | | | | | 0 | 0 | 0 |
| 12 | Fire Safety/Panels | X | X | X | | 1 | 1 | 1 | 1 |
| 13 | MSDS/GHS SDS | X | X | X | Media | 1 | 1 | 1 | 1 |
| 14 | HazCom | X | X | X | Maybe | 0.5 | 0.5 | 0.5 | 0.5 |
| 15 | Lifting/Back Safety | X | X | X | | 0.5 | 0.5 | 0.5 | 0.5 |
| 16 | Scaffolding | X | X | 0 | | 1 | 1 | 1 | 0 |
| 17 | Slip/Fall Prevention | X | X | X | | 0.5 | 0.5 | 0.5 | 0.5 |
| 18 | Hand & Power Tools | X | X | X | | 0.5 | 0.5 | 0.5 | 0.5 |
| 19 | Personal Injury Reporting | X | X | X | Media | 0.5 | 0.5 | 0.5 | 0.5 |
| 20 | Vehicular Accident Report. | X | 0 | 0 | Media | 0.5 | 0.5 | 0 | 0 |
| 21 | Stormwater Pollution | X | X | | Maybe | 1 | 1 | 1 | 0 |
| | CPR/First Aid | X | X | X | Have | 16 | 16 | 16 | 16 |
| Total Mandatory Training | | | | | | 32 | 32 | 30.5 | 28.5 |
| Optional Training | | | | | | 8 | 8 | 8 | 8 |
| Total Planned Annual Training | | | | | | 40 | 40 | 38.5 | 36.5 |

X = required participation
0 = not required



BOARD OF EDUCATION ITEM 4.01 MINUTES

| | |
|---------------------------------------|---------------------------------------|
| BOARD MEETING OF: | September 12, 2103 |
| PREPARED BY: | Brett Ridgway, Chief Business Officer |
| TITLE OF AGENDA ITEM: | August 2013 Monthly Financial Update |
| ACTION/INFORMATION/DISCUSSION: | Consent Agenda – Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Report to the Board of Education the performance of actual revenues and expenditures versus budgeted revenues and expenditures in all funds with comparison to prior year. Reference the first attached spreadsheet: the first column is the list of each fund the District has. The 2013-2014 columns start with the approved budget for the entire year compared to revenues and expenditures through August. Percentages over 100% on a revenue line are good in that we received more revenue than was anticipated. If any of the expenditure lines were higher than the percentage of year concluded, that fund could be an area of possible concern depending upon why it was high.

The 2013-2014 year-end fund balance columns are required by statute. This is showing you the budgeted and anticipated end-of-year fund balance. The 2012-2013 columns are the prior year's total budget and the actual through August 2013. These amounts are provided for comparison to the current year amounts.

RATIONALE: This report is to keep the BOE informed of spending. It is required quarterly by law, however, it is being provided monthly in D49 in keeping with the Board's goal of financial transparency and fiscal responsibility.

RELEVANT DATA AND EXPECTED OUTCOMES: It is expected that the monitoring of expenditures will result in keeping spending in line with the Board's goals and direction as budgeted.

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 | X |
| Operational Efficiency and System Effectiveness | X | | |

FUNDING REQUIRED: Yes ___ No X **AMOUNT BUDGETED:**

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the August 2013 monthly financial update of all funds as presented.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: September 4, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 4.02

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Kim Steeves, Professional Staff Liaison |
| TITLE OF AGENDA ITEM: | Approval of Matters Relating to Administrative and/or Professional Technical Personnel |
| ACTION/INFORMATION/DISCUSSION: | Consent - Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: To gain Board of Education approval for personnel changes

RATIONALE: 1. The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement. 2. Retirement and resignations, if any, are including in this roster.

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

FUNDING REQUIRED: Yes X No ____

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Approve consent agenda 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: August 30, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 4.03 MINUTES

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Kim Steeves, Professional Staff Liaison |
| TITLE OF AGENDA ITEM: | Approval of Matters Relating to Licensed Personnel |
| ACTION/INFORMATION/DISCUSSION: | Consent - Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: To gain Board of Education approval for personnel changes

RATIONALE: 1. The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement. 2. Retirement and resignations, if any, are including in this roster.

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

FUNDING REQUIRED: Yes X No ____

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Approve consent agenda 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: August 30, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 4.04 MINUTES

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Lisa Hines, Educational Support Staff Liaison |
| TITLE OF AGENDA ITEM: | Approval of Matters Relating to Educational Support Personnel |
| ACTION/INFORMATION/DISCUSSION: | Consent - Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for personnel changes

RATIONALE:

- The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement.
- Retirement and resignations, if any, are included in this roster.

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

FUNDING REQUIRED: Yes X No ___ **AMOUNT BUDGETED:** Amount Budgeted: In accordance with Board of Education approved salary tables.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the recommendation of the administration for personnel changes listed on the attached sheet.

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

DATE: September 3, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 4.05 MINUTES

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Susan Junkins, HR Specialist |
| TITLE OF AGENDA ITEM: | Approval of Matters Relating to Schedule B Personnel |
| ACTION/INFORMATION/DISCUSSION: | Consent - Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: To gain Board of Education approval for personnel changes.

RATIONALE: 1. The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement. 2. Retirement and resignations, if any, are including in this roster.

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

FUNDING REQUIRED: Yes X No ____

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Approve consent agenda 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 4, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 4.06 MINUTES

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Donna Teubner |
| TITLE OF AGENDA ITEM: | Approval of Minutes of Regular Board of Education Meeting 08/08/2013 and Special Board of Education Meeting 08/28/2013 |
| ACTION/INFORMATION/DISCUSSION: | Consent Agenda |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Board approval required prior to posting minutes.

RATIONALE: Board of Education shall review minutes of meetings to ensure accuracy.

RELEVANT DATA AND EXPECTED OUTCOMES:

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

| | | | |
|---|----------|-----------------------------------|----------|
| Student Achievement and Performance | | Staff Empowerment and Support | |
| 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 X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the consent agenda.

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: August 30, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 7.01 MINUTES

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Donna Teubner |
| TITLE OF AGENDA ITEM: | Approval of Board of Education Meeting Dates for 2014 |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Regular Board of Education meetings have been held on the second Thursday of the month and work sessions have been held on the fourth Wednesday of the month for the past six years. This has enabled the Board of Education to receive up-to-date financial information on a monthly basis.

The board has not held work sessions during December and July in the past four years. The May work session has been removed. The November Work Session is scheduled for the third Wednesday instead of meeting Thanksgiving week.

RATIONALE: The public is accustomed to the regularly scheduled Board of Education meetings.

RELEVANT DATA AND EXPECTED OUTCOMES: See attached proposed 2014 Board of Education meeting schedule.

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: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve Board of Education meeting dates for 2014 as listed in attachment.

APPROVED BY: Peter Hilts, CEO

DATE: August 30, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 7.02 MINUTES

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Jack W. Bay, Chief Operations Officer |
| TITLE OF AGENDA ITEM: | Emergency Readiness – Red Cross Memorandum of Understanding |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: When the Black Forest fire occurred; district staff members indicated a desire to assist the American Red Cross. However, during our review and discussion on how we could assist it was brought to my attention that a memorandum of understanding (MOU) was not in place to allow the district to be considered as a support shelter site by the Red Cross.

RATIONALE: In order for the district to be considered as a Red Cross community shelter site for an emergency, such as the fires that have occurred the past two years, a MOU needs to be in place prior to such an event. At the time of the Black Forest fire, the only MOU that was in place was for the Patriot Learning Center. This MOU was in place to support the need for a shelter site in the event that a major snow storm closed Highway 24.

RELEVANT DATA AND EXPECTED OUTCOMES: As noted, the only MOU in place with the Red Cross for an emergency community shelter site currently is for the Patriot Learning Center. The district's administration would like to add our three high schools and Falcon Middle School as additional sites that may be considered as a shelter by the Red Cross if needed in the event of a future emergency. Falcon Middle School was selected to be an alternative site for Falcon High School in the event it would not be available at the time of the emergency. In the event that one of our sites would be selected as a shelter site, the Red Cross would provide the needed staff to start, maintain and close the site. The Red Cross would reimburse the district for damages to the facility or other property, reasonable costs associated with the event for custodial, food services personnel, as well as some out of pocket costs such as utilities. An indemnification clause holding the district harmless against legal liability is incorporated in the MOU. By executing the MOU, the district would be ready to be considered as an emergency shelter for future events.

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

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

FUNDING REQUIRED: Yes ☐ No ☒ **AMOUNT BUDGETED:** not applicable

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve the memorandum of understanding (MOU) with American Red Cross as recommended by administration.

APPROVED BY: Jack W. Bay, Chief Operations Officer

DATE: August 30, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 7.03 MINUTES

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Peter Hiltz |
| TITLE OF AGENDA ITEM: | Approval of Resolution for Constitution Day 09-17-2013 |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Constitution week is an opportunity for our schools to focus on the very important part of our country's heritage. We are fortunate to live in a community that believes that the preparation for the next generation of leaders is the responsibility of the entire community and to do their part teachers in the district welcome the opportunity to review with our students the importance of this document to our country.

RATIONALE: Recognition of the importance of setting aside a specific period of time to focus as a district on the Constitution of the United States.

RELEVANT DATA AND EXPECTED OUTCOMES: The community and staff will understand the Board's commitment to and support of Constitution Week.

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

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

FUNDING REQUIRED: Yes No X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the resolution for Constitution Day as follows: WHEREAS, Falcon School District 49 recognizes the importance of the Constitution in the development of our country; and WHEREAS, Falcon School District 49 is dedicated to providing a quality education for the students; and WHEREAS, it is appropriate for Falcon School District 49 to endorse the observance of National Constitution Day as an opportunity to support better understanding of our nation's history and culture; NOW THEREFORE, WE THE FALCON SCHOOL DISTRICT 49 BOARD OF EDUCATION PROCLAIM September 17th 2013 NATIONAL CONSTITUTION DAY

APPROVED BY: Peter Hiltz, Chief Education Officer

DATE: August 30, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 7.04 MINUTES

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Peter Hiltz, Chief Education Officer |
| TITLE OF AGENDA ITEM: | District Accountability Advisory Committee Appointments |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: The Falcon School District 49 District Accountability Advisory Committee (DAAC) Bylaws state that the membership of the DAAC will be appointed by or elected through a process created by the Board of Education.

The purpose of the DAAC is to institute an accountability and parental and community Involvement program to define and measure academic and safety quality in the district.

The DAAC must consist of at least three parents of students enrolled in the District's schools that are not employees or related to employees of the district, one teacher, one school administrator, and one person from the community who is involved in business.

Members of the DAAC are appointed to serve for a two year period.

RATIONALE: The enclosed membership applications include the names of four (4) DAAC members for the 2013-2014 school year for your approval. At a minimum they are required to review the School Improvement Plans, charter school applications, recommend the prioritization of expenditures of school district funds, review district assessments and report on the educational and safety performance of the district.

RELEVANT DATA AND EXPECTED OUTCOMES: Recommended DAAC members: Jean Daigle-Odyssey Elementary, Melanie McAllister-Remington Elementary, Kris Levi-Meridian Ranch Elementary, Chris Bombria-Falcon Middle School and Matthew Landon-Springs Ranch Elementary. DAAC members have already committed to the responsibilities of their charge through state statute and will report out their accomplishments in June 2014.

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

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

FUNDING REQUIRED: Yes ___ No X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the appointment of the members of the District Accountability Advisory Committee listed as recommended by the administration.

APPROVED BY: Peter Hiltz, Chief Education Officer

DATE: August 29, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 7.05 MINUTES

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Peter Hilts |
| TITLE OF AGENDA ITEM: | Approval of Revisions to Policies: <ul style="list-style-type: none"> • JIC, Student Conduct; • JICA, Student Dress Code; • JICC, Student conduct in School Vehicles; • JICDA, Code of Conduct; • JICDD, Violent and Aggressive Behavior; • JICH and regulation JICH-R, Drug and Alcohol Involvement by Students; • JICI, Weapons in School; • JIH, Student Interviews, Interrogations, Searches and Arrests; • JK and regulation JK-R, Student Discipline; • JKBA and JKBA-R, Disciplinary Removal from Classroom; • JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions); • JKG, Expulsion Prevention; and • JS, Student Use of the Internet and Electronic Communications |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Policy revisions recommended by CASB and administration to comply with Colorado HB 12-1345 which obligates school districts to ensure they have uniform, fair and consistent conduct and discipline policies in place.

RATIONALE:

RELEVANT DATA AND EXPECTED OUTCOMES:

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

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

FUNDING REQUIRED: Yes ___ No X

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to adopt policy revisions listed in agenda item 7.05, as recommended by administration.

APPROVED BY: Peter Hilts, CEO

DATE: August 30, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 7.06 MINUTES

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | John Litchenberg |
| TITLE OF AGENDA ITEM: | JICJ Use of Electronic Communication Devices |
| ACTION/INFORMATION/DISCUSSION: | Action |

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

RATIONALE: With changing devices and protocols, it is appropriate for the district to revisit and revise policies related to networks and networking devices.

RELEVANT DATA AND EXPECTED OUTCOMES: The policy revisions will cover electronic devices to come in the future.

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: Move to approve the revisions to policy in item 7.06 as recommended by administration.

APPROVED BY: Peter Hilts, CEO

DATE: August 30, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 7.07 MINUTES

| | |
|---------------------------------------|--|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Peter Hiltz |
| TITLE OF AGENDA ITEM: | Chief Officer Performance Review Process |
| ACTION/INFORMATION/DISCUSSION: | Discussion |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: This is the Board's opportunity to discuss and approve the chief officer performance review process.

RATIONALE: As the direct supervisor of the chief officers, the board should set priorities and processes for effective supervision and evaluation.

RELEVANT DATA AND EXPECTED OUTCOMES: Discussion will lead to consensus about the process.

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 X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move item to approve chief officer review process as presented.

APPROVED BY: Peter Hiltz, CEO

DATE: August 26, 2013

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

The motion passed 4-0.



BOARD OF EDUCATION AGENDA ITEM 8.01 MINUTES

| | |
|---------------------------------------|---------------------------------------|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Brett Ridgway, Chief Business Officer |
| TITLE OF AGENDA ITEM: | Preliminary Enrollment Update |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Under current statute, Colorado school districts' program formula funding is largely based on the 'October Count' of full time equivalent students (SFTE). Like many districts, we try and monitor how enrollment is trending as compared to the adopted budget.

RATIONALE: SFTE is the largest variable in determining program formula funding and since program formula funding accounts for 93% of our total general fund revenue budget, and since we are continuing to move toward a full student-based funding model, it is very appropriate to monitor SFTE early in the school year to determine what issues may come from fluctuations to the adopted budget in terms of SFTE by school.

RELEVANT DATA AND EXPECTED OUTCOMES: The actual October Count result will be the driving factor in compiling the amended budget, to be approved by the Board of Education prior to January 31, 2104. Estimates of how the October Count will unfold, and how that will affect each school and zone in turn, in terms of financial impacts, will be used in strategic decisioning throughout the course of the fall semester.

RELATIONSHIP TO THE VISION/IV. DSSION OF THE DISTRICT GOALS ADDRESSED•

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

FUNDING REQUIRED; Yes ___

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED;

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: September 4, 2013

| | ALLEN | HAROLD | IRONS | LAVERE-WRIGHT | WRIGHT |
|------------------|--------------|---------------|--------------|----------------------|---------------|
| COMMENTED | | | | | |

| | BAY | HILTS | RIDGWAY | | |
|------------------|------------|--------------|----------------|--|--|
| COMMENTED | | | X | | |

BOARD OF EDUCATION AGENDA ITEM 8.02 MINUTES



| | |
|------------------------------|---------------------------------------|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Brett Ridgway, Chief Business Officer |
| TITLE OF AGENDA ITEM: | Bond Refinance Results |
| ACTION/INFORMA | Information |

BACKGROUND INFORMATION/DESCRIPTION OF NEED: Falcon School District's Long Term Liabilities as of the last official audit totaled \$129,772,842. The largest portions of that total include Bond Issues Outstanding for \$41,085,000 and Certificates of Participation totaling \$84,215,000. For clarity and simplicity, these two forms of debt instruments can be considered as one and the same. It is always prudent in a school district setting to monitor the bond redemption schedule and watch for opportunities to refinance the principal at a lower rate to save the district money which also, of course, benefits the constituents by extension.

At the August 8, 2013 regular meeting of the Board of Education, Action Item 7.03 was approved to authorize "...the President of the Board, the District's Chief Education Officer or the Chief Business Officer to execute the sale certificate ..." in order to proceed with the bond refinance as presented that night and for discussion at the July 11, 2013 regular meeting of the Board of Education, Discussion Item 9.02.

RATIONALE: Opportunities for refinance are dependent on the bond redemption schedule- i.e. when certain portions of the bond principal are to be repaid, and the rate environment in the bond market. Falcon's Finance Department, along with Bond Underwriting advisor, Stifel Nicolaus & Company, monitors these variables to watch for a potential opportunity to refinance. Both groups believe that there is an opportunity on the horizon and are recommending Falcon School District pursue that in the coming months.

RELEVANT DATA AND EXPECTED OUTCOMES: This was a relatively small refinance opportunity, serving just over \$3.5mm of bond principal. As presented to the Board of Education in July 2013, it was expected that the refinance would be able to save the district, and by extension – constituents of the district, approximately \$170,000 over the remaining life of the bond principal. We expect that savings target to come in right around the number previously presented.

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

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

FUNDING REQUIRED: Yes_ No _

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: September 4, 2013

| | ALLEN | HAROLD | IRONS | LAVERE-WRIGHT | WRIGHT |
|------------------|--------------|---------------|--------------|----------------------|---------------|
| COMMENTED | | | | | |
| | | | | | |

| | BAY | HILTS | RIDGWAY | | |
|------------------|------------|--------------|----------------|--|--|
| COMMENTED | | | X | | |



BOARD OF EDUCATION AGENDA ITEM 8.03 MINUTES

| | |
|---------------------------------------|---|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Mary Katungu, Board and Planning Committee of Educating Children on Color (ECOC) Inc. and Judge Regina Walter, Co-Chair of ECOC |
| TITLE OF AGENDA ITEM: | Educating Children of Color Summit |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Why: The purpose of the Summit is to dismantle the cradle to prison pipeline for children of color and children in poverty through education.

Who: High school and undergraduate students; parents; professionals who work for youth as teachers, counselors, school administrators; and, as juvenile justice and child welfare professionals.

Cost: Free to students and parents

\$25 for professionals

The day includes lunch and is 8 contact hours or CLEs.

The registration fee is returned to youth in the form of scholarship money for college education.

Over the course of the last 6 years, we have given away \$61,5000 in scholarships and 56 laptops.

RATIONALE:

RELEVANT DATA AND EXPECTED OUTCOMES:

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

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

FUNDING REQUIRED: Yes ___ No ___

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

APPROVED BY: Peter Hilts, CEO

DATE: September 4, 2013

| | | | | | |
|------------------|--------------|---------------|--------------|----------------------|---------------|
| | ALLEN | HAROLD | IRONS | LAVERE-WRIGHT | WRIGHT |
| COMMENTED | | X | | X | |

| | | | | | |
|------------------|------------|--------------|----------------|------------------|-------------------|
| | BAY | HILTS | RIDGWAY | R. WALTER | M. KUTUGNU |
| COMMENTED | | X | | X | X |



BOARD OF EDUCATION AGENDA ITEM 8.04 MINUTES

| | |
|---------------------------------------|---------------------------------------|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Brett Ridgway, Chief Business Officer |
| TITLE OF AGENDA ITEM: | Colorado Digital BOCES/STEM Update |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION. DESCRIPTION OF NEED: The Colorado Digital Board of Cooperative Education Services (CDBOCES) was formed with the partnership of Falcon School District 49 and Yuma School District 1 and recognized as an official entity under the Boards of Cooperative Services Act of 1965 (22-5-104, C.R.S.) in May 2013. Its initial purpose was to focus on leading online education in a more proactive manner using the experience and expertise of Falcon School District 49, which resulted in the CDBOCES being approved at the Jun 2013 meeting of the Colorado State Board of Education to open its own online school- The Colorado Preparatory Academy (CPA), to be serviced by K12 Educational Services.

As that project as progressed, Falcon School District has been involved in other, innovative, ideas and topics; one of which, STEM education (Science, Technology, Engineering and Math) has taken greater significance with Colorado Governor John Hickenlooper's July 2013 statement of intent to focus on STEM education in the future. At Falcon School District, we happen to already have a good resource, known in the STEM circles as a leader and passionate advocate for STEM education – Dianne Kingsland. The question that D49 administration has wrestled with is how to proceed. Our preliminary answer is to leverage the CDBOCES' educational legal entity status to get a program off the ground, in a partnership with Colorado Springs School District 11.

RATIONALE: An initial thought was to form a separate BOCES for the STEM initiatives, and that may well be where the endeavor ends up. However, as we learned with the creation and formation of the CDBOCES, that process takes some time and Falcon Administration has determined that starting immediately, as a program of the CDBOCES, will be a better launch for the STEM initiatives that we envision.

RELEVANT DATA AND EXPECTED OUTCOMES: With Falcon School District employee Dianne Kingsland already facilitating a large group of persons in and around Colorado Springs interested in investing time and resources in STEM education, we believe that opening the program under the umbrella of the CDBOCES will provide a quick and successful launch to this program that then may or may not evolve into its own BOCES.

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

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

FUNDING REQUIRED; Yes K No **AMOUNT BUDGETED;**

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED;

APPROVED BY; Brett Ridgway, Chief Business Officer

DATE; September 4, 2013

| | ALLEN | HAROLD | IRONS | LAVERE-WRIGHT | WRIGHT |
|------------------|--------------|---------------|--------------|----------------------|---------------|
| COMMENTED | X | X | | X | |

| | BAY | HILTS | RIDGWAY | D. Kingsland | K. McClelland |
|------------------|------------|--------------|----------------|---------------------|----------------------|
| COMMENTED | | | X | X | X |



BOARD OF EDUCATION AGENDA ITEM 8.05 MINUTES

| | |
|---------------------------------------|--------------------|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Amber Whetstine |
| TITLE OF AGENDA ITEM: | TCAP Overview |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: All students in grades 3-10 in the state of Colorado are required to participate in the Transitional Colorado Assessment Program (TCAP). Students are tested in reading, writing and math in grades 3-10 and in science in grades 5, 8 and 10. The purpose of this presentation is to inform the Board about Falcon School District results, achievement, and opportunities for growth.

RATIONALE: School Districts in Colorado utilize state assessment results as one indicator to improvement and enhance student achievement. These results also, impact the accreditation of districts across the state.

RELEVANT DATA AND EXPECTED OUTCOMES: See attached.

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 | | | |

FUNDING REQUIRED: Yes ___ No X

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: N/A

APPROVED BY: Peter Hilts, CEO

DATE: 8-29-13

| | ALLEN | HAROLD | IRONS | LAVERE-WRIGHT | WRIGHT |
|-----------|-------|--------|-------|---------------|--------|
| COMMENTED | | | | X | |

| | BAY | HILTS | RIDGWAY | A. Whetstine | D. Cassidy |
|-----------|-----|-------|---------|--------------|------------|
| COMMENTED | | | | X | X |



BOARD OF EDUCATION AGENDA ITEM 8.06 MINUTES

| | |
|---------------------------------------|---------------------|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Barbara Seeley |
| TITLE OF AGENDA ITEM: | Student Study Trips |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Travel Study Trip request: WHES

Field Trip to Washington DC

Dates will be determined. It will be 4 days and 3 nights during fall break October of 2014.

15-30 students could attend this trip.

Cost per student is \$1,725 (trip costs include airfare, lodging, meals, transportation, tours and insurance).

RATIONALE:

The objective of this trip is for students to learn about and experience U.S. history and government first hand by touring historical sites and museums.

RELEVANT DATA AND EXPECTED OUTCOMES:

Fundraising will be part of this program.

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

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

FUNDING REQUIRED: Yes ___ No X

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: N/A

APPROVED BY: Peter Hilts, CEO

DATE: August 30, 2013

| | ALLEN | HAROLD | IRONS | LAVERE-WRIGHT | WRIGHT |
|------------------|-------|--------|-------|---------------|--------|
| COMMENTED | | | | | |
| | | | | | |



BOARD OF EDUCATION AGENDA ITEM 8.07 MINUTES

| | |
|---------------------------------------|----------------------------------|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Jay Hahn |
| TITLE OF AGENDA ITEM: | Expulsion/Suspension Information |
| ACTION/INFORMATION/DISCUSSION: | Information |

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

See attached.

RATIONALE:

RELEVANT DATA AND EXPECTED OUTCOMES:

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

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

FUNDING REQUIRED: Yes ___ No X

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: N/A

APPROVED BY: Peter Hilts, CEO

DATE: September 3, 2013

| | | | | | |
|------------------|--------------|---------------|--------------|----------------------|---------------|
| | ALLEN | HAROLD | IRONS | LAVERE-WRIGHT | WRIGHT |
| COMMENTED | | | | | |
| | | | | | |



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Tele: 719-495-1100 • Fax: 719-495-8900

Mission Statement

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

MINUTES
REGULAR BOARD OF EDUCATION MEETING
September 12, 2013
Central Administration Office – Board Room

- 1.00** A regular meeting of the Falcon Board of Education was called to order at 6:34 p.m. by the President, Tammy Harold. The following Board members were present: Mr. Allen, Ms. Harold, Mr. Irons, and Mrs. LaVere-Wright. Mr. Wright was absent with prior notification.
- 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 Allen, aye; Harold, aye; Irons, aye; LaVere-Wright, aye.*
- 4.00 Consent Agenda – See attachments**
4.01 Approval of August Financial Update
4.02 Approval of Matters Relating to Administrative Personnel
4.03 Approval of Matters Relating to Licensed Personnel
4.04 Approval of Matters Relating to Educational Support Personnel
4.05 Approval of Matters Relating to Schedule B Personnel
4.06 Approval of Minutes of Regular Board of Education Meeting 08/08/2013 and Special Board of Education Meeting 08/28/2013
- 5.00 Board Update**
LaVere-Wright: Attended the Stand-up Speak-Out Concert with my children. The event prompted conversations about bullying, even with my youngest child. It is not just a school responsibility. Concert was a way to reach out, by seeing other children relaying stories, gave others confidence to speak out.
Irons: Thank you to staff for time and energy that went into making the concert happen.
Harold: Great first 6 weeks of schools, been to football games, volleyball games.
Allen: Great job on the concert, making all children feel comfortable and safe. Our staff members have worked hard to make sure children are educated and safe.
- 5.01 Chief Update**
Bay: Tennis court and press box are mostly completed. We're in the process of developing a safety training program for employees. The first draft is on the October 10th agenda.
Ridgway: We have completed the trade-out of the entire copy machine fleet and opted for a shorter term lease. We are progressing with implementation of new time clock system. Capital planning committee is meeting regularly and with each zone individually to identify and prioritize their facility needs to

build into a comprehensive capital plan. We're wrapping up prior fiscal year, with audit field work to begin in two weeks.

Hilts: Shared a video related to strategic plan and big rocks work that started here a year ago entitled: Strategic Plan, Our Five Big Rocks. Thank you to Amy and Stephanie for helping us to put together this video.

6.00 Open Forum- None

7.00 Action Items – See attachments

- 7.01 Approval of Board of Education Meeting Dates for 2014
- 7.02 Approval of 2013-2014 MOU with American Red Cross
- 7.03 Approval of Resolution for Constitution Day – 9/17/13
- 7.04 Approval of DAAC Membership
- 7.05 Approval of Policy Revisions: JIC, Student Conduct; JICA, Student Dress Code; JICC, Student conduct in School Vehicles; JICDA, Code of Conduct; JICDD, Violent and Aggressive Behavior; JICH and regulation JICH-R, Drug and Alcohol Involvement by Students; JICI, Weapons in School; JIH, Student Interviews, Interrogations, Searches and Arrests; JK and regulation JK-R, Student Discipline; JKBA and JKBA-R, Disciplinary Removal from Classroom; JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions); JKG, Expulsion Prevention; and JS, Student Use of the Internet and Electronic Communications
- 7.06 Approval of Policy Revision: JICJ , Use of Electronic Communication Devices
- 7.07 Chief Officer Review Process
- 7.08 Items Removed from Consent Agenda - None

8:00 Information Items – See attachments

- 8.01 Preliminary Enrollment Update
- 8.02 Bond Refinance Results
- 8.03 Educating Children of Color Summit
- 8.04 Colorado Digital BOCES/STEM Update
- 8.05 T-CAP Results
- 8.06 Student Study Trips
- 8.07 Expulsion/Suspension Information

9.00 Discussion Items – See attachments

- 9.01 Revision of Policies JJJ and JJJ-R, Extracurricular Activity Eligibility
- 9.02 Policy for Guest Users

10.00 Other Business

11.00 Adjournment

With no further business to be brought before the Board, the regular meeting of the Board of Education adjourned at 7:43 p.m.

Respectfully submitted by Donna Teubner

Tammy Harold, President

Chuck Irons, Secretary



BOARD OF EDUCATION AGENDA ITEM 9.01 MINUTES

| | |
|---------------------------------------|------------------------------------|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | Jay Hahn |
| TITLE OF AGENDA ITEM: | Revision of policies JJJ and JJJ-R |
| ACTION/INFORMATION/DISCUSSION: | Discussion |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: These policies were last updated and revised in 2010.

RATIONALE: The policies do not accurately address some of our current practices in extra-curricular activities in D49 schools.

RELEVANT DATA AND EXPECTED OUTCOMES: To update our policies for extra-curricular activities that will reflect the practices that we are operating under. All of these practices are above CHSAA requirements but give latitude to the different zones within the district.

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

| | | | |
|---|----------|-----------------------------------|----------|
| Student Achievement and Performance | <u>X</u> | Staff Empowerment and Support | |
| 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 X

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move policy JJJ and JJJ-R to action item at next board meeting.

APPROVED BY: Peter Hilts, CEO

DATE: August 30, 2013

| | | | | | |
|------------------|--------------|---------------|--------------|----------------------|---------------|
| | ALLEN | HAROLD | IRONS | LAVERE-WRIGHT | WRIGHT |
| COMMENTED | | | | X | |

| | | | | | |
|------------------|------------|--------------|----------------|--|--|
| | BAY | HILTS | RIDGWAY | | |
| COMMENTED | | X | | | |

Move to action item at next board meeting.



BOARD OF EDUCATION AGENDA ITEM 9.02 MINUTES

| | |
|---------------------------------------|------------------------|
| BOARD MEETING OF: | September 12, 2013 |
| PREPARED BY: | John Litchenberg |
| TITLE OF AGENDA ITEM: | Policy for Guest Users |
| ACTION/INFORMATION/DISCUSSION: | Discussion |

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Internet connectivity has become a mandatory service in our schools. Like other school districts, we must provide safe, regulated access for all devices to make use of the expanding number of resources available to our students and staff. We are also willing to provide access to district guests who may access our network as a parent, community member or in some other capacity.

RATIONALE: Providing guest internet (including wireless) access to our students, staff, and other visitors can help improve communication, collaboration, critical thinking and problem solving skills.

RELEVANT DATA AND EXPECTED OUTCOMES: Discussion will lead to consensus about policy for guest users.

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 X

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move item to discussion at next board work session.

APPROVED BY: Peter Hilts, CEO

DATE: September 5, 2013

| | ALLEN | HAROLD | IRONS | LAVERE-WRIGHT | WRIGHT |
|-----------|-------|--------|-------|---------------|--------|
| COMMENTED | X | X | | X | |

| | BAY | HILTS | RIDGWAY | | |
|-----------|-----|-------|---------|--|--|
| COMMENTED | | X | | | |

Move this policy to an action item at the next board meeting, with the agreement to follow at a later meeting.



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 | <u>X</u> | 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:** 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 Hiltz |
| 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 Hiltz, 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 | <u>X</u> | Staff Empowerment and Support | |
| Parent/Community Engagement | <u>X</u> | Social and Ethical Responsibility | <u>X</u> |
| Operational Efficiency and System Effectiveness | <u>X</u> | | |

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.



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Tel: 719-495-1100 • Fax: 719-494-8900

Mission Statement

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**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