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**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**  
**January 9, 2014**  
**Central Administration Office – Board Room**

- 1.00** A regular meeting of the Falcon Board of Education was called to order at 6:30 p.m. by the President, Tammy Harold. The following Board members were present: Mr. Butcher, Ms. Harold, Mr. Irons, Mrs. LaVere-Wright and Mr. Moore.
- 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 as amended. *The motion was put and carried with Butcher, aye; Harold, aye; Irons, aye; LaVere-Wright, aye; Moore, aye.*
- 4.00 Consent Agenda – See attachments**  
4.01 Approval of Matters Relating to Licensed Personnel  
4.02 Approval of Matters Relating to Educational Support Personnel  
4.03 Approval of Minutes of Regular Board of Education Meeting 12/12/2013
- 5.00 Board Update**  
5.01 Chief Officer Update  
Bay: Another insurance claim at Vista Ridge. Monica Deines-Henderson will attend Produce University. Michelin tire recall, 2 buses out of service, completed today.  
Ridgway: Working on amended budget. Change of calendar year, W-2's and 1099's being generated.  
Hilts: Will respond to questions from last report. Exciting thing over last 6 months, getting to know people that make the district go. Mr. Lammers will provide recognition.  
Lammers: Event happened to someone in Falcon community. Statement read about Glenna Rohr.  
Hilts: We will recognize students who were recognized by Mayor Bach at the February meeting. Appreciate that we are formally recognizing accomplishments of students in the district.  
Hamilton: Introduced Keziah Williamson (SCHS student) who with a group of students from SC and other schools went to a thespian conference last month and received a runner up recognition in that competition.  
Williamson: I'm a student at SCHS and went to ThesCon, audition for colleges, have 2 minutes exactly to do a song and a monologue, have to have declared a theater major before auditioning. Called,

chosen to perform on the main stage before thousands of people. Ms. Williamson performed song and monologue from competition.

Hamilton: Thank you to Keziah for your performances over the years, and to Ms. Sides.

Harold: Come down to see a basketball game, they are in full swing.

## **6.00 Open Forum**

Robert Campbell: Salute you for being on the school board, doing it because you care of education and kids. As do I. I have 2 letters of reprimand, and if I get one more I will not be a substitute. I think it was bullying and dishonest. Enjoying myself very much, been a substitute for 4 years. Been a teacher for 36 years, would be a real travesty if I was dismissed and I hope that you can do something about it.

Karen Hobson: Wearing PTA hat, announce that district has placed at council level. Middle school has two music and two visual arts, high school, one music, five photography and four visual arts. Reflections is a PTA program promoting cultural arts. There are six categories that the students can compete in with a different theme each year, visual arts, photography, dance choreography, film, literature and music composition. It gives our talented students an opportunity to shine and is open to all PTA schools. These entries will all go to Colorado PTA levels and I should find out in a month how we did at the level. There will be an awards ceremony at Stargazers on Thursday, January 16<sup>th</sup>, at 6:30.

## **7.00 Action Items – See attachments**

- 7.01 Approval of School & District Improvement Plan
- 7.02 Approval of DAAC Membership
- 7.03 Items Removed from Consent Agenda - none

## **8:00 Information Items – See attachment**

- 8.01 Annual Review of Board's Legal Obligations

## **9.00 Discussion Items – See attachments**

- 9.01 Review of 2014-2015 E-Rate Voice Over IP
- 9.02 Review of 2014-2015 E-Rate Cellular Telecommunications: Voice, Data and Messaging Services
- 9.03 Review of Policy BEAA, Electronic Participation in School Board Meetings
- 9.04 Amended Budget

## **10.00 Other Business – See attachment**

Harold: Remind board about retreat, on Saturday, January 25<sup>th</sup>, chapters 3, 4 and 7, have read and highlighted and be prepared to discuss at retreat.

- 10.01 Executive Session: Pursuant to CRS 24-6-402(4)(f)(I) for discussion of performance of a specific staff member with prior written notification

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 performance of a specific staff member with prior

written notification. *The motion was put and carried with Butcher, aye; Harold, aye; Irons, aye; LaVere-Wright, aye; Moore, aye.*

The Board recessed for ten minutes at 8:27 p.m.

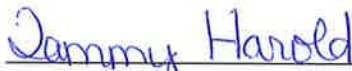
The Board went into Executive Session at 8:47 p.m. with the following people present: President Harold, Vice-President Moore, Treasurer Butcher, Secretary LaVere-Wright, Director Irons, Peter Hilts, Chief Education Officer, and Paul Anderson, Personnel Director.

It was moved by LaVere-Wright and seconded by Irons to return to regular session at 8:58 p.m. *The motion was put and carried with Butcher, aye; Harold, aye; Irons, aye; LaVere-Wright, aye; Moore, aye.*

#### **11.00 Adjournment**

With no further business to be brought before the Board, the regular meeting of the Board of Education adjourned at 8:58 p.m.

Respectfully submitted by Donna Teubner

  
\_\_\_\_\_  
Tammy Harold, President

  
\_\_\_\_\_  
Marie LaVere-Wright, Secretary



## **BOARD OF EDUCATION AGENDA ITEM 4.01 MINUTES**

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Kim Steeves, Professional Staff Liaison
<b>TITLE OF AGENDA ITEM:</b>	Approval of Matters Relating to Licensed Personnel
<b>ACTION/INFORMATION/DISCUSSION:</b>	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 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:** In accordance with Board of Education approved salary tables.

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to approve the attached personnel changes as recommended by the administration.

**APPROVED BY:**

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

**DATE:** December 16, 2013

	<b>BUTCHER</b>	<b>HAROLD</b>	<b>IRONS</b>	<b>LAVERE-WRIGHT</b>	<b>MOORE</b>
<b>VOTED AYE</b>	X	X	X	X	X
<b>VOTED NAY</b>					
<b>COMMENTED</b>					

*LaVere-Wright moved to approve the consent agenda. Seconded by Irons. The motion passed 5-0.*

**FALCON SCHOOL DISTRICT 49**

**January 9, 2014**

**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:**

Tropp, Olivia	Hired as an Intent to Non-Renew SPED SLD Teacher at Sand Creek High School effective January 6, 2014. She has been set at a BA/1. This is a replacement position.
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**REQUESTS FOR LEAVE:**

**RETIREMENTS:**

Beadles, Thena	Written notice of her intent to retire from her position as Social Studies Teacher at Horizon Middle School at the end of the 2013-2014 school year and written request for a transitional year under the PERA 110/110 plan for the 2014-2015 school year.
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**TRANSFERS:**

**TERMINATIONS:**

**RESIGNATIONS:**

Ford, Kristen	Written notice of her intent to resign from her position as Physical Education teacher at Horizon Middle School effective December 20, 2013.
Ocvirk, Jason	Written notice of his intent to resign from his position as Math Teacher at Vista Ridge High School effective January 11, 2014.

**SUBSTITUTES:**

Bower, Naejomi	Hired as a licensed substitute for the 2013/2014 school year.
Casaday, Sherrie	Hired as a licensed substitute for the 2013/2014 school year.
Daniel, Stephanie	Hired as a licensed substitute for the 2013/2014 school year.

Devore, Joy	Hired as a licensed substitute for the 2013/2014 school year.
Duke, David	Hired as a licensed substitute for the 2013/2014 school year.
Fanola, Carrie	Hired as a licensed substitute for the 2013/2014 school year.
Hamilton, Angela	Hired as a licensed substitute for the 2013/2014 school year.
Ginnetti, Margaret	Hired as a licensed substitute for the 2013/2014 school year.
Gliniewicz, Stacey	Hired as a licensed substitute for the 2013/2014 school year.
Rothe, Kristin	Hired as a licensed substitute for the 2013/2014 school year.
Ruhlen, Sandy	Hired as a licensed substitute for the 2013/2014 school year.
Schuler, Jocelyn	Hired as a licensed substitute for the 2013/2014 school year.
Tomb, Robert	Hired as a licensed substitute for the 2013/2014 school year.
Turner, Gina	Hired as a licensed substitute for the 2013/2014 school year.
Wiseman, Susan	Hired as a licensed substitute for the 2013/2014 school year.



## BOARD OF EDUCATION AGENDA ITEM 4.02 MINUTES

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Lisa Hines, Educational Support Staff Liaison
<b>TITLE OF AGENDA ITEM:</b>	Approval of Matters Relating to Educational Support Personnel
<b>ACTION/INFORMATION/DISCUSSION:</b>	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:** 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:** January 2, 2014

	<b>BUTCHER</b>	<b>HAROLD</b>	<b>IRONS</b>	<b>LAVERE-WRIGHT</b>	<b>MOORE</b>
<b>VOTED AYE</b>	X	X	X	X	X
<b>VOTED NAY</b>					
<b>COMMENTED</b>					

*LaVere-Wright moved to approve the consent agenda. Seconded by Irons. The motion passed 5-0.*

**FALCON SCHOOL DISTRICT**

January 9, 2014

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:**

Esparsen, Sandra	New Position that was approved by the Zone Leader, the Chief Business Officer, and Chief Educational Officer. Night School Secretary at Patriot Learning Center, Part time, School year, step 6, 4 hours per day, start date January 03, 2014.
Lewis, Jennifer	Existing Position, Special Services Autism Teachers Assistant at Remington Elementary School, replacing Tracy Lientz, Full time, School year, step 1, 7 hours per day, start date January 06, 2014.
Perez, Anna	Existing Position, Bus Paraprofessional at Transportation, Full time, School year, step 1, 5 hours per day, start date December 10, 2013.
Ritthaler, Leah	Existing Position, Preschool Teachers Assistant at Stetson Elementary School, replacing Tess Cox , Full time, School year, step 4, 7.5 hours per day, start date December 16, 2013.
Walters, Rebecca	New Position that was approved by the Zone Leader, the Chief Business Officer, and Chief Educational Officer. Dean Secretary at Sand Creek High School, Part time, School year, Step 5, 520 hours for the remainder of the year, start date December 17, 2013.

**SUBSTITUTE:**

NONE

**TRANSFERS:**

**RESIGNATIONS:**

Martinez, Raelee	Resignation from her position as a Special Education Teacher Assistant at Woodmen Hills Elementary School effective December 20, 2013.
Rivera, Vickie	Resignation from her position as a Nutrition Services Assistant at Sand Creek High School effective December 18, 2013.



Sweatman, Lynne	Resignation from her position as an English Language Development Teacher Assistant at Stetson Elementary School effective December 20, 2013.
Weldy, Sheila	Resignation from her position as a Regular Education Teacher Assistant at Falcon Middle School effective January 6, 2014.
Wright, Tracy	Resignation from her position as a Counseling Secretary at Vista Ridge High School effective January 24, 2014.
Zimmerman, Bethanne	Resignation from her position as a Online Mentor at Falcon Virtual Academy School effective December 20, 2013.

**TERMINATIONS:**

Hotel, Adare	Termination from her position as a Special Education Teacher Assistant at Falcon Middle School effective December 20, 2013.
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**RETIREMENTS:**

None

**LEAVE OF ABSENCE:**

None



**BOARD OF EDUCATION AGENDA ITEM 4.03 MINUTES**

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Donna Teubner
<b>TITLE OF AGENDA ITEM:</b>	Approval of Minutes of Regular Board of Education Meeting 12/12/2013
<b>ACTION/INFORMATION/DISCUSSION:</b>	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:** Minutes of the two meetings will be posted on the district website after approval.

**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:** December 18, 2013

	<b>BUTCHER</b>	<b>HAROLD</b>	<b>IRONS</b>	<b>LAVERE-WRIGHT</b>	<b>MOORE</b>
<b>VOTED AYE</b>	X	X	X	X	X
<b>VOTED NAY</b>					
<b>COMMENTED</b>					

*LaVere-Wright moved to approve the consent agenda. Seconded by Irons. The motion passed 5-0.*



## BOARD OF EDUCATION AGENDA ITEM 7.01 MINUTES

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Amber Whetstine
<b>TITLE OF AGENDA ITEM:</b>	District and School Unified Improvement Plans
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** As part of the district and school accreditation process, districts and schools must annually revise Unified Improvement Plans. The district plan has been developed with input from each of the four district innovation zones, education office leaders, and reviewed by the District Accountability Advisory Committee. The district Unified Improvement Plan specifically describes action steps that the district will take to work toward continuous improvement in student achievement and growth. In addition, each of our coordinated and charter schools develop improvement strategies, which specifically address their school's priority needs. Each of the plans will be submitted to the Department of Education in January for public viewing.

**RATIONALE:** A Unified Improvement Plan allows districts /schools to focus improvement efforts (time, resources, etc.) to impact student achievement in the areas where the most improvement is needed. The development of the Unified Improvement Plan is a requirement by the Colorado Department of Education as part of the accreditation process.

**RELEVANT DATA AND EXPECTED OUTCOMES:** See attached documents

**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:** N/A

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Move to approve the District and School Unified Improvement Plans as recommended by the administration.

**APPROVED BY:** Peter Hilts, CEO

**DATE:** December 16, 2013

	<b>BUTCHER</b>	<b>HAROLD</b>	<b>IRONS</b>	<b>LAVERE-WRIGHT</b>	<b>MOORE</b>
<b>VOTED AYE</b>	X	X	X	X	X
<b>VOTED NAY</b>					
<b>COMMENTED</b>					

*LaVere-Wright made the motion; seconded by Irons. The motion passed 5-0.*



## BOARD OF EDUCATION AGENDA ITEM 7.02 MINUTES

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Peter Hiltz, Chief Education Officer
<b>TITLE OF AGENDA ITEM:</b>	District Accountability Advisory Committee Appointment
<b>ACTION/INFORMATION/DISCUSSION:</b>	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 application includes the name of a DAAC member and Alternate for the 2013-2014 school year for your approval. At a minimum they are required to review the District Improvement Plan, 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: Primary-Tammy Robel-Skyview Middle School and Alternate-Deborah McIntyre-Skyview Middle School. 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:** December 9, 2013

	<b>BUTCHER</b>	<b>HAROLD</b>	<b>IRONS</b>	<b>LAVERE-WRIGHT</b>	<b>MOORE</b>
<b>VOTED AYE</b>	X	X	X	X	X
<b>VOTED NAY</b>					
<b>COMMENTED</b>					

*LaVere-Wright made the motion; seconded by Irons. The motion passed 5-0.*



## BOARD OF EDUCATION AGENDA ITEM 8.01 MINUTES

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Brad Miller
<b>TITLE OF AGENDA ITEM:</b>	Annual Review of Board's Legal Obligations
<b>ACTION/INFORMATION/DISCUSSION:</b>	Information

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Each January, the Board receives an update on its legal obligations, including duties set forth by statute, new legislation, matters of ethics and conflict of interest, and Board norms and protocols as established through policy.

**RATIONALE:** Routine training and legal updates helps to ensure better governance.

**RELEVANT DATA AND EXPECTED OUTCOMES:** The Board will receive guidance regarding its duties, responsibilities and limitations. The Board will improve its understanding of its role, function and interactions with the administration.

**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:** NA

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:**

**APPROVED BY:** Peter Hilts, CEO

**DATE:** January 2, 2014

	BUTCHER	HAROLD	IRONS	LAVERE-WRIGHT	MOORE
COMMENTED		X		X	X

	BAY	HILTS	RIDGWAY	SPARKS	
COMMENTED				X	

## LEGAL ROLES AND RESPONSIBILITIES OF SCHOOL DISTRICT BOARDS

**Presented to the Falcon District 49 Board of Education on January 9, 2014, by Dustin R. Sparks, Esq.**

The following list is a summary of the main laws and duties imposed on Board Members arising under the Colorado Constitution and Revised Statutes:

### General Legal Duties

#### 1. Legal Duties.

- a. Board members must hold in confidence all student records and information pursuant to the Family Educational Rights and Privacy Act of 1974 ("FERPA"). This includes virtually all personally identifiable information, subject to specific exceptions for which legal counsel is essential. (20 U.S.C. Sec. 1232g).
- b. Hold in confidence many of the reports and materials provided for Board decision-making purposes in relation to District employees. Disclosure of personnel assessments, disputes or concerns regarding contracts, or of proposed transfers, dismissals or promotions by the Board may lead to allegations that must be defended by the District and/or individual Director.
- c. Keep all executive session information confidential.
- d. Only exercise authority by voting in Board meetings or as specifically designated by the Board through a vote of the Board as a whole.

#### 2. Implied Duties. (See C.R.S. 24-18-101)

- a. A Board Member must refrain from improperly using his or her position on the Board in order to gain a personal advantage or an advantage for a third party.
- b. A Board Member must also refrain from improperly using any information obtained by virtue of the Board position (e.g. information obtained at Board Meetings, information divulged to the individual in the capacity as Board Member) in order to gain a personal advantage or an advantage for a third party, or to cause any detriment to the District.

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- c. Declare any conflicts of interest. A Board Member who has a material personal interest in a matter that relates to the affairs of the District must give the other Board Members and the Colorado Secretary of State 72 hours advance written notice. (See, C.R.S. § 18-8-308(1)). In practice, inevitable conflicts of interest may arise; in such circumstances, a Board Member must be candid with disclosure in relation to the nature of the interest and its relation to the affairs of the District. (See, Conflicts of Interest below).
- d. Ensure that the District remains solvent (fiduciary duty). A Board Member has an ongoing duty to ensure that the District does not incur a debt unless there is a reasonable prospect that the District will be able to repay the debt when it falls due. A Board Member is obliged to maintain familiarity with the financial status of the District by a regular review of financial statements.

### Conflicts of Interest

#### 1. Proscribed Acts. Following are acts that are not permitted:

- a. Disclosure of confidential information acquired in the course of official duties as a Director. This includes use of information to further one's personal financial interests. It also includes disclosure of confidential personnel or student information.
- b. Acceptance of a gift of substantial value or a substantial economic benefit.
- c. Engaging in substantial financial transactions with a person supervised by the Board.
- d. Having a majority interest in an entity that receives a contract from the Board unless the board member disclosed a personal interest and did not vote on the matter.
- e. Failure to disclose a personal or private interest in any matter proposed or pending before the Board, or voting or influencing the vote on such matters.

Failure to disclose potential conflicts of interest may result in a class 2 misdemeanor.

#### 2. Additional 'Best Practices.' The following are guides of conduct set forth in law (C.R.S. 24-18-105), but have been adopted by Falcon as "mandatory standards" (BCA-E Board Member Code of Ethics):

- a. A board member *should not* acquire or hold an interest in any business or undertaking which he or she has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by the District.
- b. A board member *should not* within six months following the termination of his or her office, obtain employment in which he or she will take direct advantage, *unavailable to others*, of matters with which he or she was directly involved during his or her term of office or employment. (C.R.S. 24-18-105(3)).

## **The Colorado Open Meetings Law and Open Records Act**

**1. Open Meetings Law.** (C.R.S. 24-6-401 & 402) The general rule of the Open Meetings Law is that any time three or more members of this board (“local public body”) have a meeting at which they discuss District business, they may not exclude from that meeting any member of the public who wishes to sit in on it.

The statute states that no formal action of any local public body shall be valid unless the action is taken in an open meeting that complies with the Open Meetings Law.

Technically, an “open” meeting is any meeting of three or more board members. There are differences between a mere “open meeting” and a meeting for which notice must be provided to the public. However, these differences do not apply to a Board consisting of five members. A “noticed” meeting, on the other hand, is any meeting where either of the following occurs:

- a. A formal action of the board is taken (e.g., adoption of a policy or other motion); or
- b. A majority (or quorum if less than a majority) of the board is present or is expected to be present. Thus, if a board consists of 5 or less members, any meeting of 3 or more directors must be noticed.

Another common question is whether the annual school fundraising dinner is an open meeting? The Colorado Supreme Court addressed this issue in 2004. The simple answer is that even though a majority of the board plans to attend the Christmas party (or picnic or basketball game or any other event), if the board does not expect to discuss or undertake any formal board action (i.e., if the meeting is not part of the “policy-making process”), the meeting is not subject to the Open Meetings Law and there is no need to post advance notice.

**2. Notice.** The Open Meetings Law specifies the type of notice that is sufficient for those meetings where notice is required. The law states that a local public body shall be deemed to have given full and timely notice if the meeting is posted in a designated public place no less than 24 hours prior to the meeting. The designated place must be adopted annually by the District’s board in its first meeting in January. The posting must include the agenda for the meeting where possible. Therefore, if the District has an agenda prepared in advance it should be posted as part of the notice. However, it is lawful to amend (under certain circumstances) or to stray from the posted agenda. In addition, a provision in the law known as the “Sunshine List” requires the secretary of each local public body to keep a record of each person who has requested specific notice of meetings and to provide individual notice to such persons in advance of any meeting.

**3. Minutes.** District boards must keep minutes of their meetings and make those minutes available for public inspection. The statute states that the minutes shall be recorded “promptly.” Thus, there is no specific time limit for making minutes available, but the usual practice is to adopt the minutes for a meeting at the next regularly scheduled meeting.



In 2009 the General Assembly enacted a law requiring boards of education of **school districts** to record all of their meetings.

**4. E-Mail Discussions.** Increasingly District boards are discussing District business among themselves by means of e-mail and texts. However, “electronic mail” used by directors for the purpose of discussing public business is subject to the provisions of the Open Meetings Law (C.R.S. 24-6-402(2)(d)(III)). These forms of communication should not be used as a substitute for public deliberation of public business, or, more precisely, the “policy-making process.” Further, the e-mails themselves generally are subject to disclosure under the Open Records Act and a series of emails or phone calls could be considered a violation.

“Policy Making Process” Per Bd of County Commissioners v Costilla County Conservancy Dist, 88 P3d 1188\_ (Colo. 2004), a meeting is part of the “policy-making” process when the meeting is held for the purpose of discussing or undertaking a rule, regulation, ordinance, or formal action. If the record supports the conclusion that the meeting is rationally connected to the policy-making responsibilities of the public body, then it is subject to the Open Meetings Law. This would not typically include inquiries to obtain consensus about the timing of a special meeting, the designation of a spokesperson for a media inquiry, or for the review of language to be released in connection with a decision or proposed action (as the latter falls under the “deliberative process” or “work product” exclusion).

**5. Executive Session.** A District board may call an executive session at a regular or special meeting to discuss certain matters. These matters are specified in the Open Meetings Act and the executive session is permissible only if it is based on that specific statutory authority (set forth below). In order to call the executive session the board must announce the topic that will be discussed in the executive session (in as much detail as possible); and vote by a 2/3 majority to resolve into executive session. The announcement of the general topic must include a specific citation to the part of the law authorizing the executive session and must be as detailed as possible without compromising the purpose of the executive session. The motion to enter executive session should be made by roll call and not a simple voice vote. Finally, no formal action may be taken in executive session. (Note: If the meeting is a “special meeting” then an action to revise the meeting agenda to add an executive session may occur only if all board members are present and vote in the affirmative to revise the agenda).

All matters discussed in executive session are to be kept confidential and Board members are to sign affidavits acknowledging such confidentiality. (See C.R.S. 22-32-108(5)(a)).

The specific grounds for which a District board may meet in executive session are listed in C.R.S. 24-6-402(4) as follows:

- a. Discussions regarding buying or selling property;
- b. Conferences with an attorney to receive legal advice;
- c. Matters required to be kept confidential by state or federal law (e.g., student academic records);

- d. Security arrangements or investigations;
- e. Determining contract negotiation strategies;
- f. Personnel matters (Note that “personnel matters” does not include discussions concerning a member of the District board or the appointment of a person to fill a vacancy on the board. Nor does the topic include discussion of general personnel policies like salary schedules. The exception occurs only when an individual employee or group of employees are discussed. However, an individual employee has a right to require discussions about him or her to be held in an open meeting. (This does not mean the employee has a right to attend an executive session in which they are discussed, only that they have the right to require the discussion to be held in an open session);
- g. Consideration of documents protected from disclosure under the Open Records Act (for more on this see the discussion of that act below); or
- h. Discussion of individual students where public discussion would adversely affect the student involved.

**6. Executive Session Minutes.** The discussions that occur in executive sessions must be recorded electronically. A statement should be made on record to declare the citation to the particular provision of the statute that authorizes the session, along with the purpose of the session.

The statute provides an exception to the executive session minute recording requirement for consultations with attorneys and for discussions pertaining to individual students. However, if the District board takes advantage of the exception for legal advice, the attorney must make a recorded statement that the portion of the session that was not recorded, in the opinion of the attorney, constituted a privileged communication.

The minutes of an executive session of the District board are not open to the public unless the District agrees to open the minutes or is ordered to produce the minutes by a court. The District is required to keep the minutes of an executive session for at least 90 days.

**7. Colorado Open Records Law.** The Open Records Act requires the District to make the records available to a requesting party within three working days of the request unless there are extenuating circumstances justifying a greater time. However, the maximum period of time between the request and the production is seven working days.

**8. Records Not Considered to be Open Records.** Unless a record falls within a specific exception it must be produced. There are numerous exceptions, but many do not apply to Districts. Some of the more important **exceptions** are as follows, however, this area of the law is confusing and legal guidance should be obtained in most cases:

- a. Producing the record would violate state or federal law (i.e., individual student academic records);

- b. Test questions, scoring keys, and other examination data;
- c. Real estate appraisals relating to property acquisitions until title has passed;
- d. Medical, mental health, sociological and scholastic achievement data on individual persons;
- e. Personnel files (Note that any employment contract or other information regarding amounts paid to individual employees and amounts paid under settlement agreements must be produced);
- f. Letters of reference;
- g. Privileged information (e.g. attorney-client communications);
- h. Addresses and telephone numbers of students (such information may not be provided in, for example, a school directory unless specific authorization is obtained); and
- i. Records of sexual harassment complaints.

**Work Product Exception:** There is an additional exception to the definition of “Public Records.” Work product means all inter-agency advisory or deliberative materials assembled for the benefit of the Board when the materials express an opinion or are deliberative in nature and are communicated for the purpose of assisting the Board in reaching a decision. (C.R.S. 24-72-202(6.5)(a).

**9. Charges for Copies.** The District may charge a reasonable fee for providing requested copies of open records. *A recent revision set the fee at no more than .25 cents per page.*



## BOARD OF EDUCATION AGENDA ITEM 9.01 MINUTES

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Kjersti McKee, Purchasing Department
<b>TITLE OF AGENDA ITEM:</b>	Voice Over IP Contract for 2014-2015
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** The current contract for Voice Over IP (VoIP) expires June 30, 2014. The School District chose to solicit services in lieu of extending the current contract for an additional option year. Request for Proposal 2013-800-07 Voice Over IP E-Rate 2014-2015 was posted November 7, 2013 and bids are due January 3, 2014. It is anticipated there will be multiple proposals and proposed solutions submitted. The proposals will be evaluated by a committee January 6-10, 2014 and reviewed with the Chief Education Officer, Chief Business Officer and Chief Operations Officer on January 10, 2014. The School District needs to have a Provider signed contract to present for approval at the January 22, 2014 Board Meeting. All documents must be fully executed and submitted to the Universal Service Administrative Company Schools (USAC) and Library Program (E-Rate) prior to the deadline (deadline has not been released yet but it is anticipated it will be near March 1, 2014).

**RATIONALE:** A committee consisting of Blake Schwank, Colorado Computer Support; Fran Christensen, D49 Finance; Kjersti McKee, D49 Purchasing; Wayne John, D49 Instructional Technology and Wendy Shiverdecker, D49 Purchasing Specialist, will thoroughly review and score each proposal. The Providers are required to submit two proposal volumes. Volume I Qualifications consists of: Tab 1 – General Information Questionnaire (65 points); Tab 2 – Reference Questionnaire (40 points); Tab 3 – Service Level Agreement Questionnaire and Attachments (105 points); and Tab 4 – Products and Installation Plan (40 points). Volume II Proposed Cost and Contract Plan consists of: Tab 1 – Proposed Cost (110 points); and Tab 2 – Sample Contract and Insurance (40 points). Volume II will only be opened after the scores are compiled for Volume I. The maximum number of points that can be achieved is 400 and per USAC cost has to be the most heavily weighted factor.

**RELEVANT DATA AND EXPECTED OUTCOMES:** Be prepared to discuss and approve the contract at the January 22, 2014 Board Meeting.

**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 X No \_\_\_\_

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** It is hoped that the Board will move this item to an action item at the next board meeting.

**APPROVED BY:** Brett Ridgway, Chief Business Officer

**DATE:** January 9, 2014

	BUTCHER	HAROLD	IRONS	LAVERE-WRIGHT	MOORE
COMMENTED		X		X	X

**MOVE TO AN ACTION ITEM AT 1-22-14 SPECIAL BOARD MEETING.**

	BAY	HILTS	RIDGWAY	MCKEE	
COMMENTED			X	X	



## BOARD OF EDUCATION AGENDA ITEM 9.02 MINUTES

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Kjersti McKee, Purchasing Department
<b>TITLE OF AGENDA ITEM:</b>	Cellular Telecommunications: Voice, Data and Messaging Services E-Rate 2014-2015
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** The current contract for Cellular Telecommunications is month-to-month. The School District chose to solicit services in lieu of continuing month-to-month. Request for Proposal 2013-800-08 Cellular Telecommunications: Voice, Data and Messaging Services E-Rate 2014-2015 was posted November 15, 2013 and bids are due January 3, 2014. It is anticipated there will be four proposals and proposed solutions submitted. The proposals will be evaluated by a committee January 6-10, 2014 and reviewed with the Chief Education Officer, Chief Business Officer and Chief Operations Officer on January 10, 2014. The School District needs to have a Provider signed contract or contracts (up to four may be issued) to present for approval at the January 22, 2014 Board Meeting. All documents must be fully executed and submitted to the Universal Service Administrative Company Schools (USAC) and Library Program (E-Rate) prior to the deadline (deadline has not been released yet but it is anticipated it will be near March 1, 2014).

**RATIONALE:** A committee consisting of Colorado Computer Support; Fran Christensen, D49 Finance; Kjersti McKee, D49 Purchasing; and Wendy Shiverdecker, D49 Purchasing Specialist, will thoroughly review and score each proposal. The Providers are required to submit one proposal volume. Volume I consists of: Tab 1 – General Information Questionnaire (25 points); Tab 2 – Product and Service Demonstration (125 points); Tab 3 – Service Level Agreement Questionnaire and Attachments (50 points); Tab 4 – Products and Approach (25 points); Tab 5 – Proposed Cost (150 points); and Tab 2 – Sample Contract and Insurance (25 points). The maximum number of points that can be achieved is 400 and per USAC cost has to be the most heavily weighted factor.

**RELEVANT DATA AND EXPECTED OUTCOMES:** Be prepared to discuss and approve a contract or multiple contracts at the January 22, 2014 Board Meeting.

**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 X No \_\_\_\_

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** It is hoped that the Board will move this item to an action item at the next board meeting.

**APPROVED BY:** Brett Ridgway, Chief Business Officer

**DATE:** January 9, 2014

	<b>BUTCHER</b>	<b>HAROLD</b>	<b>IRONS</b>	<b>LAVERE-WRIGHT</b>	<b>MOORE</b>
<b>COMMENTED</b>		X		X	X

***MOVE TO AN ACTION ITEM AT 1-22-14 SPECIAL BOARD MEETING.***

	<b>BAY</b>	<b>HILTS</b>	<b>RIDGWAY</b>	<b>MCKEE</b>	
<b>COMMENTED</b>			X	X	



## BOARD OF EDUCATION AGENDA ITEM 9.03 MINUTES

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Brett Ridgway, Chief Business Officer
<b>TITLE OF AGENDA ITEM:</b>	Review of Policy BEAA, Electronic Participation in School Board Meetings
<b>ACTION/INFORMATION/DISCUSSION:</b>	Information / Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** As frequently happens, The Colorado Association of School Boards (CASB) has distributed a proposed policy to all districts to consider for adoption. This policy, Electronic Participation in School Board Meetings is designed to react to new realities in information technology and people's increasing dependence on technology to help facilitate busy lifestyles.

**RATIONALE:** Policy BEAA is a new policy that, by reference, is a subset of policy BE – School Board Meeting. It is appropriate for the Falcon School Board to consider and adopt a policy now, when there is not pressing need for it (i.e. not board member has asked to participate electronically) so that propriety and feasibility will be the primary considerations, rather the emotion of an imminent situation.

**RELEVANT DATA AND EXPECTED OUTCOMES:** Each board member has the opportunity to receive electronic equipment from the district and, we believe, that each member has utilized that option. The Falcon Board has, in the past, facilitated electronic participation in meetings by board members, staff and presenters alike. This policy would simply formalize a process and set expectations for future situations.

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

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

**FUNDING REQUIRED:** Yes **X** No     

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Forward this policy draft, with any suggested changes, for approval at the February 13 regular meeting.

**APPROVED BY:** Brett Ridgway, Chief Business Officer

**DATE:** January 1, 2014

	<b>BUTCHER</b>	<b>HAROLD</b>	<b>IRONS</b>	<b>LAVERE-WRIGHT</b>	<b>MOORE</b>
<b>COMMENTED</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

***MOVE TO AN ACTION ITEM AT 2-13-14 REGULAR BOARD MEETING.***

	<b>BAY</b>	<b>HILTS</b>	<b>RIDGWAY</b>		
<b>COMMENTED</b>		<b>X</b>	<b>X</b>		



## BOARD OF EDUCATION AGENDA ITEM 9.04 MINUTES

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Brett Ridgway, Chief Business Officer
<b>TITLE OF AGENDA ITEM:</b>	2013-14 Amended Budget
<b>ACTION/INFORMATION/DISCUSSION:</b>	Information / Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** CRS 22-44-110 authorizes the Board of Education to "...review and change the budget, with respect to both revenues and expenditures, at any time prior to January 31 of the fiscal year for which the budget was adopted." This is commonly referred to as the 'Amended' Budget (vs. the 'Approved' Budget which is adopted prior to the start of the fiscal year – usually in June).

**RATIONALE:** The amended budget is a time to correct many assumptions that were made in the Adopted Budget to either known variables (e.g. Student Count), or better estimates (e.g. staff costs), and as such is an important exercise – not only for managing the remaining portion of the current school year, but also in laying the groundwork for a budget for the subsequent fiscal year as well.

**RELEVANT DATA AND EXPECTED OUTCOMES:** New staffing models should drive a revised assumption for personnel costs. Certain 'known' issues should be considered as well to determine what directions should be pursued. In addition, implementation cost patterns should be analyzed to determine if recent years' trends should be the new normal.

**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	<i>X</i>
Operational Efficiency and System Effectiveness	<i>X</i>		

**FUNDING REQUIRED:** Yes *X* No \_\_\_\_

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** N/A

**APPROVED BY:** Brett Ridgway, Chief Business Officer

**DATE:** January 1, 2014

	<b>BUTCHER</b>	<b>HAROLD</b>	<b>IRONS</b>	<b>LAVERE-WRIGHT</b>	<b>MOORE</b>
<b>COMMENTED</b>		<i>X</i>			<i>X</i>

***MOVE TO AN ACTION ITEM AT 1-22-14 SPECIAL BOARD MEETING.***

	<b>BAY</b>	<b>HILTS</b>	<b>RIDGWAY</b>		
<b>COMMENTED</b>			<i>X</i>		

**Falcon School District 49**  
2013/14 Amended Budget Framework



General Fund Scoresheet

What has changed from the Adopted Budget?

(1) Adopted Budget Change in Fund Balance	0.00	
(2) BoY (Beginning-of-Year) Fund Balance	1,428,893.00	one time money, discretionary
(3) October Count Impact	(1,379,947.99)	Revenue Side
(4) Staffing Projection		# staff + / - budget assumption
- Volume Variance	negative	new staff assumption, benefit costs
- Rate Variance	pos / neg	revealed from increased sophistication
- Baseline Variance	negative	
Total		
(5) New Issues / Priorities		
- Non-Program Formula Revenue		
e.g. CTE subsidy	positive	
- Implementaiton Costs	positive	
Amended Budget Change in Fund Balance	48,945.01	





**SFTE View**

FTE by School	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	HS + KG.08 Adjustment	2012/2013	PRELIMINARY 2013/2014	HS + KG.08 Adjustment	Adjusted 2013/2014	Yr-to-Yr % Change	location	budget	zone	Budget Variance	Revenue Var @ 6,261.28
FES	406.00	341.50	291.50	304.00	307.50	282.50	4.40	286.90	290.0	4.40	294.4	2.6%	FES	299.14	30	(4.74)	(29,678.47)
MRES	621.00	572.00	536.00	544.50	544.50	570.50	8.16	578.66	631.5	7.60	639.1	10.4%	MRES	625.82	30	13.28	83,149.80
WHES	792.00	671.50	652.00	666.50	629.00	635.50	9.44	644.94	660.5	7.68	668.2	3.6%	WHES	651.66	30	16.52	103,436.35
FMS	622.00	942.00	903.00	908.00	911.00	917.00		917.00	902.0		902.0	-1.6%	FMS	939.97	30	(37.97)	(237,745.68)
FHS	1,147.50	1,217.00	1,281.00	1,296.00	1,236.50	1,286.50		1,286.50	1,241.0		1,241.0	-3.5%	FHS	1,320.21	30	(79.21)	(495,978.94)
EES	587.00	597.00	596.50	585.00	596.50	641.00	9.92	650.92	597.5	8.08	605.6	-7.0%	EES	664.66	31	(59.08)	(369,941.27)
RES	465.00	482.50	517.50	547.50	530.00	507.00	6.08	513.08	514.0	6.08	520.1	1.4%	RES	501.72	31	18.36	114,957.10
SRES	575.50	567.00	596.00	612.00	619.00	603.00	7.36	610.36	584.5	7.76	592.3	-3.0%	SRES	623.48	31	(31.22)	(195,477.16)
HMS	695.00	661.00	671.50	652.00	615.00	622.50		622.50	610.0		610.0	-2.0%	HMS	616.49	31	(6.49)	(40,637.53)
SCHS	2,072.50	1,518.00	1,291.50	1,161.50	1,167.00	1,172.50		1,172.50	1,236.0		1,236.0	5.4%	SCHS	1,219.42	31	16.58	103,823.79
RVES	635.50	647.50	631.00	602.00	603.00	602.50	9.60	612.10	627.0	9.44	636.4	4.0%	RVES	601.40	32	35.04	219,395.25
SES	656.00	668.50	618.00	572.00	549.50	543.00	9.12	552.12	540.0	7.36	547.4	-0.9%	SES	576.10	32	(28.74)	(179,949.19)
OES	514.50	525.50	492.50	495.00	507.50	519.00	6.08	525.08	508.0	8.08	516.1	-0.7%	OES	509.84	32	6.24	39,065.17
SMS	1,145.50	1,129.00	1,178.00	1,078.00	1,022.00	1,027.00		1,027.00	1,021.5		1,021.5	-0.5%	SMS	1,090.79	32	(69.29)	(433,837.59)
VRHS	-	602.00	895.50	1,104.50	1,135.50	1,191.50		1,191.50	1,227.0		1,227.0	3.0%	VRHS	1,271.35	32	(44.35)	(277,710.40)
FVA	-	-	186.50	195.00	231.50	236.50	0.56	236.50	248.5	1.28	248.5	5.1%	FVA	247.30	35	1.20	7,506.95
PLC	-	-	-	-	-	192.50	(146.28)	46.22	235.0	(172.20)	62.8	35.9%	PLC	247.30	35	62.80	393,208.38
Homeschool	-	-	-	-	-	9.00		9.00							35		
OND/Homesbased	72.00	15.50	20.00	12.00	-	-		-									
PPSEL	178.00	229.00	319.50	357.00	369.50	375.50	3.44	378.94	361.0	3.68	364.7	-3.8%	PPSEL	384.94	35.2	(20.26)	(126,853.53)
BLRA	562.50	561.00	552.50	674.50	704.50	697.00	6.40	703.40	712.5	6.00	718.5	2.1%	BLRA	719.40	35.2	(0.90)	(5,635.15)
RMCA	475.00	590.00	723.50	813.50	746.50	627.00	157.72	784.72	686.0	186.04	872.0	11.1%	RMCA	862.05	35.2	9.99	62,552.83
TICA	-	171.50	535.50	644.50	734.50	799.50	9.36	808.86	786.0	7.20	793.2	-1.9%	IR	807.86	35.2	(14.66)	(91,790.36)
Licensed Facilities	15.50	-	-	-	-	343.50	0.56	414.06	483.0	1.28	484.3	17.0%	FVA	545.49	35	(61.21)	(383,275.38)
A / A Total	12,218.00	12,895.50	13,597.50	13,936.00	14,103.50	14,471.50	101.36	14,572.86	14,702.5	98.5	14,801.0	1.6%	GOAL	15,079.10		(278.1)	(1,741,409.03)
% Growth		5.5%	5.4%	2.5%	1.2%	6.4%		3.3%	0.9%		1.6%			3.5%		(68.00)	(425,767.04)
GOAL	12,218.00	12,895.50	13,597.50	13,936.00	14,103.50	14,471.50		14,572.86	17,834.5	98.5	17,933.0		GOAL	3,200.00	35.2	(346.12)	(2,167,176.07)
CDBOCES-CPA									3,132.0	1.36	3,48.4		CPA	18,279.10	35.2	348.36	2,181,179.50
Falcon Area Zone	12,218.00	12,895.50	13,597.50	13,936.00	14,103.50	14,471.50		14,572.86	18,181.5	99.8	18,281.3			18,279.10		2.2	14,003.43
Sand Creek Area Zone	3,588.5	3,744.0	3,663.5	3,710.0	3,628.5	3,692.00		3,714.00	3,725.0	19.7	3,744.68	0.8%		3,836.80	30	(92.12)	(576,816.95)
POWER Zone	4,395.0	3,825.5	3,673.0	3,558.0	3,527.5	3,546.00		3,569.36	3,542.0	21.9	3,563.92	-0.2%		3,625.77	31	(61.85)	(387,269.07)
iConnect Zone	2,931.5	3,572.5	3,815.0	3,851.5	3,817.5	3,883.00		3,907.80	3,923.5	24.9	3,948.38	1.0%		4,049.48	32	(101.10)	(633,036.75)
District Coordinated Schools	10,287.0	11,344.0	11,366.5	11,446.5	11,548.5	11,972.50		11,896.94	12,157.0	(170.9)	12,052.56	1.3%		792.79	35	2.79	17,439.95
District Charter	1,215.50	1,551.50	2,231.00	2,489.50	2,555.00	2,499.00		2,675.92	6,024.5	204.3	6,228.78			5,974.25	35.2	254.53	1,593,686.25
& Processed Schools	12,202.50	12,895.50	13,597.50	13,936.00	14,103.50	14,471.50		14,572.86	18,181.5	99.8	18,281.34			18,279.10		2.24	14,003.43
Total District																	
A / A Growth																	
District Coordinated	677.50	702.00	338.50	167.50	368.00			228.12						506.24		(278.12)	
Geo Charter	357.00	22.50	80.00	102.00	424.00			155.62						407.91		(252.29)	
Other	320.50	679.50	258.50	65.50	(56.00)			72.50						3,200.00		(25.83)	
	15.50	-	-	-	-			3,480.36								280.36	

18,410.0  
17,946.5

**Falcon School District 49**  
2013/14 Amended Budget Framework



General Fund Scoresheet

What has changed from the Adopted Budget?

(1) Adopted Budget Change in Fund Balance	0.00				
(2) BoY (Beginning-of-Year) Fund Balance opportunity to 10.5%	1,428,893.00				one time money, discretionary
(3) October Count Impact	(1,579,600.00)				Revenue Side
(4) Staffing Projection					# staff + / - budget assumption
- Volume Variance	(1,028,768.00)				new staff assumption, benefit costs
- Rate Variance	51,094.00				revealed from increased sophistication
- Baseline Variance	(1,585,900.00)				
Total	(2,563,574.00)				
(5) New Issues / Priorities					
- Non-Program Formula Revenue	336,475.00				CTE, Transportation, Charter Purchased Svc
- Implementation Costs	2,196,100.00				the new normal?
- Additional Pull from Fund Balance to 10.3%	181,706.00				one time money, discretionary
Uncovered Budget Task	-				

**Falcon School District 49**

2013-14 Amended Budget

General Fund Analysis

	<b>Falcon Area</b>	<b>Sand Creek Area</b>	<b>POWER</b>	<b>iConnect</b>	<b>Coordinated Schools Total</b>
<b>Revenue Budget</b>					
Total District Program Formula Revenue					114,442,796.00
Net of All Other General Fund Revenue					7,988,463.00
Gross General Fund Revenue					122,431,259.00
less: Revenue Allocations (Charter Schools, Capital & Insurance Reserves, CPP)					(40,395,747.00)
Net Coordinated Schools' General Fund Revenue					82,035,512.00
<b>Pro-forma distribution of Net Revenue</b>	25,579,700.00	24,172,700.00	26,997,600.00	5,285,512.00	82,035,512.00
per pupil revenue					6,666.92

**Student Count Differences  
& Related Revenue Issues**

Budgeted	3,836.80	3,625.77	4,049.48	792.79	12,304.85
Actual	3,744.68	3,563.92	3,948.38	795.58	12,052.56
Bud-Act Var	(92.12)	(61.85)	(101.10)	2.79	(252.29)
Budgeted PPR rate	6,260.85	6,260.85	6,260.85	6,260.85	6,260.85
\$ Volume Variance	(576,777.33)	(387,242.48)	(632,993.28)	17,438.75	(1,579,574.33)

**Other Revenue Items**

CTE Subsidy		( \$600k budget vs. projected \$800k )			182,000.00
Transportation Subsidy		( \$404k budget vs. projected \$349k )			(55,000.00)
Charter School Purchased Services		( increased spend distributed to charters )			209,475.00
Total Non-Program Revenue Adjustments					336,475.00
	104,500.00	99,500.00	110,200.00	22,275.00	

**Total Revenue**

<b>Pro-forma adjustment</b>	<b>(472,277.33)</b>	<b>(287,742.48)</b>	<b>(522,793.28)</b>	<b>39,713.75</b>	<b>(1,243,099.33)</b>
<b>Suggested to Pull from Fund Balance</b>					

**Expense Budget**

Fully Loaded	24,657,133.00	24,706,035.00	26,538,500.00	6,133,844.00	82,035,512.00
per pupil expense					6,666.92
<b>Pro-forma distribution of Indirect Costs</b>	5,756,450.00	5,439,832.00	6,075,537.00	1,025,884.00	18,297,703.00
per pupil expense					1,487.03 22%
Direct Expense	18,900,683.00	19,266,203.00	20,462,963.00	5,107,960.00	63,737,809.00
per pupil expense					5,179.89 78%



**Falcon School District 49**  
**2013-14 Amended Budget**  
**General Fund Analysis**

General Fund Analysis	Falcon Area	Sand Creek Area	POWER	iConnect	Coordinated Schools Total
<b>Expense Budget (cont.)</b>					
<b><u>Breakdown of Direct Costs</u></b>					
Personnel Costs per pupil expense	16,233,224.00	17,007,377.00	17,899,412.00	3,503,911.00	54,643,924.00 4,440.84 67%
Implentation Costs per pupil expense	2,667,459.00	2,258,826.00	2,563,550.00	1,602,550.00	9,092,385.00 738.93 11%
<b>Staffing Model Results for Personnel Costs</b>	+7.38 eFTE overall; incl. 5.6 baseline (375,600.00)	+7.29 eFTE overall; incl. 2.97 baseline (382,400.00)	+14.1 eFTE overall; incl. 8.51 baseline (688,000.00)	-2.36 eFTE overall; incl. -4.51 baseline 119,600.00	+ 26.41 eFTE overall; incl. 12.57 baseline (1,326,400.00)
% var	-2.4%	-2.4%	-4.0%	3.7%	-2.6%
<b>Expense Budget Normalization</b>					
Net Norm Change	(61,882.65)	9,099.93	134,548.90	(81,766.18)	(0.00)
<b>Direct Expense Resulting Budget Task</b>	<b>(437,482.65)</b>	<b>(373,300.07)</b>	<b>(553,451.10)</b>	<b>37,833.82</b>	<b>(1,326,400.00)</b>
<b><u>Suggested to Pull from Implentation Costs</u></b>					
<b>Point of Reference - 2012/13 Actual-Budget Variance</b>					
Implentation Costs	484,894.79 ✓	174,934.31 !!!	561,383.66 ✓	101,228.82 n/a	1,322,441.58
<b><u>Breakdown of Indirect Cost Departments</u></b>					
<b>Staffing Model Results for Personnel Costs</b>					(1,237,200.00)
Specific Issue: Special Education	+36.09 eFTE overall; incl. 31.29 from 2 yrs of baseline var.				(1,102,500.00) 89%
Suggested to Pull approximately ⅓ from Fund Balance	(367,500.00)				
Suggested to Pull approximately ⅓ from SPED Implementation Costs	(367,500.00)				
Suggested to Pull approximately ⅓ from Ops, Lrn Svc, Ctrl Svc	(367,500.00)				
Remaining Issues Suggested to be self-correcting	+1.66 eFTE overall; incl. -6.55 from baseline				(134,700.00) 11%
<b>Combined Suggested Pull from Fund Balance takes D49 to 10.3% Fund Balance Ratio (1,610,599.33)</b>					
<b>Connotation for 2014-15 Budget Priorities - Prior to suggesting changes to programs or compensation, we will:</b>					
(1) re-balance the net 'expenses greater than revenue' proposed for 2013-14	1,600,000.00				
(2) increase capital spending to 'normal' go-forward levels	2,000,000.00				
'Pre-Claimed' new revenue for 2014-15	3,600,000.00				

**Falcon School District 49**

2013-14 Amended Budget

General Fund Analysis

	Falcon Area	Sand Creek Area	POWER	iConnect	Coordinated Schools Total
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**Expense Budget (cont.)**

<b>Budget Task</b>	<b>(437,482.65)</b>	<b>(373,300.07)</b>	<b>(553,451.10)</b>	<b>37,833.82</b>	<b>(1,326,400.00)</b>
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**Point of Reference - 2012/13 Dec. YTD Actual vs. FY Budget, vs. FY Actual \$ and %**Implementation Costs - DecYTD 12/13 Actual

School Programs	325,397.56	409,888.50	882,994.12	773,152.04	2,391,432.22
Extra Programs	57,659.43	23,782.80	17,169.92	-	98,612.15
Building Operations	576,262.50	517,602.06	448,549.36	91,910.37	1,634,324.29
Implentation Costs	959,319.49	951,273.36	1,348,713.40	865,062.41	4,124,368.66

Implementation Costs - DecFY 12/13 Budget

School Programs	1,278,879.14	959,382.68	1,184,140.84	1,308,826.58	4,731,229.24
Extra Programs	114,067.63	95,887.76	148,956.81	-	358,912.20
Building Operations	1,240,230.41	1,149,965.63	1,204,946.30	281,049.37	3,876,191.71
Implentation Costs	2,633,177.18	2,205,236.07	2,538,043.95	1,589,875.95	8,966,333.15

Implementation Costs - DecYTD 12/13 Variance

School Programs	953,481.58	549,494.18	301,146.72	535,674.54	2,339,797.02
Extra Programs	56,408.20	72,104.96	131,786.89	-	260,300.05
Building Operations	663,967.91	632,363.57	756,396.94	189,139.00	2,241,867.42
Implentation Costs	1,673,857.69	1,253,962.71	1,189,330.55	724,813.54	4,841,964.49

Implementation Costs - DecYTD 12/13 % Budget Spent

School Programs	25.4%	42.7%	74.6%	59.1%	50.5%
Extra Programs	50.5%	24.8%	11.5%	-	27.5%
Building Operations	46.5%	45.0%	37.2%	32.7%	42.2%
Implentation Costs	36.4%	43.1%	53.1%	54.4%	46.0%

Implementation Costs - 12/13 FY Actual

School Programs	841,040.77	857,763.51	881,653.43	1,238,898.79	3,819,356.50
Extra Programs	103,137.81	86,467.55	100,826.80	-	290,432.16
Building Operations	1,204,103.81	1,086,070.70	994,180.06	249,748.34	3,534,102.91
Implentation Costs	2,148,282.39	2,030,301.76	1,976,660.29	1,488,647.13	7,643,891.57

Implementation Costs - DecYTD 12/13 Variance

School Programs	515,643.21	447,875.01	(1,340.69)	465,746.75	1,427,924.28
Extra Programs	45,478.38	62,684.75	83,656.88	-	191,820.01
Building Operations	627,841.31	568,468.64	545,630.70	157,837.97	1,899,778.62
Implentation Costs	1,188,962.90	1,079,028.40	627,946.89	623,584.72	3,519,522.91

Implementation Costs - DecYTD 12/13 % FY Actual Spent

School Programs	38.7%	47.8%	100.2%	62.4%	62.6%
Extra Programs	55.9%	27.5%	17.0%	-	34.0%
Building Operations	47.9%	47.7%	45.1%	36.8%	46.2%
Implentation Costs	44.7%	46.9%	68.2%	58.1%	54.0%

**Falcon School District 49**  
 2013-14 Amended Budget  
 General Fund Analysis

	Falcon Area	Sand Creek Area	POWER	iConnect	Coordinated Schools Total
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**Expense Budget (cont.)**

<b>Budget Task</b>	<b>(437,482.65)</b>	<b>(373,300.07)</b>	<b>(553,451.10)</b>	<b>37,833.82</b>	<b>(1,326,400.00)</b>
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**Point of Reference - 2013/14 Dec. YTD Actual vs. FY Budget, & FY Projection on RoY % and \$**

Implementation Costs - DecYTD 13/14 Actual

School Programs	454,554.10	458,790.14	572,596.36	771,391.64	2,257,332.24
Extra Programs	45,628.72	25,249.27	49,617.70	-	120,495.69
Building Operations	509,967.28	534,068.88	490,811.49	104,746.40	1,639,594.05
Implementation Costs	1,010,150.10	1,018,108.29	1,113,025.55	876,138.04	4,017,421.98

Implementation Costs - DecFY 13/14 Budget

School Programs	1,131,823.44	956,151.50	1,141,060.49	1,285,275.92	4,514,311.35
Extra Programs	114,067.63	88,278.15	106,188.79	-	308,534.57
Building Operations	1,191,015.63	1,160,241.73	1,202,103.19	301,094.71	3,854,455.26
Implementation Costs	2,436,906.70	2,204,671.38	2,449,352.47	1,586,370.63	8,677,301.18

Implementation Costs - DecYTD 13/14 Variance

School Programs	677,269.34	497,361.36	568,464.13	513,884.28	2,256,979.11
Extra Programs	68,438.91	63,028.88	56,571.09	-	188,038.88
Building Operations	681,048.35	626,172.85	711,291.70	196,348.31	2,214,861.21
Implementation Costs	1,426,756.60	1,186,563.09	1,336,326.92	710,232.59	4,659,879.20

Implementation Costs - DecYTD 13/14 % Spent

School Programs	40.2%	48.0%	50.2%	60.0%	50.0%
Extra Programs	40.0%	28.6%	46.7%	-	39.1%
Building Operations	42.8%	46.0%	40.8%	34.8%	42.5%
Implementation Costs	41.5%	46.2%	45.4%	55.2%	46.3%

Implementation Costs - DecYTD 13/14 Projection based on %

School Programs	1,174,866.00	960,098.76	571,726.96	1,236,077.93	3,942,769.65
Extra Programs	81,617.98	91,799.22	291,369.67	-	464,786.87
Building Operations	1,065,579.57	1,120,622.59	1,087,851.28	284,627.73	3,558,681.17
Implementation Costs	2,322,063.55	2,172,520.57	1,950,947.92	1,520,705.65	7,966,237.69
Resulting Budget Va	114,843.15	32,150.81	498,404.55	65,664.98	711,063.49
Diff to Need	(322,639.50)	(341,149.26)	(55,046.55)	103,498.80	(615,336.51)

Implementation Costs - DecYTD 13/14 Projection based on 12/13 RoY spend

School Programs	970,197.31	906,665.15	571,255.67	1,237,138.39	3,685,256.52
Extra Programs	91,107.10	87,934.02	133,274.58	-	312,315.70
Building Operations	1,137,808.59	1,102,537.52	1,036,442.19	262,584.37	3,539,372.67
Implementation Costs	2,199,113.00	2,097,136.69	1,740,972.44	1,499,722.76	7,536,944.89
Resulting Budget Va	237,793.70	107,534.69	708,380.03	86,647.87	1,140,356.29
Diff to Need	(199,688.95)	(265,765.38)	154,928.92	124,481.69	(186,043.71)

## Falcon School District 49

## 2013/14 Amended Budget Framework

## General Fund Scoresheet



## What has changed from the Adopted Budget?

## (1) Adopted Budget Change in Fund Balance

Net	Revenue	Expense
0	82,035,512	82,035,512
		Personnel 65,345,490 80%
		Implementation 16,690,022 20%

## (2) BoY (Beginning-of-Year) Fund Balance opportunity to 10.5%

1,428,893

## (3) October Count Impact

(1,579,600)

 (4) Staffing Projection
 

- Volume Variance	(1,028,768)
- Rate Variance	51,094
- Baseline Variance	(1,585,900)
<b>Total</b>	<b>(2,563,574)</b>

2,563,574

## (5) New Issues / Priorities

## - Non-Program Formula Revenue

336,475

## - Implementation Costs

2,196,100

(2,196,100)

## - Additional Pull from Fund Balance to 10.3%

181,706

## Uncovered Budget Task

0

80,792,387

82,402,986

 Personnel 67,909,064  
 82%

## Amended Budget - Net Change in Fund Balance

(82,402,986)

(1,610,599)

 Implementation 14,493,922  
 18%







## BOARD OF EDUCATION AGENDA ITEM 10.01 MINUTES

<b>BOARD MEETING OF:</b>	January 9, 2014
<b>PREPARED BY:</b>	Peter Hiltz
<b>TITLE OF AGENDA ITEM:</b>	Executive Session: Pursuant to CRS 24-6-402(4)(f)(I) for discussion of performance of a specific staff member with prior written notification;
<b>ACTION/INFORMATION/DISCUSSION:</b>	Other Business

### BACKGROUND INFORMATION, DESCRIPTION OF NEED:

### RATIONALE:

### 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 X

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to go into Executive Session pursuant to CRS 24-6-402(4)(f)(I) for discussion of performance of a specific staff member with prior written notification.

**APPROVED BY:** Peter Hiltz, Chief Education Officer

**DATE:** January 2, 2014

	<b>BUTCHER</b>	<b>HAROLD</b>	<b>IRONS</b>	<b>LAVERE-WRIGHT</b>	<b>MOORE</b>
<b>VOTED AYE</b>	X	X	X	X	X
<b>VOTED NAY</b>					
<b>COMMENTED</b>					

*LaVere-Wright made the motion; seconded by Irons. The motion passed 5-0.*