



10850 East Woodmen Road • Falcon, CO 80831  
Tel: 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.

**AGENDA**

**REGULAR BOARD OF EDUCATION MEETING**

**January 9, 2014**

**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 Licensed Personnel

4.02 Approval of Matters Relating to Educational Support Personnel

4.03 Approval of Minutes of Regular Board of Education Meeting 12-12-13

**5.00 Board Update**

5.01 Chief Officer Update

**6.00 Open Forum**

**7.00 Action Items**

7.01 Approval of School & District Improvement Plan

7.02 Approval of DAAC Membership

7.03 Items Removed from Consent Agenda

**8:00 Information Items**

8.01 Annual Review of Board's Legal Obligations

**9.00 Discussion Items**

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**

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

## **11.00 Adjournment**

DATE OF POSTING: January 3, 2014

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Donna Teubner  
Executive Assistant to Board of Education  
and Personnel Director



## BOARD OF EDUCATION AGENDA ITEM 4.01

<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



## **BOARD OF EDUCATION AGENDA ITEM 4.02**

<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



### **BOARD OF EDUCATION AGENDA ITEM 4.03**

<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 Hiltz, Chief Education Officer

**DATE:** December 18, 2013



## **BOARD OF EDUCATION AGENDA ITEM 7.01**

<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



## **BOARD OF EDUCATION AGENDA ITEM 7.02**

<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

10850 East Woodmen Road • Falcon, CO 80831  
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**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=32cf6a02b0cc18e3db1bf903681de0c0>

NAME: Fernando M. Lopez DATE: 2 Dec 2013  
ADDRESS: 4645 E. Oak View Dr CITY: Alameda Spgs CO 80222  
HOME PHONE: 719-550-1632 WORK PHONE: 719-432-6213  
E-MAIL: fern@b2e.usnet.net

**Applying For:**

☒ DAAC Member ☐ Chairperson ☐ Vice Chairperson  
Representative



**NOMINATED BY:**

\_\_\_\_ School Improvement Team \_\_\_\_\_  
(School Name)

\_\_\_\_ FSD Board of Education \_\_\_\_\_  
(BOE Member)

\_\_\_\_ DAAC Executive Committee \_\_\_\_\_  
(Chair)

\_\_\_\_ At Large Member:

\_\_\_\_ Representing Skipview Middle School Primary DP  
(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)? Skipview Middle School

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? \_\_\_\_\_

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

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

Applicant Signature

Jammy M. Robel

Nominating Board of Education Member

DAAC Executive Committee Chair

David Palmer

Principal/SAC Chair

Lisa Fille

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

SAC



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**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: Deborah McIntyre DATE: 12-3-2013

ADDRESS: 7563 Short Grass Ct CITY: C/S ZIP: 80915

HOME PHONE: 719-390-6054 WORK PHONE: NA

E-MAIL: debm123452@msn.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 Skyview Middle School - Alternate  
(Name of Organization/School) DF

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)? Sand Creek Skyview

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? To become aware of the middle school curriculum.

5. Do you participate in any programs or organizations that relate to the educational programs of the Falcon School District? No

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

Applicant Signature

Robert J. McHugh

Nominating Board of Education Member

\_\_\_\_\_

Nominating Organization

\_\_\_\_\_

DAAC Executive Committee Chair

Linda Palmer

Principal/SAC Chair

Lisa J. Ellis

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 8.01

<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



## **BOARD OF EDUCATION AGENDA ITEM 9.01**

<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	<b><u>X</u></b>
Parent/Community Engagement		Social and Ethical Responsibility	
Operational Efficiency and System Effectiveness	<b><u>X</u></b>		

**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



## BOARD OF EDUCATION AGENDA ITEM 9.02

<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



## **BOARD OF EDUCATION AGENDA ITEM 9.03**

<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



Title	<b>Electronic Participation in School Board Meetings</b>
Designation	<b>BEAA</b>
Custodian	

Board members may attend and participate by electronic means in regular or special meetings of the Board in accordance with this policy and state law. For purposes of this policy, “electronic means” shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

Board members may attend and participate by electronic means in a regular or special Board meeting only when extenuating circumstances prevent the Board member from physically attending the meeting. [Note: Insert local restrictions here. The following sentence provides examples for the Board’s consideration.] For purposes of this policy, “extenuating circumstances” means the Board member’s job or military service requires the member to be outside of the district at the time of the meeting or inclement weather and/or unsafe driving conditions prevent the Board member from physically attending the meeting.

A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. A quorum of the Board shall be physically present at the meeting for a Board member to attend and participate by electronic means.

The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A Board member participating by electronic means will be included in the recording of the Board meeting.

A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the Board president and superintendent at least three business days prior to the meeting and shall explain the extenuating circumstances that prevent the Board member from physically attending the meeting. If such notification is not possible, the Board member shall notify the Board president and superintendent as soon as is reasonably possible of the request to attend by electronic means.

If the request is approved, a Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

A board member may attend and participate by electronic means in a maximum of two Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member’s absence is otherwise excused by the Board.

A Board member’s failure to comply with this policy may result in the Board’s refusal to allow the member to participate by electronic means in Board meetings.

Adopted: February 13, 2014

#### LEGAL REFS:

- C.R.S. 22-31-129 (board vacancies)





- C.R.S. 22-32-108 (7)(a) (board may adopt policy allowing board members to attend and participate electronically in regular or special board meetings)
- C.R.S. 24-6-401 et seq. (open meetings law)

### CROSS REFS:

- BE, School Board Meetings



## **BOARD OF EDUCATION AGENDA ITEM 9.04**

<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



**BOARD OF EDUCATION AGENDA ITEM 10.01**

<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