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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.

**AGENDA**  
**REGULAR BOARD OF EDUCATION MEETING**  
**August 14, 2014**  
**6:30 p.m.**  
**Education Services Center – Board Room**

**Fantastic 49 - 6:00 p.m.**

- News 5 Check Presentation
- Recipient of DiscoverE Educator Award
- Recipient of Louise Sublette Award of Excellence in School Nutrition

**6:30 p.m.**

**1.00 Call to Order and Roll Call**

**2.00 Welcome and Pledge of Allegiance**

**3.00 Approval of Agenda**

**4.00 Consent Agenda**

- 4.01 Approval of Matters Relating to Administrative and Professional/Technical Personnel
- 4.02 Approval of Matters Relating to Licensed Personnel
- 4.03 Approval of Matters Relating to Educational Support Personnel
- 4.04 Approval of Minutes of Special Board of Education Meeting 07/22/2014

**5.00 Board Update**

- 5.01 Chief Officer Update

**6.00 Open Forum**

**7.00 Action Items**

- 7.01 Approval of 2014-15 and 2015-16 BOE Meeting Dates
- 7.02 Approval of Nutrition Services Equipment Maintenance Contract
- 7.03 Approval of Policy GBEA, Staff Ethics/Conflict of Interest
- 7.04 Approval of Revised Position Descriptions
- 7.05 Reauthorization of the Pikes Peak Board of Education of Cooperative Educational Services Contracts
- 7.06 Action on Resolution for Initiative #135
- 7.07 Appoint Board Representative to Attend CASB Delegate Assembly
- 7.08 Approval of Intergovernmental Agreement between District 49 and El Paso County Clerk and Recorder for the November 2014 Election



7.09 Items Removed from Consent Agenda

**8.00 Information Items (no discussion)**

8.01 Student Field Trips

**9.00 Discussion Items**

9.01 DAAC Annual Report (15 minutes)

9.02 School Finance Campaign Ballot Language

**10.00 Other Business**

**11.00 Adjournment**

DATE OF POSTING: August 7, 2014

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Donna Richer  
Executive Assistant to the Board of Education



**BOARD OF EDUCATION AGENDA ITEM 4.01**

<b>SPECIAL BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Kim Steeves, Professional Staff Liaison
<b>TITLE OF AGENDA ITEM:</b>	Approval of Matters Relating to Administrative and/or Professional-Technical 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.

**IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	Major Impact
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** Yes

**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:** August 1, 2014



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

<b>BOARD MEETING OF:</b>	August 14, 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.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	Major impact
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** Yes

**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:** August 1, 2014

## BOARD OF EDUCATION AGENDA ITEM 4.03

<b>BOARD MEETING OF:</b>	August 14, 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 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.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best</u> <u>district</u> in Colorado to learn, work and lead	Major Impact
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** Yes X      **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:** July 28, 2014

**BOARD OF EDUCATION AGENDA ITEM 4.04**

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Donna Richer, Executive Assistant
<b>TITLE OF AGENDA ITEM:</b>	Approval of Minutes of Regular Board Meeting 7/22/2014
<b>ACTION/INFORMATION/DISCUSSI</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 meetings will be posted on the district website after approval.

**IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	<b><u>Major impact</u></b>
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community participation</u>	<b><u>Major impact</u></b>
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	<b><u>Major impact</u></b>
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	<b><u>Major impact</u></b>
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	<b><u>Major impact</u></b>

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:** N/A

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

**APPROVED BY:** Marie LaVere-Wright, Board Secretary

**DATE:** July 30, 2014

## **BOARD OF EDUCATION AGENDA ITEM 5.01**

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Chief Officers
<b>TITLE OF AGENDA ITEM:</b>	Chief Officer Update
<b>ACTION/INFORMATION/DISCUSSION:</b>	Information

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

**RATIONALE:** To provide timely information to the board.

**RELEVANT DATA AND EXPECTED OUTCOMES:**

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	<b>Major Impact</b>
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	<b>Major Impact</b>
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	<b>Major Impact</b>
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	<b>Major Impact</b>
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	<b>Major Impact</b>

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:**

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

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

**DATE:** August 4, 2014

## **Department: | Chief Education Officer**

As we open the 2014-2015 school year, it is a great time to be in District 49. I am proud to report to the board that as we begin this year, every school is led by a veteran principal who has chosen to lead in District 49. Principal longevity and leadership correlate well with student academic performance, so I am eager to see our principals lead us toward greater academic performance.

### **Current and Ongoing Activity**

As we open the 2014-2015 school year, it is a great time to be in District 49. I am proud to report to the board that as we begin this year, every school is led by a veteran principal who has chosen to lead in District 49. Principal longevity and leadership correlate well with student academic performance, so I am eager to see our principals lead us toward greater academic performance.

Some of my optimism is related to fresh leadership at the district level. Over the past three months, accelerating into August, Our Director of Communications—Matt Meister has been instrumental in earning our district positive coverage in print, online, and broadcast media. We have received positive and accurate coverage in multiple outlets, from our local paper, the *New Falcon Herald*, to all of the local television stations as well as the Gazette, and several statewide education publications. This positive coverage serves rock #1 because it gives objective validation to the hard work underway to be a trustworthy contributor in our community. We don't seek coverage for the sake of exposure, but because it gives our larger community a chance to understand how well our students and staff are performing.

Another emerging leader is Dr. Lou Fletcher, our Coordinator of Cultural Capacity. Lou is already making great strides in identifying ways for us to be more welcoming for those new to our district, and more intentional about valuing the contributions of all members of our community. In the area of enrollment, Dr. Lou helped us make the most of our one-stop-shop innovation with the summer enrollment center. By locating central enrollment, transportation, and nutrition at a single, central facility (VRHS) we provided better service to our stakeholders and more efficient processing of new enrollments. You will hear much more from Dr. Lou as he leads our adoption of the cultural compass to define our commitments to each other and our work.

I want to offer final recognition to our new Director of Concurrent Enrollment—Mary Perez. Mary has been incredibly busy revising our policies, coordinating with the zones, training our staff, and getting individual students registered for college courses to start the fall. I encourage you to visit with Mary about the pent-up demand that has kept her phone ringing and her email chiming. As one principal shared with me, "I am so pleased that Mary is aboard and know how great the program will become under her leadership."

### **Upcoming Activity**

We are working very hard on analyzing and drilling down on our state assessment (TCAP) data for all grades, but especially for third grade reading. Our three main areas of focus for elementary this year are reading at 3<sup>rd</sup> grade, 3<sup>rd</sup> grade reading, and making sure every third grader is a reader. This is a major commitment, and you will see us putting time, budget, people, and emphasis on 3<sup>rd</sup> grade reading in District 49. At secondary, our top initiative is making *49 Pathways* a reality.



**Department: | Falcon Zone**

With schools open and operating, you will notice a sharp increase in the activities in this report. As you know, we are managing some major personnel and organizational changes this year, so you can expect to see additional full reports into the future.

**Current and Ongoing Activity****Rock #2 Engage the Community**

Back to School nights at all 3 elementary schools were well attended and information about the upcoming Bond and Mill were readily available for parents to take.

Kim Leon and Monty Lammers presented at the CASE Summer Leadership Conference about the success MRES is having with BURST interventions and Amplify.

**Rock #3 Create an environment that is the best to learn, work and lead.**

We have capped all grade levels except grade 5 at FES. We currently have over 25 students from grades K-4 overflowing to WHES from FES. We have 5 open spots for grade 5 at FES.

We are closing in on capping at a number of grade levels at MRES: K-12 spots open, 1st – 6 spots open, 2nd – 1 spot open, 3rd – 7 spots open, 4th – 3 spots open, 5th – 18 spots open.

WHES has filled their Early Kindergarten classroom with 18 students.

**Rock #5 Individualize education to launch every student into success.**

Falcon Zone elementary schools are continuing their inclusion work with Christi Kasa. FMS has also started to work with Christi as well. The main focus is defining co-teaching and re-evaluating current pull-out methods.

**Upcoming Activity****Rock #2 Engage the Community**

FHS and FMS will be hosting Parent Nights in their schools in the next few weeks.

Erica Mason will be educating parents about Engage NY and how to support their students with new instructional strategies that our teachers are using.

**Rock #3 Create an environment that is the best to learn, work and lead.**

For the 2014-2015 school year, teachers who have iPads in their classrooms are continuing to get training in enhancing their instruction through deeper integration of technology in their day-to-day teaching. Evening courses are offered to our teachers in order to advance their skills.

**Department: | POWER Zone**

**Values:** Climb with Care and Confidence \* Create a Loyalty Effect \* The Most Important Person in the World \* Family First \* Serving our Community

**Mission:** Purposeful Risk \* Ownership of Learning \* Whole Child/Student Concept \* Engaging Inquiry \* Respectful Relationships

**Current and Ongoing Activity****Evaluation and Instruction**

POWER Zone began the year on July 28<sup>th</sup> with day one of a two day training on the Marzano evaluation tool. The first day of training focused on the first few design questions and related elements within the instructional model. Day two will occur on September 26<sup>th</sup> and include training on the remaining design questions and elements within the model. This training is intended to increase educator effectiveness across all licensed staff in the zone.

iObservation Fidelity, a training and element norming resource for our administrators, will begin to be facilitated by Sherry Kyle in the month of August. This training is intended to increase scoring validity and reliability amongst our administrators across schools and the zone.

**Curriculum**

Curriculipedia finally gets its official launch this month. This program, delivered through Schoology, will house all the standards, CDE developed units, and instructional scales for reading, writing, communicating, math, science, and social studies. Throughout this year it will expand to house all of these resources across all 10 content areas that have specific Colorado Academic Standards.

This will be one central location for all curriculum work. Every resource necessary to complete the curriculum design work that the zone is asking our educators to finish by the end of this year will be located in Curriculipedia. This has the potential to open up the door for increased collaboration and shared work loads like never before.

**Assessment**

POWER Zone will pilot an assessment program this year in 3<sup>rd</sup> and 5<sup>th</sup> grades. More information on this can be found in the accountability plan that was presented on August 5<sup>th</sup>. In summary, these classrooms will receive targeted training in how to use data to drive instructional decision within the classrooms. The program also allows for flexibility of delivering the assessments on a per group, or even individualized, basis.

**Capturing Kids Hearts**

This year's Process Champions will have school specific goals and plans for Capturing Kids Hearts (CKH) implementation. Accountability has risen for all educators in the zone to ensure they each have a social contract that is referred to in the classroom, that all will greet students on a daily basis in an intentional and consistent manner, and that a common redirection method will be established per campus.

**Upcoming/Other Activity**

POWER Zone's SAC and Zone Innovation Assembly members will meet on August 20<sup>th</sup> to define roles and responsibilities and to solicit greater levels of involvement on zone and building level focuses.

**Department: | iConnect Zone****Current and Ongoing Activity**

- Trail Ridge Academy high school founders have been in contact with the iConnect Zone Leader about ideas they have to help address the resolution that was passed with their application approval.
- The charter school community is getting re- engaged, with school starting, and excited to help support the Falcon District 49 Board of Education with getting the bond past.

- iConnect Zone has supported PLC Middle School in the implementation of their blended online program to help support student's individual needs and address needed improvement in the school. The Middle School staff has been very excited about this adventure and Jim Bonavita has been a huge help in the planning and implementation of the program.
- Amber Whetstine and Kim McClelland worked diligently with GOAL Academy and Patriot Learning Center's Alternative Optional Measures that was submitted to the Colorado Department of Education.
- All schools in the iConnect Zone continue to grow in enrollment through out the summer and we are starting off strong.
- Frank Fowler is the new Imagine Indigo Ranch Principal.

### Upcoming Activity

- The iConnect zone leader was appointed by the commissioner of education to serve on the online commission from August – Jan.
- iConnect Zone Leader is actively engaged with the Online Commission that will address areas with in the new online law HB1382. First meeting is on August 28<sup>th</sup> in Denver.
- Working on revising our authorizer practices and reviewing the NACSA standards on new school, transfer and renewal applications.
- Lori Hall a teacher at FVA made it to the second round for Teacher of the Year.
- FHP has worked on an expansion of their offering this school year to expand days offerings in addition to starting with some high school possibilities. They held numerous meet and greets to inform new families. Many families have enrolled and they are above the number they had projected.

**Department: | Sand Creek Zone**

**Overview:** The Sand Creek Zone is off to a great start. The zone is offering before and after school care for students and families, grades K-5. Currently, 112 students are enrolled in the Kids' Corner program; an increase in enrollment as compared to Champions last year. The net revenue will allow SC Zone elementary schools to purchase instructional supplies and technology as a means of increasing student achievement. Bonnie Nugent, SC Zone Administrative Assistant, continues to be instrumental in implementing the Kids' Corner program. Her work is appreciated. The zone leadership team kicked-off the year with a daylong retreat. The vision, mission, and core values of the zone were reviewed and affirmed. Moreover, the team spent a lot of time analyzing TCAP data. Although there are bright spots at the elementary level, we recognize there is a lot of work ahead to prepare students for the PARCC and CMAS tests, particularly at the secondary level. Quite frankly, we are disappointed with our spring assessment results. However, on the bright side, 23 out of 23 students passed the rigorous IB Diploma Programmed English exam. That is quite a feat! Enclosed is a summation of school specific events and activities. In addition to academics, our schools are focused on building community within their schools through Capturing Kids' Hearts and Restorative Practices training. We are going to have a great year.

**Current and Ongoing Activity****Evans International**

- Teachers participated in Capturing Kids Hearts training on July 28th-30th. We will take the strategies from CKH back to each classroom and each school setting to help us create a school culture that is inclusive and focused on positive relationships. During our PLC's we will dialogue about elements of CKH and utilize a PRIDE team that includes teachers and students to promote a positive, safe, and intentional culture at Evans throughout the year.
- We will begin utilizing a new student drop-off procedure this school year to promote safety throughout the school day. Parents are asked to drop off their students at the front door and will not be allowed to escort students to class. We feel this significant change will help promote a safer environment for our school community. This change has been shared with parents at Open House, email, and notes sent home.
- We will be scheduling BOY reviews with all staff members in early August to discuss goals and develop Student Learning Objectives.

**Springs Ranch E.S.**

- SRES is busy preparing for the first day of school!
- Our staff has been involved in training with Capturing Kids Hearts. This will allow us to even better create strong classroom communities.
- We look forward to meeting and greeting students and parents on Thursday, July 31, from 3:00-5:00, for our Open House and Ice Cream Social, sponsored by our wonderful PTO.

**Remington Elementary School**

- RES brought on one new teacher this July. Jeri Onkle came to us from Fountain to teacher and team up with our 4th Grade Team.
- RES staff returned on Monday the 28th to meetings, room arrangement, and district assembly at VRHS.
- Teachers were excited to receive their new slim computers, although the school will need to fund DVD players and or Discovery video streaming. Each choice has a price.

**Horizon Middle School**

- We are busy getting ready for the first two days with students. Thursday for 6th grade only- all staff will celebrate these students as they “walk the red carpet” Thursday morning and we have several 8th grade
- WEB leaders coming in to do a variety of fun activities for our new Panthers in the morning. We will end the day with an assembly and Panther initiation.
- On Friday-the first day with all students, we have a celebration of the beginning of the school year assembly.
- Matt Meister will be helping us introduce all teachers, calling their name and a fun fact or skill as they “walk the red carpet”.
- We will then introduce our new Renaissance program, which is a celebration of students at various times during the year. Our Renaissance theme this year is “Renaissance is Catching Fire” - and students will get just a taste on Friday as we want them to leave wanting more.

**Sand Creek High School**

- The SCHS faculty began the year with a day of data analysis and learning about our student supports and instructional frameworks for the upcoming school year. Our message this year is, “Every student can achieve through challenging instruction; we will know that each student is being challenged.” To support this focus, SCHS has instituted a SCORP success period, full-time tutoring center, and Freshman Academies to scaffold instruction, enrichment, and interventions for all of our learners. We will also be instituting a school-wide literacy initiative this year focused on reading, writing, and speaking in each content area. Throughout the year our faculty will learn about the best ways to use non-fiction reading and writing to inspire students to “write to learn” and to evaluate the depth of knowledge and skill at grade level and for individual students. All of us at SCHS continue to find the best ways to create an inspiring and motivating environment for all of our learners, and we look forward to continuing a tradition of celebrating achievements in all areas of our academic and student culture.

**Upcoming Activity****Evans International**

- 8/12 SAC Meeting 4:30 PM and PTO meeting at 5:30 PM
- 8/28 IB PAC meeting – Evans 4:30 PM
- 8/28 PTO Bingo Night at Evans 5:30

**Springs Ranch E.S.**

- Friday, August 1st, marks the 1st day of school, for our 1st – 5th graders. Our kindergartners will begin on Monday, August 4th.
- We will hold our Back to School Night on Thursday, August 14, from 5:30-7:30.
- Friday, August 15, will be an early release day for students, and teachers will have the afternoon for scheduled literacy assessments with students.
- We are excited about the first year of our pilot calendar, giving us more time to evaluate instruction and interventions. We look forward to another great year at Springs Ranch Elementary!

### **Remington Elementary School**

- Tuesday the 29th, Remington hosted Open House / meet your teacher night. There was a good turnout at all grade levels. Parents and students were able to visit several sponsored tables in the lobby: D-49 bond information, Kids Corner, Boys and Girls Scouts, Girl's on the Run, youth football, RES Health and Wellness promotions, and RES PTA.
- Wednesday the 30th RES teachers used a full day to plan and prepare 1st quarter units and scope and sequence. The full day was used to analyze Common Core assessments and adjust teaching strategies to meet the increased rigor expected from PARCC.
- RES planted a garden this past spring in the front south west corner of the campus. We have returned to find good growth and only minor hail damage.

### **Horizon Middle School**

- Sox the Fox will also visit to promote our Horizon Sky Sox day on August 23rd- also a fireworks game- you can buy tickets for \$10 at Horizon.

### **Sand Creek High School**

- Building an Alumni Committee
- Beautification Day 9/3/14

**Department: | Learning Services**

The Learning Services Team welcomes Ms. Kristy Rigdon as our new Coordinator of Curriculum, Instruction and Assessment (CIA). Ms. Rigdon will collaborate with all of our zones over the course of this year to lead implementation of our Colorado Measures of Academic Success, which will include the new PARCC Assessments.

**Current and Ongoing Activity**

**Assessment and Reporting:** The assessment team is analyzing student achievement and growth data from our most recent state assessment data, which is embargoed until August 14. Results are also being analyzed within each school and zone to identify bright spots and areas for targeted improvement. Our team is working to review profiles in Alpine, (our data assessment warehouse) which will help ensure we are in compliance with FERPA law, while making it easier and more efficient for our staff to access data. Over the summer months the team added additional assessments to Alpine and has worked with schools to upload student data, which will reduce the workload placed on school staff.

Additionally, our annual discipline report and READ Act numbers were submitted to the state. Beginning of the year literacy testing started smoothly. Over the summer we provided training on using literacy assessment data to inform instruction, which included initial training on DIBELS Deep Diagnostic tool.

**Health and Wellness:** A nine-hole disc golf course has been installed at Falcon Elementary School as part of the *Kaiser Permanente Thriving Schools* grant to increase physical activity for staff, students and community members. District 49 also recently submitted an application for a Cigna Well-Being Award. RMC Health awarded District 49 \$10,089 for 2014-2015 to continue the work of *HSSS*. All funds are going directly to co-leader stipends and funds to support School Health Improvement Plans. Kaiser Permanente led an employee wellness workshop titled *Laughaceuticals: Laughter is the best medicine* on Friday, July 11.

**Title Programs:** CDE approved our Consolidated Federal Programs application in July 2014. Lorretta Grimaldo, Title Specialist has been assisting principals in preparation for Annual Parent Notification Meetings which are a requirement under Title I.

**Schoology:** Schoology is now available to every student and staff member in District 49 Coordinated Schools. Extensive behind the scenes work has been done to ensure our internal systems sync. Schoology has essentially created a “virtual classroom space” as an option for instructional delivery throughout District 49. Over the summer several district leaders attended the Schoology National Conference in Denver to learn about how this tool can leverage learning in District 49.

**Accountability:** Over the summer we submitted applications for Alternative Education Campus (AEC) Schools, Patriot Learning Center and GOAL Academy. At this time, GOAL Academy will not be recommended to the State Board of Education as an AEC for the 14-15 school year. However, this status may be re-instated in the future based on new criteria for AEC identification.

**Professional Learning:** In June, Amber Whetstine and Sean Dorsey trained all Sand Creek Zone leaders in the Leverage Leadership framework. This framework provides a system for school leaders to give on-going, specific feedback to each individual teacher on a weekly basis. Additionally, over the summer months, Lead Mentors from the schools met to revise and update District 49’s induction procedures in light of the recent program evaluation which concluded this spring.

**Research:** District 49 is partnering with Hanover Research to provide support with internal research processes. Our first project which included a review of our Big Rocks survey analysis and strategic planning processes is complete and has provided our leadership team with valuable insight for future improvements.



**New Teacher Orientation:** This year, leaders welcomed over 120 teachers new to District 49 July 23-25. Orientation offerings for new staff included sessions on Schoology, 21<sup>st</sup> Century Learning Principles, Apple for Educators, READ Act implementation, Ethics, School Safety, Communication Procedures, Cultural Capacity, Brain-based Teaching Strategies and Individualized Education specific breakouts. Thank you to the many presenters who made these three days a great success!

### Upcoming Activity

**Educator Effectiveness:** All zones submitted evaluation assurances for 14-15, which comply with the requirements of Senate Bill 10-191 Educator Effectiveness. The Learning Services team will offer CDE approved training for new evaluators beginning August 14, which will continue throughout the school year. This training satisfies all state requirements to legally certify evaluators in Colorado schools. On August 22, The Center for Transforming Learning and Teaching will provide training for Zone Evaluation Councils on further developing our Measures of Student Learning.

**Assessment:** Our first School Assessment Coordinator meeting is scheduled for Sept. 4. We will begin training school leaders on administering the CogAT assessment which will be administered to all 3<sup>rd</sup> and 6<sup>th</sup> graders. Our team will provide further training on DIBELS Deep assessment to support our goal of every child reading.

**Capturing Kids Hearts:** In an effort to sustain professional learning activities aligned with our Unified Improvement Plan, Learning Services is coordinating and supporting Capturing Kids Hearts August 26-28. Fifty teachers from nine District schools will participate.

**Schoology:** Next steps for Schoology implementation include on-boarding parents, District 49 charter schools and the Colorado Digital BOCES. Brian Green, On-line Professional Learning Specialist is also working on developing a Schoology management system that will ensure support technical support in each school building.

**Title Programs:** We are preparing for the submission of the annual comparability report. This report compares support and services received in Title I and non-Title I schools. Additionally, Lorretta Grimaldo is developing a Title I parent website.

**Health and Wellness:** Outdoor fitness stations were purchased for OES and EIES through the Kaiser Permanente Thriving Schools grant. These will be installed this fall.

Registration for the ShapeUp European Expedition will open on Thursday, July 31 at [shapeup.com](http://shapeup.com). This 8-week step challenge for staff and spouses will run from August 25 – October 19. Please join this staff wellness opportunity. Prizes and portal access were paid for through 2013-2014 remaining HSSS funds as well as Cigna wellness funds.

### Department: | Individualized Education

#### Current and Ongoing Activity

- Coordinated KAGAN for ELLs training for district staff-
- ELD Team will be updating all ELD, State and Federal Forms/Letters. **Big Rocks 3 and 5**
- There were 3 expulsion hearings in May/June – 2 of the students were expelled for 1 year and the third student was not expelled. **Big Rock 3**
- There will be 6-7 students returning to the EXCEL program to begin the 2014-2015 school year. **Big Rock 5**
- 1 student will be returning to FHS on a deferment. 2 other students are already back at schools on deferments and doing well. **Big Rock 5**



- All current parents of expelled students have been mailed letters concerning new criteria and expectations for the EXCEL program to include: Uniforms, no cell phones, increased expectations on academic goals and accompanying rewards and consequences, increased community service etc. **Big Rock 2**
- 4 of the 6 secondary schools have new Athletic Directors. An initial meeting has already been held with all new directors and transportation to review costs, and procedures for scheduling transportation for events. **Big Rock 3**
- Advertising agreements with Yellow Bus are continuing to be negotiated and are on-going with all secondary schools. These are always done with the approval of the building principals. **Big Rock 1 and 2**
- Mr. Hahn met with Brett Ridgeway on July 29 to discuss AD budget questions concerning Free and reduced subsidies to schools, coaches salary increases and fees. This information will be relayed to the Athletic directors and discussed at the next meeting. **Big Rock 1**
  - Coordinated and participated in several staff development trainings for new special education teachers and itinerants, as well as returning special education teachers and itinerants. Overall, topics included Accommodations/Modifications, Inclusionary practices, Progress Monitoring & AIMSWeb, Effective Goal writing, Medicaid, Transition services and Infinite Campus. **Big Rock 3, 4, 5**
- Collaborated with Transportation services to ensure necessary communication with parents for special needs busing. **Big Rock 3 and 5**
- All Out of District Special Education students were observed/visited during June and July. Goal was to observe progress and make better contact with our outside providers and check on fidelity of instruction. **Big Rock 3, 4, 5**

#### Upcoming Activity

- ELD program visits
- ELD Parent Advisory Committee (E-PAC) - Aug. 21, 2014
- ELD PLC – Sept. 9<sup>th</sup> – continue the WIDA Standard Roadmaps, **Big Rock 2,3,4,5**
- Mr. Hahn has met with Ron Lee and Jack Bay at the proposed new site for EXCEL to see what needs to be done and if it is feasible to move immediately or wait until fall break. The new location is at the Rocky Mountain facility on Pony Tracks across from SCHS. Contingency plans are in place, **Big Rock 4**
- New guidelines for the EXCEL program are being reviewed and will be implemented next year including a dress code and mandatory parent/student meetings, **Big Rock 4**
- Monthly Athletic Director meetings are being scheduled that will include transportation and finance and all secondary athletic directors, **Big Rock 3**
- All Ads are also being advised that coaching evaluations will be done at the end of each season, a copy of those will be forwarded to Mr. Hahn, who will also get copies to HR, **Big Rock 3**
- Coordination of PLCs that are differentiated and provide instructional expectations are being finalized and will be communicated to Zones, **Big Rock 3**
- Work begins on alignment of ICAP and individual student plans to increase efficiency, **Big Rock 3 and 5**
- Increased PD using Schoology will be finalized in August so that we can provide targeted instructional support to programs across the district, **Big Rock 3**



**Department: | Human Resources****Current and Ongoing Activity****Staffing Update**

Licensed Staff: Essentially all hiring and onboarding has been completed for licensed staff positions. Work now shifts to processing horizontal salary advancements, ensuring that licensed staff are credited for their professional development and education.

Support Staff: Support staff hiring typically lags licensed staff hiring, and this year is no different. Human Resources is working to fill open requisitions (currently 28 positions) and expects to complete support staff hiring by mid-September, also fairly typical.

**Affordable Care Act and Substitutes**

Due to implications of the Affordable Care Act, District Administration decided to limit to 30 the number of hours per week that substitute employees may work. The District will use eSchool, the District's substitute program management system, to monitor hours worked by substitute employees. To set this up, HR developed new procedures, communicated to and trained staff, and added all support staff and support staff substitutes to eSchool. This has been a significant undertaking. Once fully implemented, the District will have a single process for coordinating substitute assignments and will be able to effectively track hours worked to remain in compliance with ACA requirements.

**Process Improvement**

Human Resources set up a new tool in Applitrack that enables hiring managers to conduct reference checks online, providing an efficient alternative to reference phone calls. This is becoming a more common practice among employers.

**Staff Training**

Sally McDermott, HR Manager, provided training to nutrition services and nursing staffs on the subject of ethics and social media. The recently-adopted regulations regarding professional boundaries were incorporated into this training.

**Upcoming Activity****Grievances/Conflict Resolution**

Paul Andersen has begun work to improve the current grievance policy and regulation. The proposed improvements will give parents and community members (along with employees) access to the policy and will shift the focus from "grievance" to "conflict resolution." Mr. Andersen anticipates presenting the proposed policy and regulation at the August work session.

**Support Staff Evaluation Tool**

Human Resources is moving into the next phase of improving the evaluation process for Support Staff. Support staff and administrators have been invited to participate in focus group sessions in August. Their input will help shape the eventual tools and process, which will be ready for rollout by October 15, 2014 and used for 2014-15 evaluations.

**Department: Instructional Technology****Wayne John**

### **Summer Break Activity**

Wayne assisted in the support of ordering replacement computers for CTE labs, RVES, SES, VRHS and SPED, numerous tech labs inspections for CTE and online testing lab compliance, Summer Service Center setup, CDW online ordering site, IT Roadmap Conference in Denver, New Teacher Orientation tech help and tech support to teacher swap out of new laptops.

### **Current and Ongoing Activity**

Wayne continues supporting the technical swap out of teacher laptops and the return of old, supporting the District's migration to Gmail, reviewing the upgrading or removal of old Windows XP computers, the replacement of District Controllers / Proctor Cache computers, Replacement of server APC surge protectors, and final review of tech equipment inventories.

## **John Litchenberg**

### **Summer Break Activity**

John created the distribution and migration plan to collect 1000 MacBook Pros and distribute 1000 MacBook Airs to licensed staff. John also hired an Instructional Technology assistant who started with the district on July 14<sup>th</sup>. This position was essential to the success of our deployment and continuing projects in the district.

### **Current and Ongoing Activity**

John continues to work with CCS on the migration to Gmail and Schoology. He will be creating a plan to move all the district iOS devices in to the Apple Deployment Program for better management.

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**Department: | Communications Department**

Communications focus on d49.org family of websites, back to school and bond/mill levy materials

**Current and Ongoing Activity**

**Trust** - Overview movie for School Finance Plan along with Zone specific videos in production. Posters for school offices in development. Print “one pagers” for individual campuses delivered.

**Community** – Volunteer 49 program to manage database, track volunteer programs and hours about to enter implementation phase.

**Best District -**

**Portfolio of Schools** - IIR, PPSEL and RMCA migration to SchoolWires underway now that coordinated schools are rolled out. Consistency of school websites will make it easier for people to find information about our schools and ultimately choice into district.

**Every Student** – InTouch auto dialer system now has capability to provide text messages. Rolling out training on new functionality to schools.

**Upcoming Activity**

**Trust** - SiteImprove implementation. Vendor will monitor quality of content across more than 4000 individual pages on d49.org domain. Broken links, selected words and phrases, valid email addresses all sent via report so that we can maintain brand uniformity and data quality to provide highest level of trust.

**Community** - Positive brand awareness/informational media campaign in development to run in 60 days prior to November election.

**Best District** – Informational campaign will run through school year about functionality on new website. Staff and families will be introduced to different tools available to better inform and make more efficient use of website.

**Portfolio of Schools**

**Every Student** - New digital messaging strategy. Moving from Falcon Insider to directly targeting messaging via data gathered from cookies placed on new website. Messages will be shorter and of direct interest to each user

**Department: | CTE****Current and Ongoing Activity**

**Staff Training**

Currently 17 staff members were enrolled and have completed the EDU 250 version 2.0 CTE credentialing class

Currently 17 staff members are currently enrolled and working on completing the EDU 251 version 2.0 CTE credentialing class

**FALCON D49 attends HOSA National Conference**

Thirty-two members of D49 HOSA-Future Health Professionals attended the 2014 HOSA National Leadership Conference in Orlando Florida in late June. Every Falcon HS HOSA student advanced to second round national competition, which is quite an accomplishment given there were over 6,400 competitors from forty-nine states and Puerto Rico in attendance. Of the twenty Colorado delegates who placed in the nation's top ten in their respective events, *twelve* were from Falcon High School:

Emergency Medical Technician: Tyler Rohr and Daniel Snelling (6<sup>th</sup> place);

Biomedical Debate: Kristian Chapman, Mark Estrada, Shane Falzon, and Melanie Finley (8<sup>th</sup> place); and

Parliamentary Procedure: Lisl Davies, Marissa Maikell, Ciara Moore, Kayla Pilcher, Isaiah Rivera, and Alize Wilson Ramirez (7<sup>th</sup> place).

Vista Ridge HOSA students were new to the national conference this year and one student Rebekah

Poplawski placed in the top 10 for Nursing Assistant and was also awarded with the Barbara James Service Award.

In addition to competing in various events, students attended symposiums and exhibitions on medicine and healthcare, along with networking with individuals and agencies from all over the country.

Falcon HOSA members Mark Estrada and Shane Falzon represented Colorado HOSA as President-Elect and Vice President of Events at NLC, leading the delegation of 192 in an effective and admirable manner.

**Upcoming Activity****Department: | Safety and Security****Current and Ongoing Activity****Training**

Prior to the start of classes beginning, all district security officers participated in a mandatory security officer training class that took place July 28-30, 2014. The training was a huge success. As you made be aware, a positive story came about with local media. Some key points of the training are as follows. Dr. Lou Fletcher provided a cultural class; team-building exercises at SCHS, Emergency Management course, Suicide

Awareness, and numerous other subjects were covered. In addition, SRO's from numerous other school districts participated in the training.

### **Building Threat Assessments**

With the assistance of Officer Reeser, SCHS SRO, all Elementary campuses, FVA, PLC, and the homeschool had a threat assessment completed. All Middle and High School campuses will have one completed within the next couple of weeks. Mr. Watson has assigned the campus security officer's at those locations to work with their admin to have them completed.

### **Site Visits**

On the first day of school, Mr. Watson was able to physically patrol every campus in District 49.

## **Upcoming Activity**

### **Traffic Evaluations**

Mr. Watson will be working with local law enforcement, as well as building leaders to discuss ways to improve traffic flow in and around District 49 campuses.

### **Campus Patrols**

Mr. Watson will continue to patrol District 49 campuses and provide a security presence at all schools. In addition, he will continue to work with building administration to complete individual site emergency plans.

### **Unannounced Emergency Drills**

Between now and Fall Break, Mr. Watson, along with district SRO's will conduct an unannounced emergency drill at each district school to evaluate that schools preparedness in the event of an emergency.

### **Staff Training**

Mr. Watson will be requesting each building Principal allocate approximately 20-30 minutes at an upcoming staff meeting to review emergency procedures and expectations.

**Department: | Cultural Capacity**

The Cultural Capacity paradigm is a continuous process that requires buy-in from the Falcon School district 49 Community of Practice. In the early stages definition and exposure set the stage for intervention and the implementation of the multilevel multicultural education program.

**Current and Ongoing Activity****Cultural Framework**

The concept of Coaching Cultural Capacity was presented to the Board. The latter was well received by Board Members and district administrators. The requirement to report to the Board quarterly was levied and accepted. There was a Cultural Introduction presented to all of the district's incoming teachers; the presentation was very well received and generated significant dialog. There was an anti-bias presentation conducted for all of the district's Resource Officers; also well received. The work on a new course "Creating Cultural Capacity" is ongoing in the Schoology Learning Management System. A draft of a revised Code of Conduct and an exploratory study of the need for a common discipline matrix are also ongoing.

**Department of Justice**

The Department of Justice agreement was revised and submitted to Kelly Gardner, Esq. for review (mid-July). There has not been any feedback to this point; however, the lines of communication have been established.

**Community Outreach**

Participated on CSPD Police Academy anti-bias panel and United States Air Force Academy transition assistance panel. Drafted scholarship guidelines and application for a community member sponsored award that would benefit students at Falcon High School.

**Upcoming Activity**

Continue work on "Creating Cultural Capacity" and follow up on DOJ to finalize agreement.

**Department: | Enrollment Management and Infinite Campus (IC)**

Central Enrollment is the doorway to the district; therefore, processes are being reviewed daily to add efficiency and customer focus. IC is a cog in the process of creating efficiency in the district.

**Current and Ongoing Activity****Enrollment Backlog Mitigation**

The first 30 days have been a period of observation to identify inefficiencies in the process. Several challenges have been found and changes are being implemented. Requirements have been presented to the IC representative and solutions are under discussion. A radio button has been added to the district's home page to facilitate visibility and access.

**Upcoming Activity****Process Documentation & Customer Service Training**

There are no written procedures or process checklists for enrollment; therefore, the staff will be tasked to map the processes to create a repeatable efficient process flow. Customer service will be modeled for staff and the staff focus will become customer-focused to support all stakeholders effectively.





## From the desk of the Chief Operations Officer Board of Education Monthly Report

August 12, 2014

Dear Board Members,

Now that school is back in session, Operations is in full swing. We managed to get through the first week of school with only a few minor issues. The Facilities team completed a number of projects over the 6 weeks that we had during the summer break. Most notably the interior projects, exterior projects and the cafeteria pit infill project at the Horizon Middle School. The curb appeal of this school has improved dramatically.

In the area of transportation they are experiencing a bus driver shortage. The Director of Transportation was very thankful that we have a 2-week delay before athletics kicks in. This will give the Transportation team time to get several "in training" drivers operational.

The Nutrition Services team and leadership are busy phasing in all of the new federal school lunch program mandates that went into effect on July 1, 2014.

The new artificial turf project is complete at Falcon High School. The football team and soccer team are using the field and have expressed a great deal of gratitude for installation of the new turf. As you enter the hallways at Falcon High you will also notice a big difference on their floors. Over the summer we stripped and installed a gloss finish on the main hallways. This has paid a great deal of dividends. The teachers, students and staff have noticed the difference.

Our Facilities & Grounds departments are now planning a number of capital projects that need to be completed over the course of the school year.

Best wishes,

Jack W. Bay, MBA

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## Facilities & Maintenance

### Ongoing

1. The TLC (Bus Driver) paint team will be back in action during fall break. We have 1 project request at Falcon High School and are taking additional requests.
2. Complete approved 2014-2015 capital projects by June 30, 2015.
3. Completing a comprehensive physical plant inventory to be integrated with our School Dude operating system.
  - a. This would be a basis for our preventive maintenance and long term capital needs assessment program. - Project is **90%** complete.
4. Mitigating operating or capital needs safety issues throughout the District including ADA access issues.
5. Big Rock #3 - Engaging with our peer district and outside organizations to determine best practices in our quest to become the "Best School District" to learn, work and lead.

Our Facilities, Operations and Maintenance department mission is to provide **safe, comfortable, & aesthetically** pleasing facilities for our students, staff and community stakeholders through timely communication, accurate analysis, and effective use of resources.

### Upcoming

1. School Dude University Fall Conference – we will be attending this operating system university conference in order to properly setup our work order, energy management, asset management and inventory system to efficiently generate our dash board reports. This will improve our overall management of our daily work program.
2. Schedule all school campus site operational/capital assets reviews with the various principals in November 2014- January 2015.
3. Revamp the job descriptions and evaluation tool for all Facilities positions.
4. Building and facilities quality assessment program will be conducted in the fall to create a quality baseline.
5. Replace roof at Remington Elementary School in Fall 2014.
6. Installing a lightning mitigation protection system at Woodmen Hills Elementary in August 2014.
7. Staffing the restructured Safety & Health Compliance Supervisor and the Fire Electrical Supervisor BOE approved positions.
  - a. The hiring process for this key position will be completed in August 2014 for both positions.
8. Big Rock #2 - supporting our capital bond campaign messaging, community engagement, etc.
9. Big Rock #3- Provide staff training for the Facilities and Building Maintenance teams as part of the annual comprehensive training program during fall, winter and spring and summer breaks for 2015 fiscal year.

### Completed:

1. The TLC (Bus Drivers and Building Admin support) paint team completed 11 school site and 2 support office projects over the summer break.
2. Worked with a student volunteer to install dugouts for the Vista Ridge softball team
3. Completed a mitigation plan to resolve several OCR issues that have surfaced at Vista Ridge High School in a random review in August 2013.
4. BOE Approved the administration's prioritized 2014-2015 capital projects.
5. Upgraded the exterior and all modular classrooms. Completed the district wide Modular Paint Project.
  - a. 11 school campuses have had their modular classrooms painted.
6. Hired a new Executive Administrative Assistant – Jennifer Kiggins.
7. Completed a comprehensive staff and operational budget for the fiscal 2015 budget.

## Grounds

### On Going

1. Complete approved 2014-2015 capital projects by June 30, 2015.
2. Working with the Falcon High School athletic leadership and the baseball coach to improve the baseball infield.

### Upcoming

1. Installation of 2 small artificial turf areas at Remington and Ridgeview Elementary.
  - a. Timeframe
    - i. Remington August 2014.
    - ii. Ridgeview August 2015 – pending availability of funds.
2. Reviewing and updating all department job descriptions to separate evaluation tool.
3. Preparing all equipment needed for the winter weather conditions.

### Completed

1. Artificial turf installation on the stadium field at Falcon High School.
2. Prepared all athletic venues for initial fall competition.

## Transportation

### Ongoing

1. Marketing campaign to attract new drivers.
2. Reviewing and updating all department job descriptions to separate evaluation tool.
3. Big Rock #3 - Working to improve transportation management information system to provide key performance indicators.

### Upcoming

1. Capital purchase of 5 new busses from the 2014-2015 capital allocation.
2. Enhance the transportation website.
3. Preparing for a department update for the BOE Sept 2014.
4. The annual Chili Cook-Off October 2014.
5. The annual Santa's Toy Express Event.

### Completed

1. Completed the new bus barn electric service capital project.
2. New bus driver orientation for July 2014 and the start of the 2014-2015 school year.
3. Annual CDE required training for all staff.
4. Updating the transportation handbook for the 2014-2015 school year.
5. Conducted the National Association for Pupil Transportation's annual bus safety poster contest with our students and staff.

## Nutrition Services

### Ongoing

1. Continue to locate and incorporate high quality, nutritious, child friendly foods into the menu that meets the financial constraints of the program.
2. Continually monitoring and striving to exceed or meet their breakeven point at the end of fiscal 2014.
3. Working to integrate new federal school lunch program mandates.

### Upcoming

1. A comprehensive department operational update planned for the September 2014 BOE meeting.

### Completed

1. Attended the National School Lunch Association national conference in Boston (July 2014).
2. Summer CDE school nutrition workshops for certification and continued professional development for the Nutrition Services staff.
3. Completed their welcome back employee startup session in August 2014.



## BUSINESS OFFICE

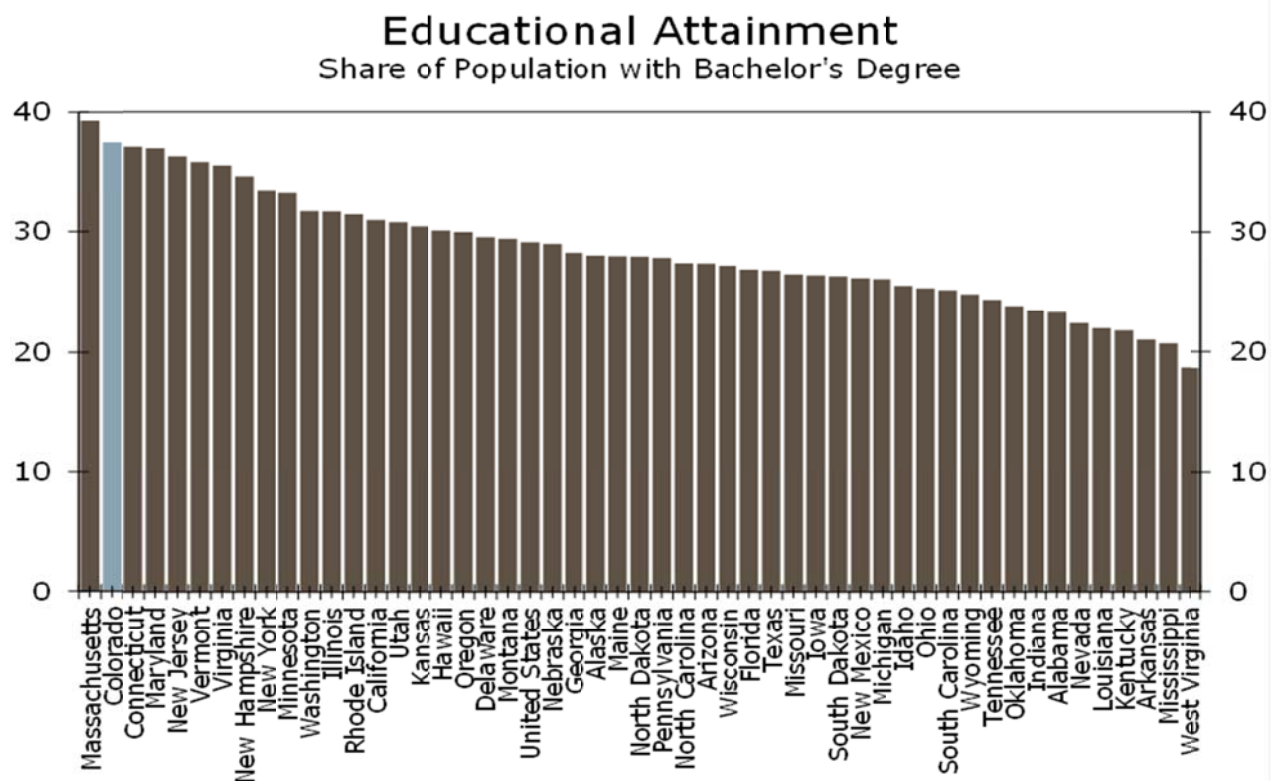
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### July 2014 Chief Business Officer Update

Well, if I hear one more person ask if it slows down for us in the summer, I will show them this update. One of the byproducts of the district's preferred calendar that has school start earlier than most districts is that there is a correspondingly shorter amount of time to get project work done while students are out of the buildings. While the biggest crunch is felt in facilities and maintenance, secondary effects are felt in the business office in order to support them in those efforts.

#### General Economic Condition

Hopefully, most of you know that I have been a member of the Board of Trustees for Colotrust for several years now. Colotrust is the state's largest Liquid Government Investment Pool (LGIP) and is a leader nationally for this type of cash management strategy. A primary benefit of that service is access to good economic information that I have shared with you in the past. In a recent meeting where a national economist from Wells Fargo presented, it was noted that Colorado has a very highly educated workforce. In fact in terms of persons holding a bachelor's degree or higher as a percent of total population, Colorado, with approximately 38%, ranks second only to Massachusetts and their 39.5% number; and Colorado is the only western state in the top ten.



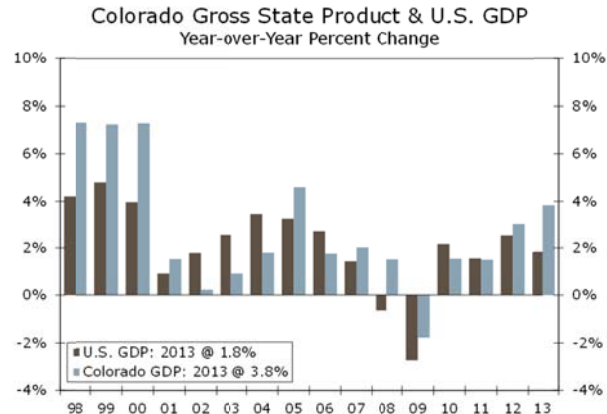
Source: U.S. Department of Labor and Wells Fargo Securities, LLC



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Through the recession and the recovery, Colorado has usually done better than national averages. Measurements like Gross Domestic Product (GDP) and unemployment show Colorado doing well and outperforming national averages. One item related to unemployment that particularly good for Colorado is workforce participation.



Sources: U.S. Department of Commerce and  
Wells Fargo Securities, LLC

The high participation rate actually hurts the normal, published, unemployment rate, so with June 2014's Colorado unemployment reported at 5.5%, it does paint a fairly good picture.

Of course, we still know that Denver dominates the state economy, with almost 60% of the state's population located there. Therefore, the strength of the state's economic performance will also be seen there and cities close to the Denver metro area. Indeed Denver, Boulder and Greeley are leading the pack in economic recovery, while Pueblo, Colorado Springs, and Fort Collins are just behind, with Grand Junction still yet to escape the recession.

### District 49

With school starting again, we have normal 'ramp-up' activities happening as well as normal year-end activities. The District's annual audit is on the horizon with fieldwork scheduled for mid-September. The way-too-early peaks at enrollment for 2014/15 are encouraging, looking like our growth will exceed budget.

The finance department is happy to announce a new staff member that has come on board to replace a departing employee. Jessie Williams has come on board in the role of senior accountant. Jessie will help diffuse some of the workload currently placed on Ron Sprinz as Budget Manager and Fran Christensen as Accounting Manager and allow our processes to be designed with proper concern for segregation of duties in cash management.

With all that said, the following pages demonstrate some of the work currently happening throughout the Business Office.



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### **Risk & Benefits Department: Shannon Hathaway, Manager**

- The 2014/15 property & liability insurance renewal has been a main focus and is now completed with a few minor follow ups needed. We also changed our broker for these services to CB Insurance and that transition has gone well.
- Unemployment claims / hearings are being handled as they come in. In the summer our unemployment claim attention goes way up.
- Work comp injury reports are being entered and investigated as they come in. We had 2 claims that could be considered large take place in the first week of school that involve a student and teacher aides.
- New hire paperwork and insurance change forms are being processed in all of the on-line systems and Alio – as they come in. We have a large number of new hires and their paperwork in process for 10/1 insurance.
- I have recently opened 2 claims with our liability insurance. One for an employee ADA complaint and the other for a minor bus / parked car incident.
- HSA transfers and balancing are always a monthly priority.
- Cobra paperwork is sent monthly to resignations and terms.

### **Planning Department: Melissa Andrews, Manager**

#### **Capital Planning Committee (CPC)**

- Worked very closely with architects to pin down costs as closely as possible utilizing current pricing on actual projects with a projected inflation rate. Due to the rapidly increasing construction costs, the original package selected increased in cost from \$135,706,695 up to \$158,167,945.
- Generated ideas that would keep the integrity of the CPC's vision intact, while bringing down total budget, such as taking two 600 student and one 900 student schools and converting those projects into two 1125 student school, thus increasing seating capacity by 150 yet reducing cost by \$21 Million.
- After presenting the updated costs along with the additional package option, the Board selected the new option and selected the 1225 student building size. The total package totals \$132,142,945.
- We have held several design meetings with the foundation charter Board for the Trail Ridge High School building. The conceptual design and elevations are complete and no additional work will be done on the design until this is approved and funding becomes available.



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### Development

- Responded to a referral letter from the city that the District was interested in Fees in lieu of land for a phase two and three of the Wilshire development. The City Planner also asked for comment back on a letter that was submitted by District 49 in 2005 which stated the District was not satisfied with the land dedication as it fell in the middle of the Sand Creek flood plain and that we would never be able to place a school building there. The Developer made contact stating that in phase 1 of the development he over dedicated land and asked the District to waive fees or land dedication on phase 2 and 3 because of the over dedication. I have asked that he take the original dedicated land back and pay fees in lieu for all three phases. He is consulting with the City. \*Update: The Developer never contacted us back to discuss his feedback from the City, rather the topic came up at one of the City meetings and we received feedback through the media.
- Consultant for Forest Meadows contacted us to ask for a land swap of 22 acres dedication in Forest meadows to 30 acres near highway 24 and Falcon Highway. The site is nice, but trying to reach the developer to discuss a buffer from the roads. We have left messages for the developer and have not received a phone call back.

### Planning

- Assessing initial student enrollment
- GOCO Grant application – working with a firm to determine if one of our schools qualifies for a GOCO playground grant.
- Bonding
  - Providing detailed information and drawings on proposed bond projects to the communications department for information purposes.
  - HMS Park land – have spoken with county parks, assessor, county planners and county attorney. Found that we have a deed to the school district with a reverter clause in it that states that the land must be used as a park, or it will revert back to the county. The County attorney is interested in having our attorney clean it up to state that it must be used as a school or park and may not be sold for development purposes. This matter will have to be approved by our board and then go before the Board of County Commissioners. \*Update – The county attorney was supposed to be sending out attorney a draft of the resolution they want the County Commissioners to adopt. As of the 6th of August, they had not done so. Our attorney is following up on that.
  - Geo-coded Students into maps and started producing study areas to see how building locations will impact neighborhoods.
- Interactive District Maps have been updated and corrected from the original version this year. There is still one small area that needs addressed on naming.



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### Ongoing Projects

- PLC Butler Building – Modified Butler building for open concept like FVA. Left one classroom all other walls have been removed, counter top lines  $\frac{3}{4}$  of room for computer workstations, repainted all walls, added electricity and ventilation to closets for computer cart recharging. Still need to get security cameras installed. Minor touchups are to be completed by contractor before signing off on project.
- Traffic Flow Issues – Met at VRHS and IIR with safety to look at alternate traffic patterns during drop off and pick up to get more parents off of the roads. A meeting with City traffic is being scheduled.
- Lease and Purchase contract was signed by Springs Ranch Church. RMCA is sub-leasing from us until the construction on their building is complete. We have started taking care of the lawns and have had the Striping of the parking lot started.
- FVA Basket Ball Project – The project has been approved and costs are coming in.
- Verizon on Cell Tower lease at SCHS- construction is in progress. Contractor found a lease from 2001 between D-49 and Banc One, lasting until 2023. No one at the district was aware of the lease, so we are reviewing.
- Falcon Broadband
  - Kjersti revised contract with Brad Miller's recommendations for contracts to be modified. Had phone conference with Falcon Broad Band discussing contract and they are asking for fees to be removed.
- POD at EIES
  - Engineers are finished and everything has been submitted to state. State inspector is out of town until June 15.
  - Issues with carpet – Carpet received was not what was ordered. We should have a 10 year warranty. Jack is working with manufacturer; and requested US modular and carpeting manufacturers to have meeting with District
- VRHS Civil Rights Findings
  - Engineering in progress for back parking lot Toni is working with concrete company this week
  - Handicap bars in showers in process and shower modifying seat. (Must be complete by August 14).

### 2014-2015 Capital Projects

- The Priority 1's (health, safety, ADA, and code compliance) totaled 3,000,000 and were approved for funding.
- Held a kick off meeting to assign projects and have purchasing in the loop so she could plan her schedule.
- Projects:
  - FHS Turf – Complete, but G-max requirements were not met; waiting on Jack and CJ on acceptance or correction instructions.





## BUSINESS OFFICE

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Tel: 719-495-1100 • Fax: 719-494-8922 • [www.d49.org](http://www.d49.org)

- District wide Elementary Restroom Flooring – 95% complete. Cove base is remaining.
- Bus Replacement – Buses have been ordered, and are currently being built.
- HMS MH Room – Bids came in too high, Jack is revising design.
- RES Roofing
- Lightning mitigation
- Complete 2014-15 Projects:
  - Grounds Truck Replacement
  - HMS Cafeteria Pit
  - Gate for Transportation
  - Gas Boy Software
  - Transportation air compressor
  - OES and SES De-escalation rooms

### 2013-2014 Capital Projects

- Projects
  - Parking lot overlay FES – in process, to be completed by 6/13
  - Parking lot striping – in process
  - FHS – Intercom System – LVW still getting pricing to us. Ron will be pushing to get this going.
  - Electrical service for all Buses –98% complete. There are some outlet issues that the manufacturer will be replacing. There is a spall punch list that is being worked through. A final inspection is scheduled this week, but it is all operational.
  - Painting Exterior of Modulares –98% complete. Just double checking all locations for any touch up that may be needed.



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### **Accounting: Fran Christensen, Manager**

#### Seasonal and/or one-time items of focus in Accounting:

- Worked with auditors during June interim audit fieldwork
- Prepare Schedule B contacts for FY 14/15
- SDMS processing including meetings with SDMS & Transportation regarding payment problems; SDMS and Kids Corner for initial setup.
- Meetings with SDMS & Transportation regarding payment problems
- Annual Finance 101 Training for Admin Secretaries
- Train new employees on SDMS
- IDEA year end cleanup
- Submitted IDEA 14/15 budget to CDE
- Grant backup
- Creating a State/Federal Awards Policy & Procedure Manual based on new Federal guidelines
- Set up Fund 75 in Alio
- Grant EOY reconciliations
- Title grant consolidated application and budget preparation and submission to CDE for 14/15
- Clean up local grants for year end
- Set up local grant carry forwards
- Set up Federal grants in Alio for FY14/15
- Set up two new wellness grants
- Year-end account cleanup

#### Routine, functions and processes:

- Process PO's
- A/P processing and check printing
- Ghost card pymts and recons for Nutrition Svcs, IT and Facilities
- Pcard audits and review of backup
- T-Mobile reconciliation
- Cash receipt entry
- Credit card processing for MacBook purchases
- Transportation/school trip entries
- Select G/L account reconciliations
- Daily accounting duties (AJE posting, Payroll review and coding, journal entries, PO approval, etc)
- Miscellaneous every day problem solving
- Cash management
- Bi-weekly AJE's
- Monthly Bank Reconciliations including school (petty cash) accounts

#### Ongoing Issues

Communication problems between SDMS, Pay For It and I/C



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### **Purchasing and Contracts: Kjersti McKee, Manager**

#### RFPs/RFQs/Contracts in process:

- 2014-135-05 Remington Elementary School Roof Replacement: RFP was posted July 31, 2014 and bids are due August 28, 2014. There is a mandatory pre-proposal conference on August 7, 2014.
- Woodmen Hills Elementary School Lightning Protection.
- Remington Elementary School Artificial Turf (in lieu of playground surface): Jack Bay is getting three quotes. The playground surface will be included in a future grant application.

#### Recent Awards/Contract Changes and Adjustments:

- 2014-710-04 Grounds Maintenance Truck: awarded to Johnson Auto Plaza on July 31, 2014.
- Bus Parking Lot Gate: awarded to Taylor Fence.
- Buses: purchased using NJPA Cooperative Purchasing Agreement (no bidding required). Purchase Order was issued on July 10, 2014.
- Fuel Management System: purchased using NJPA Cooperative Purchasing Agreement (no bidding required). Purchase order was issued on July 17, 2014.
- Transportation Compressor: Purchase order was issued on July 9, 2014.

#### Under Review:

- 2014-225-02 Horizon Middle School MH Teacher's Lounge Remodel: there are insufficient funds for this project. Jack Bay is working with the architect and a contractor to value engineer the project to fit within the budget.

### **CONTRACTS**

- 2014-135-003 CPS Technologies: contract for Remington Elementary School Playground Master Plan.
- Relatrix Corporation: contract for EZ Volunteer software.
- Siteimprove: contract for a hosted service to crawl our website every five days to review the quality.

### **DISPOSAL**

- Discussing with Jack Bay that Facilities handles all non-IT disposal.
- Vista Ridge weight lifting equipment.

### **OTHER**

- Verizon Wireless: working on site design and lease at Sand Creek High School.
- T-Mobile: monthly billing corrections.
- Set up of new purchase orders for 2014-2015 school year: copier usage, copier lease, broadband, CCS, NewCloud Networks, Schoolwires, West Tech Communications and Total Office Solutions.
- Working on improvements to the Voice Over IP system, including the phone and equipment at the main office front desk.



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### **Payroll Processing: Debbie Knoerr, Manager**

#### **ALIO**

- Self-serve employee portal ordered
- Working with retirees/terminated employees and new hires
- Paid the personal days not used and the sick leave over 120
- Worked with John on Bank % of pay-part 1 is tested and appears to be working correctly. After Sept payroll we will test the 2nd half which is actually paying the employees from the banked money.
- July payroll-no supplementals

#### **NOVATIME**

- Added the new calendars to Novatime
- Added and trained some new timekeepers and admin
- Secretaries meeting
- Scheduled my Workman's comp audit for Aug 20th
- Met with Steve Wiseman, Susan and Shannon to discuss the American Fidelity enrollment for the upcoming year

### **Budget & Finance Department: Ron Sprinz, Manager**

- Regular finance duties (AJE posting, Budget Transfers, Fund 74 Exp Transfers, etc)
- Disbursements transparency reporting
- Medicare database
- Loaded 2014/2015 Budget into Fund 75
- Created process to move balance of Fund 74 accounts onto Balance Sheet Deferred Revenue for 13/14 Year-End, this process will be used on a go forward basis to account for cash balances on a monthly basis.
- Process District Credit Card (P-Card, Travel Cards) transactions / requests and GL entry
- Routine miscellaneous P-Card & Travel Card questions
- Various On-Site P-Card trainings and P-Card on-call duties
- Routine miscellaneous budget questions
- Updated Payroll Staffing Models & had Meetings with Zone Leaders and various Principals to discuss projected 2014/2015 Budgets
- Approved personnel requests through Applitrack
- Nutrition Spreadsheet and Journal Entry – worked with Monica to make sure ALIO ties up to Nutrition services numbers
- Transportation Spreadsheet and Journal Entry – Working to get Activity report to show only activity through prior month
- Worked with Zone Leaders on final budget numbers for 14/15, loaded Personnel, Facility, Extracurricular & School managed budgets for the four educational zones.
- Updated numerous Spreadsheets to accommodate 14/15 data.



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

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Donna Richer, BOE Executive Assistant
<b>TITLE OF AGENDA ITEM:</b>	Approval of 2014-2015 and 2015-2016 BOE Meeting Dates
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Regular Board of Education meetings have typically been held on the second Thursday of the month and work sessions have been held on the fourth Wednesday of the month.

November work sessions have been moved up due to the holiday break. A July work session has been added to accommodate any spring charter school applications. Work sessions in May, and December have not been scheduled due to graduations and breaks.

**RATIONALE:** The staff and public are accustomed to regularly scheduled Board of Education meetings.

**RELEVANT DATA AND EXPECTED OUTCOMES:** By approving board meetings in advance and aligning that approval with the school calendar, it provides continuity and encourages planning.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	Regularly scheduled Board of Education meetings invite strong community participation.
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:** N/A

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to approve the 2014-15 and 2015-16 Board of Education meeting dates as presented in the attached documents.

**APPROVED BY:** Tammy Harold, Board President

**DATE:** August 1, 2014



## **BOARD OF EDUCATION 2014-2015 Meeting Dates**

### **Regular Meeting Schedule**

*July 10, 2014*  
**August 14, 2014**  
*September 11, 2014*  
**October 9, 2014**  
*November 13, 2014*  
**December 11, 2014**  
*January 8, 2015*  
**February 12, 2015**  
*March 12, 2015*  
**April 9, 2015**  
*May 14, 2015*  
**June 11, 2015**

### **Work Session Schedule**

*July 23, 2014*  
**August 27, 2014**  
*September 24, 2014*  
**October 22, 2014**  
*November 19, 2014*  
**December – no meeting scheduled**  
*January 28, 2015*  
**February 25, 2015**  
*March 25, 2015*  
**April 22, 2015**  
*May – no meeting scheduled*  
**June 24, 2015**

### **Location of meetings:**

**Board Room  
Education Service Center  
10850 East Woodmen Road  
Peyton, CO 80831**

### **Time of meetings:**

**6:30 p.m.**

For further information, please call Donna Richer at 719-495-1128 or email [dricher@d49.org](mailto:dricher@d49.org).

***Please note:*** The regular Board of Education meetings are scheduled on the second Thursday of the month and work session meetings are scheduled for the fourth Wednesday of the month unless otherwise noted.



## **BOARD OF EDUCATION 2015-2016 Meeting Dates**

### **Regular Meeting Schedule**

*July 9, 2015*  
**August 13, 2015**  
*September 10, 2015*  
**October 8, 2015**  
*November 12, 2015*  
**December 10, 2015**  
*January 14, 2016*  
**February 11, 2016**  
*March 10, 2016*  
**April 14, 2016**  
*May 12, 2016*  
**June 9, 2016**

### **Work Session Schedule**

*July 22, 2015*  
**August 26, 2015**  
*September 23, 2015*  
**October 28, 2015**  
*November 18, 2015*  
**December – no meeting scheduled**  
*January 27, 2016*  
**February 24, 2016**  
*March 23, 2016*  
**April 27, 2016**  
*May – no meeting scheduled*  
**June 22, 2016**

### **Location of meetings:**

**Board Room  
Education Service Center  
10850 East Woodmen Road  
Peyton, CO 80831**

### **Time of meetings:**

**6:30 p.m.**

For further information, please call Donna Richer at 719-495-1128 or email [dricher@d49.org](mailto:dricher@d49.org).

***Please note:*** The regular Board of Education meetings are scheduled on the second Thursday of the month and work session meetings are scheduled for the fourth Wednesday of the month unless otherwise noted.

## 2015-2016 District School Year Calendar

July

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

September

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

March

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- Orientation/Testing Day
- All Students in School
- K-12 Professional Development/Workday
- Please Refer to Specific Date
- Breaks/Vacations
- District Closed
- Veteran's Day Observed
- End of Quarter



## 2014-2015 District School Year Calendar

July

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

	Orientation/Testing Day
	All Students in School
	K-12 Professional Development/Workday
	Please Refer to Specific Date
	Breaks/Vacations
	District Closed
	Veteran's Day Observed
	End of Quarter



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

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Monica Deines-Henderson
<b>TITLE OF AGENDA ITEM:</b>	Planned Maintenance Agreement for Nutrition Services
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Planned maintenance agreement approval for maintenance and repairs on kitchen equipment operated by the Nutrition Department throughout the district.

**RATIONALE:** Planned maintenance on District's equipment allows for optimum functioning of the equipment and extends the units lifespan. Having an agreement in place that states the response time for emergencies along with a discounted labor rate.

**RELEVANT DATA AND EXPECTED OUTCOMES:** Planned maintenance on 354 different pieces of equipment. Repair and labor fees on equipment failures are dictated by the amount and type of equipment failure.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	<b><u>Major impact</u></b>
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** \$13,017.35

**AMOUNT BUDGETED:** \$13,017.35

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to approve the Planned Maintenance Agreement between Falcon School District 49 and Restaurant Equipment Service, Incorporated from July 1, 2014 through June 30, 2015.

**APPROVED BY:** Jack Bay, COO

**DATE:** July 30, 2014

# Planned Maintenance Agreement

This Planned Maintenance Agreement ("Agreement") is made as of the 1st day of June, 2014, by and between Restaurant Equipment Service, Incorporated ("R.E.S."), Colorado Springs, Colorado and Falcon School District 49 through the Nutrition Services ("District 49"), Falcon/Colorado Springs, Colorado. NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, R.E.S. and District 49 do hereby agree as follows:

Section 1. EQUIPMENT TO BE SERVICED. R.E.S. shall service and maintain, as set forth in Section 2 below, the Foodservice Equipment more particularly described (where available) by make, model and serial numbers in Exhibit "A" attached to and incorporated herein by reference, and located on the following properties in Falcon, Colorado and Colorado Springs, Colorado:

1. District 49 Commissary, Falcon, which consists of **4 REFRIGERATED UNITS (5 condensing units)**
2. Falcon Middle School, Falcon, which consists of **25 PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS**
3. Falcon High School, Falcon, which consists of **36 PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS**
4. Falcon Elementary, Falcon, which consists of **14 PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS**
5. Sand Creek High School, Colorado Springs, which consists of **29 PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS**
6. Horizon Middle School, Colorado Springs, which consists of **26 PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS**
7. Skyview Middle School, Colorado Springs, which consists of **27 PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS**

8. Evans Elementary, Colorado Springs, which consists of **14** PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS
9. Meridian Ranch Elementary, Falcon, which consists of **21** PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS
10. Remington Elementary, Colorado Springs, which consists of **17** PREPARATION , COOKING, REFRIGERATION AND WAREWASHING UNITS
11. Ridgeview Elementary, Colorado Springs, which consists of **18** PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS
12. Springs Ranch Elementary, Colorado Springs, which consists of **18** PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS
13. Stetson Elementary, Colorado Springs, which consists of **19** PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS
14. Woodmen Hills Elementary, Falcon, which consists of **20** PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS
15. Odyssey Elementary, Colorado Springs, which consists of **18** PREPARATION, COOKING, REFRIGERATION AND WARE WASHING UNITS
16. Patriot Learning Center , Falcon, which consists of **27** PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS
17. Vista Ridge High School , Falcon, which consists of **36** PREPARATION, COOKING, REFRIGERATION AND WAREWASHING UNITS

R.E.S. and District 49 further agree that additional properties may be added to the Agreement upon the same terms and conditions contained herein by written addendum written by both parties.

Section 2. SERVICES TO BE PROVIDED. In consideration of the amounts set forth below, R.E.S. agrees to provide the following planned maintenance and service for the properties subject to this agreement a minimum of every 12 months:

1. Inspect all electrical, manual, and mechanical components on preparation equipment.
2. Lubricate all required joints, bearings and fittings on preparation equipment.
3. Clean all dirt and debris from filters, fans, fins and grates on preparation equipment.
4. Thoroughly test for proper operation of preparation equipment.
5. Suggest further repairs needed to maintain O.E.M specifications and safety on preparation equipment.
6. Inspect all electrical, manual, and mechanical components on cooking equipment.
7. Lubricate all required joints, bearings, gas valves and fittings on cooking equipment.
8. Clean all dirt and debris from filters, fans, and grates on cooking equipment.
9. Thoroughly test for proper operation of cooking equipment.
10. Suggest further repairs needed to maintain O.E.M specifications and safety on cooking equipment.
11. Inspect all electrical, manual, and mechanical components on warewashing equipment.
12. Lubricate all required joints, bearings, and fittings on warewashing equipment.
13. Clean all dirt and debris from filters, and grates on warewashing equipment.
14. Thoroughly test for proper operation of warewashing equipment.
15. Suggest further repairs needed to maintain O.E.M specifications and safety on warewashing equipment.
16. Inspect all electrical, manual, and mechanical components on refrigeration equipment.
17. Inspect sealed system for any possible refrigerant leaks in refrigeration equipment system.
18. Lubricate all required joints, bearings, and fittings on refrigeration equipment.
19. Clean all dirt and debris from filters, fans, fins, grates and condensers on refrigeration equipment.
20. Thoroughly test for proper operation of refrigeration equipment.
21. Suggest further repairs needed to maintain O.E.M specifications and safety on refrigeration equipment.

Section 3. PRICE FOR SERVICES. In consideration for R.E.S. providing services set forth in section 2, District 49 agrees to pay R.E.S. \$13017.35 per planned maintenance covered by this Agreement for each time that said properties are serviced during the existence of this Agreement. District 49 agrees that all planned maintenance and services designated in Section 2 above shall first be performed as soon as possible following the acceptance of the agreement by District 49 in 2014, and shall be conducted every 12 months thereafter.

R.E.S. shall invoice District 49 for all service performed under this agreement within five (5) days of said services and District 49 shall pay such invoices in accordance with its normal procedures.

Section 4. COST OF ADDITIONAL LABOR AND RESPONSE. (DISCOUNTED RATE) R.E.S. further agrees to provide to District 49 such emergency or additional labor as is requested by District 49 for repairs and maintenance over and above its regularly described planned maintenance services. Such emergency and additional labor shall be provided by R.E.S. at a discounted rate of \$ 84.00 per hour for regular time and the rate of \$ 126.00 per hour for after hours time. For the purposes of this agreement, after hours time shall be considered all time between 5:00 p.m. and 7:00 a.m. M.S.T. Monday through Friday and all day on Saturday. Sunday is billed at a rate of \$168 per hour and holidays are billed at \$252 per hour in which RES is normally closed.

R.E.S. further agrees to respond to all emergency service calls within 4 hours from the time call was placed with R.E.S.. R.E.S. agrees that if response to emergency calls is not met within said time and after hours service is required, the regular rate of \$84.00 per hour will be charged versus the overtime rate of \$126.00. This Addendum to the Agreement is valid for all calls placed before 3:45 p.m. M.S.T. Monday through Friday. Calls placed after said time may require the overtime rate if service is required past 5:00 p.m. M.S.T..

Section 5. PRICE FOR REPLACEMENT PARTS. R.E.S. further agrees to provide to District 49 all necessary and approved parts at a discount whenever possible.

Section 6. PRICE FOR REFRIGERANT. R.E.S. further agrees to provide to District 49 with necessary refrigerant at the price of \$ 20.00 for R22, \$ 12.00 for R404A, \$ 12.00 for R134A, \$ 35.00 for R408A, and \$ 35.00 for R409A. and \$ 35.00 for R414B. These prices are per pound and subject to change upon R.E.S. providing District 49 with thirty (30) days written notice of such change.

Section 7. WARRANTY. R.E.S. further warrants and agrees that work, services, labor and/or material provided hereunder shall be done in a workmanlike manner and in accordance with all governmental laws, regulations, requirements, and standards of the United States of America and the State of Colorado, including but not limited to the rules and regulations of the Federal Environmental Protection Agency and the Colorado Department of Public Health and Environment. Typically, a SIXTY (60) day parts and labor warranty will be

given on new parts installed and repairs made to sealed systems.

Section 8. RELATIONSHIP OF PARTIES. It is understood and agreed by the parties that the relationship of R.E.S. to District 49 is strictly that independent contractor and that R.E.S. is neither an employee of District 49 nor does R.E.S. have any ownership of District 49. The parties further agree that this Agreement shall not be construed as a joint venture or partnership and that R.E.S. is not and shall not be deemed to be an agent or representative of District 49. As an independent contractor, R.E.S. shall utilize its own employees, equipment and tools. The working conditions, wages, salaries and other forms of compensation of R.E.S.'s employees shall be the sole responsibility of R.E.S.

Section 9. INSURANCE. R.E.S. does further agree and covenant that it will procure the type(s) and amount(s) of insurance coverage specified on Exhibit "A" attached hereto and incorporated herein by reference in connection with the work, services, labor and/or materials to be rendered to or for the benefit of District 49 with R.E.S. to be named as an additional insured and/or alternative employer on said insurance policy(ies). Said insurance policy shall be in an amount sufficient and satisfactory to District 49 and shall contain a provision whereby the insurance company waives any rights of subrogation or rights to pursue claims against District 49 and shall contain a provision covering contractual indemnification liability. Further, R.E.S. will furnish a certificate of insurance, evidencing the type(s) and amount(s) of insurance coverage which designates and names District 49 as the insured on the policy and sets forth the waiver outlined above upon request of District 49. In addition, R.E.S. agrees to furnish District 49 with such additional or updated certificates of insurance as District 49 may request from time to time.

Section 10. INDEMNITY. Notwithstanding any provision to the contrary, District 49 does hereby for itself, and its heirs, executors, administrators, officers, directors, shareholders, partners, owners, employees, agents, representatives, subcontractors, successors, and assigns, agree and covenant to indemnify and save and hold harmless and defend R.E.S. and its affiliates, officers, directors, shareholders, agents, employees, successors and assigns from any and all claims, demands, actions, causes of action, suits at law or in equity, damages, liabilities, fines, costs, expenses, and losses of any kind or nature whatsoever, including, but not limited to, loss of profits, whether now known or unknown, contingent, unliquidated, direct or indirect, which

may now exist or which may hereafter arise out of, or are connected with or are related to supplying and/or providing goods, supplies, materials, parts, freon and/or other items, goods, or services of any kind or description, to performing or providing work or services, to transport goods, or to performing or providing other work or services of any kind or description and/or to transaction business of any kind, nature, or description with, to or for and/or entering onto and/or utilizing all or any portion of any property and/or facility owned or leased by District 49 for the purposes of supplying, performing and/or providing the same regardless whether the same is provided, supplied, or performed directly or indirectly by District 49, its subcontractors, employees, representatives, agents, or assigns. The parties agree to seek recovery under this Section 9 only if the losses suffered are not covered by the policies of insurance carried by R.E.S. and payment is not made under said policies.

Section 11. TERM. The term of this Agreement shall be from July 01, 2014 through June 30, 2015.

Section 12. DEFAULT. If R.E.S. defaults in compliance with any term or covenant contained herein, District 49 shall give R.E.S. five (5) days written notice to cure the default. If R.E.S., prior to the expiration date of the notice, has neither cured the default nor given R.E.S. adequate security for the remedy thereof, then District 49 may, at its option and without waiving or releasing any obligation or default on the part of R.E.S., immediately terminate this Agreement without notice or take any other such action available in law or equity as District 49 deems appropriate to remedy R.E.S.'s breach or default, including the right to contract for or hire with another person or entity to complete the specified work or remedy the breach and offset the amount charged by such person or entity against any present or future amounts owed R.E.S. hereunder.

Section 13. TERMINATION. This Agreement shall remain in full force and effect until the earlier of the expiration of the term set forth in Section 11 or until thirty (30) days after written notice of termination is given to the other party; provided however, that any such termination shall not, in any event, be effective until any and all such Business Transactions undertaken or in progress at the time such notice is given are fully and finally completed and provided further, termination shall only be effective from and after the effective date of said termination and shall not affect claims, damages, demands, liabilities, losses, and other causes of action which accrued prior to the effective date of said termination.



Section 14. HEADINGS. Headings in this Agreement are for reference and convenience only and shall not be used to interpret or construe provisions.

Section 15. BENEFIT. The provisions of this Agreement shall be binding on and ensure to the benefit of both parties and their respective legal representatives, successors and assigns.

Section 16. ENTIRE AGREEMENT. This Agreement supersedes all agreements previously made between the parties relating to its subject matter. This Agreement contains all of the agreements and conditions made between the parties hereto, and there are no other understandings or agreements between them, except as otherwise provided herein. This Agreement may not be modified orally or in any manner other than by agreement in writing signed by all parties hereto or their respected successors and interests.

Section 17. PARTIAL INVALIDITY. If any section, paragraph, sentence or other portion of this Agreement or the application thereof to any party or circumstance shall, to any extent, be or become invalid or illegal, such provision is and shall be null and void, but, to the extent that said null and void provisions do not materially change the overall Agreement and intent of this entire Agreement, the remainder of this Agreement shall not be affected thereby and each remaining provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

Section 18. ATTORNEY'S FEES. It is further understood and agreed by and between R.E.S. and District 49 that if, on account of breach or default by either party of any of their respective obligations hereunder, it shall become necessary for the party to employ and/or consult with an attorney to give advice, or to enforce or demand any of such parties rights or remedies hereunder, then, and in any such event, non-performing party shall pay reasonable attorney fees, court costs and other expenses occasioned by such default(s).

Section 19. NON-WAIVER. No delay or failure by either party to exercise any right under this Agreement, and no partial or single exercise thereof, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.

Section 20. NOTICES. All Notices and communications required to be sent pursuant to the terms of this Agreement shall be given by personal delivery, be sent by mail or e-mail.

Section 21. INTERPRETATION. Whenever used herein, and to the extent appropriate, the singular shall include the plural, the plural shall include the singular, and the masculine shall include the feminine and neuter.

Section 22. ASSIGNMENT. District 49 shall not assign or otherwise transfer this Agreement or any rights hereunder without the express written consent of R.E.S..

Section 23. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

**WITNESS THE SIGNATURES** of the parties hereto on this 1st day of JUNE, 2014.

By: \_\_\_\_\_

Falcon School District 49

By: \_\_\_\_\_

Restaurant Equipment Service, Inc.

Note: Exhibit A attached as Page 9

**EXHIBIT A:**

***COST FOR PLANNED MAINTENANCE FOR EACH LOCATION LISTED ON AGREEMENT.***

FALCON DISTRICT 49 COMMISSARY	\$169.00
FALCON MIDDLE SCHOOL	\$924.25
VISTA RIDGE HIGH SCHOOL	\$1,155.95
FALCON ELEMENTARY	\$421.00
SAND CREEK HIGH SCHOOL	\$1,171.95
HORIZON MIDDLE SCHOOL	\$1,369.35
SKYVIEW MIDDLE SCHOOL	\$1,280.60
EVANS ELEMENTARY	\$421.00
MERIDIAN RANCH ELEMENTARY	\$637.25
REMINGTON ELEMENTARY	\$525.25
RIDGEVIEW ELEMENTARY	\$540.00
SPRINGS RANCH ELEMENTARY	\$533.00
STETSON ELEMENTARY	\$561.00
WOODMEN HILLS ELEMENTARY	\$589.00
ODYSSEY ELEMENTARY	\$533.00
PATRIOT LEARNING CENTER	\$796.80
FALCON HIGH SCHOOL	\$1,388.95

Water filters, co2, ice machine cleaner are included in p.m. pricing and not an extra charge. Previous years was p.m. price plus additional for water filters.



The  
**Best District**  
to Learn, Work and Lead

10850 East Woodmen Road • Peyton, CO 80831

Tel: 719.495.1100 • Fax: 719.494.8900

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**Request for Quotation 2014-740-03**  
**Restaurant Equipment Maintenance**

**Date:** June 19, 2014

**Quotations Due:** No later than 12:00 pm ~~June 30~~ July 11, 2014

**District Contacts:** Kjersti McKee  
Purchasing and Contract Manager  
Phone: 719/495-1166, Fax: 719-494-8900  
Email: [kmckee@d49.org](mailto:kmckee@d49.org)

Monica Deines-Henderson  
Director of Nutrition Services  
Phone: 719/495-1106, Fax: 719/495-1150  
Email: [MD-H@d49.org](mailto:MD-H@d49.org)

**Site Viewing:** In order for each Contractor to provide an accurate quote, the kitchens will be open for viewing from 8:00 am to 12:00 pm June 23, June 24 and June 25. The Building Manager will only be available to show the kitchens; all questions must be submitted in writing to the Purchasing and Contract Manager.

**Work Locations:**

**Falcon Zone**

- Falcon High School, 10255 Lambert Road, Peyton, CO 80831
- Falcon Middle School, 9755 Towner Avenue, Falcon, CO 80831
- Falcon Elementary School, 12050 Falcon Highway, Falcon, CO 80831

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Peter Hilts  
Chief Education Officer

Brett Ridgway  
Chief Business Officer

Jack Bay  
Chief Operations Officer

Monty Lammers  
Falcon Zone Leader

Kim McClelland  
iConnect Zone Leader

Mike Pickering  
POWER Zone Leader

Sean Dorsey  
Sand Creek Zone Leader

Initials: TS

- Meridian Ranch International Elementary School, 10480 Rainbow Bridge Drive, Falcon, CO 80831
- Woodmen Hills Elementary, 8308 Del Rio Road, Peyton, CO 80831

#### **Power Zone**

- Vista Ridge High School, 6888 Black Forest Road, Colorado Springs, CO 80923
- Skyview Middle School, 6350 Windom Peak Blvd, Colorado Springs, CO 80923
- Odyssey Elementary School, 6275 Bridle Spur Avenue, Colorado Springs, CO 80922
- Stetson Elementary School, 4910 Jedediah Smith Road, Colorado Springs, CO 80922
- Ridgeview Elementary School, 6573 Shimmering Creek Drive, Colorado Springs, CO 80923

#### **Sand Creek Zone**

- Sand Creek High School, 7005 North Carefree Circle, Colorado Springs, CO 80922
- Horizon Middle School, 1750 Piros Drive, Colorado Springs, CO 80915
- Evans International Elementary School, 1675 Winnebago Road, Colorado Springs, CO 80915
- Remington Elementary School, 2825 Pony Tracks Drive, Colorado Springs, CO 80922
- Springs Ranch Elementary School, 4350 Centerville Drive, Colorado Springs, CO 80922

#### **iConnect Zone**

- Falcon Virtual Academy, 6113 Constitution Avenue, Colorado Springs, CO 80915
- Patriot Learning Center, 11990 Swingline NE Road, Falcon, CO 80831
- Homeschool Enrichment Program, 7545 Mohawk Road, Colorado Springs, CO 80908
- Central Offices, 10850 E. Woodmen Road, Falcon, CO 80831
- Academic Enrollment Center, 4029 Tutt Boulevard, Colorado Springs, CO 80922

#### **Contract Period:**

<b>Base Contract</b>	July 1, 2014 through June 30, 2015
<b>Option Year 1</b>	July 1, 2015 through June 30, 2016
<b>Option Year 2</b>	July 1, 2016 through June 30, 2017
<b>Option Year 3</b>	July 1, 2017 through June 30, 2018
<b>Option Year 4</b>	July 1, 2018 through June 30, 2019

#### **Purpose:**

The purpose of this Request for Quotation (RFQ) is to solicit and obtain, from a qualified, licensed and insured firm, yearly service and maintenance for all restaurant equipment located within the District.

Initials: IVD

**Normal Business Hours:** Monday through Friday, 7:00 am to 5:00 pm

**Submission Requirements:**

- I. Provide a lump sum quotation for the Base Contract work and each Unit Price on the form provided.
  - a. Failure to quote the base and each unit price will be considered a "non-responsive" quotation and will not be considered for award.
  - b. Clearly identify any exceptions to the RFQ criteria. If none taken, write "none taken" where provided below on the pricing form.
- II. Initial, complete and return all pages of this RFQ.
- III. Include three (3) references. Provide the following information:
  - a. Name of business, complete address, phone and fax number.
    - i. El Paso County businesses preferred.
  - b. Contact person: name, email and phone number.
  - c. Length and time of contract term.
    - i. Must be at least one year in length.
    - ii. Must be recent, 2012 to present.
  - d. Brief description of equipment and scope of work provided.

**Scope of Work:**

1. Provide labor and materials for preventative maintenance in accordance with the manufacturers recommendations, for all District-owned restaurant equipment. Preventative Maintenance (PM) is a systematic approach and is based upon schedules of inspection and replacement that reflect the requirements of each piece of equipment. Equipment includes, but is not limited to: all refrigeration units and equipment, including condensers; and all food preparation, cooking and washing/cleaning equipment.
2. Provide labor and materials for planned preventative maintenance for all District-owned restaurant equipment. Preventative maintenance includes, but is not limited to, the following:
  - a. Inspect all electrical, manual, and mechanical components.
  - b. Inspect all sealed systems for leaks.
  - c. Clean all dirt and debris from filters, fans, fins and grates.
  - d. Lubricate all required joints, bearings, gas valves and fittings.
  - e. Thoroughly test all equipment for proper operation.

Initials: TUD

- f. Suggest further repairs needed to maintain O.E.M specifications and safety on all equipment.
3. The successful Contractor will provide repairs and additional maintenance as required on a time and material basis, with prior authorization by District 49, for all restaurant equipment. This will be a change to the contract as authorized through a fully executed contract amendment. Repairs or maintenance completed without prior pricing approval by District 49 will be at the expense of the contractor.
  - a. Mark-up on materials is not allowed.
  - b. The hourly rates will remain as originally quoted in the response to this RFQ for the contract period. If an adjustment is required prior to award of each option year, the Contractor must provide notice to District 49 sixty (60) days prior to the expiration date of the current contract term.
4. Provide an hourly rate for:
  - a. Emergency service for refrigeration equipment: response time for repair must be four (4) hours or less.
  - b. Additional labor during normal business hours: as requested by District 49 above and beyond the PM for repairs and/or additional maintenance.
  - c. Additional labor after normal business hours: as requested by District 49 as needs arise.
5. Provide unit prices for:
  - a. Filters
  - b. Refrigerant
6. Contractor will supply the following:
  - a. All materials, equipment, chemicals and supplies required for PM.
  - b. Background Checks
  - c. The successful Contractor will be required to complete, at their own expense, a criminal record check on all employees working on or reasonably likely to work on District 49 property for this contract. Employees who have been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony, or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, will not be allowed to work on District 49 property for this contract.
  - d. The successful Contractor must complete a Verification of Background Check form indicating that they have done a background check on all of their employees working on school district property. The successful

Initials: TCS

Contractor will be responsible to adhere to any Federal, State, and Local privacy and confidentiality requirements and other laws, regulations or policies governing employee background checks. A minimum of sixty (60) days parts and labor warranty on all new parts installed and repairs made to sealed systems.

- Manufacturer warranties will be in District 49's name.

7. Other Criteria:

- a. The Contractor will be required to sign and comply with all requirements of District 49's contract as provided in **Attachment 5: Contract Agreement**.
- b. Product Data and MSDS sheets are required for all products. All chemicals must be approved by District 49 prior to use; no exceptions.
- c. Proper disposal of trash in designated dumpsters.

8. District Responsibilities:

- a. Dumpster.
- b. Hoods will be maintained by District 49.

9. Contract Termination with Cause: District 49 shall have the right at any time and at all times to terminate this Contract for cause. It is agreed that the violation by the awarded Contractor of any covenant or provision contained in this Contract, or the failure or refusal of the awarded Contractor to abide or carry out any covenants or provision of this Contract, shall constitute sufficient cause for which the School District may terminate this Contract. In the event District 49 shall elect to terminate this contract for cause, District 49 shall notify the awarded Contractor in writing and shall specify the cause for such termination and the date that such termination shall be effective. Whereupon the awarded Contractor shall have no further rights and District 49 shall have no further obligation to the awarded Contractor, pursuant this Contract subsequent to the date that the Contract is terminated for cause as aforementioned by District 49.

10. Contract Termination without Cause: District 49 shall have the right at any time and at all times to terminate this Contract without cause, upon written notice of such termination not less than 90 days prior to the date that such termination shall be effective. Such right to terminate this Contract without cause is hereby reserved by and to District 49. In the event District 49 shall elect to terminate this Contract without cause, District 49 shall notify the awarded Contractor in writing and shall specify the date (not earlier than 90 days after the date of delivery of written notice by District 49 to the awarded

Initials: TCW



Contractor) on which this Contract will terminate. Upon receipt of written notice, the awarded Contractor agrees to abide and perform all covenants and provisions of this Contract until the date of termination specified in the written notice of termination. The awarded Contractor shall have no further rights, and District 49 shall have no further obligation to the awarded Contractor, subsequent to the date of termination of this Contract as specified in the written notice.

11. Taxes: The Contractor shall not include federal, state or applicable local excise or sales taxes in proposal prices, as the School District is a public governmental non-profit entity that is tax exempt under Section 115 of the Internal Revenue Code.

**Quotation Response:**

Date: 7/9/2014

Quote Valid Through: May 2015

Company Name:

Restaurant Equipment Service, Inc.

Address:

1431 Pando Avenue, Colo Springs, CO. 80905

Contact Name, Phone and Email:

Tony Duffy, (P) 719.212.0476, (C) 719.216.1881  
tony@rescorp.net

**Quotation:**

Base Period\*

13,017.35

Option Year 1\*

13,017.35

Option Year 2\*

\_\_\_\_\_

Option Year 3\*

\_\_\_\_\_

Option Year 4\*

\_\_\_\_\_

*\*\* Attach a breakdown per location.*

Initials: TCD

Hourly Rates: Regular Business Hourly Rate: \$84.<sup>00</sup> p/h.  
 Emergency: After Hours Service Rate: \$126.<sup>00</sup> p/h. (Time + 1/2)  
 Additional After Business Hours: Holiday Rate: \$252.<sup>00</sup> p/h (Triple)  
 Additional During Business Hours: Sunday Rate: \$168 p/h (Double)

Unit Prices (attach an additional sheet if necessary):

Filters – list a price for each type and include the unit of measure.

Type	Unit Price	Unit of Measure
12x12x1	10.99	Pleated
12x12x2	10.99	Pleated
12x20x1	8.99	Pleated
12x20x2	8.99	Pleated
12x24x1	8.95	Pleated
12x24x2	8.95	Pleated
12x25x2	18.98	Pleated
14x20x1	9.99	Pleated
14x20x2	10.99	Pleated
15x20x1	9.99	Pleated
15x20x2	11.99	Pleated
16x24x1	12.99	Pleated
16x24x2	12.49	Pleated
20x20x2	7.64	Pleated
20x25x2	7.95	Pleated


TCN  
 Initials: \_\_\_\_\_

Refrigerant – list a price for each type and include the unit of measure.

Type	Unit Price	Unit of Measure
R122	20. <sup>00</sup>	per lb.
R404A	12. <sup>00</sup>	per lb.
R134A	12. <sup>00</sup>	per lb.
R408A	35. <sup>00</sup>	per lb.
R409A	35. <sup>00</sup>	per lb.
RH14B	35. <sup>00</sup>	per lb.

Exclusions/Exceptions:

Any stated & Accompanied on RES Agreement.



Signature

Initials: TCD



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/09/2014

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

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

PRODUCER Jim Whitlock (719) 591-6336 8540 Scarborough Dr Suite 220 Colorado Springs, CO 80920-7572 (239/306)	CONTACT NAME: Lisa Martinez PHONE (A/C, No, Ext): (719) 591-6336 FAX (A/C, No): (719) 591-8753 E-MAIL: lmartin2@amfam.com ADDRESS:
INSURED Restaurant Equipment Service, Inc 1431 Pando Ave Colorado Springs, CO 80905	INSURER(S) AFFORDING COVERAGE INSURER A: American Family Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 19275

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>			05-XK2611-06-00	07/31/2014	07/31/2015	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 BODILY INJURY \$ 250,000 \$
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			05-XK2611-05	07/31/2014	07/31/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			05-XK2611-07	07/31/2014	07/31/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	05-XK2611-91	07/31/2014	07/31/2015	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER FALCON SCHOOL DISTRICT 49 & ITS SUBSIDIARIES CENTRAL ADMINSTRATION 10850 WOODMEN RD FALCON, CO 80831	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Lisa Martinez
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## **BOARD OF EDUCATION AGENDA ITEM 7.03**

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Paul Andersen
<b>TITLE OF AGENDA ITEM:</b>	Revisions to Board Policy GBEA – Staff Ethics/Conflict of Interest
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** When Policy GBEA as currently written was adopted, it attempted to bring District 49 into a leadership role to implement best practices for reducing both the appearance and the reality of conflicts of interest.

However, as District administration worked through numerous hiring cycles this past year, we have recognized opportunities to improve the conflict of interest policy (GBEA) language related to hiring family members of current employees. We also discovered the need for an associated regulation to eliminate uncertainties about how to implement the policy.

**RATIONALE:** The proposed policy revisions and new regulation are intended to address these problems. As we consider the proposed new policy language, the chief officers suggest that the policy has four fundamental purposes.

1. To prevent either the appearance or the reality of preferential hiring where a senior member of leadership or any member of one of the sensitive offices including safety, HR and communications, might influence the hiring process in favor of a closely related person.
2. To prevent either the appearance or the reality of preferential treatment within the supervision and evaluation system of the district.
3. To prevent either the appearance or reality of financial oversight by one closely related person over the budgets, expenses, or transactions of the other closely related person.
4. To prevent either the appearance or the reality of any breach of confidential information between two closely related people, where one member might have access to confidential or sensitive information and might inappropriately share that information with the other closely related person.

Policy GBEA can be improved to better serve and protect the District in the area of close relationships and conflict of interest.

**RELEVANT DATA AND EXPECTED OUTCOMES:** The proposed revisions and new regulation will address some of the limitations of the current policy and guide decisions around conflicts of interest and close relationships.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	<b>This policy will support building trust within our community.</b>
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u>	
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	<b>The policy revisions and regulation will support sound hiring practices and ease the current restrictions on our talent pool.</b>



BOE Regular Meeting August 14, 2014  
Item 7.03 continued

<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Move to approve revisions to policy GBEA as recommended by the Administration.

**APPROVED BY:** Peter Hilts, CEO; Brett Ridgway, CBO; Jack Bay, COO

**DATE:** July 30, 2014



## BOARD-APPROVED POLICY OF SCHOOL DISTRICT 49

~~BOARD-APPROVED POLICY OF FALCON SCHOOL DISTRICT #49~~

Title	Staff Ethics/Conflict of Interest
Designation	GBEA
Office/Custodian	Business and Education/ <del>Personnel</del> Director of Human Resources

District employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and District policies and regulations.

### Financial Interests

No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with the employee's duties of the position to which the employee is assigned.

An employee shall not sell any books, instructional supplies, musical instruments, equipment, or other supplies belonging to the District to any student or to the parents/guardian of a student who attends the school served by the employee unless prior approval has been obtained from the Board of Education.

In addition an employee may not audit, verify, receive or be entrusted with moneys received or handled by a **closely related person (see Relationship)** ~~member of the employee's immediate family.~~

### Confidential Information

It shall be understood that all confidential information to which an employee is privy as a result of District employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the District. This includes information concerning potential customers, clients or employers.

### ~~Family~~ Close Relationships

To minimize the perception of conflicts of interest and prevent any actual inappropriate activity, this portion of the policy aims to:

1. Prevent either the appearance or the reality of preferential hiring where a senior member of leadership or of one of the sensitive offices including Safety, Human Resources, Business, and Communications might influence the hiring process in favor of a closely related person.
2. Prevent either the appearance or the reality of preferential treatment within the supervision and evaluation system of the district.
3. Prevent either the appearance or reality of financial oversight by one person over the budgets, expenses, or transactions of the other closely related person.
4. Prevent either the appearance or the reality of any breach of confidential information between two closely related persons, where one might have access to confidential or sensitive information and might inappropriately share that information with the other closely related person.





## BOARD-APPROVED POLICY OF SCHOOL DISTRICT 49

### ~~BOARD-APPROVED POLICY OF FALCON SCHOOL DISTRICT #49~~

To minimize conflict of interest concerns, the District prohibits the following regarding ~~family-close~~ relationships:

1. **No employee may exercise supervisory, evaluative, appointment, dismissal, or disciplinary authority over another employee when they share a close relationship (family member, life partnership such as a common-law marriage or a business partnership).**
- ~~1. An employee from exercising supervisory, appointment, or dismissal authority, or disciplinary action over a member of the employee's immediate family.~~
2. **The Chief Officers may not recommend employment of any person who shares a close relationship with a current: Director of the Board of Education, Chief Officer, Director of Human Resources, or any of their administrative assistants.**
- ~~2. The employment in any position in the District of immediate family members of staff employed in the following administrative departments: Human Resources, Finance and Accounting, Safety and Security and Public Information.~~
3. **The Chief Officers may not recommend employment or reassignment of any closely related person of a Zone Leader, Executive Director, Director, Principal, or Assistant Principal ("program leader") to a position under the supervision and authority of that program leader.**
- ~~3. The employment in any position in the District of immediate family members of the Chief Officers, Innovation Leaders/Assistant Superintendents, Executive Directors, Personnel Director.~~
4. **No staff member employed in the central offices for Human Resources, Communications, Business, or Safety shall exercise any access to information about or activity by another employee when they share a close relationship. The employment in any position in the District of immediate family members of secretaries to the Chief Officers, Innovation Leaders/Assistant Superintendents, Executive Directors, Personnel Director or the Board of Education.**

For purposes of this policy, "close relationship" and "closely related persons" refer to relationships that could cause a conflict of interest and include individuals related by biology, adoption, marriage, domestic partnership or business partnership. Close relationships also refer to sexual or romantic relationships or those sharing a household.

For purposes of this policy, "immediate family" includes the employee's spouse, son, son-in-law, daughter, daughter-in-law, stepchild, mother, mother-in-law, stepmother, father, father-in-law, stepfather, grandchild, grandparent, guardian, brother, stepbrother, half brother, sister, stepsister and half sister.

**The Chief Officers shall develop regulations to prevent, mitigate, or remedy any prohibited condition during the next contract cycle following the discovery or creation of the conflicted relationship.**

Revisions to the close relationships portion of this policy become effective August 15, 2014 and will apply to employment decisions and practices thereafter, not retroactively.



## BOARD-APPROVED POLICY OF SCHOOL DISTRICT 49

~~BOARD-APPROVED POLICY OF FALCON SCHOOL DISTRICT #49~~

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### Gifts

Employees shall not accept gifts from students except as such gifts represent tokens. Token gifts from parents or students may be received by staff, but must not be solicited. The District considers letters from students expressing gratitude and appreciation to be appropriate.

Individual employees shall refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them either directly or indirectly. The collection of money for group gifts shall be discouraged except in special circumstances such as bereavement, serious illness or mementos at retirement.

Employees are prohibited from accepting gifts of other than minimal value from companies or organizations doing business with the District. An employee shall not accept a gift from any company or organization if the acceptance of the gift would unduly affect the employee in the performance of District duties. The acceptance of minor items, which are generally distributed by the company or organization through its public relations program, is appropriate for employees to receive. Gifts offered to all employees through the District's approved programs are appropriate.

To ensure all students have reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he or she may have a conflict of interest, teachers shall not be permitted to receive money from parents or any source other than the District for tutoring any student they have in class or upon whose evaluation or assignment they will be called on to pass.

- Adopted: April 21, 1977
- Revised: February 12, 1990
- Revised to conform with practice: date of manual revision
- Revised: February 12, 2009
- Revised: May 9, 2013
- **Revised: August 14, 2014**

### LEGAL REFS:

- Constitution of Colorado, Article X, Section 13
- C.R.S. 18-8-308
- C.R.S. 22-63-204

### CROSS REFS:

- GBEB, Staff Conduct



## BOARD-APPROVED POLICY OF SCHOOL DISTRICT 49

Title	<b>Staff Ethics/Conflicts of Interest</b>
Designation	<b>GBEA - R</b>
Office/Custodian	<b>Business and Education/Director of Human Resources</b>

The following regulations exist to provide implementation guidance regarding the Close Relationships portion of Policy GBEA Staff Ethics/Conflict of Interest.

<b>Tier 1 Senior Leadership</b>	<ul style="list-style-type: none"><li>• <b>Board of Directors</b></li><li>• <b>Chief Officers</b></li><li>• <b>Director of Human Resources</b></li></ul>
<p>When an immediate family member of an individual in senior leadership is employed in the district, that employment constitutes a conflict of interest.</p> <ul style="list-style-type: none"><li>• For existing employees, this conflict of interest is managed by:<ol style="list-style-type: none"><li>1. Requiring disclosure by both individuals.</li><li>2. Strict avoidance of any supervisory or financial benefit from the senior leader to the employee.</li><li>3. Written acknowledgment by both individuals that any act of favoritism or any breach of confidentiality arising from the conflicted relationship will result in termination (of the employees) or censure of the elected official.</li></ol></li><li>• For potential employees the conflict of interest is preempted because the immediate family member of any senior leader must disclose the conflict during the hiring process. The relationship disqualifies the candidate from employment in District 49.</li></ul>	

<b>Tier 2 Program Leadership</b>	<ul style="list-style-type: none"><li>• <b>Executive Directors</b></li><li>• <b>Central Program Directors</b></li><li>• <b>Zone Leaders</b></li><li>• <b>School Administrators</b></li></ul>
<p>When an immediate family member of an individual in program leadership is employed in the district, that employment constitutes a conflict of interest.</p> <ul style="list-style-type: none"><li>• For existing employees, this conflict of interest is managed by:<ol style="list-style-type: none"><li>1. Requiring disclosure by both individuals.</li><li>2. Strict avoidance of any supervisory or financial benefit from the senior leader to the related employee.</li><li>3. Reassignment of the subordinate relative to a zone, program, or school not led or influenced by the program leader during the contract year following the disclosure of the conflict.</li><li>4. Written acknowledgment by both individuals that any act of favoritism or any breach of confidentiality arising from the conflicted relationship will result in termination (of the employees) or censure of the elected official.</li></ol></li><li>• For potential employees, immediate family members of any senior leader must disclose the conflict during the hiring process. The conflicted relationship is managed by:<ol style="list-style-type: none"><li>1. Assignment of the subordinate relative to a zone, program, or school not led or influenced by the program leader during the contract year following the disclosure of the conflict.</li><li>2. Written acknowledgment by both individuals that any act of favoritism or any breach of confidentiality arising from the conflicted relationship will result in termination (of the employees) or censure of the elected official.</li></ol></li></ul>	

<b>Tier 3 Situational Leadership</b>	<ul style="list-style-type: none"><li>• <b>Finance Professionals</b></li><li>• <b>HR Professionals</b></li><li>• <b>Other professionals with access to financial or confidential information</b></li></ul>
<p>When an immediate family member of an individual in situational leadership is employed in the district, that employment may constitute a conflict of interest.</p> <ul style="list-style-type: none"><li>• For existing and potential employees, this conflict of interest is managed by:<ol style="list-style-type: none"><li>1. Requiring disclosure by both individuals.</li><li>2. Written acknowledgment by both individuals that any act of favoritism or any breach of confidentiality arising from the conflicted relationship will result in termination (of the employees) or censure of the elected official.</li></ol></li></ul>	

- Adopted: **August 14, 2014**



### **BOARD OF EDUCATION AGENDA ITEM 7.04**

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Paul Andersen, Director of Human Resources
<b>TITLE OF AGENDA ITEM:</b>	Proposed Revised Position Description
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** In evaluating the staffing of the Human Resources Department, I propose the modification of an existing position. Specifically, I propose modifying the current Human Resources Specialist – Projects & Reporting position (non-exempt Educational Support) to a Human Resources Generalist position (exempt Professional/Technical). This position’s primary responsibilities will be built around recruiting, staff onboarding, training & communication, and HR process improvement.

**RATIONALE:** This position will allow for increased emphasis on recruiting strategies, improving staff onboarding, strengthening our employment brand, and pursuing new ways to leverage technology in HR functions.

**RELEVANT DATA AND EXPECTED OUTCOMES:** The proposed job description is attached for review. The incumbent of the HR Specialist position will be reassigned the Human Resources Generalist position.

#### **IMPACTS ON THE DISTRICT’S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	<b>The creation of this position will support the best district priority by providing increased resources to our recruiting, onboarding, and training efforts.</b>
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** Yes

**AMOUNT BUDGETED:** \$10,000 increase over current budget

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Move to approve the revised position description, Human Resources Generalist, as recommended by the Administration.

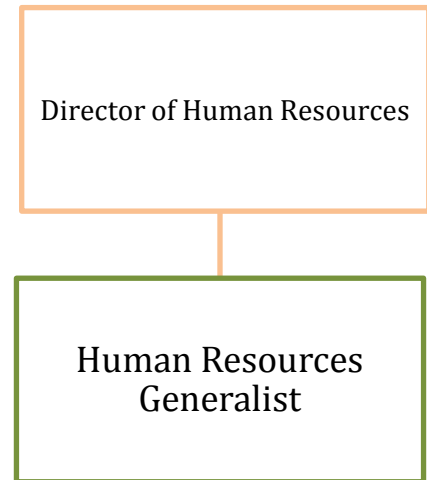
**APPROVED BY:** Peter Hilts, CEO

**DATE:** July 30, 2014

## Human Resources Generalist

<b>Job Title:</b>	Human Resources Generalist
<b>Job Code:</b>	(4-digit financial/budget code)
<b>Initial:</b>	July 2014
<b>Revised:</b>	
<b>Work Year:</b>	Calendar days - 261
<b>Office:</b>	Education
<b>Department:</b>	Human Resources
<b>Reports To:</b>	Director of Human Resources
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Professional Technical Range I

### Related Organization Chart



### SUMMARY:

Working under the direction of the Director of Human Resources, the Human Resources Generalist develops human resource (HR) programs, processes and procedures, coordinates staffing and training initiatives, and manages HR-related projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities describe the general nature and level of work being performed by the staff filling this position. These statements are not an exhaustive list of all duties and responsibilities required by this position.

#### STAFFING AND RECRUITING

- Researches and develops strategies to strengthen the District's ability to attract and retain talent.
- Develops tools and processes to measure employee satisfaction, reduce turnover, and improve retention.
- Develops and analyzes human capital metrics to measure effectiveness of human resource programs and recommends solutions to support the culture of the district.
- Analyzes the compensation structure of district positions, to include support, licensed, administrative and substitute staff. Researches relevant market data. Develops recommendations based on analysis.

#### PROJECT MANAGEMENT

- Manages special projects of significant complexity. Performs or oversees research, compilation of data, and data analysis. Coordinates project implementation including setting goals, establishing priorities, developing approaches, reviewing progress and results.

- 
- Leads process improvement initiatives related to human resources services. Researches best practices, technology and solutions to improve quality and efficiency of service to stakeholders.

#### **TRAINING AND COMMUNICATIONS**

- Develops training process, content and materials on HR-related topics, HR systems/applications, hiring practices/procedures and human resources-related compliance training. Determines appropriate training delivery methods.
- Leads the development of orientation and onboarding process and materials. Ensures new hire processes are effective and reflect the values and mission of the District.
- Coordinates the development of communications to District staff, including the Human Resources department web pages, staff newsletter, memoranda, and training materials.

#### **HR DEPARTMENT SUPPORT**

- Works in conjunction with HR administration to analyze department operations, maximize use of resources, and determine appropriate process or procedural changes. Assists with implementation of such changes.
- Assists HR administration in planning and implementing new office technology. Assesses technology needs and opportunities, and recommends solutions.
- Serves as a back up to the Staff Liaisons as well as other HR department staff.
- Performs other duties as assigned.

#### **EDUCATION AND TRAINING:**

- Bachelor's degree required

#### **EXPERIENCE:**

- 3-5 years experience in the human resources disciplines required
- Experience in the field of K-12 education HR preferred

#### **SKILLS and KNOWLEDGE:**

- Strong ability to communicate in writing and orally
- Ability to analyze data and solve problems
- Knowledge of Human Resource process and employment knowledge
- Strong organization and planning skills
- Demonstrated ability to identify and solve problems involving process, information and people
- Excellent customer service skills
- Ability to develop and deliver effective presentations
- Ability to effectively train others on processes and procedures
- Intermediate to advanced skills with Microsoft Office suite of applications

#### **CERTIFICATES, LICENSES, & REGISTRATIONS:**

- Criminal background check required for hire
- PHR certification preferred

#### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- General office equipment knowledge

#### **SUPERVISION AND TECHNICAL RESPONSIBILITIES:**

- This position does not directly supervise any staff

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**PHYSICAL DEMANDS:**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. The district may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; stand; walk; reach with hands and arms; use hands to finger, handle, or feel. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

Work is generally performed in a typical office environment. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.





## **BOARD OF EDUCATION AGENDA ITEM 7.04**

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Jack W. Bay Chief Operations Officer
<b>TITLE OF AGENDA ITEM:</b>	Revision to a previously approved position
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** On July 10, 2014 the Board of Education approved the new fire and electrical supervisor job description and position. The salary range for this professional/technical position was indicated as range 2. However, this should have been range 3. The salary range for the professional technical range 3 would allow the facilities department to attract quality professional for this key position

**RATIONALE:** This position allows the District to save a considerable amount of contracted services that are currently being provided to support fire panel inspection and electrical planning/development needs. It is anticipated the cost of the new position will be offset in its entirety. The annual costs for electrical-fire panel and electrical change support, modifications, and inspections exceed approximately \$125,000 annually in contracted services.

**RELEVANT DATA AND EXPECTED OUTCOMES:** The expected outcome is correct the job description that was submitted and approved by the board of education on July 10, 2014 to reflect the appropriate salary range as professional technical range 3.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	NA
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	NA
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	Aligning job expectations with actual duties will lead to staff members that understand the work requirement and are compensated appropriately. This leads to a more productive staff member and drives the District closer to best district to work and lead.
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	NA
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	NA

**FUNDING REQUIRED:** Yes **AMOUNT BUDGETED:** The overall restructuring plan costs will be offset by the savings incurred in other staff or budget component changes or savings. The annual cost for salary and benefits will be approximately \$85,000

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Move to approve the revision to the fire and electrical supervisor job description.

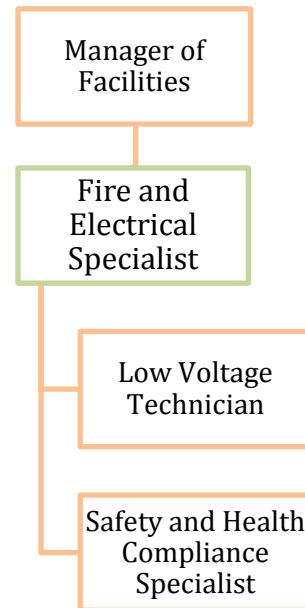
**APPROVED BY:** Jack W. Bay, Chief Operation Officer

**DATE:** Monday, August 04, 2014

## FIRE AND ELECTRICAL SUPERVISOR

<b>Job Title:</b>	Fire and Electrical Supervisor
<b>Job Code:</b>	(4-digit financial/budget code)
<b>Initial:</b>	May 15, 2014
<b>Revised:</b>	n/a
<b>Work Year:</b>	261 Days
<b>Office:</b>	Operations
<b>Department:</b>	Facilities
<b>Reports To:</b>	Manager of Facilities
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Professional/Technical Range 3

### Related Organization Chart



### SUMMARY:

Maintain, inspect and repair all fire and electrical systems in district buildings in accordance with safety standards of the National Electric Code and State Electrical Board.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential functions and responsibilities, and are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties may vary.

- Directly supervises low voltage technicians, the safety-health compliance specialist, and other assigned facilities staff to ensure a cohesive delivery of fire, electrical and safety requirements.
- Directs and evaluates the work of assigned staff.
- Designs, installs and expands fire and electrical distributing systems in specialized classroom and support areas such as computer labs, industrial arts and science labs, lounges, offices, school kitchens and student stores.
- Identifies existing and future fire and electrical problems and potential hazards.
- Ensures effective preventive maintenance of fire and electrical systems, including removal and replacement of outdated wiring, equipment, breaker panels, fire panels and wiring devices.
- Coordinates remodeling projects and specifications with other trades and cooperates with other trades as a team member.
- Responds to emergencies dealing with power outages, short circuits and disabled equipment. Analyzes problem, plans for safe repair, acquires necessary materials and repairs the breakdown.

- 
- Troubleshoots electric motors that operate plumbing, heating, ventilating, air conditioning and laundry equipment.
  - Installs new or repairs or re-arranges light fixtures, switches, electrical outlets, photo cells and time clocks for security lighting, regular lighting and emergency/exit lighting as needed.
  - Ensures proper maintenance of industrial arts and vocational training shop equipment.
  - Performs other related duties as assigned or requested.

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

**EDUCATION AND TRAINING:**

Bachelor's degree in electrical or fire engineering or equivalent job related experience

**EXPERIENCE:**

Five to seven years of experience working with fire and electrical systems

**SKILLS and KNOWLEDGE:**

- Strong interpersonal relations skills
- Customer service and public relations skills
- Ability to supervise, lead, train and work with others
- Strong oral and written communication skills
- Critical thinking and problem solving skills
- Basic math and accounting skills
- Organizational skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities and tasks with frequent interruptions
- Knowledge of the fire and electrician trade
- Knowledge of applicable building and electrical codes
- English language fluency
- Ability to perform skilled fire and electrician work
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to understand and follow complex oral and written instructions

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Licensed Fire and Electrical Engineer or journeyman

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

**SUPERVISION AND TECHNICAL RESPONSIBILITIES:**

This position directly supervises the work of two or more Facilities staff.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:**

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While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

**Work Environment:**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions and vehicle vibration.

**Mental Functions:**

While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

**REGARDING ESSENTIAL DUTIES/FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty or function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **BOARD OF EDUCATION AGENDA ITEM 7.05**

<b>BOARD MEETING OF:</b>	August 27, 2014
<b>PREPARED BY:</b>	Zach Craddock, Executive Director of Individualized Education
<b>TITLE OF AGENDA ITEM:</b>	Pikes Peak BOCES Annual Contract
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** The Pikes Peak Board of Cooperative Educational Services (BOCES) is utilized by Falcon School District 49 for providing a number of mandated special education services. These services are delineated in four contracts: 1) the first of these is for \$532,075, related to Visually Impaired Program, Audiology, and Speech-Language Pathology services; the second contract (\$175,000) is for seven student slots at the Pikes Peak Pathways Program, providing day-treatment type services related to emotional and behavioral disabilities; the third contract, budgeted for five student slots (\$3,750.00/month), is for the Liberty Program, serving students who are dual diagnosed (developmentally and emotionally disabled). Student slots that are not used for the Liberty Program will result in a credit. The fourth contract is for three student (\$3900/month) slots in the COLA program. This program primarily serves lower cognitive students that are also autistic.

**RATIONALE:** These are federally (IDEIA) and state (ECEA) required Special Education services. The Pathways Program and Liberty Program services are for out-of-district placements requiring more intensive intervention. Contracting these services through the Pikes Peak BOCES is more cost effective than contracting the services through other agencies.

**RELEVANT DATA AND EXPECTED OUTCOMES:** Itinerant Services Contract: \$532,075; Pathways Program Contract: \$175,000; Liberty Program Contract: \$3700/month/student; COLA Program Contract: \$3900/month/student

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	<b><u>Reduced Itinerant Contract due to providing Deaf/Hard of Hearing services by District Staff. Cost savings of over \$105,000.</u></b>
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best</u> district in Colorado to learn, work and lead	<b><u>Supports Best District in a manner that shows our commitment to meet the needs of all students and leverage additional program support.</u></b>
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	<b><u>Supports portfolio of schools for students with high needs and still maintaining service commitment and high level of support.</u></b>
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	<b><u>Focus on the individual needs of the student to excel academically, behaviorally, and socially.</u></b>

**FUNDING REQUIRED:** \$1,011,575

**AMOUNT BUDGETED:** \$1,011,575

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to approve the Pikes Peak Annual BOCES contracts in item 7.05 as recommended by the administration.

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

**DATE:** July 22, 2014

**CONTRACT FOR SPECIAL EDUCATION SERVICES FOR SLOTS BETWEEN**

**Falcon School District 49** hereafter referred to as District

AND

**PPBOCES School of Excellence/Pikes Peak Pathways**, hereafter referred to as  
Provider

For Special Education Services

At Pikes Peak BOCES School of Excellence, 2883 South Circle, Colorado Springs, CO  
80906

For service slots at Pikes Peak Pathways during the 2014-2015 school year.

**The term of this contract is between August, 2014 and June, 2015**

**(Start Date)**

**(End date)**

ensuring the minimum number of school days approved by the Colorado Department of  
Education.

**Falcon School District 49** will be contracted for 7 slots for the 2014-2015 school year at  
a cost of \$ 25,000.00 each.

The district will be billed \$ 175,000.00 for the 2014-2015 school year for these slots,  
payable in monthly payments of \$ 14,583.33 in the months of July 2014 through June  
2015.

1. The district will be able to refer special education students to fill the slots at any time.
2. It will be possible for the district to refer additional students after the  
District slots are filled. The time frame for admission of these additional  
Students may be impacted by staff availability. But we plan to  
accommodate District needs as much, and as soon as possible.
3. If students are referred beyond purchased slots, the district will be billed for those  
students at the daily rate of \$ 150.00 a day. When a slot becomes available, one of  
these additional students will slide into that slot for billing purposes.
4. There will not be an end of year refund for unused slots.
5. The cost adjustment for additional referrals will be applied monthly at the daily rate.

## THE PROVIDER ASSURES

- The district will be sent prior written notice for IEP reviews, annual reviews, and other meetings.
- Provider ensures the district that it will follow the district IEP of the sending school district or develop a new IEP with the district participation.
- Copies of the current IEP and reports/assessments will be sent to the district within thirty (30) days of the IEP date.
- No amendments to the IEP will be made without notification to the school district.
- Director Pikes Peak Pathways, phone (719)380-6202 will serve as the provider contact person.
- Final billing for contracts covering the regular school year will be mailed prior to June 15.
- Any amendments to this agreement shall be in writing.
- A policy or policies of comprehensive general liability insurance acceptable to the District is/are in place at the provider's expense. Limits of liability are not less than \$200,000 per person and \$1,000,000 per occurrence. Proof of such insurance will be provided to the District upon request.
- The educational program must meet the requirements of all applicable federal and state statutes and regulations.
- State and federal reporting information will be provided to the District upon request.
- In the event the provider wishes to initiate a change in educational programming or placement, the provider will notify the school districts involved.

## DECLARATIONS:

- The District retains the right to preview the school provider's educational and/or financial records relating to this agreement, or to the student.
- The District retains the right to approve all IEPs before implementation.
- Triennials will be set up collaboratively by the District.
- The District is responsible for payment of educational services, or full program costs as specified above.
- In the event that the student's whereabouts are unknown for seven (7) consecutive days, the provider will notify the District contact person and this agreement will be temporarily suspended.
- If a District representative cannot attend, he/she may request a staffing be rescheduled at a mutually agreeable time, delegate district representation to a member of the staffing team, or request a conference call set up, and the District will abide by the decision.

AUTHORIZED SIGNATURES  
SCHOOL PROVIDER

  
\_\_\_\_\_  
PPBOCES Executive Director

DISTRICT  
AUTHORIZED SIGNATURES

\_\_\_\_\_  
Name/Title



**CONTRACT FOR SPECIAL EDUCATION SERVICES  
FOR ENROLLMENT BETWEEN**

**FALCON SCHOOL DISTRICT #49** hereafter referred to as District

AND

**PPBOCES School of Excellence/COLA Program**, hereafter referred to as Provider

For Special Education Services

At Pikes Peak BOCES School of Excellence, 2883 South Circle, Colorado Springs, CO  
80906

For daily enrollment at COLA Program during the 2014-2015 school year.

**The term of this contract is between August, 2014 and June, 2015**

**(Start Date)**

**(End date)**

ensuring the minimum number of school days approved by the Colorado Department of Education.

1. The district will be able to refer special education students at any time.
2. Annual rate per student is \$39,000.00.

The district will be billed at a monthly rate of \$3,900.00 per student the months of August 2014 thru May 2015 for the 2014-2015 school year.

The daily rate for additional referrals after the start of the school year will be billed at \$250.00 per student for the first partial month of enrollment. Subsequent months will be billed at the monthly rate of \$3,900.00.

**THE PROVIDER ASSURES**

- The district will be sent prior written notice for IEP reviews, annual reviews, and other meetings.
- Provider ensures the district that it will follow the district IEP of the sending school district or develop a new IEP with the district participation.
- Copies of the current IEP and reports/assessments will be sent to the district within thirty (30) days of the IEP date.
- No amendments to the IEP will be made without notification to the school district.
- Director Pikes Peak Pathways, phone (719)380-6202 will serve as the provider contact person.
- Final billing for contracts covering the regular school year will be mailed prior to June 15.
- Any amendments to this agreement shall be in writing.



- A policy or policies of comprehensive general liability insurance acceptable to the District is/are in place at the provider's expense. Limits of liability are not less than \$200,000 per person and \$1,000,000 per occurrence. Proof of such insurance will be provided to the District upon request.
- The educational program meets the requirements of all applicable federal and state statutes and regulations.
- State and federal reporting information will be provided to the District upon request.
- In the event the provider wishes to initiate a change in educational programming or placement, the provider will notify the school districts involved.

#### DECLARATIONS:

- The District retains the right to preview the school provider's educational and/or financial records relating to this agreement, or to the student.
- The District retains the right to approve all IEPs before implementation.
- Triennials will be set up collaboratively by the District.
- The District is responsible for payment of educational services, or full program costs as specified above.
- Any additional billings (D.H.S. etc), that will benefit Districts, will be reimbursed as soon as BOCES can process the revenues.
- Billing begins when the student is enrolled and ends when student is disenrolled.
- Absences will be sent daily to the district designee via email.
- District will determine placement or disenrollment after seven (7) consecutive school day absences or as determined by IEP team.
- If a District representative cannot attend, he/she may request a staffing be rescheduled at a mutually agreeable time, delegate district representation to a member of the staffing team, or request a conference call set up, and the District will abide by the decision.

AUTHORIZED SIGNATURES  
SCHOOL PROVIDER

  
\_\_\_\_\_  
PPBOCES Executive Director

DISTRICT  
AUTHORIZED SIGNATURES

\_\_\_\_\_  
Name/Title

**CONTRACT FOR SPECIAL EDUCATION SERVICES  
FOR ENROLLMENT BETWEEN**

**FALCON SCHOOL DISTRICT #49** hereafter referred to as District

AND

**PPBOCES School of Excellence/Liberty Program**, hereafter referred to as Provider

For Special Education Services

At Pikes Peak BOCES School of Excellence, 2883 South Circle, Colorado Springs, CO  
80906

For daily enrollment at Pikes Peak Liberty Program during the 2014-2015 school year.

**The term of this contract is between August, 2014 and June, 2015**

**(Start Date)**

**(End date)**

ensuring the minimum number of school days approved by the Colorado Department of Education.

1. The district will be able to refer special education students at any time.
2. Annual rate per student is \$37,500.00.

The district will be billed at a monthly rate of \$3,750.00 per student the months of August 2014 thru May 2015 for the 2014-2015 school year.

The daily rate for additional referrals after the start of the school year will be billed at \$240.00 per student for the first partial month of enrollment. Subsequent months will be billed at the monthly rate of \$3,750.00.

**THE PROVIDER ASSURES**

- The district will be sent prior written notice for IEP reviews, annual reviews, and other meetings.
- Provider ensures the district that it will follow the district IEP of the sending school district or develop a new IEP with the district participation.
- Copies of the current IEP and reports/assessments will be sent to the district within thirty (30) days of the IEP date.
- No amendments to the IEP will be made without notification to the school district.
- Director Pikes Peak Pathways, phone (719)380-6202 will serve as the provider contact person.
- Final billing for contracts covering the regular school year will be mailed prior to June 15.
- Any amendments to this agreement shall be in writing.



- A policy or policies of comprehensive general liability insurance acceptable to the District is/are in place at the provider's expense. Limits of liability are not less than \$200,000 per person and \$1,000,000 per occurrence. Proof of such insurance will be provided to the District upon request.
- The educational program meets the requirements of all applicable federal and state statutes and regulations.
- State and federal reporting information will be provided to the District upon request.
- In the event the provider wishes to initiate a change in educational programming or placement, the provider will notify the school districts involved.

#### DECLARATIONS:

- The District retains the right to preview the school provider's educational and/or financial records relating to this agreement, or to the student.
- The District retains the right to approve all IEPs before implementation.
- Triennials will be set up collaboratively by the District.
- The District is responsible for payment of educational services, or full program costs as specified above.
- Any additional billings (D.H.S. etc), that will benefit Districts, will be reimbursed as soon as BOCES can process the revenues.
- Billing begins when the student is enrolled and ends when student is disenrolled.
- Absences will be sent daily to the district designee via email.
- District will determine placement or disenrollment after seven (7) consecutive school day absences or as determined by IEP team.
- If a District representative cannot attend, he/she may request a staffing be rescheduled at a mutually agreeable time, delegate district representation to a member of the staffing team, or request a conference call set up, and the District will abide by the decision.

AUTHORIZED SIGNATURES  
SCHOOL PROVIDER

  
\_\_\_\_\_  
PPBOCES Executive Director

DISTRICT  
AUTHORIZED SIGNATURES

\_\_\_\_\_  
Name/Title

## BOARD OF EDUCATION AGENDA ITEM 7.06

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Donna Richer, Executive Assistant to the BOE
<b>TITLE OF AGENDA ITEM:</b>	Action on Resolution for Initiative #135
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Senator Cadman provided information to the Board at the July 22<sup>nd</sup> special meeting about current gaming initiatives that may appear on the November ballot.

**RATIONALE:** The Board was asked to support a resolution in opposition to Initiative #135 for a variety of reasons described in the attached literature.

**RELEVANT DATA AND EXPECTED OUTCOMES:** The measure hurts important Colorado programs, organizations and initiatives under the guise of funding education. Colorado School Boards are encouraged to adopt a public resolution in opposition to proposed initiative #135.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to approve the attached resolution in opposition to initiative #135.

**APPROVED BY:** Kevin Butcher, Treasurer, Board of Education

**DATE:** July 30, 2014

## RESOLUTION

### Opposition to Initiative #135

WHEREAS, the operation of a school district is important to the State's economy and stable funding is critical to the success of a school district; and

WHEREAS, a tax based on gambling, marijuana or other perceived "sin taxes" is not stable and has a detrimental effect on funding by fooling the public into believing that these taxes fulfill all of the funding needs of the community; and

WHEREAS, by offering tax revenues based on gambling, the supporters of measure #135 are offering a promise of funding public education through the revenues of their casinos for the sole purpose of receiving exclusive rights to gambling operations; and

WHEREAS, mathematically, we do not believe the revenues will be as great as predicted and thereby falsely promises funds to school districts for education; and

WHEREAS, Coloradans resoundingly defeated a similar measure proposed by the same Rhode Island casino in 2003.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Falcon School District 49 strongly and urgently recommends the Colorado Association of School Boards, the Colorado Association of School Executives and the Colorado Education Association adopt a Public Resolution in opposition to Proposed Initiative #135.

Adopted this 14th day of August, 2014.

FALCON SCHOOL DISTRICT 49

By: \_\_\_\_\_  
Tammy Harold  
President, Board of Education

Attest:

By: \_\_\_\_\_  
Marie Lavere-Wright  
Secretary, Board of Education

STATE OF COLORADO )  
FALCON SCHOOL DISTRICT #49 )  
EL PASO COUNTY )

I, Marie LaVere-Wright, the Secretary of the Board of Education of Falcon School District #49, El Paso County, Colorado (the "District"), do hereby certify that:

1. Attached is a true and correct copy of a resolution (the “Resolution”) adopted by the Board of Education (the “Board”) at the regular meeting held on **August 14, 2014**.

2. Notice of such meeting was posted in a public place within the boundaries of the District designated by the Board for the posting of notices of meetings of the Board no less than 24 hours prior to the holding of the meeting.

3. The Resolution was duly moved, seconded, and adopted at such meeting by the affirmative vote of a majority of the members of the Board as follows:

Board Member	Yes	No	Absent	Abstaining
Kevin Butcher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tammy Harold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chuck Irons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marie LaVere-Wright	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. The Resolution was duly approved by the Board, signed by the President of the Board, sealed with the District's seal, attested by the Secretary of the Board, and recorded in the minutes of the Board.

5. The meeting at which the Resolution was adopted was noticed and all proceedings relating to the adoption of the Resolution were conducted in accordance with all applicable by-laws, rules, regulations, and resolutions of the District, in accordance with the normal procedures of the District relating to such matters, and in accordance with applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand and seal of the District this 14<sup>th</sup> Day of August 2014.

Marie LaVere-Wright  
Secretary, Board of Education

[DISTRICT SEAL]





**WHEREAS...**In 1990, the towns of Central City, Black Hawk and Cripple Creek received permission from Colorado voters to establish limited stakes casino gaming in their communities; and

**WHEREAS...**Limited Stakes gaming generated nearly \$93 million last year to fund important state programs such as historic preservation and the new Colorado History Museum, the Colorado Travel & Tourism Promotion Board, community colleges and junior colleges throughout the state, as well as helping host communities and adjacent communities offset the impact of casino gaming; and

**WHEREAS...**Local school districts, county and city operations depend on the property and sales tax revenues generated by casinos in their communities; and

**WHEREAS...**Initiated Measure #135, sponsored by a financially struggling Rhode Island casino proposes to amend the Colorado Constitution to grant themselves exclusive rights to open a mega-casino in the Metro Denver area, larger than any existing Colorado casino, with the prospect of expanding casino gambling even further to Pueblo County and Mesa County; and

**WHEREAS...**The Rhode Island casino, which invested in a large property holding located on the eastern perimeter of the Denver metro-area, interferes with the state policy adopted by voters in 1990 to permit a modest and limited amount of gaming in three historic mountain communities, replacing it with a policy of permanently introducing large-scale casino gambling along the Front Range; and

**WHEREAS...**Measure #135 eliminates the constitutional provision which ensures that local voters have a say in whether or not a casino is established in their community; and

**WHEREAS...**Measure #135 gives a Rhode Island casino, with a long history of criminal and corruption verdicts, a constitutional guarantee that they can open the only casino on Colorado's Front Range; and

**WHEREAS...**This Rhode Island casino company pursues corporate strategies to entice their customers into assuming up to \$75,000 in personal and debilitating gambling debt; and

**WHEREAS...**Measure #135 is an example, much like the marijuana proposal from 2012, of outsiders, interested only in filling their corporate coffers, trying to trick Colorado voters with the false promise of helping public schools; and

**WHEREAS...**Measure #135 defies common sense, not to mention the laws of mathematics, by promising to generate more tax dollars with 2,500 gambling devices than is raised by the 14,647 devices that currently exist in the three mountain casino towns; and

**WHEREAS...**Coloradans resoundingly defeated a similar measure proposed by the same Rhode Island casino in 2003.

**NOW THEREFORE...**The \_\_\_\_\_ SCHOOL DISTRICT strongly and urgently recommends the Colorado Association of School Boards, the Colorado Association of School Executives and the Colorado Education Association adopt a Public Resolution in opposition to Proposed Initiative #135.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## **Oppose Initiative #135, It's Fool's Gold**

A measure anticipated for the November 2014 ballot again asks Coloradans to abandon the successful and highly competitive gaming industry they established by vote in 1990 in favor of giving a single, struggling out-of-state casino operator an exclusive license, enshrined in the Colorado Constitution, to bring Vegas-style casino gambling to Colorado's Front Range. Voters by overwhelming margins have rejected attempts like this one no less than seven times during the last 20 years.

This year's attempt comes from the same Rhode Island casino that tried to get Colorado voters to approve Front Range casino gambling in 2003. That year, they hid their real gaming expansion plans behind the guise of funding tourism promotion. Voters recognized the scam and voted it down resoundingly. This year, they're trying to disguise their gaming expansion scheme as a plan for more school funding. But, Coloradans know fools gold when they see it.

### **The measure has major problems.**

- Local residents in the community where the mega-casino would be located won't have a say in whether or not a huge casino will be built in their backyard.
- Initiative #135 promises the Rhode Island gaming interests that they can have at least 2,500 slot machines in their Front Range casino, making it nearly twice as large as any existing Colorado casino.
- There's no requirement that the Rhode Island operators pay their own way when it comes to financing the additional police, firefighting, transportation and other ongoing costs that arise in a casino community, forcing local taxpayers to pay the bill.
- Proponents of Initiative #135 defy common sense, not to mention the laws of mathematics, by promising to generate more gaming tax dollars with 2,500 gambling devices than is raised by the 14,647 devices that currently exist in the three mountain casino towns.

### **The measure hurts important Colorado programs, organizations and initiatives.**

Colorado's current gaming industry supports a number of important programs, organizations and initiatives including community colleges, travel and tourism promotion, bioscience research, higher education research and historic preservation, in addition to contributing to the state's General Fund. To date, every county in Colorado has benefited from gaming tax revenues. The industry has contributed more than \$1.4 billion in gaming tax revenues, added an additional \$20.3 million a year to the coffers of state and local governments through taxes and fees and directly or indirectly generated nearly 30,000 jobs.

Eighty percent of the players who patronize Colorado's existing mountain casinos come from the Front Range. Building a mega-casino on the Front Range will deliver a mortal blow to the mountain casinos and wipe out the funding they provide.

**Coloradans simply don't want expanded gaming, even if backers attempt to disguise it as education funding.**





## **BOARD OF EDUCATION AGENDA ITEM 7.07**

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Donna Richer, BOE Executive Assistant
<b>TITLE OF AGENDA ITEM:</b>	Appoint Board Representative to attend CASB's Delegate Assembly and December Business Meeting
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Colorado Association of School Boards (CASB) resolutions represent philosophy and belief statements that are core to the work of local school boards.

**RATIONALE:** Appointing a Board Representative to serve as a Delegate at the September Delegate Assembly and December Business Meeting ensures that the district takes an active role in helping to determine the issues on which CASB should proactively lobby for legislative change that will benefit local school boards and the students those boards serve.

**RELEVANT DATA AND EXPECTED OUTCOMES:** The Board's Delegate will represent the District in the Delegate Assembly.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

### **FUNDING REQUIRED:**

### **AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to appoint Marie LaVere-Wright as the Board Representative to serve as a Delegate at CASB's September Delegate Assembly and December Business Meeting.

**APPROVED BY:** Jack Bay, Chief Operations Officer,  
Peter Hilts, Chief Education Officer, Brett Ridgway, Chief Business Officer

**DATE:** August 6, 2014



## **BOARD OF EDUCATION AGENDA ITEM 7.08**

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Donna Richer, BOE Executive Assistant
<b>TITLE OF AGENDA ITEM:</b>	Approval of Intergovernmental Agreement between District 49 and El Paso County Clerk and Recorder for the November 2014 Election
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** In order to include District 49 ballot issues in the November 4, 2014 Election, the District must enter into an intergovernmental agreement with the El Paso County Board of Commissioners, the El Paso County Clerk and Recorder, and the State of Colorado. The Board of Education has previously stated their intent to do so at the July 10, 2014 meeting where an election official was designated and the Intent to participate in the 2014 coordinated election was approved.

**RATIONALE:** District participation in the coordinated election with El Paso County will keep the district's election expenses down. The agreement specifically delineates the responsibilities of the county and those of the district.

**RELEVANT DATA AND EXPECTED OUTCOMES:** The estimated costs for District 49 for the November 4, 2014 election are \$118,855.33.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	<i>Handling such requirements in an open and transparent manner validates the importance placed on community trust.</i>
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** \$118,855.33

**AMOUNT BUDGETED:** \$34,726

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to approve the intergovernmental agreement between Falcon School District 49 and the El Paso County Board of Commissioners, the El Paso County Clerk and Recorder, and the State of Colorado, as presented to adopt the attached resolution stating that the Jurisdiction (Falcon School District 49) agrees to the terms and conditions of the Intergovernmental Agreement.

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

**DATE:** August 6, 2014



## **RESOLUTION**

### **APPROVAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN FALCON SCHOOL DISTRICT 49 AND THE EL PASO COUNTY BOARD OF COUNTY COMMISSIONERS, THE EL PASO COUNTY CLERK AND RECORDER, AND THE STATE OF COLORADO.**

BE IT RESOLVED, THAT THE Intergovernmental Agreement between Falcon School District 49 and the El Paso County Board of County Commissioners, the El Paso County Clerk and Recorder, and the State of Colorado concerning a Coordinated Election of November 4, 2014, be approved, and

BE IT FURTHER RESOLVED, that Falcon School District 49 will participate in the General Election in accordance with the terms and conditions of the Intergovernmental Agreement, as recommended by the Chief Education Officer, Chief Business Officer and Chief Operations Officer.

ADOPTED AND APPROVED this 14th day of August 2014.

(District Seal)

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Tammy Harold, Board President

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Marie LaVere-Wright, Board Secretary

**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN**  
**EL PASO COUNTY CLERK AND RECORDER**  
**AND**  
**FALCON SCHOOL DISTRICT #49**  
**Regarding the Conduct and Administration of the**  
**November 4, 2014**  
**GENERAL ELECTION**



**Prepared by:**

**Wayne W. Williams**  
**El Paso County Clerk and Recorder**  
**1675 West Garden of the Gods Road**  
**Suite 2201**  
**Colorado Springs, CO 80907**  
**(719) 575-VOTE (8683)**

## INTERGOVERNMENTAL AGREEMENT

**THIS INTERGOVERNMENTAL AGREEMENT** ("Agreement") is made and entered into this 4<sup>th</sup> day of August, 2014, by and between the **EL PASO COUNTY BOARD OF COUNTY COMMISSIONERS** ("County"); **THE EL PASO COUNTY CLERK AND RECORDER** ("County Clerk") and **FALCON SCHOOL DISTRICT #49** ("Jurisdiction"), collectively referred to as the "Parties."

### WITNESSETH

**WHEREAS**, pursuant to the Uniform Election Code of 1992 and the Voter Access and Modernized Elections Act (Articles 1 to 13 of Title 1, C.R.S.), governmental entities are encouraged to cooperate and consolidate elections in order to reduce taxpayer expense; and

**WHEREAS**, pursuant to Colorado Revised Statutes (C.R.S. or the "Code") § 1-7-116(2), as amended, and the Rules of the Colorado Secretary of State (the "Rules"); the County Clerk and the Jurisdiction are required to enter into an agreement for the administration of their respective duties concerning the conduct of the November 4, 2014, General Election ("Election"); and

**WHEREAS**, the County Clerk and the Jurisdiction are authorized to conduct elections as required by law;

**WHEREAS**, the Colorado Constitution, Section 20 of Article X, requires the production of a mailed Ballot Issue Notice (also known as a "TABOR" notice) concerning certain ballot issues that will be submitted to the electors of the County and the Jurisdiction; and

**WHEREAS**, the Jurisdiction has certain candidates, ballot issues and/or ballot questions to present to its eligible electors and shall participate in this General Election.

**NOW, THEREFORE,** for and in consideration of the promises contained herein, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. This election shall be conducted as a General Election in accordance with the Uniform Election Code of 1992 and the Voter Access and Modernized Elections Act (Articles 1-13 of Title 1, C.R.S.). The election participants shall be required to execute agreements with El Paso County for this purpose and may include municipalities, school districts, and special districts within the El Paso County limits and the State of Colorado.
2. This election shall be conducted by El Paso County as a Mail Ballot Election.
3. FURTHER, the Parties agree as follows:

ARTICLE ONE  
PURPOSE AND GENERAL MATTERS

1.1 **DEFINITIONS:**

- A. **"Chief Election Official"**, (hereinafter **"CEO"**) shall mean the El Paso County Clerk and Recorder as referenced in C.R.S. § 1-1-110(3). The CEO shall act within the Code and Rules and, as such, shall conduct the election for the Jurisdiction for all matters in the Code and the Rules which require action by the CEO.
- B. **"Colorado Election Code"** or **"Code"** shall mean any part of the Uniform Election Code of 1992 and the Voter Access Modernized Elections Act, (Articles 1-13 of Title 1, C.R.S.) or any other Title of C.R.S. governing participating Jurisdiction's election matters, as well as the Colorado Constitution, and the State of Colorado Secretary of State (SOS) Rules.
- C. **"Coordinated Election"** shall mean an election where more than one jurisdiction with overlapping boundaries or the same electors holds an election on the same day and the eligible electors are all registered electors, and the County Clerk and Recorder is the Coordinated Election Official for the jurisdictions.
- D. **"Designated Election Official"** (hereinafter **"DEO"**), shall be identified by the Jurisdiction to act as the primary liaison between the Jurisdiction and the Contact Person (defined below) and who will have primary responsibility for the conduct of election procedures to be handled by the Jurisdiction hereunder.

- E. **"IGA"** shall mean Intergovernmental Agreement between the County and the Jurisdiction for election coordination.
- F. **"General Election"** means the election held on the Tuesday succeeding the first Monday of November in each even-numbered year.
- G. **"Jurisdiction"** shall mean those Jurisdictions or local governments participating in the General Election under the terms of this Agreement.
- H. **"Mail Ballot Packet"** shall mean the packet of information provided by the CEO to eligible electors in the mail ballot election. The packet includes the ballot, instructions for completing the ballot, a secrecy sleeve, and a return envelope. C.R.S. § 1-7.5-103(5).
- I. **"SOS"** shall mean the State of Colorado Secretary of State.
- J. **"SOS Election Calendar"** shall mean the most recent 2014 election calendar as published on the SOS website located at [www.sos.state.co.us](http://www.sos.state.co.us).

- 1.2 GOAL: The purpose of this Agreement is to set forth the tasks to be completed by the County Clerk and Recorder (CEO) and the Jurisdiction to conduct the election and to provide for the cost thereof.
- 1.3 CHIEF ELECTION OFFICIAL: The County Clerk and Recorder shall act as the CEO in accordance with the Code and Rules and, as such, shall conduct the election for the Jurisdiction.
- 1.4 CONTACT PERSON: The CEO designates Liz Olson, or her designee, (Phone: 719-520-6222; E-Mail: [lizolson@elpasoco.com](mailto:lizolson@elpasoco.com)) as the contact person to act as primary liaison between the CEO and the Jurisdiction. The contact person shall act under the authority of the CEO and shall have the primary responsibility for the coordination of the election with the Jurisdiction and completion of procedures assigned to the CEO herein. Nothing herein shall be deemed to relieve the CEO or the Jurisdiction from their official responsibilities for the conduct of the election.

- 1.5 **DESIGNATED ELECTION OFFICIAL:** The Jurisdiction shall appoint a DEO to act as primary liaison between the Jurisdiction and the CEO. The DEO shall have primary election responsibilities for all election procedures handled by the Jurisdiction. Except as otherwise provided in this Agreement, the DEO shall act as the designated election official for all matters under the Code and the Rules which require action by the DEO. From the date of execution of this Agreement through the official certification of the election, the DEO shall be readily available and accessible during regular business hours, and at other times when notified in advance by the County's contact person, for the purpose of consultation and decision-making on behalf of the Jurisdiction. In addition, the DEO is responsible for receiving and timely responding to inquiries made by their voters or others interested in the Jurisdiction's election. The DEO is responsible for providing the CEO with emergency contact numbers to be reached before and after normal office hours and from 7:00 a.m. Election Day to 12:00 a.m. the following day. To the extent that the Code requires that an Election Official of the Jurisdiction conduct a task, the DEO shall conduct the same.
- 1.6 **APPLICABILITY:** This Agreement shall be construed to apply to that portion of the Jurisdiction within El Paso County, State of Colorado.
- 1.7 **TERM:** This Agreement shall start as of the date of the last party's execution of this Agreement and shall continue through the official certification of the November 4, 2014, General Election.
- 1.8 **LEGAL ADVICE:** The Jurisdiction understands that the CEO and his designees do not provide legal advice to the Jurisdiction. The CEO and his designees may provide information to the Jurisdiction concerning the CEO's understanding of applicable laws and rules, but it is the responsibility of the Jurisdiction to contact its own attorney for legal advice.
- 1.9 **RESPONSIBILITIES BEYOND THIS AGREEMENT:** The Jurisdiction understands that there may be additional obligations and responsibilities, legal, contractual, or otherwise, placed upon the Jurisdiction outside the terms of this IGA. The Jurisdiction further understands that it is the responsibility of the Jurisdiction to be aware of all obligations and responsibilities of the Jurisdiction.
- 1.10 **UPDATING OTHER CEO'S:** For those Jurisdictions which extend beyond El Paso County, the Jurisdiction is responsible for keeping each county informed of any and all changes to its ballot language and Ballot Issue Notice language. It is also the Jurisdiction's responsibility to inform itself of all election procedures for each County.



ARTICLE TWO  
DUTIES OF THE COUNTY CLERK AND RECORDER (CEO)

The CEO shall perform the following duties for the election for the Jurisdiction:

- 2.0 VOTER REGISTRATION: Supervise, administer and provide the necessary facilities and forms for all regular voter registration sites and voter service and polling centers.
- 2.1 BALLOT PREPARATION: Layout the text of the ballot in a format that complies with the Code and the Rules. Provide ballot printing layouts and text for proofreading and for signature approval of the Jurisdiction. Certify the ballot content to the printer.
- 2.2 VOTER LISTS: Upon request of the Jurisdiction, create a list of the registered voters containing the names and addresses of each elector registered to vote in the Jurisdiction. This will not be a certified list, but may be used for checking signatures on candidate petitions. The Jurisdiction shall pay the CEO for the cost of such list. The Jurisdiction may choose to receive the list on CD or as a printed copy. The fee for furnishing the list shall be as follows:
- List on CD = \$25.00 plus \$1.25 CD charge
- List as a Printed Copy = \$25.00 and \$.05 per page
- 2.3 MAIL BALLOT PLAN: The CEO shall file the proposed election plan with the Secretary of State as required by C.R.S. § 1-7.5-105 (1).
- 2.4 ELECTION JUDGES/BOARD OF CANVASSERS/STAFF: The CEO shall appoint, compensate, instruct and oversee election judges, the Board of Canvassers and any qualified number of additional election staff to adequately serve the number of electors registered to vote in the General Election.
- 2.5 ELECTION SUPPLIES: The CEO shall provide all necessary equipment, forms and personnel to conduct the election, including the County's electronic vote counting equipment.

- 2.6 **LOGIC AND ACCURACY:** The CEO shall conduct three tests on all electronic voting equipment in accordance with C.R.S. § 1-7-509(1)(b) and Rules promulgated by the Secretary of State, including a hardware test, public logic and accuracy test, and a post- election test.

The CEO shall select a testing board comprised of at least two persons, one from each major political party from the list provided by the major political parties pursuant to C.R.S. § 1-6-102.

The CEO shall conduct public testing of voting equipment prior to the commencement of voting. The public test shall be open to representatives of the political parties, the press and the public, pursuant to C.R.S. § 1-7-509(2)(b). Each major political party, minor political party, ballot issue committee that has an issue on the ballot, and Jurisdiction may designate one person, who shall be allowed to witness all public tests and the counting of pretest votes. Notice of the fact that the public test will take place shall be posted in the designated public place for posting notices in the county for at least seven days before the public test.

- 2.7 **PREPARE AND MAIL BALLOT PACKETS:** The CEO shall prepare and mail all Mail Ballot Packets as required by C.R.S. § 1-7.5-107 and § 1-8.3-110.
- 2.8 **NON-RESIDENT VOTERS:** Participating jurisdictions that are required to permit non-resident taxpaying electors as defined by C.R.S. § 32-1-103 (23) to vote in their elections must provide a list to the CEO of the non-resident eligible property owners who are also registered to vote in the State of Colorado. This list must include a complete name and mailing address for each eligible elector and will be used by the CEO to send mail ballot packets to those property owner electors. The list of eligible electors must be submitted to the CEO no later than September 19, 2014.
- 2.9 **ELECTION DAY:** The CEO shall provide Election Day telephone and in person support from 7:00 a.m. to the conclusion of the unofficial count on election night.
- 2.10 **COUNTING OF BALLOTS:** The CEO shall conduct and oversee the process of counting the ballots and reporting the results by precinct. Establish backup procedures and sites should the need arise. Provide personnel to participate in the ballot counting procedures as accomplished by any electronic vote tabulating equipment used in the election. Provide personnel and all other necessary services for any recount as provided by the Code.

- 2.11 STORAGE: The CEO shall store all election records as required by the Code. Store all voted ballots and all other election materials for a minimum of twenty-five (25) months, to be saved in such a manner that they may be accessed by the participating jurisdictions, if necessary, to resolve any challenge or other legal questions that might arise regarding the election.
- 2.12 BALLOT ISSUE NOTICE: The CEO shall determine the "least cost" method for mailing the Ballot Issue Notice package. Combine the text of the Ballot Issue Notice produced by the Jurisdiction with those of other Jurisdictions to produce the Ballot Issue Notice package. The CEO will determine the order of the ballot and the order of the Ballot Issue Notice in the order of final ballot certification on a first received basis. All materials supplied by the Jurisdictions shall be kept together by individual Jurisdiction, and in the order supplied by the Jurisdiction, and with the same text as supplied.

The CEO shall print, address and mail the package to "All Registered Voters" at each address of one or more active registered electors of the Jurisdiction. Nothing herein shall preclude the CEO from sending the Ballot Issue Notice or notice package to persons other than electors of the Jurisdiction if such sending arises from the CEO's efforts to mail the Ballot Issue Notice package at "least cost."

- 2.13 PUBLIC NOTICE: The CEO shall provide notice by publication of a mail ballot election as required by C.R.S. § 1-7.5-107(2.5)(a)(I).
- 2.14 COSTS: The CEO shall keep a careful and accurate accounting of all chargeable items to the Jurisdiction. Costs shall include, but are not limited to: election judges and other associated election personnel, ballots and related election forms, printing, election supplies, legal notices paid for by the CEO, legal costs, postage, rental charges, related computer hardware and technical support, and any other fees reasonably related to conducting the 2014 General Election.

The CEO shall charge each Jurisdiction taking part in the election a proportional share of the actual costs of the election. This proportional share shall be based upon the number of active voters eligible to vote within each Jurisdiction involved in the election, the number of Jurisdictions participating, and the number of ballot issues and/or items to be included on the ballot for each Jurisdiction. A copy of such accounting shall be provided to the Jurisdictions at the time of billing.

Legal costs shall include, but are not limited to any costs incurred by El Paso County to enforce a provision of this Agreement or to defend any legal or administrative action brought by a candidate or Jurisdiction as it relates to this Agreement or the November 4, 2014, General Election.

El Paso County shall be the sole determiner as to whether legal counsel outside of the El Paso County Attorney's office is required or warranted to bring or defend legal or administrative action as referenced in this Agreement.

- 2.15 The CEO shall establish precincts, voter service and polling centers, and ballot drop-off locations as required by law, and cooperate with Jurisdictions in the petition verification process.

### ARTICLE THREE DUTIES OF THE JURISDICTION

- 3.0 **AUTHORITY: The DEO shall provide the CEO with a copy of the ordinance or resolution** stating that the Jurisdiction will follow the election provisions of the Code and that the Jurisdiction will participate in the General Election in accordance with the terms and conditions of this Agreement, including the time guidelines schedule attached hereto as these relate to the November 4, 2014, General Election. **The ordinance or resolution will also authorize the DEO of the Jurisdiction or other designated person to execute this Agreement.**
- 3.1 **CALL AND NOTICE:** The CEO shall publish the Notice as required by C.R.S. § 1-7.5-107 (2.5(a)(I). If other notices are required by the Jurisdiction, it shall be the DEO's responsibility to comply with those requirements.
- 3.2 **PETITIONS:** The DEO shall perform all responsibilities required to certify any candidate, including write-in candidates, and/or initiative petition(s) to the ballot. Petitions for nominations shall be made available through the office of the DEO for the Jurisdiction. Signatures on all petitions shall be verified by the Jurisdiction.
- 3.3 **CAMPAIGN FINANCE:** The DEO understands that all candidates running for office must become familiar with the requirements of Article XXVIII of the Colorado Constitution, and Title 1, Article 45, C.R.S. The DEO understands that if a candidate accepts any contributions or makes any expenditures in furtherance of their candidacy, they must have a candidate committee. The DEO understands that committees must be registered with the appropriate office before they accept contributions.

- 3.4 APPROPRIATE FILING OFFICE: The DEO understands that candidates for any school board or any committees formed to support or oppose any school district ballot issue or ballot question must file paperwork with the Secretary of State's office. The DEO understands that candidates for municipal elections or any issue committee formed to support or oppose any municipal ballot issue or question must file paperwork with the municipal clerk of the applicable municipality.
- 3.5 BALLOT PREPARATION: The DEO shall certify the list of candidates, ballot issues and/or ballot questions and the titles and summaries of each ballot issue or question in the format as described in the attached "Format Information Page" to the CEO exactly as the list is to be printed on the ballot **by 5:00 P.M. on September 5, 2014. Certification is required electronically, which may include CD or email, and a hard copy. The Jurisdiction is to provide the phonetic pronunciation of each candidate's name to assist with the preparation of the audio ballot as required by SOS Rule 4.6.** The DEO shall email a recording of correct pronunciation to [LizOlson@elpasoco.com](mailto:LizOlson@elpasoco.com) or call the CEO at (719) 520-6226 and leave an audio recording of the candidate's name in the voice mail box.

The Jurisdiction must provide the preferred abbreviation of any candidate's name that exceeds 20 characters for reports and web page display only.

The Jurisdiction must indicate whether question(s) are a referred measure or an initiative from a citizen petition. The Jurisdiction understands and agrees that any ballot content submitted to the CEO after the above noted date may result in their candidates, issues or questions not being on the ballot. In such event, the Jurisdiction will be required to provide for its own election at its sole expense and the remaining terms and conditions of this Agreement will automatically terminate.

The Jurisdiction understands that it must wait and that it must instruct ballot issue committees and coordinating entities to wait before numbering a ballot issue and/or ballot question until the CEO has assigned a number to the respective ballot issue and/or ballot question.

- 3.6 PROOFING: The DEO shall proof read the layout and the text of the Jurisdiction's portion of the official ballots before authorizing in writing the printing of the ballots. Such authorization shall be made **WITHIN THREE (3) HOURS** of the CEO's email or fax transmission to the DEO. The expected date and time for this proofing will be between 8:00 a.m. and 5:00 p.m. on Friday, September 12, 2014. Should the DEO fail to contact the CEO within three (3) hours of the CEO's email or fax transmission, the CEO shall not be held responsible for any errors or omissions should they proceed with the printing of the ballots.

- 3.7 **BALLOT ISSUE NOTICE:** The Jurisdiction shall prepare the language for the Notice for each ballot issue relating to Section 20, Article X of the Colorado Constitution. The language shall consist only of a concise title in the format as described in the attached "Ballot Issue Notice Example Page", and pro and con summaries each of 500 words or less. The Ballot Issue Pro/Con comments shall be delivered to the Jurisdiction's DEO **by September 19, 2014**. The Ballot Issue Notice including the summarized comments shall be delivered to the CEO **by September 23, 2014**, for inclusion in the Notice.
- 3.8 The CEO will mail Ballot Issue Notices to each household with at least one active registered voter. The notice may include only those ballot issues that electors receiving the Notice are eligible to vote on based on their residential address. The DEO is responsible for mailing the Notice to those households with eligible electors that reside outside of the individual jurisdictional boundaries. The DEO shall notify the CEO of the quantity of Notices that will be needed for this mailing **no later than September 19, 2014**. The Jurisdiction shall request a property owners list from the Assessor's Office.
- 3.9 **BOUNDARIES:** The Jurisdiction shall provide to the CEO by August 19, 2014, an accurate map of its boundaries. The CEO and El Paso County shall not be held liable for any actions, errors or omissions deriving from the Jurisdiction's failure to provide an accurate map of its boundaries by August 19, 2014.
- 3.10 **ELECTION DAY:** The Jurisdiction shall provide support on the day of the election via telephone from 7:00 a.m. until counting of the ballots is completed.
- 3.11 **RECOUNT:** The Jurisdiction shall be responsible for costs of a recount pursuant to C.R.S. § 1-10.5-101 and § 1-11-215 except for costs collected from an "interested party" pursuant to C.R.S. § 1-10.5-106 which shall be collected by the entity conducting the recount.
- 3.12 **DESIGNATED ELECTION OFFICIAL:** The Jurisdiction designates the following as the DEO for the Jurisdiction to act as the primary liaison between the CEO with primary responsibility for the election procedures to be handled by the Jurisdiction.

NAME: \_\_\_\_\_ DIRECT PHONE: \_\_\_\_\_

- 3.13 **PAYMENT OF COSTS:** The Jurisdiction shall reimburse the County for such costs allocated to the Jurisdiction within thirty (30) days of date of billing.

- 3.14 **ESTIMATED COSTS:** The estimated cost for the Jurisdiction's portion of the election is approximately **\$118855.33**. It is understood and agreed that this is a cost estimate and the actual cost may be higher or lower depending on questions presented to the Jurisdiction's electorate and the number of Jurisdictions that participate in the General Election. The Jurisdiction further agrees to pay a deposit of **\$59427.67** which is 50% of the estimated cost to the CEO at the time of signing this agreement. The CEO will maintain the deposit in a separate account and will remit any funds not used for the election to the Jurisdiction.

#### ARTICLE FOUR CANCELLATION OF THE ELECTION

- 4.0 In the event that the Jurisdiction resolves not to hold the election, then the Jurisdiction shall comply with the provisions of § 1-5-208 of the Code, and notice of such resolution shall be immediately provided to the CEO. The Jurisdiction shall within thirty (30) days promptly pay the CEO the Jurisdiction's proportional share of the activities of the CEO relating to the election incurred both before and after the receipt of such notice. The Jurisdiction shall provide notice by publication (as defined in the Code) of the cancellation of the election and a copy of the notice shall be posted in the office of the CEO, in the office of the DEO, at the primary location of the Jurisdiction, and, if the Jurisdiction is a special district, in the office of the Division of Local Government.

#### ARTICLE FIVE LIABILITY

- 5.0 The Jurisdiction agrees to indemnify, defend, and hold harmless the County to the extent permitted by law, from any and all loss, costs, demands or actions arising out of or related to any actions, errors or omissions of the Jurisdiction in completing its responsibilities relating to the November 4, 2014, General Election. Nothing in this provision shall be deemed to waive or otherwise limit the defense available to the Jurisdiction and the County under the Colorado Government Immunity Act. This Agreement shall not be construed to create any rights or benefits for any person who is not a party to this agreement.

#### ARTICLE SIX MISCELLANEOUS

- 6.0 **APPROPRIATION:** Both the County and the Jurisdiction intend and commit to use all good faith and due diligent efforts to honor their respective financial obligations as set forth in this Agreement.

- 6.1 NOTICES: Any and all notices required to be given by the Parties by this Agreement are deemed to have been received and to be effective: 1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; 2) immediately upon hand delivery; or 3) immediately upon receipt of confirmation that a fax was received; to the address of the Parties as set forth below or to such Party or addresses as may be designated hereafter in writing:

To County Clerk: Liz Olson, Election Manager  
and Recorder's El Paso County Clerk and Recorder  
contact person P.O. Box 2007  
Colorado Springs, Colorado 80901-2007  
FAX: 719-520-7327

With a copy to: El Paso County Attorney  
200 South Cascade Avenue  
Suite 150  
Colorado Springs, Colorado 80903-2208

To Jurisdiction: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

- 6.2 AMENDMENT: This Agreement may be amended only in writing and following the same formality as the execution of this Agreement.
- 6.3 INTEGRATION: The Parties acknowledge that this Agreement, along with any attachments, constitutes the sole Agreement between them relating to the subject matter hereof, and that no Party is relying upon any oral representation made by another Party or employee, agent or officer of that Party.
- 6.4 CONFLICT OF AGREEMENT WITH LAW, IMPAIRMENT: In the event that any provision of this Agreement conflicts with the Code, other statute, rule or valid prior resolution duly adopted by the El Paso County Board of County Commissioners, this Agreement shall be modified to conform to such law, resolution or ordinance. No subsequent resolution or ordinance of the Board of County Commissioners or the governing body of the Jurisdiction shall impair the rights of the CEO or the Jurisdiction hereunder without the consent of the other party to this agreement.



6.5 TIME OF ESSENCE: Time is of the essence of this Agreement. The statutory time requirements of the Code shall apply to the completion of the tasks required by this Agreement.

6.6 ATTACHMENTS: The following are attached and made a part of this Agreement:

1. DEO Contact Information (pg. 16)
2. Format Information Page (pg. 17)
3. Ballot Issue Notice Example Page (pg. 17-18)
4. Sample Candidate Ballot Layout (pg. 19)
5. Appointment of Observer by Jurisdiction Form (pg. 20)
6. 2014 Election Calendar



## **DEO Contact Information**

**\*Please Print or type**

**Jurisdiction:** \_\_\_\_\_

**Designated Election Official (DEO):** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Business Hours:** \_\_\_\_\_

**Telephone Numbers (during normal business hours):**

\_\_\_\_\_

\_\_\_\_\_

**Emergency Telephone Numbers (before and after normal business hours):**

\_\_\_\_\_

\_\_\_\_\_

**Election Day (telephone numbers from 7:00 a.m. Election Day to 12:00 a.m. the following day):**

\_\_\_\_\_

\_\_\_\_\_

## Certification Format Information Page

Ballot certification is required in two formats, a paper copy and an electronic copy. The electronic copy may be on a CD or emailed to [lizolson@elpasoco.com](mailto:lizolson@elpasoco.com). All must be received no later than 5:00 p.m. on September 5, 2014. The electronic version must be provided using MS Word format or similar editable format. No PDF versions will be accepted.

- CD: These requirements apply to the ballot content, as well as the TABOR notice information. CD ROM Disk (compatible for use on any PC based CD reader) using MSWord. The CD must be labeled with the Jurisdiction's name, document title (file name), program used to create the document, contact person and phone number.
- FONT: All fonts must be Arial 10 pt.
- MARGINS: Set margins as follows:  
Side margins are 1.75", top and bottom at 1.5". Page format should be standard letter size paper.
- SPACING: All text must have single line spacing.
- TEXT: For Ballot Issue Notice, all ballot issue text must be typed in CAPITAL LETTERS. Pro/Con statements must appear in upper and lower case. Ballot questions must be typed in upper lower case.
- TABLES/COLUMNS: Do not use columns or tables setting up files as these are difficult to reformat. Use TABS to put information in rows and/or columns.
- Audio: The DEO shall email a recording of correct pronunciation to [LizOlson@elpasoco.com](mailto:LizOlson@elpasoco.com) at (719) 520-6226 and leave an audio recording of the candidate's name in the voice mail box.

**This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.**

# Ballot Issue Notice

## Example Page

**NOTE:** The information provided here is offered as a suggestion for the sake of uniformity and convenience to the voters based upon the Constitutional language of TABOR. Jurisdictions should consult with their legal counsel to determine if data should be supplied as suggested.

[DISTRICT NAME]

Designated Election Official:

[Name]

[Title]

[Address]

[City, State, Zip]

NOTICE OF ELECTION [TO INCREASE TAXES] [TO INCREASE DEBT] [ON A CITIZEN PETITION] [ON A  
REFERRED MEASURE]

[DISTRICT NAME]

EL PASO COUNTY, STATE OF COLORADO

Election Date: [Insert Election Date]

Election Hours: [7:00 A.M. to 7:00 P.M.]

[Insert Question Number]

Ballot Title and Text:

[Insert Ballot title and Text of Question. ALL TEXT IN UPPERCASE]

### Information:

The below information is not required with your ballot certification on 9/6/13. It is required with your Ballot Issue Notice submission which is due on 9/24/13.

### Fiscal Year Spending Information:

2010 (Current fiscal year estimated)	[\$1,000,000]
2009 (Actual)	[\$1,000,000]
2008 (Actual)	[\$1,000,000]
2007 (Actual)	[\$1,000,000]
2006 (Actual)	[\$1,000,000]

Overall percentage change in fiscal year spending: [Insert % of overall change]

Overall dollar amount change: [Insert \$ amount of change]

Estimated maximum dollar amount of tax increase for [insert year]: [amount of increase]

Estimated [insert year] fiscal year spending without tax increase: [amount of spending]

### Information on Current Bonded Debt:

Principal amount: [\$1,000,000]

Maximum annual repayment cost: [\$1,000,000]

Total repayment cost: [\$1,000,000]

Information on Proposed Bonded Debt:

Principal amount:	[\$1,000,000]
Maximum annual repayment cost:	[\$1,000,000]
Total repayment cost:	[\$1,000,000]

Summary of written comments for the proposal:

- [Summary statements or paragraphs for the proposal must be filed 45 days before the election. See C.R.S 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state “No comments were filed by the constitutional deadline.”]

Summary of written comments against the proposal:

- [Summary statements or paragraphs against the proposal must be filed 45 days before the election. See C.R.S. 1-7-901(4)]
- [Summaries must be 500 words or less and accurately summarize all written comments.]
- [Summaries may not contain names of persons or private groups that are for or against the proposal.]
- [If written comments are not filed, state “No comments were filed by the constitutional deadline.”]

**This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder’s office.**

## Sample Candidate Ballot Layout

YOUR SCHOOL DISTRICT NAME HERE

Name of Office here

Length of Term here

(Vote for not more than ?)

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

YOUR SCHOOL DISTRICT NAME HERE

Name of the Office here

Length of Term here

(Vote for not more than ?)

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

\_\_\_\_\_ Candidate's name

**This page is provided for your reference. It may be removed prior to returning the signed IGA to the Clerk and Recorder's office.**

## **Appointment of Observer by Jurisdiction for Public Logic and Accuracy Test of Voting Equipment (Optional)**

Jurisdiction Name: \_\_\_\_\_

Designated Election Official (DEO): \_\_\_\_\_

Name of Observer Appointed: \_\_\_\_\_

Observer's Contact Telephone Numbers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Designated Election Official

\_\_\_\_\_  
Date

Please return this page with the signed IGA if you choose to appoint an observer for the Public Logic and Accuracy testing of voting equipment.

Once the date of the Public Logic and Accuracy test has been set, the appointed observer will be notified. The date of the Public Logic and Accuracy test will be posted on the Elections webpage at <http://car.elpasoco.com/election>.



STATE OF COLORADO )  
FALCON SCHOOL DISTRICT #49 )  
EL PASO COUNTY )

I, Marie LaVere-Wright, the Secretary of the Board of Education of Falcon School District #49, El Paso County, Colorado (the "District"), do hereby certify that:

1. Attached is a true and correct copy of a resolution (the “Resolution”) adopted by the Board of Education (the “Board”) at the regular meeting held on **August 14, 2014**.

2. Notice of such meeting was posted in a public place within the boundaries of the District designated by the Board for the posting of notices of meetings of the Board no less than 24 hours prior to the holding of the meeting.

3. The Resolution was duly moved, seconded, and adopted at such meeting by the affirmative vote of a majority of the members of the Board as follows:

Board Member	Yes	No	Absent	Abstaining
Kevin Butcher	_____	_____	_____	_____
Tammy Harold	_____	_____	_____	_____
Chuck Irons	_____	_____	_____	_____
Marie LaVere-Wright	_____	_____	_____	_____
David Moore	_____	_____	_____	_____

4. The Resolution was duly approved by the Board, signed by the President of the Board, sealed with the District's seal, attested by the Secretary of the Board, and recorded in the minutes of the Board.

5. The meeting at which the Resolution was adopted was noticed and all proceedings relating to the adoption of the Resolution were conducted in accordance with all applicable by-laws, rules, regulations, and resolutions of the District, in accordance with the normal procedures of the District relating to such matters, and in accordance with applicable constitutional provisions and statutes of the State of Colorado and all other applicable laws.

WITNESS my hand and seal of the District this 14<sup>th</sup> Day of August 2014.

Marie LaVere-Wright  
Secretary, Board of Education

[DISTRICT SEAL]

## BOARD OF EDUCATION AGENDA ITEM 8.01

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Barbara Seeley
<b>TITLE OF AGENDA ITEM:</b>	Student Study Trips
<b>ACTION/INFORMATION/DISCUSSION:</b>	Information

### BACKGROUND INFORMATION, DESCRIPTION OF NEED:

### RATIONALE:

### RELEVANT DATA AND EXPECTED OUTCOMES:

#### **Travel Study Trip request:**

#### **FHS**

Softball tournament in Fort Collins, CO

Departure-8/29/14 Return-8/30/14

12-13 students will attend this trip.

Trip costs include lodging, meals and transportation.

This is a softball tournament.

Fundraising will be part of this program.

### IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:** N/A

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

**APPROVED BY:** Peter Hilts, CEO

**DATE:** August 6, 2014



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

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Dana Palmer, DAAC Chair
<b>TITLE OF AGENDA ITEM:</b>	DAAC Annual Report
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Presentation of the 2013-2014 DAAC Annual Report to the Board of Education.

**RATIONALE:** The Education Accountability Act of 2009 holds the state, districts and schools accountable on a set of consistent, objective measures and report performance in a manner that is highly transparent and builds public understanding. A report is being provided to the Board of Education relative to the DAAC Committee's status in maintaining compliance with state mandated charges to the DAAC.

**RELEVANT DATA AND EXPECTED OUTCOMES:** In considering the annual DAAC Report the board will cooperatively with the DAAC consider the areas and issues, in addition to budget issues, that the DAAC shall study and make recommendations upon.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	<b><u>Major Impact</u></b>
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** NO

**AMOUNT BUDGETED:** N/A

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** To move to an action item at the September 11, 2014 regular meeting.

**APPROVED BY:** Peter Hilts, Chief Education Officer  
Brett Ridgway, Chief Business Officer, Jack Bay, Chief Operations Officer

**DATE:** August 1, 2014

The background features abstract, overlapping geometric shapes in various shades of blue, creating a modern and professional look. The shapes are primarily triangles and polygons, some with a fine grid pattern.

# 2013-2014 DAAC Report

D49 DAAC Chair, Dana Palmer

# DAAC Powers & Duties

## C.R.S. 22-11-302

District  
Funds



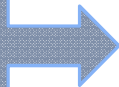
Recommending to its local school board priorities for spending school district moneys.

UIP



Submitting recommendations to the local school board concerning preparation of the district's Performance, Improvement, Priority Improvement or Turnaround plan "UIP" (whichever is applicable)

Charter  
School  
Review



Reviewing any charter school applications received by the local school board and, if the local school board receives a charter school renewal application and upon request of the district and at the DAC's option, reviewing any renewal application prior to consideration by the local school board

Working  
Together

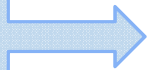


At least annually, cooperatively determining, with the local school board, the areas and issues, in addition to budget issues, that the DAC shall study and make recommendations upon

# DAAC Powers & Duties (cont.)

## C.R.S. 22-11-302

### UIP Progress Monitoring



At its option, meeting at least quarterly to discuss whether district leadership, personnel, and infrastructure are advancing or impeding implementation of the UIP.

### Parent Engagement



Publicizing opportunities to serve and soliciting parents to serve on the DAC; Assisting the district in implementing the district's parent engagement policy; and Assisting school personnel to increase parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans, and plans to address habitual truancy.



## Key Definitions

**Accountability** - The obligation of an individual or organization to account for its activities, accept responsibility for them, and to disclose the results in a transparent manner.

**Transparency** - Lack of hidden agendas and conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision making.

# Accountability - Major Impact



- ▶ Attendance improved - remained consistent throughout regular schedule
- ▶ Refined committee focus - Colorado mandated Powers & Duties
- ▶ Expanded SAC collaboration - spending priorities
- ▶ Developed Parent/Community Engagement Subcommittee - identified challenges, discussed possible zone, district initiatives to increase engagement.



# Accountability - Major Impact



- ▶ **Improved subcommittee workflow** - subcommittees findings reported to full DAAC
- ▶ **Charter Subcommittee** - members from the charter subcommittee felt their opinions, concerns regarding charter applications were not valued, subsequently filtered out by administration. Also, that the application review process for TRA Charter High School was non-transparent, inconsistent and had a unrealistic timeline. The reviewers also indicated they did not receive the evaluation rubrics in a timely manner. One reviewer never received the correct rubric.
- ▶ **Budget Subcommittee** - members from the Budget subcommittee appreciated being able to work with admin to learn more about how the budget worked. Some members shared concerns that their time spent collaborating with the SAC's to determine district spending priorities was not valued since their recommendations were not publicly presented to the BOE for consideration before adopting the budget.

# Potential Areas of Study 2014-2015

(DAAC breakout session 2.25.14)

- ▶ Technology for testing - hardware
- ▶ What is driving students away from D49?
- ▶ Standards Based Grading - communication, consistency, standardization, evaluation
- ▶ Teacher evaluation process
- ▶ Teacher strategic compensation -How should it be set up? Should we implement it? Who do we involve in the development?
- ▶ After school programs
- ▶ Parent support/classes
- ▶ Gifted & Talented
- ▶ Technology implementation - ROI
- ▶ Non-traditional School Programs -What is the success rate, cost, benefit?

## BOARD OF EDUCATION AGENDA ITEM 9.02

<b>BOARD MEETING OF:</b>	August 14, 2014
<b>PREPARED BY:</b>	Brett Ridgway, Chief Business Officer
<b>TITLE OF AGENDA ITEM:</b>	School Finance Campaign Ballot Language
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** The Capital Planning Committee presented three options to the Board on May 8, 2014, and the Board directed the Committee to take the first two options and work with the consultants in getting the costs solidified. This was followed up with discussions at the June 12, 2014, June 25, 2014, July 10, 2014 and July 22, 2014, where the Board heard how the valuation of the project list translated into the necessary debt requirement and how all of that translated into actual ballot language that the Board, if they wanted to move forward, would need to approve prior to the deadline stated by the El Paso County Clerk & Recorder.

**RATIONALE:** In order to be good stewards of the taxpayers' monies, we need to be able to complete the projects that are included in the bond package, and we need to ensure that the project list contains items that are necessary to support the district's educational programs – now and going forward, and they are projects designed efficiently to minimize cost to the taxpayers.

**RELEVANT DATA AND EXPECTED OUTCOMES:** The Planning Department and the Capital Planning Committee have verified that the costs are accurate and compressed the overall bonding packages. We believe that the process has been thorough, well thought-out and well executed to bring the Board of Education a good list of projects and corresponding ballot language.

### **IMPACTS ON THE DISTRICT'S STRATEGIC PRIORITIES—THE BIG ROCKS:**

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	<i>By verifying costs and insuring we are being good stewards of the taxpayers' monies and therefore reestablishing trust.</i>
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	<i>The Capital Planning Committee is composed of fifty percent community members and invites any community member to attend.</i>
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	<i>With the bond we will provide additional educational facilities to house more portfolio schools.</i>
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	<i>With the bond we will provide additional educational facilities to house more portfolio schools.</i>
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	<i>With new spaces the district has the opportunity to provide educational systems that will launch students towards success.</i>

**FUNDING REQUIRED:** \$124.9 million

**AMOUNT BUDGETED:** TBD

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Discuss and finalize the attached resolution concerning the override levy question and bond question.

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

**DATE:** August 1, 2014

## **RESOLUTION**

WHEREAS, the Falcon School District No. 49 (the “District”), in the County of El Paso and the State of Colorado, is a public corporation duly organized and existing under the Constitution and the laws of the State of Colorado; and

WHEREAS, the members of the Board of Education of the District (the “Board”) have been duly elected, chosen and qualified; and

WHEREAS, Article X, Section 20 of the Colorado Constitution (“TABOR”) requires voter approval for any new tax, the creation of any debt and for spending certain moneys above limits established by TABOR; and

WHEREAS, the Board has determined that the interest of the District and the public interest and necessity demand and require that the District seek voter approval to extend the District’s current tax levy for capital improvement purposes approved by the voters in 2005 and expand the purposes for which such levy can be applied; and

WHEREAS, the Board has determined that the interest of the District and the public interest and necessity demand and require enlarging, improving, remodeling, repairing, or making additions to any school building, equipping or furnishing any school building as more particularly described in Section 4 below (the “Project”); and

WHEREAS, TABOR requires the District to submit ballot issues (as defined in TABOR) to the District’s electors on limited election days before action can be taken on such ballot issues; and

WHEREAS, November 4, 2014, is one of the election dates at which ballot issues may be submitted to the eligible electors of the District pursuant to TABOR; and

WHEREAS, the County Clerk and Recorder (the “County Clerk”) in El Paso County (the “County”) will conduct the election on November 4, 2014, as a coordinated election (the “election”); and

WHEREAS, it is necessary to submit to the eligible electors of the District, at the election, the proposition of (1) extending the District’s override mill levy approved by the voters in 2005, and (2) creating general obligation indebtedness in the aggregate principal amount of not to exceed \$124.9 million to finance the Project and increasing taxes to pay such debt; and

WHEREAS, the District will not have held more than one other election on the question of contracting a bonded indebtedness for any purpose within the twelve months immediately preceding the election herein called.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF FALCON SCHOOL DISTRICT NO. 49, IN THE COUNTY OF EL PASO AND THE STATE OF COLORADO:

Section 1. All action heretofore taken (not inconsistent with the provisions of this resolution) by the District and the officers thereof, directed towards the election, the Project and the objects and purposes herein stated are ratified, approved and confirmed. Unless otherwise defined herein, all terms used herein shall have the meanings specified in Section 22-42-101, C.R.S. or Section 1-1-104, C.R.S.

Section 2. The election shall be conducted as a coordinated election in the County pursuant to TABOR, Article 42 of Title 22, C.R.S., and the Uniform Election Code of 1992, and all laws amendatory thereof and supplemental thereto. The election shall also be conducted by the County Clerk of the County. The District hereby determines that the election shall be held on November 4, 2014, and that there shall be submitted to the eligible electors of the District the questions set forth herein. Because the election will be held as part of the coordinated election, the Board hereby determines that the County Clerk shall conduct the election on behalf of the District pursuant to the Uniform Election Code of 1992.

Section 3. The total aggregate principal amount of the indebtedness to be incurred from time to time for the portion of the Project to be acquired pursuant to this resolution shall not exceed the sum of \$124,900,000.

Section 4. The Board hereby authorizes and directs the officers of the District to certify on or before September 5, 2014, the following questions in substantially the forms hereinafter set forth to the County Clerk. Such questions shall be submitted to the eligible electors of the District at the election.

### **OVERRIDE QUESTION**

WITHOUT CREATING ANY NEW TAX OR INCREASING ANY CURRENT TAX, SHALL SCHOOL DISTRICT NO. 49 BE AUTHORIZED TO CONTINUE TO IMPOSE AND COLLECT ITS EXISTING MILL LEVY OVERRIDE AUTHORIZATION OF \$7,500,000 ANNUALLY, WHICH AUTHORIZATION WAS APPROVED BY THE VOTERS ON NOVEMBER 1, 2005, WITHOUT REGARD TO ANY LIMITATIONS CONTAINED IN THE 2005 BALLOT QUESTION (INCLUDING ELIMINATION OF THE SUNSET) OTHER THAN THAT THE MAXIMUM AMOUNT WHICH CAN BE RAISED EACH YEAR IS \$7,500,000; AND SHALL THE DISTRICT BE AUTHORIZED TO SPEND ANY AMOUNTS RAISED PURSUANT TO THE 2005 BALLOT QUESTION AND THIS QUESTION FOR ANY LEGALLY AUTHORIZED PURPOSES OF SCHOOLS OPERATED OR CHARTERED BY THE DISTRICT WITHIN DISTRICT BOUNDARIES INCLUDING:

- CONTINUING REPAYMENT OF CAPITAL CONSTRUCTION COSTS AUTHORIZED BY THE 2005 BALLOT QUESTION;
- ATTRACTING AND RETAINING HIGHLY EFFECTIVE TEACHERS BY OFFERING SALARIES AND BENEFITS THAT ARE COMPETITIVE WITH OTHER DISTRICTS IN EL PASO COUNTY;

- OFFERING CLASSES FOR STUDENTS TO RECEIVE COLLEGE CREDITS, EARN CAREER CERTIFICATIONS, AND PREPARE FOR ACADEMICS AND EMPLOYMENT AFTER HIGH SCHOOL;
- SECURING THE GROUNDS, TRAFFIC FLOW, MAIN ENTRIES, AND CLASSROOMS AT DISTRICT SCHOOLS WHILE TRAINING AND EQUIPPING SAFETY PERSONNEL; AND
- PROVIDING STUDENTS WITH TECHNOLOGY TO ADAPT AND ACCELERATE ACHIEVEMENT, AS WELL AS TEACHER TRAINING AND SUPPORT TO ENHANCE AND ASSESS LEARNING?

**BOND QUESTION:**

SHALL SCHOOL DISTRICT 49 DEBT BE INCREASED BY \$124.9 MILLION, WITH A REPAYMENT COST OF \$258 MILLION (PRINCIPAL AND INTEREST); AND SHALL DISTRICT TAXES BE INCREASED \$11.3 MILLION ANNUALLY, FOR THE EXCLUSIVE PURPOSE OF SUSTAINING AND ENHANCING AN EXCELLENT EDUCATION THROUGH SCHOOL, CLASSROOM, AND TECHNOLOGY IMPROVEMENTS, AS APPROVED BY THE BOARD OF EDUCATION, AND MONITORED BY A CITIZEN OVERSIGHT COMMITTEE, INCLUDING:

- REPAIRING AND RENOVATING DISTRICT FACILITIES TO EXTEND THEIR USEFUL LIFE, INCREASING SAFETY FOR STUDENTS AND STAFF, AND MAXIMIZING ENERGY EFFICIENCY AT ALL BUILDINGS;
- EXPANDING CLASSROOM TECHNOLOGY AND CONSTRUCTING SPECIALIZED LABS THAT SUPPORT SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS EDUCATION IN ORDER TO INCREASE STUDENT ACCESS TO VOCATIONAL AND CAREER PREPARATION;
- ACQUIRING TWO SCHOOL BUILDINGS CURRENTLY BEING LEASED BY THE DISTRICT TO SERVE ON-LINE, PRE-SCHOOL, AND SPECIAL EDUCATION STUDENTS;
- CONSTRUCTING, RENOVATING AND MODERNIZING FACILITIES AT EXISTING NEIGHBORHOOD SCHOOLS (HORIZON MIDDLE, SAND CREEK HIGH, FALCON HIGH, FALCON ELEMENTARY, AND VISTA RIDGE HIGH) IN ORDER TO DELIVER CORE ACADEMIC CLASSES AND PRACTICAL VOCATIONAL TRAINING TO PREPARE STUDENTS FOR COLLEGE AND THE JOBS OF THE FUTURE;

- CONSTRUCTING TWO K-5 NEIGHBORHOOD SCHOOLS AND ONE MIDDLE SCHOOL, IN ORDER TO SERVE DEMAND IN THE CENTRAL AND NORTHERN PORTIONS OF THE DISTRICT;
- CONSTRUCTING A HIGH SCHOOL TO SERVE CHARTER AND OTHER STUDENTS FROM ACROSS THE DISTRICT;

PROVIDED, HOWEVER, THAT NO BOND PROCEEDS WILL BE SPENT ON DISTRICT ADMINISTRATION AND PROVIDED FURTHER THAT ALL EXPENDITURES WILL BE ANNUALLY AUDITED; SHALL THE MILL LEVY BE INCREASED IN ANY YEAR WITHOUT LIMITATION AS TO RATE BUT ONLY IN AN AMOUNT SUFFICIENT TO PAY THE PRINCIPAL OF AND PREMIUM, IF ANY, AND INTEREST ON SUCH DEBT OR ANY REFUNDING DEBT WHEN DUE; THE AUTHORITY FOR SUCH TAX AND MILL LEVY INCREASE TO TERMINATE WHEN THE DEBT OR REFUNDING DEBT IS PAID; SUCH DEBT TO BE EVIDENCED BY THE ISSUANCE OF GENERAL OBLIGATION BONDS TO BE SOLD IN ONE SERIES OR MORE IN AN AGGREGATE AMOUNT NOT TO EXCEED THE MAXIMUM AUTHORIZED PRINCIPAL AMOUNT AND REPAYMENT COST, ON TERMS AND CONDITIONS AS THE DISTRICT MAY DETERMINE, INCLUDING PROVISIONS FOR REDEMPTION OF THE BONDS PRIOR TO MATURITY WITH OR WITHOUT PAYMENT OF THE PREMIUM; AND SHALL THE DISTRICT'S DEBT LIMIT BE INCREASED FROM AN AMOUNT EQUAL TO 20% OF THE DISTRICT'S ASSESSED VALUE TO AN AMOUNT EQUAL TO 6% OF THE DISTRICT'S ACTUAL VALUE, EACH AS CERTIFIED BY THE EL PASO COUNTY ASSESSOR?

Section 5. Donna Richer is hereby appointed as the designated election official of the District for purposes of performing acts required or permitted by law in connection with the election.

Section 6. If a majority of the votes cast on the questions to authorize general obligation indebtedness and the levy of ad valorem property taxes submitted at the election shall be in favor of incurring general obligation indebtedness and levying ad valorem property taxes as provided in such questions, the District acting through the Board shall be authorized to proceed with the necessary action to incur general obligation indebtedness and levy ad valorem property taxes in accordance with such questions.

Any authority to contract general obligation indebtedness or to levy ad valorem property taxes, if conferred by the results of the election, shall be deemed and considered a continuing authority to contract the general obligation indebtedness and levy the ad valorem taxes so authorized at any one time, or from time to time, and neither the partial exercise of the authority so conferred, nor any lapse of time, shall be considered as exhausting or limiting the full authority so conferred.

Section 7. If a majority of the votes cast on the question authorize the issuance of bonds as described in the bond question set forth above, the District intends to issue such bonds in the approximate aggregate principal amount of \$124,900,000 to pay the costs of the Project,

including the reimbursement of certain costs incurred by the District prior to the execution and delivery of such bonds, upon terms acceptable to the District, as authorized in an resolution to be hereafter adopted and to take all further action which is necessary or desirable in connection therewith. The officers, employees and agents of the District shall take all action necessary or reasonably required to carry out, give effect to and consummate the transactions contemplated hereby and shall take all action necessary or desirable to finance the Project and to otherwise carry out the transactions contemplated by the resolution. The District shall not use reimbursed moneys for purposes prohibited by Treasury Regulation §1.150-2(h). This resolution is intended to be a declaration of “official intent” to reimburse expenditures within the meaning of Treasury Regulation §1.150-2.

Section 8. Pursuant to Section 1-11-203.5, C.R.S., any election contest arising out of a ballot issue or ballot question election concerning the order of the ballot or the form or content of the ballot title shall be commenced by petition filed with the proper court within five days after the title of the ballot issue or ballot question is set.

Section 9. The officers of the District are authorized and directed to take all action necessary or appropriate to effectuate the provisions of this resolution.

Section 10. All orders, bylaws and resolutions, or parts thereof, in conflict with this resolution, are hereby repealed.

Section 11. If any section, paragraph, clause or provision of this resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this resolution.



ADOPTED AND APPROVED this August 14, 2014.

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Tammy Harold, President  
Falcon School District No. 49

(SEAL)

ATTEST:

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Marie LaVere-Wright Secretary  
Falcon School District No. 49

STATE OF COLORADO )  
 )  
COUNTY OF EL PASO ) SS. CERTIFICATE OF SECRETARY  
 )  
FALCON SCHOOL DISTRICT NO. 49 )

I, Marie LaVere-Wright, the duly qualified and acting Secretary of Falcon School District No. 49 (the “District”), in the County of El Paso and State of Colorado, do hereby certify:

(1) The foregoing pages are a true and correct copy of a resolution (the “Resolution”) introduced at a regular meeting of the Board of Education of the District (the “Board”) on August 14, 2014.

(2) The Resolution was duly moved and seconded and the Resolution was adopted at the regular meeting of August 14, 2014, by an affirmative vote of a majority of the members of the Board as follows:

Name	“Yes”	“No”	Absent	Abstain
Tammy Harold, President				
David Moore, Vice President				
Marie LaVere-Wright, Secretary				
Kevin Butcher, Treasurer				
Chuck Irons, Director				

(3) The members of the Board were present at such meeting and voted on the passage of such Resolution as set forth above.

(4) The Resolution was approved and authenticated by the signature of the President of the Board, sealed with the District seal, attested by the Secretary and recorded in the minutes of the Board.

(5) Notice of the meeting of August 14, 2014, in the form attached hereto as Exhibit A was posted at the District Offices not less than 24 hours prior to the meeting in accordance with law.

(6) There are no bylaws, rules or regulations of the Board which prevent the immediate adoption of the Resolution set forth in the foregoing proceedings.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of  
said District, this August 14, 2014.

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Secretary

(SEAL)

**EXHIBIT A**

(Attach Notice of Meeting)