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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.

***ANNOUNCEMENT/NOTICE***  
**BOARD OF EDUCATION WORK SESSION**  
**October 22, 2014**  
**6:30 p.m.**  
**Education Services Center – Board Room**

**PURPOSE:**

1. Individualized Education Report (10 minutes)
2. Operations Update
  - 2.a Transportation (10 Minutes)
  - 2.b Facilities (10 minutes)
  - 2.c Safety (10 Minutes)
3. Falcon High School Course Proposals and Updates (10 minutes)
4. Review of Revisions to Policies: (10 minutes)
  - 4.a GBD, Vacations and Holidays
  - 4.b GCD, Professional Staff Vacations and Holidays
  - 4.c GDD, Support Personnel Vacations and Holidays
5. Communications Department Update (10 minutes)
6. District Benefit Plan (10 minutes)
7. Apportionment of Legal Fees (10 minutes)
8. Monthly Financial Report (10 minutes)
9. Monthly Chief Officer Reports (10 minutes)
10. Policy and Procedure Review (10 minutes)

CASB Updates

  - 10.a AE, Accountability/Commitment to Accomplishment
  - 10.b AE-R, Accountability/Commitment to Accomplishment
  - 10.c BC, School Board Member Conduct
  - 10.d BC-R, School Board Member Financial Disclosure
  - 10.e BCA-E-1, Board Member Code of Ethics
  - 10.f BCB, Board Member Conflict of Interest
  - 10.g BDA, Board Organizational Meeting
  - 10.h BE, School Board Meetings
  - 10.i BEDB, Agenda
  - 10.j BEDF, Voting Method
  - 10.k BID/BIE, Board Member Compensation and Expenses/Insurance/Liability
  - 10.l JJ, Student Activities (Cocurricular and Extracurricular)

11. CBO Performance Review-Assessments/Reports (15 minutes)

DATE OF POSTING: October 16, 2014

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Donna Richer  
Executive Assistant to the Board of Education



## **BOARD OF EDUCATION AGENDA ITEM 1**

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Zach Craddock
<b>TITLE OF AGENDA ITEM:</b>	Individualized Education Presentation-10 minutes
<b>ACTION/INFORMATION/DISCUSSION:</b>	Information

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** General overview of informational items from the IE dept.

**RATIONALE:** Requested to provide

**RELEVANT DATA AND EXPECTED OUTCOMES:** Overview of current services in the dept.

### **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 best <u>district</u> in Colorado to learn, work and lead	<b><u>Informational overview of direct support to at risk students</u></b>
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	<b><u>Informational overview on how programs support Zones and schools to provide comprehensive coverage</u></b>
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	<b><u>Informational overview on student specific supports that maximize student success</u></b>

**FUNDING REQUIRED:** N/A

**AMOUNT BUDGETED:** N/A

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

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

**DATE:** 10/7/14



# Individualized Education

October 22, 2014

# Areas within Individualized Education



- Special Education
- Gifted and Talented
- English Language Development
- School Nurses
- School Counselors
- Excel Expulsion Program
- Pre-School
- Homebound Instruction

# Special Education



**1607  
Students**



84  
Teachers



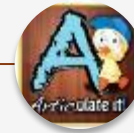
109  
Paraprofessionals



10  
School  
Nurses



10 Director Designees  
(Psychologists/Social Workers)



16 Speech  
Pathologists/8  
Speech Assistants



11 Motor  
Team, multiple  
positions

# Special Education



- Program Location-In District
  - Moderate Needs-All Campuses
  - Affective Needs-SHES, HMS, SVMS, FMS, SCHS, VRHS, and FHS
  - Significant Support Need-WHES, FES, RVES, OES, SRES, FMS, HMS, SVMS, FHS, SCHS, and VRHS
  - Social Communication-RES, EES, MRES

# Special Education



- Program Location-Out of District
  - Griffith Center-6 students
  - Round Up-2 students
  - Transition and Community Agencies-10 students
  - Private Community Agencies-4 students
  - BOCES-16 students
  - Colorado School for the Deaf and Blind-15 students



# Gifted and Talented



- G/T Teacher on Special Assignment-Dr. David Sinha
- 570 students identified as Gifted and Talented across all coordinated and charter schools
- GT screening for all students, coordinated and charter schools, in grades 3 and 6

# English Language Development



- 534 Students served in Coordinated and Charter Schools, GOAL Academy includes another 493 students
- Non English Proficient-114,
- Limited English Proficient-289
- Fluent English Proficient-119
  
- 38 Languages are represented in our District
  - Spanish 60%
  - Vietnamese 9%
  - Korean 4%
  - German 3%
  - Other 24%

# English Language Development



- **Staffing**

- Coordinator-Ms. Martina Meadows
- ELD Coach-Ms. Ines Stabler, primary contact for Charter Schools
- Karla Palacios-Testing Clerk and Community Liaison
- Coordinated School Staffing
  - Sand Creek Zone-9 teachers, 4.5 paras
  - Powers Zone-9 teachers, 2.5 paras
  - Falcon Zone-3 teachers, .5 para

# School Nurses



- All Coordinated schools receive nursing support
- Charter schools nursing services part of contract
- Nurses provide vision/hearing screeners for all schools in the district
- Heavy focus this year on Dravet Syndrome and Concussions

# School Counselors



- District currently has 30.5 school counselors, including one district wide counselors
- School Counselors report to building principals and fall under their direction for day to day duties
- Continued focus on ICAP and 49 Pathways at Secondary Level
- Primary support focus on Early Literacy in K-5 Level

# Excel/Expulsion Program



- Led by Jay Hahn
- Currently housed at BOE, but movement to Pony Tracks by November
- Currently has six students in program
- FuelEd is primary provider of content and curriculum

# Pre-School Services



- District Offered Pre School-7 sites, MRES, OES, RES, RVES, SRES, SES, and WHES for a total of 247 students (includes open slots for IEP students)
- Community Partnership for Child Development has three classrooms-FES and EES; this includes Head Start
- Breakdown of numbers
  - Tuition Based-64 students
  - Colorado Preschool Program-96
  - Special Education 87

# Homebound Services



- Two main areas of service
  - Special Education
    - Service provided in accordance with IEP
    - Direct teacher instruction
    - District certified teachers provide instruction
  - General Education
    - Provided by FuelED Homebound Curriculum
    - Delivery of content is web based
    - Targeted instructional support provided
    - Allows families to set times conducive to them
    - 16 students currently accessing homebound tutoring



# Questions



## BOARD OF EDUCATION AGENDA ITEM 2

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Jack W. Bay, Chief Operations Officer
<b>TITLE OF AGENDA ITEM:</b>	Operations Update (Transportation, Safety and Facilities)
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** The operational support departments of the District consisting of the Safety, Nutrition Services, Transportation and Facilities provide the Board of Education a bi-annual performance update regarding the activities of each department. This meeting the Transportation, Safety and Facility departments will provide their first semi-annual update for the 2014-2015 fiscal year. The Nutrition Services department provided their update at the September 2014 Board work session.

Transportation, safety and facilities will provide a wrap-up of the 2013-2014 fiscal year along with an overview of the 2014-2015 fiscal year. The update will review key performance indicators and provide an overview of the key 2014-2015 business plan initiatives for their respective departments.

**RATIONALE:** These periodic department updates keep the Board of Education and the general public abreast of the activities associated with the various operational support departments. By providing key performance indicators (KPI's), dash board report updates and other key performance informational updates periodically we assist in re-establishing the District as a trustworthy recipient of taxpayer investment.

**RELEVANT DATA AND EXPECTED OUTCOMES:** The Director of Nutrition Services will provide an overview of the activities for their respective departments. Each presenter will provide key performance indicators, dash board reports and other operations information that will reflect their overall efficiency and effectiveness.

### **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	The various reports will provide transparency insight for the respective operational support departments.
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	The various reports will provide community stakeholders key performance information for the various operational support departments for the 2015 fiscal year.
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	By providing key performance metrics, benchmarking performance and continually reviewing operational performance the various operational departments will lead to D49 being recognized as the best district's to work and lead.
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	<u>n/a</u>
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	<u>n/a</u>

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** The information is provided to enhance transparency with the BOE and the District's stakeholders.

**APPROVED BY:** Jack W. Bay Chief Operations Officer

**DATE:** 10-14-14

# District 49

## Transportation Department

### Operational Information

Prepared by  
Gene Hammond, Transportation Director  
For  
Board of Education Work Session  
Of  
Thursday, 23 October 2014

# In a nutshell, we are ...

- 100 transportation professionals
- Normally operating Monday – Friday from 4:30 AM – 6:00 PM, after hours and on weekends,
- With a fleet of 78 yellow school buses, who
- Drive over 750,000 miles annually in support of
- 3 high schools, 3 middle schools, 9 elementary schools, 4 charter schools, and 8 out of district schools, daily safely transporting
  - Over 1700 students on 28 regular education routes,
  - 225 students on 22 special education routes and annually conducting
  - Over 1000 trips in support of both
    - Academics
    - Athletics

## People Component

Department Total Full Time Equivalents (FTE)	Authorized	On-Hand
	100	95
○ Operations Staff	10	10
○ Mechanics	4	3*
○ Drivers	62	58**
○ Bus Paraprofessionals	24	24***

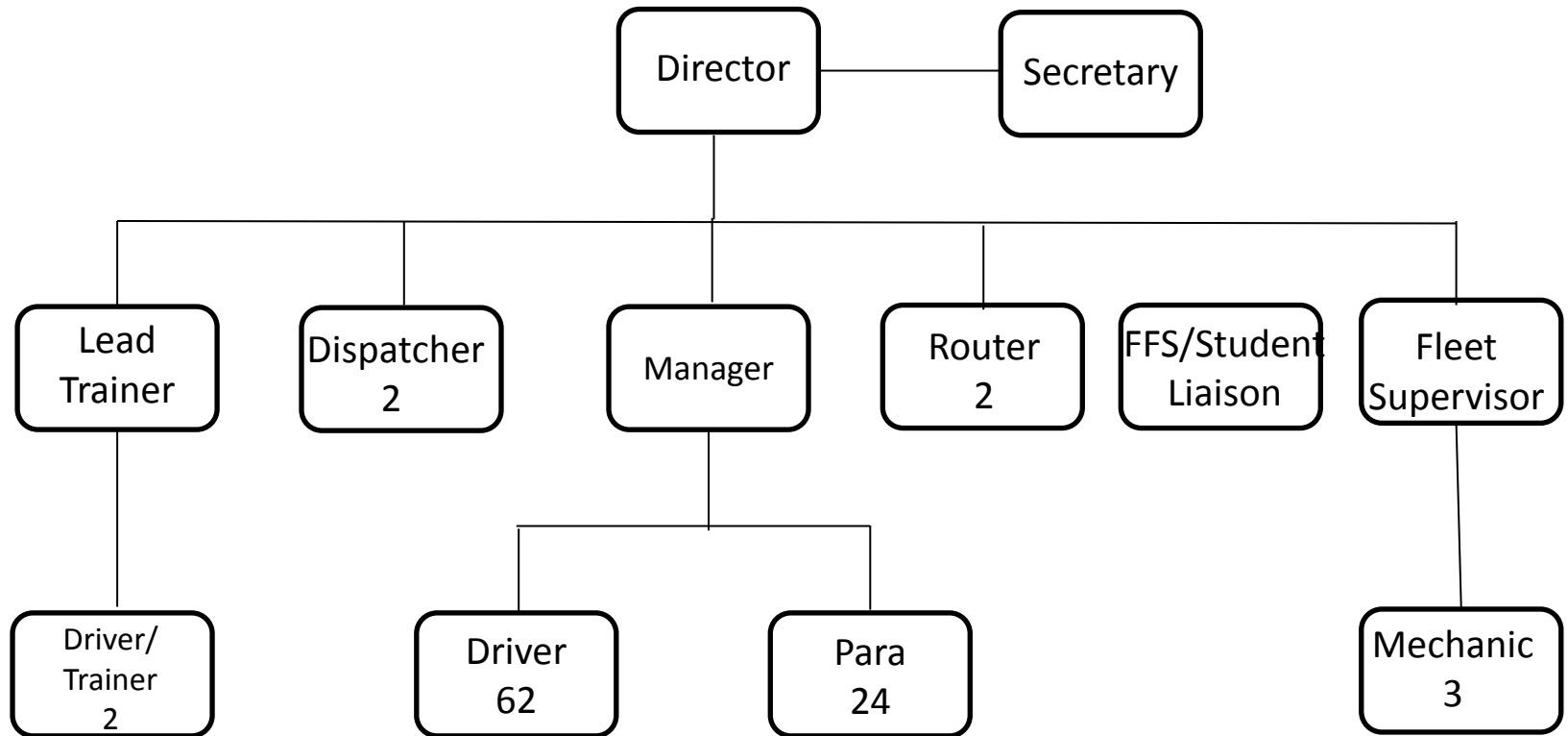
\* One mechanic departed 9/2013. Do not intend to fill that position until maintenance work load warrants.

\*\* One driver on extended leave. Return status unknown.

\*\*\* Two paras on extended leave. Return status of one is unknown.

# District 49

## Transportation Organizational Chart

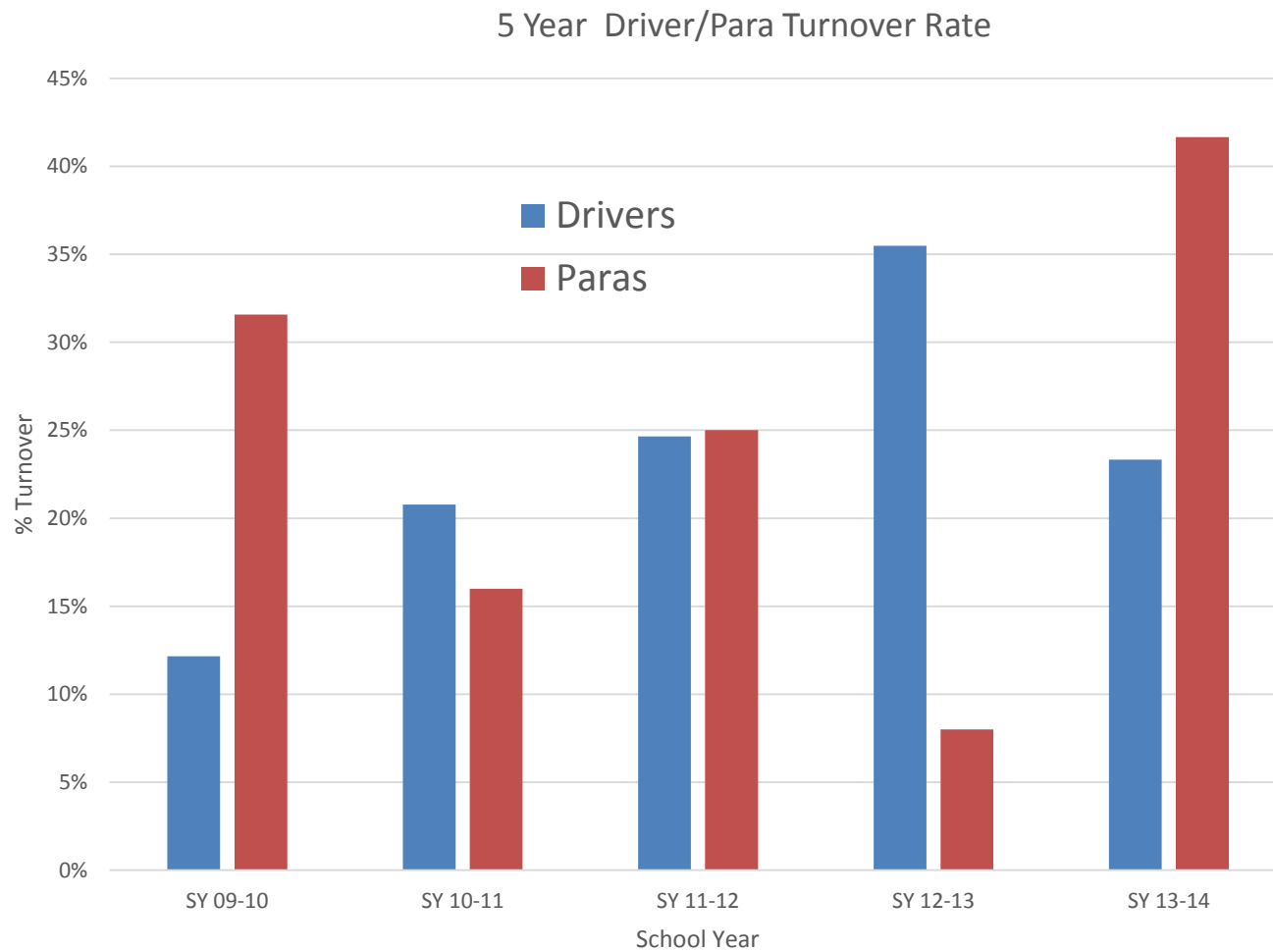


## People Component – Cont.

### Challenge – Attracting and Retaining school bus drivers & bus paraprofessionals

- School Bus Drivers:
  - Average length of service – 4.4 years
  - 24% of drivers 1 year or less in service
  - Takes approx. 5-6 weeks from 1<sup>st</sup> applicant contact to having a qualified driver
  
- Bus Paraprofessionals:
  - Average para length of service – 2.4 years.
  - 33% of paras 1 year or less.
  - Takes approx. 3-4 weeks from 1<sup>st</sup> applicant contact to having a qualified paraprofessional

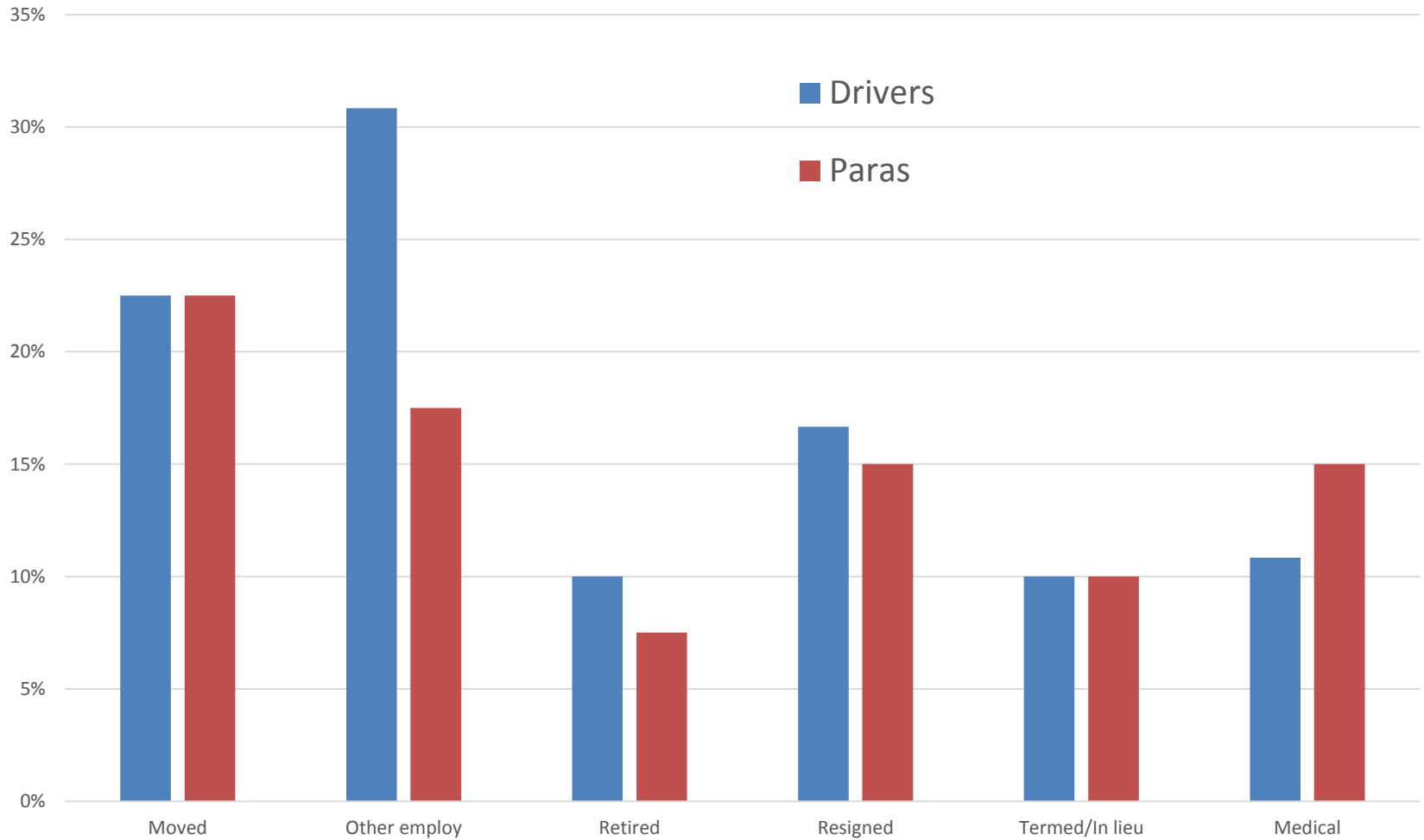
## People Component – Cont.





## People Component – Cont.

Driver/Para - Major Departure Categories (5 year period)



## Quick Look - 3 Main Operational Components

### SPED

Fund 10 – FY 13-14 Info  
Budget – \$1,902,409  
22 Buses  
Daily Transport – @ 200 students  
Mileage – 266,175

### Fee for Service

Fund 25 – FY 13-14 Info  
Budget – \$1,152,600  
26 Buses  
Daily Transport – @ 1,438 Students  
(Equiv)  
Mileage – 359,137

### Trips

Fund 10 – FY 13-14 Info  
Billed - \$203,559  
Mileage – 130,147  
Total Trips – 1,237

## Fee for Service Ridership Comparison Since Inception

		SY 2011-2012		SY 2012-2013		SY 2013-2014		SY 2014-2015
								(as of 30 Sep)
AM Average ridership		943		1336		1560		1653
PM Average ridership		1093		1461		1716		1777
Average full day ride equivalent		1018		1398		1638		1715
Increase per year		N/A		380		240		77
Cumulative increase since FFS inception				380		620		697

## Fee for Service Ridership Breakout

	Fee for Service	Free and Reduced	SPED
SY 13-14	52.8%	39.1%	8.1%
SY 12-13	54.8%	34.9%	10.3%
SY 11-12	53.0%	34.8%	12.2%

Note: SPED population is small and fairly static. Reasonable that as a percentage of a growing population SPED percentage will decrease.

## Budget Component

- Will not provide detailed budget information at this time
- In beginning stages of transitioning from top down rollover budgeting to bottom up zero based budgeting

## Budget Component – cont.

### Revenue and Expenses

	SY 10-11 (Before FFS)	SY 11-12	SY 12-13	SY 13-14	SY 14-15 (Budgeted)	
<u>Revenue:</u>						
State subsidy		\$ 806,696	\$ 792,209	\$ 811,000	\$ 810,000	(Transp forecast)
Other subsidy		\$ 422,800	\$ 419,977	\$ 301,399	\$ 454,160	
FFS Revenue		\$ 225,014	\$ 294,612	\$ 335,494	\$ 254,500	
Activity Transportation		\$ 7,014	\$ 202,897	\$ 184,436	\$ 200,000	(Transp forecast)
Misc Revenue		\$ 6,654	\$ 6,102	\$ 6,102	\$ 14,000	(Transp forecast)
Total Revenue:	\$ 810,164	\$ 1,468,178	\$ 1,715,797	\$ 1,638,431	\$ 1,732,660	
<u>Total Expenses:</u>	\$ 3,455,834	\$ 3,028,710	\$ 3,385,199	\$ 3,306,383	\$ 3,073,039	
Revenue as a percent of Total Expense	23.4%	48.5%	50.7%	49.6%	56.4%	

## Major Equipment Component

- Operational yellow buses after receipt of 5 new buses – 78
- Fleet is aging
  - Fleet age if on track with 15 year replacement cycle – 7.5 years
  - Current fleet age – 9.2 years
  - Since 2007 have purchased 16 new buses. If maintaining 15 year replacement cycle would have purchased 44.
  - 9 buses 15 years of older
  - Additional 9 buses less than 15 years but over 200K miles
- To maintain 15 year replacement cycle requires purchase of 5 or 6 new buses per year
  - SY 14-15 purchased 5 new buses (3 GENED & 2 SPED) @ \$500K
  - SY 15-16 replacement plan calls for 6 new buses (3 GENED & 3 SPED) @ \$740K (includes additional of air disc brakes @ \$6K/bus)

### Trip Component

		FY 11-12	FY 12-13	FY 13-14
Total Trips		1,122	1,487	1,237
Total Trip Mileage		73,672	103,319	130,147
Total Invoiced		\$ 209,348	\$ 222,459	\$ 203,559
Average cost/trip		\$ 187	\$ 150	\$ 165

Trips include:

- Middle & high school athletics – 55 different potential athletic events
- Academic
- Band
- Cheer
- Choir
- ROTC

Trips are conducted by both school buses and any of 3 small vehicles.



## Major Projects -- Summary

Purchase 5 new buses	November 2014 In-service estimate	\$ 500,000	Capital
Bus Lot Construction Project	Completed	\$ 330,000	Capital
Install Video Systems on Buses	Ongoing	\$ 63,000	Capital/Medicaid reimbursement funds
Upgrade Zonar equipment	Future	\$ 30,000	Capital
Implementation of Management Information System	Ongoing	\$ 15,000	Operating
Replace Fuel Management System	Completed	\$ 13,000	Capital
Replace Air Compressor	Completed	\$ 7,500	Capital
Upgrade & Maintain Current Routing Maps	October 2014 and quarterly thereafter	\$ 5,500	Operating
Improve Communications to Parents	For SY 15-16	\$ -	N/A

## Major Projects – Purchase 5 New Buses

- Purchased 3 new GENED buses and 2 new SPED buses
- GENED buses delivered. SPED scheduled to arrive ???????
- Expect to place all in-service NLT November 2014
- Will not reduce fleet size when new buses arrive

## Major Projects – Bus Lot Construction Project

### Scope

- Complete re-design & install of electrical system for bus block heaters
- Re-orient bus parking
- Drive-in/Drive-out for buses
- Provide for one-way bus traffic flow
- Upgrade bus lot lighting
- Add concrete walkways for drivers & paras

### Results

- Primarily significantly improves safety on lot
  - Properly designed block heating systems
  - Much brighter lot for employees to see and conduct pre-trip inspections
  - Walks now allow for snow plowing before employees arrive
  - No backing lessens chance of accidents
  - One-way traffic lessens chance of accident improves traffic flow efficiency
  - Re-orientation of buses reduces snow drift build up

## Major Projects – Install Video Systems on Buses

- Considered a critical component for all buses
- Proven, valuable resource in addressing parental, student, school & employee concerns
- Install a six camera system
  - Four interior cameras
  - One stop arm camera
  - One windshield camera
- Cost per system @ \$2700
- Goal – All buses will have the system
  - Within past year purchased 28 systems.
  - 23 systems installed
  - Been able to purchase using Medicaid reimbursement funds
- Request for additional systems in Capital Planning Budget

## Major Projects – Upgrade Zonar Equipment

- Critical Upgrade
- Zonar equipment used for both GPS location and recording student rides
- Zonar maintains exclusive agreement with ATT to provide service for recording GPS and student scan data
- Current Zonar equipment is 2G
- ATT in the process of nationwide program of eliminating 2G network and replacing with a 3G network
- When that occurs our current 2G Zonar equipment will become inoperable
- ATT target completion date = January 2017
- Per unit cost of 3G equipment = \$240
- D49 requirements – approximately 80 school buses and 40 other district (white) vehicles.
- Will also increase monthly per vehicle operating cost by \$2. (Annual increase = \$2880)
- Have added to next FY Capital Planning Budget -- \$28,800
- Of concern. No firm date from ATT as to when they will eliminate 2G network in our area

## Major Projects – Replace Fuel Management System

- Critical Upgrade
- Old system
  - Software was Windows XP based
  - Equipment reaching end of service life
- New system more capable
  - Meets federal requirements for a fuel management system
  - Software is Windows 7. Replaces current XP based system.
  - New equipment is component based. If a component fails, easily replaced resulting in less equipment down time
  - Integrates more readily with current fleet maintenance software (RTA)

## Major Projects – Upgrade & Maintain Current Routing Maps

- With much new home construction and rapidly expanding student population keeping maps current in routing software is a challenge
- Home Addresses are needed in order to properly route students
- El Paso County 911 has most current maps available
- In partnership with El Paso 911, we will conduct quarterly updates in order to ensure we have most up date map information for this district

## Major Projects – Improve Communications to Parents

- From parent feedback it is apparent we need to improve our communications with them
- Most of the information is available on Transportation website. Many parents prefer having information pushed to them
- In the works --
  - Moving FFS payment system to Infinite campus – ongoing
  - Will implement a targeted, by bus, electronic system to notify parents of a late bus
  - Will provide better information at Central Enrollment to inform new parents of FFS program
  - Will push FFS information to parents in the summer
  - Working with Communications, Central Enrollment, Data Business Systems, and district infinite campus representative to accomplish



## Transportation Director Personal Goals for this School Year

- In conjunction with Budget and Finance develop a zero based budget
- From that budget develop tracking and forecasting model
- Develop and implement internal and external Transportation key performance indicators



# Facilities Operations Update - 2014-15

Jack W. Bay

10-22-14



## Strategic Plan Support

### **Big Rock - #1 Trust**

(Re-establish District 49 as a trustworthy recipient of taxpayer investment)

**The Facilities and Grounds department plays a big role in this big rock by:**

- 1. Efficiently maintaining the physical plant assets for the District.**
- 2. Providing transparent operational dash board reports.**
- 3. Doing the right thing the first time.**



## Strategic Plan Support

### **Big Rock #2 Community**

(District 49 will engage with its community)

**The Facilities and Grounds department plays a big role in this big rock by:**

- 1. focusing providing and coordinating access to District facilities for our stakeholders use**
- 2. Reaching out to school accountability committees and other key interest groups to provide clarity on how we maintain the physical plant assets**
- 3. By being present at key community functions that involve the District's Facilities and school campuses.**



## Strategic Plan Support

### **Big Rock #3 Best District**

(Establish District 49 as the best district in Colorado to learn, work and lead)

- 1. The Facilities and Grounds department plays a big role in this big rock by developing a lean, well trained internal and/or external work force that maintains our physical plant assets in an efficient manner**
- 2. Providing transparency dash board reporting for operational performance on a periodic basis**



# Key Performance Indicators

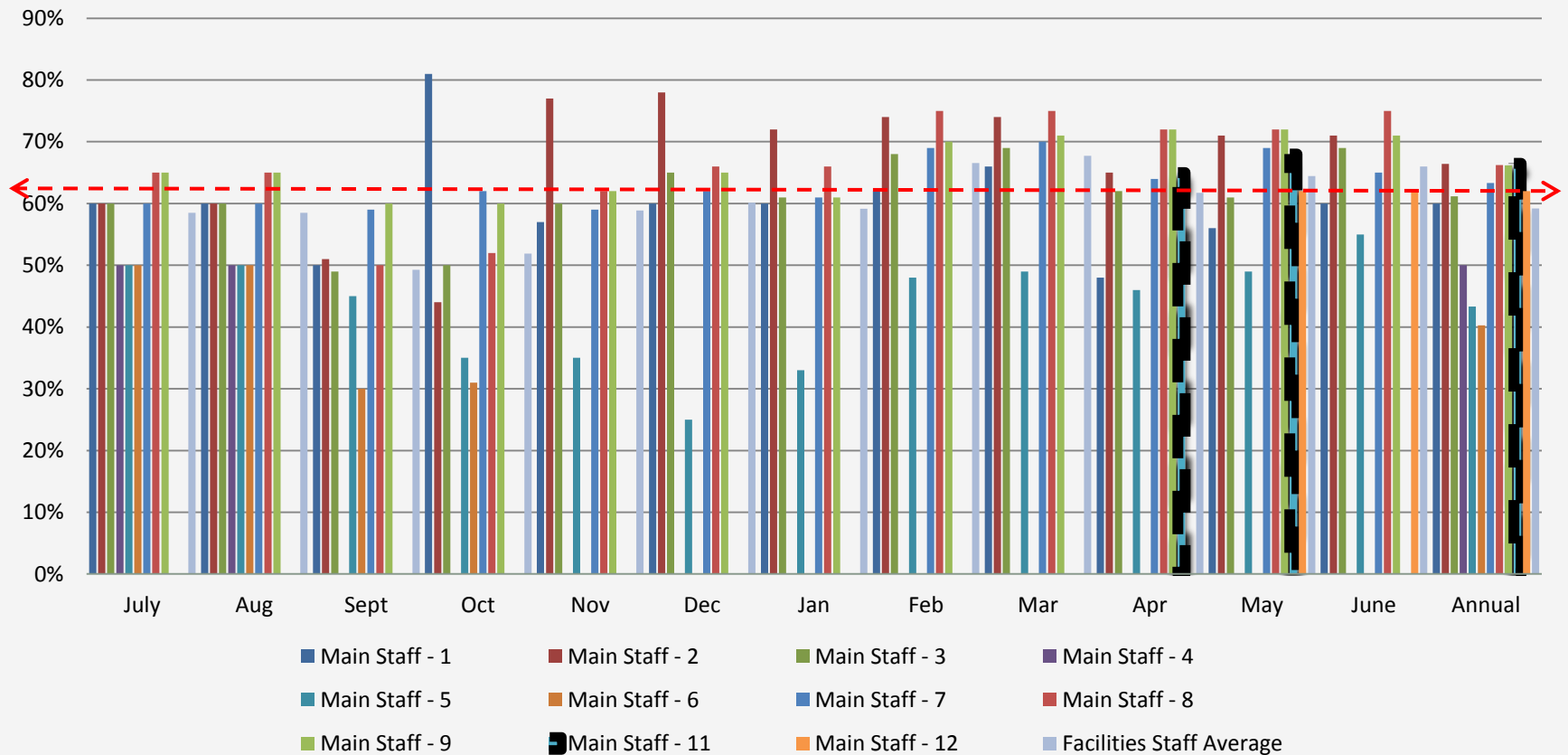
## 2013-2014 Activity

1. Proactive Versus Reactive Work Orders
2. Average Work Orders per staff members
3. Average Days Outstanding per work order per staff member
4. Benchmarks versus 2009 Fiscal Year
5. Work Orders per Student

# KPI's



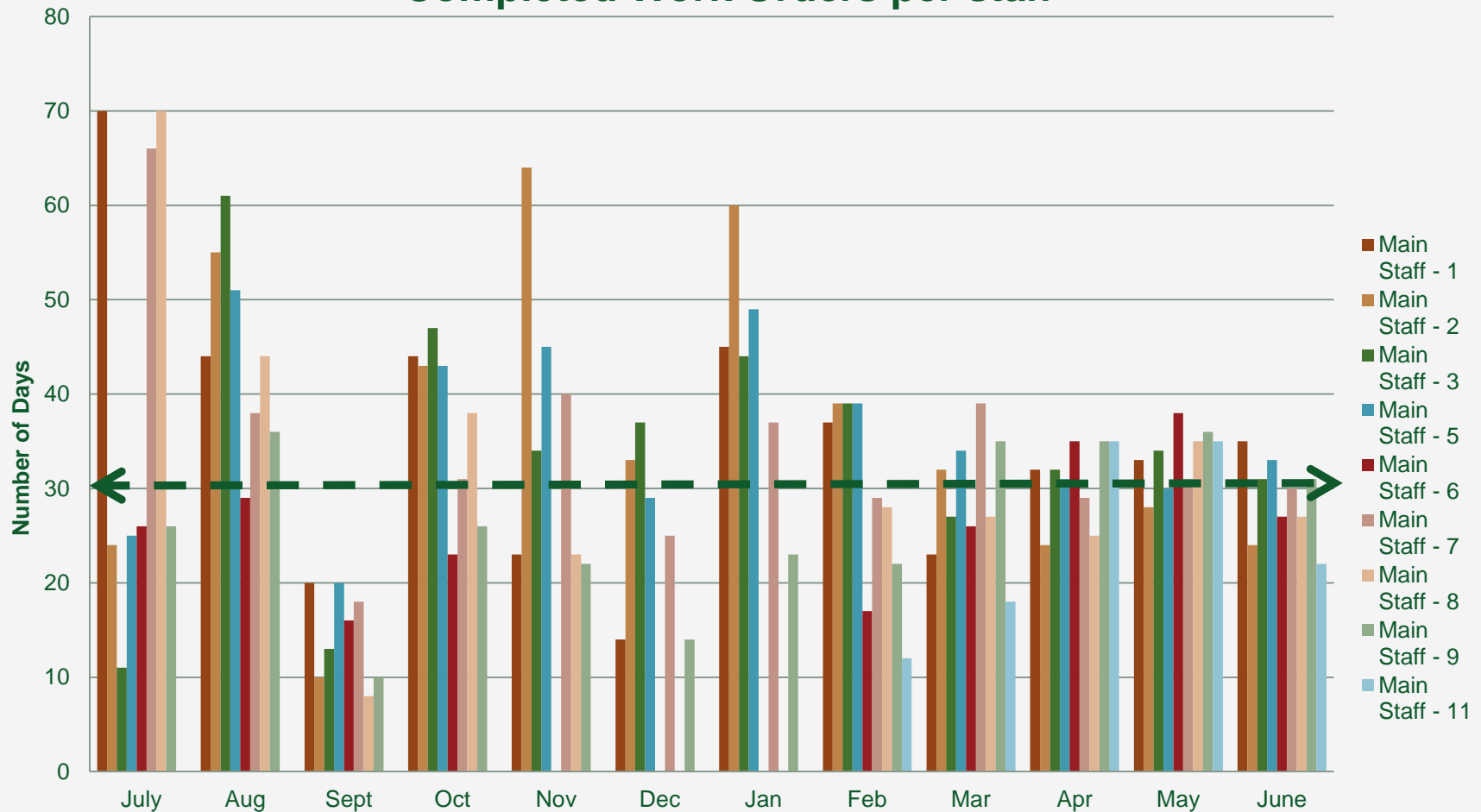
## Proactive Workorder Repairs



# KPI's



## Completed Work Orders per staff

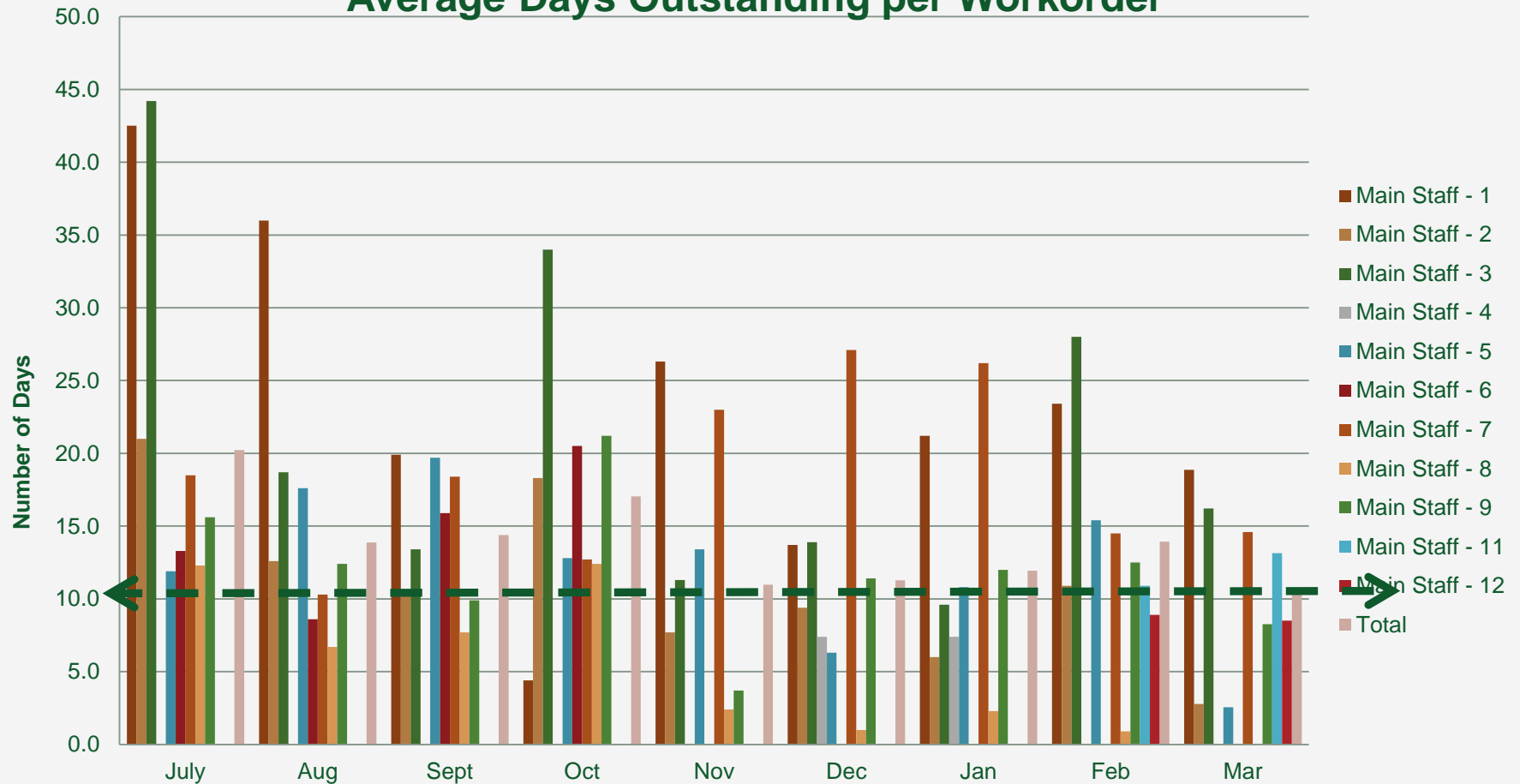




# KPI's



## Average Days Outstanding per Workorder



# KPI's



	Benchmark Pont						
						Variance to baseline	%
Fiscal Year	2008-2009	2011-2012	2012-2013	2013-2014	2014-2015		
	2009	2012	2013	2014	2015		
<b><u>Enrollment</u></b>	<b>13,616</b>	<b>15,060</b>	<b>15,478</b>	<b>15,634</b>	<b>15,790</b>	2,018	
% change	6.5%	2.4%	2.8%	1.0%	1.0%	<b>14.8%</b>	
<b><u>Total Facility Square Footage maintained</u></b>	1,503,190	1,510,020	1,533,053	1,533,053	1,533,053	<b>29,863</b>	1.99%
<i>per facilities staff member</i>	71,580	94,376	109,504	127,754	127,754	<b>56,174</b>	<b>52.98%</b>
<i>per maintenance staff member</i>	18,790	27,455	25,132	25,551	25,551	<b>6,342</b>	<b>33.75%</b>
<b><u>Total acreage maintained</u></b>	<b>392</b>	<b>392</b>	<b>452</b>	<b>452</b>	<b>452</b>	<b>60</b>	<b>15.27%</b>
<i>per grounds staff member</i>	39	39	45	45	45	19	15.27%
<b><u>Staffing</u></b>							
Facilities	21	16	14	12	12	<b>-9</b>	<b>-33.33%</b>
Grounds	10	10	10	10	10	0	0.00%
Building Maintenance	80	55	61	60	60	<b>-20</b>	<b>-23.75%</b>
<b>Total</b>	<b>111</b>	<b>81</b>	<b>85</b>	<b>82</b>	<b>82</b>	<b>-29</b>	<b>-23.42%</b>
<b>Tranportation</b>	99	89	100	94	94	<b>-5</b>	<b>-36.71%</b>
<b>Grand Total</b>	<b>210</b>	<b>170</b>	<b>185</b>	<b>176</b>	<b>176</b>	<b>-34</b>	<b>-11.90%</b>

# KPI's



<b><u>Salaries</u></b>							
Facilities, and Grounds	1,488,252	1,333,067	1,198,572	981,129	1,250,000	-507,123	-19.46%
Building Maintenance	3,167,556	2,231,401	2,255,601	2,603,331	2,650,000	-564,225	-28.79%
Facilities Total	4,655,808	3,564,469	3,454,173	3,584,460	3,900,000	-1,071,348	-25.81%
<b><u>Expenditures</u></b>							
Facilities, and Grounds	3,258,176	3,036,680	2,707,091	1,011,457	1,150,000	-2,246,719	-16.91%
Utilities				2,378,824	2,400,000	2,378,824	n/a
Building Maintenance	161,371	173,304	223,961	236,993	240,000	75,622	38.79%
Total Operating Expenses		3,209,984	2,931,053	3,627,274	3,790,000	207,727	0
Capital Expenditures		2,000,000	2,000,000	2,000,000	3,000,000	1,000,000	#DIV/0!
Facilities Total	3,419,547	5,209,984	4,931,053	5,627,274	6,790,000	207,727	44.20%
Total	8,075,355	8,774,453	8,385,226	9,211,734	10,690,000	-863,621	3.84%
				Baseline Variance		-863,621	-10.69%

# KPI's



Dept	FY 2009	FY2012	FY2014	FY15 Act	FY15 Bud
Total Staff	31	31	26	28	31
<b><u>Facilities Maintenance Staff</u></b>	<b>13</b>	<b>13</b>	<b>9</b>	<b>12</b>	<b>12</b>
Square Footage Maintained	1,503,190	1,510,020	1,533,053	1,533,053	1,533,053
Average Per Staff Member	115,630	116,155	170,339	127,754	127,754
Benchmarks	100,000	100,000	100,000	100,000	100,000
Variance vs Benchmark	15,630	16,155	70,339	27,754	27,754
<b><u>Building Maintenance Staff</u></b>	<b>80</b>	<b>81</b>	<b>61</b>	<b>60</b>	<b>60</b>
Square Footage Maintained	1,503,190	1,503,190	1,533,053	1,533,053	1,533,053
Average Per Staff Member	18,790	18,558	25,132	25,551	25,551
Benchmarks per 8 hr Shift	24,000	24,000	24,000	24,000	24,000
Variance vs Benchmark	-5,210	-5,442	1,132	1,551	1,551
<b><u>Grounds Staff</u></b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
Acreage Maintained	392	392	452	452	452
Average Per Staff Member	39.2	39.2	45.2	45.2	45.2
Benchmarks per 8 hr Shift	27	27	27	27	27
Variance vs Benchmark	12.2	12.2	18.2	18.2	18.2

# KPI's



	Staff Benchmarks per GSF	D49	per GSF	Recom	Act	Var
	HVAC	1,533,053	400,000	3.8	2	-1.8
	LOW Voltage	1,533,053	600,000	2.6	1	-1.6
	Generalists	1,533,053	175,000	8.8	5	-3.8
	Locksmith	1,533,053	1,060,000	1.4	1	-0.4
	Group Supervisors	1,533,053	500,000	3.1	3	-0.1
	Managers	1,533,053	485,000	3.2	1	-2.2
	Admin Support	1,533,053	600,000	2.6	2	-0.6
	Total Staff	1,533,053	42,000	36.5	28	-8.5



## 2013-2014 Facilities Initiatives Completed

1. Falcon High School - Turf install
2. Falcon High School – practice field and baseball field sod replacement
3. Major Electrical & fire panel upgrades
4. Modular Refresh Districtwide
5. TLC paint refresh at Eleven (11) sites
6. Dash Board and KPI's
7. Administrative Support Team restructure



# Key Performance Indicators

## 2014-2015 Activity

1. Ratio of PM's to Work Orders
2. PM Work Orders per student per year
3. Contract work vs In-House
4. Work Hours per Employee per week
5. Work orders from request portal
6. Average Days Aged open work
7. Work orders completed in less than a week
8. % of Facilities having square footage

## 2014-2015 Facilities Initiatives - Planned

1. Capital projects valued at \$3,000,000
  1. Five Buses \$497,792
  2. Remington Roof replacement \$540,000
  3. Fire Prevention System \$245,000
  4. IT upgrades \$184,000
  5. Bathroom floor upgrades district wide \$100,000
  6. Fire Panel Upgrades \$ 215,000
2. Falcon High School – baseball field sod replacement
3. TLC paint refresh at Ten (10) sites
4. School Dude Operating System Upgrade
  1. Dash Board and KPI's on line real time
  2. Fully integrated system
5. Zone – Principal Facilities assessment review
6. Energy Management program
7. Bond Capital & Mill Levy campaign rollout

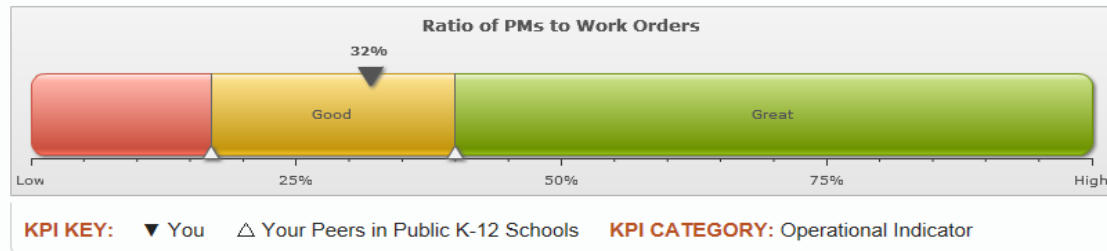


# KPI's 2015 Real Time



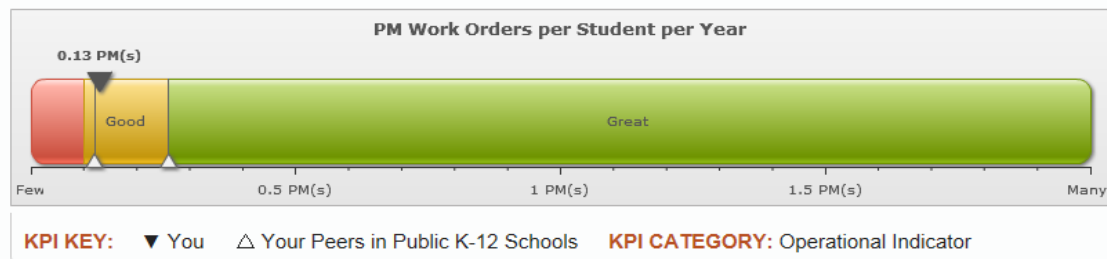
## Ratio of PM's to Work Orders

Percentage of total Work Orders scheduled and generated from PMDirect.



## PM Work Orders per Student per Year

Number of Preventive Maintenance designated Work Orders submitted for a one year period divided by the total number of students.

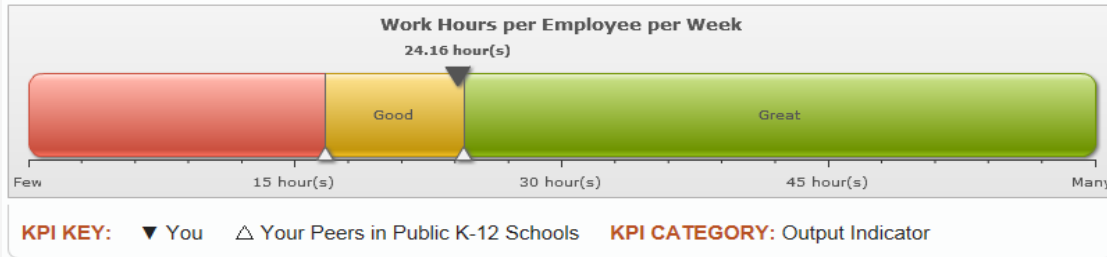


# KPI's



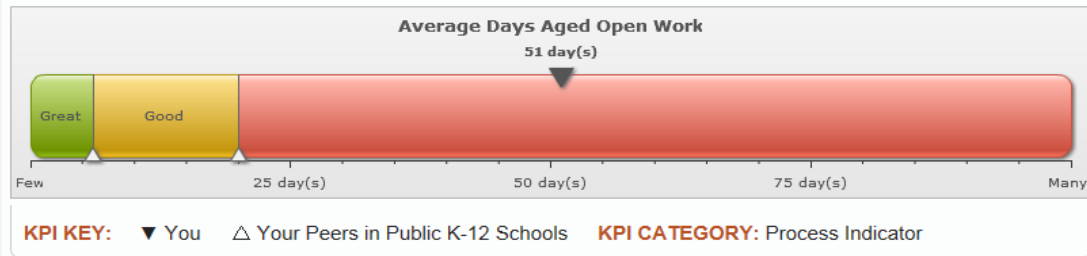
## Work Hours per Employee per Week

Sum of Labor Hours for a rolling 12 month window divided by 50 weeks.



## Average Days Aged Open Work

Average age for snapshot of New Request, Work In Progress, On Hold, Parts on Order, and Waiting More Information work orders.





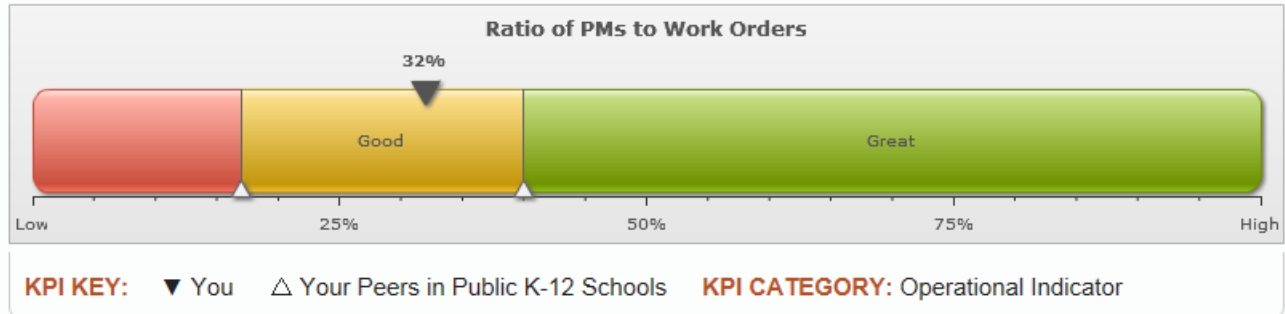
# Wrap Up & Questions

Jack W. Bay

## Maintenance KPI's

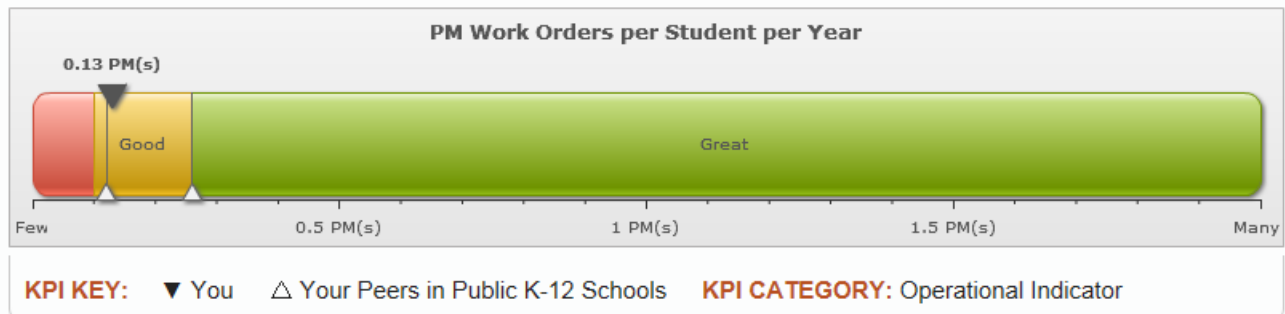
### Ratio of PM's to Work Orders

Percentage of total Work Orders scheduled and generated from PMDirect.



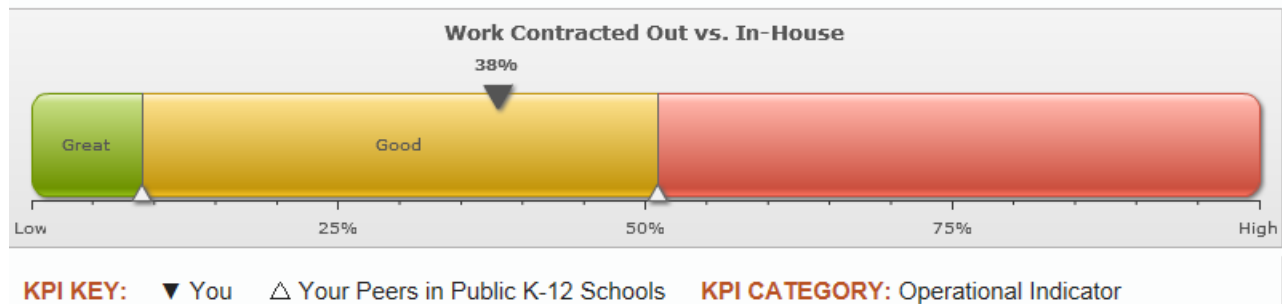
### PM Work Orders per Student per Year

Number of Preventive Maintenance designated Work Orders submitted for a one year period divided by the total number of students.



### Contract Work vs. In-House

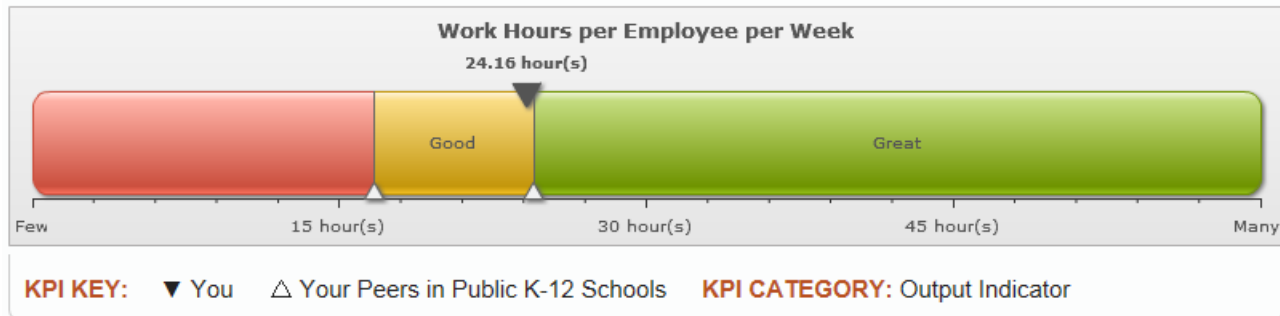
Percentage of 3rd party contract work vs. work that is completed by in-house by employees.



## Maintenance KPI's

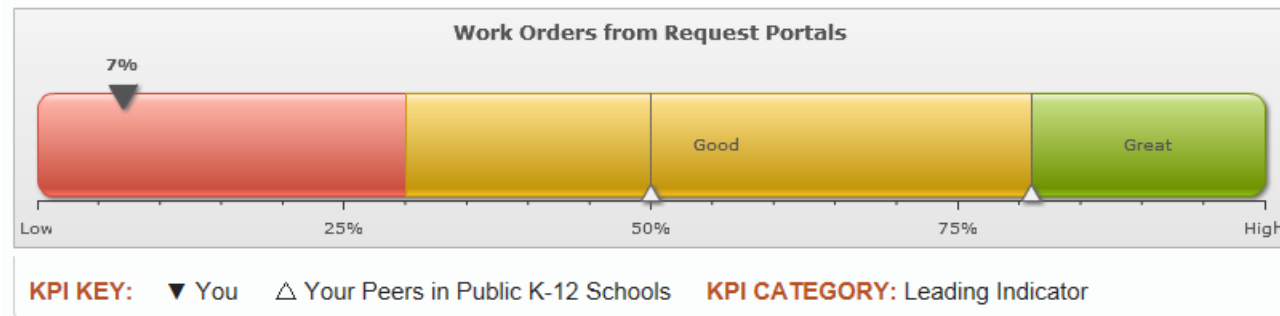
### Work Hours per Employee per Week

Sum of Labor Hours for a rolling 12 month window divided by 50 weeks.



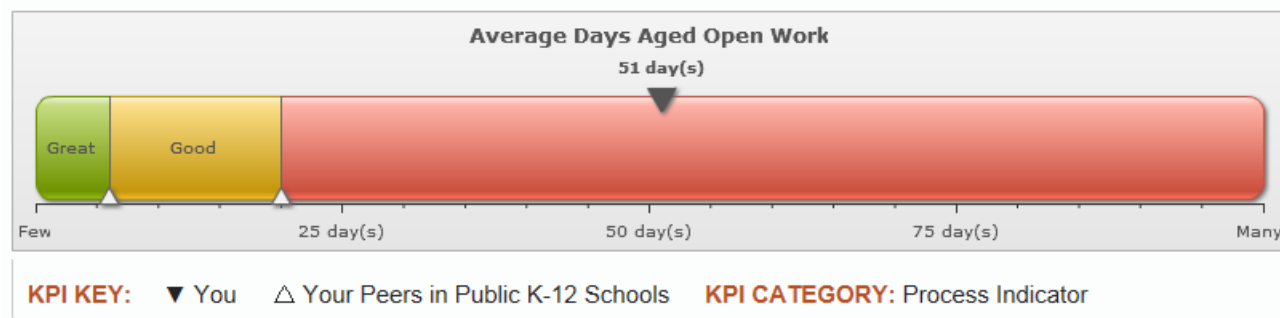
### Work Orders from Request Portals

Percentage of total Work Order requests submitted from the My School Building on-line request website vs. entered by operational staff.



### Average Days Aged Open Work

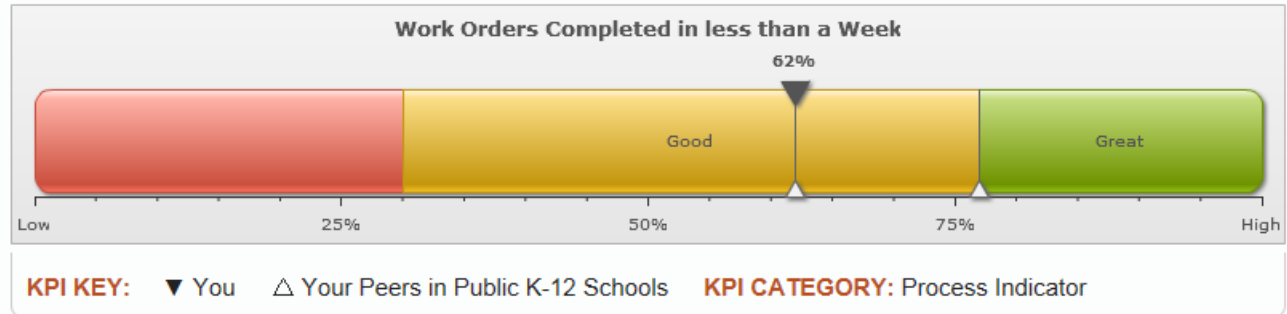
Average age for snapshot of New Request, Work In Progress, On Hold, Parts on Order, and Waiting More Information work orders.



## Maintenance KPI's

### Work Orders Completed in less than a Week

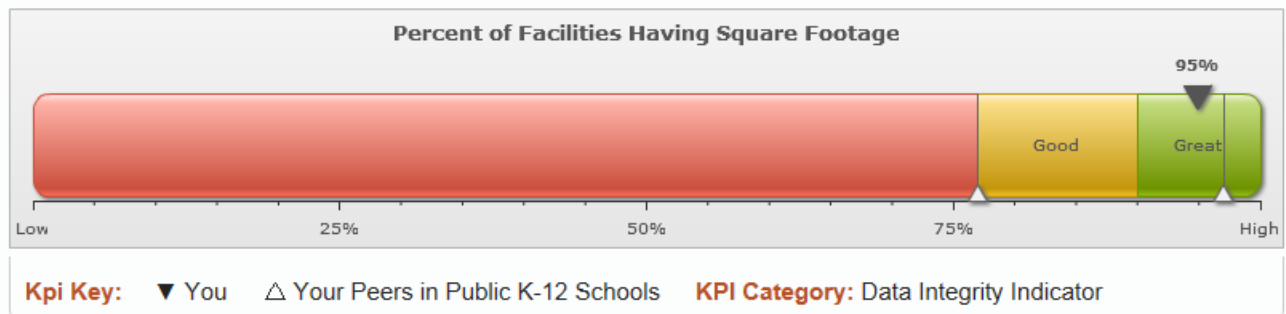
Percentage of routine work orders completed in less than seven days.



## Energy KPI's

### Percent of Facilities Having Square Footage

Percentage of facilities where an amount of square footage has been identified for reporting and statistics.



## Energy Per sqft of Foot Print

Coming Soon

## Energy Costs per Sq Ft

Coming Soon

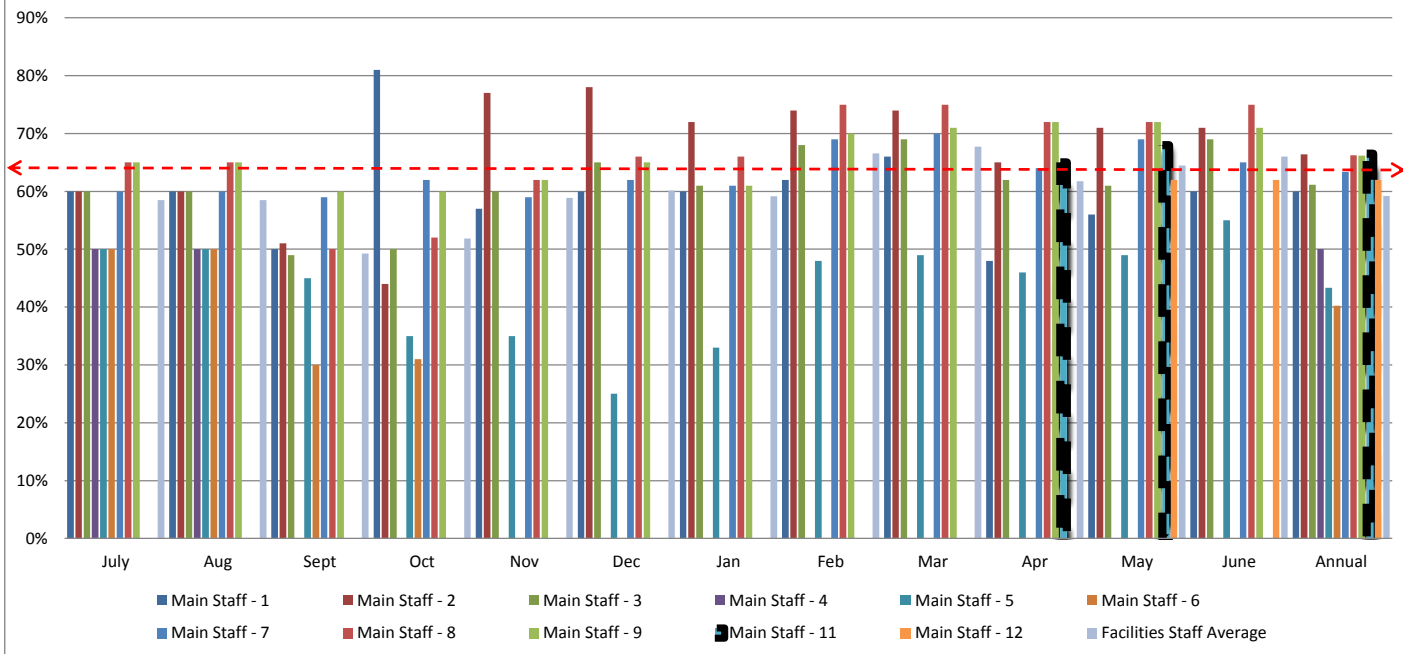
# Facilities

## Proactive or Reactive

for the year 2013-2014

	Est July	Est Aug	Act Sept	Act Oct	Act Nov	Act Dec	Act Jan	Feb	Mar	Apr	May	June	Annual
1 Main Staff - 1	60%	60%	50%	81%	57%	60%	60%	62%	66%	48%	56%	60%	60%
2 Main Staff - 2	60%	60%	51%	44%	77%	78%	72%	74%	74%	65%	71%	71%	66%
3 Main Staff - 3	60%	60%	49%	50%	60%	65%	61%	68%	69%	62%	61%	69%	61%
4 Main Staff - 4	50%	50%											50%
5 Main Staff - 5	50%	50%	45%	35%	35%	25%	33%	48%	49%	46%	49%	55%	43%
6 Main Staff - 6	50%	50%	30%	31%									40%
7 Main Staff - 7	60%	60%	59%	62%	59%	62%	61%	69%	70%	64%	69%	65%	63%
8 Main Staff - 8	65%	65%	50%	52%	62%	66%	66%	75%	75%	72%	72%	75%	66%
9 Main Staff - 9	65%	65%	60%	60%	62%	65%	61%	70%	71%	72%	72%	71%	66%
11 Main Staff - 11										65%	68%		67%
12 Main Staff - 12											62%	62%	62%
Facilities Staff Average	59%	59%	49%	52%	59%	60%	59%	67%	68%	62%	64%	66%	59%
Benchmark	63%	63%	63%	63%	63%	63%	63%	65%	65%	65%	65%	65%	65%
Goal	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%	70%
Variance vs Benchmark	-4%	-4%	-14%	-11%	-4%	-3%	-4%	2%	3%	-3%	-1%	1%	-6%
Variance vs Goal	-12%	-12%	-21%	-18%	-11%	-10%	-11%	-3%	-2%	-8%	-6%	-4%	-11%

## Proactive Workorder Repairs



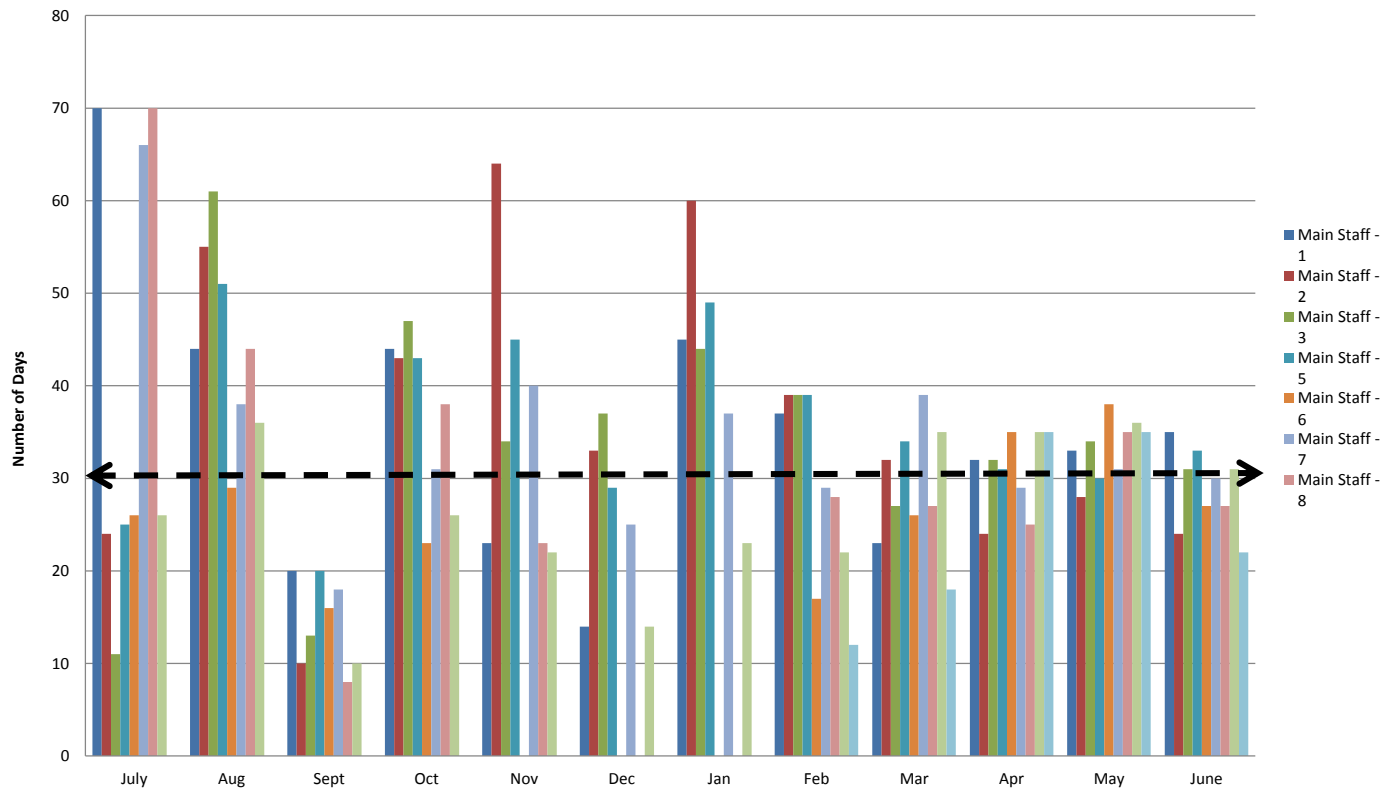
# Facilities

for the year 2013-2014

## Completed Work Orders

Type	Act	Act	Act	Act	Act	Act	Act							
Staff Member	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Annual	
1 Main Staff - 1	70	44	20	44	23	14	45	37	23	32	33	35	420	
2 Main Staff - 2	24	55	10	43	64	33	60	39	32	24	28	24	436	
3 Main Staff - 3	11	61	13	47	34	37	44	39	27	32	34	31	410	
5 Main Staff - 5	25	51	20	43	45	29	49	39	34	31	30	33	429	
6 Main Staff - 6	26	29	16	23				17	26	35	38	27	237	
7 Main Staff - 7	66	38	18	31	40	25	37	29	39	29	31	30	413	
8 Main Staff - 8	70	44	8	38	23			28	27	25	35	27	325	
9 Main Staff - 9	26	36	10	26	22	14	23	22	35	35	36	31	316	
12 Main Staff - 11								12	18	35	35	22	122	
Total	325	361	115	295	251	152	258	262	261	278	300	260	3118	
Average	36.11	40.11	14.38	36.88	35.86	25.33	43.00	29.11	29.00	30.89	33.33	28.89	311.80	

## Completed Work Orders per staff





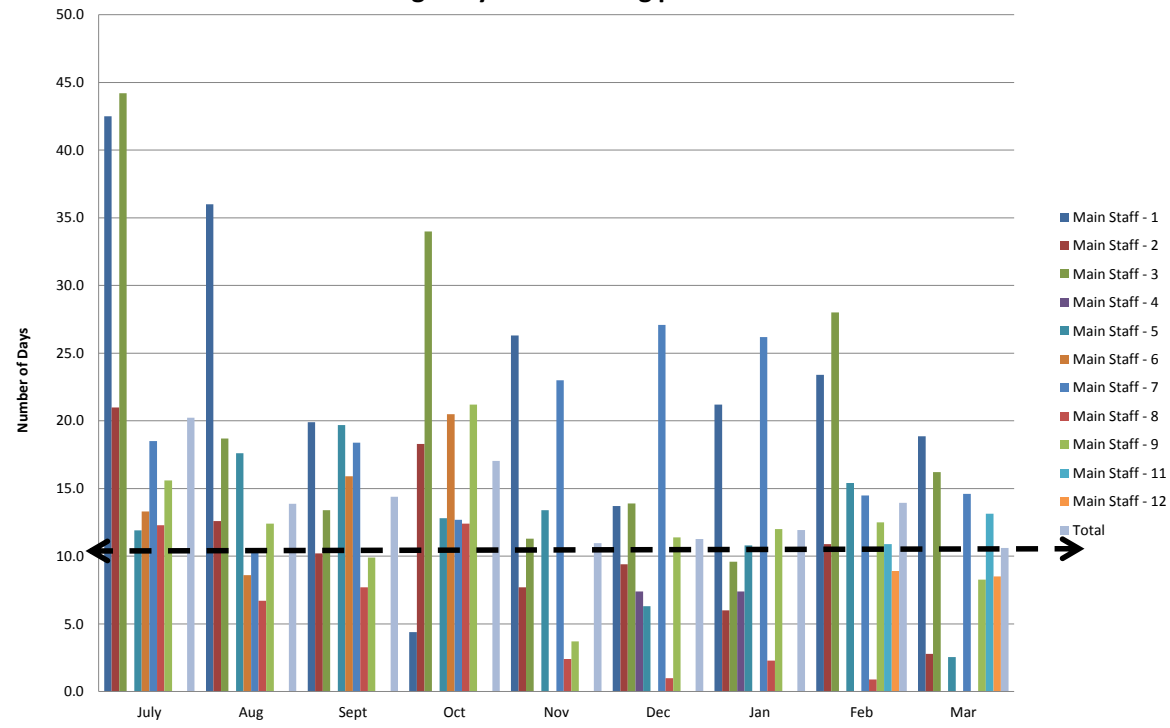
## Facilities

for the year 2013-2014

### Completed Work Orders - Average Days Out

Type	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act
Staff Member	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Annual		
1 Main Staff - 1	42.5	36.0	19.9	4.4	26.3	13.7	21.2	23.4	18.9	22.3	24.2	25.5	23.2		
2 Main Staff - 2	21.0	12.6	10.2	18.3	7.7	9.4	6.0	10.9	2.8	14.5	14.5	16.5	12.0		
3 Main Staff - 3	44.2	18.7	13.4	34.0	11.3	13.9	9.6	28.0	16.2	16.1	20.5	22.5	20.7		
4 Main Staff - 4						7.4	7.4						7.4		
5 Main Staff - 5	11.9	17.6	19.7	12.8	13.4	6.3	10.8	15.4	2.6	10.5	16.5	17.1	12.9		
6 Main Staff - 6	13.3	8.6	15.9	20.5	0.0								11.7		
7 Main Staff - 7	18.5	10.3	18.4	12.7	23.0	27.1	26.2	14.5	14.6	16.2	21.2	22.0	18.7		
8 Main Staff - 8	12.3	6.7	7.7	12.4	2.4	1.0	2.3	0.9					5.7		
9 Main Staff - 9	15.6	12.4	9.9	21.2	3.7	11.4	12.0	12.5	8.3	11.1	16.4	15.5	12.5		
11 Main Staff - 11								10.9	13.2	14.4	15.2	17.6	14.3		
12 Main Staff - 12								8.9	8.5	11.9	21.9	22.9	14.8		
Total	20.2	13.9	14.4	17.0	11.0	11.3	11.9	13.9	10.6	14.6	18.8	20.0	13.0		
Benchmark	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0		
Variance	-10.2	-3.9	-4.4	-7.0	-1.0	-1.3	-1.9	-3.9	-0.6	-4.6	-8.8	-10.0	-3.0		

### Average Days Outstanding per Workorder



# Falcon School District 49

## Operational Overview

Fiscal Year	Benchmark Point						Variance to baseline	%
	2008-2009	2011-2012	2012-2013	2013-2014	2014-2015			
	2009	2012	2013	2014	2015			
<u>Enrollment</u>	13,616	15,060	15,478	15,634	15,790	2,018		
% change	6.5%	2.4%	2.8%	1.0%	1.0%	14.8%		
<u>Total Facility Square Footage maintained</u>	1,503,190	1,510,020	1,533,053	1,533,053	1,533,053	29,863	1.99%	
<i>per facilities staff member</i>	71,580	94,376	109,504	127,754	127,754	56,174	52.98%	
<i>per maintenance staff member</i>	18,790	27,455	25,132	25,551	25,551	6,342	33.75%	
<u>Total acreage maintained</u>	392	392	452	452	452	60	15.27%	
<i>per grounds staff member</i>	39	39	45	45	45	19	15.27%	
<u>Staffing</u>								
Facilities	21	16	14	12	12	-9	-33.33%	
Grounds	10	10	10	10	10	0	0.00%	
Building Maintenance	80	55	61	60	60	-20	-23.75%	
Total	111	81	85	82	82	-29	-23.42%	
Tranportation	99	89	100	94	94	-5	-36.71%	
Grand Total	210	170	185	176	176	-34	-11.90%	
<u>Salaries</u>								
Facilities, and Grounds	1,488,252	1,333,067	1,198,572	981,129	1,250,000	-507,123	-19.46%	
Building Maintenance	3,167,556	2,231,401	2,255,601	2,603,331	2,650,000	-564,225	-28.79%	
Facilities Total	4,655,808	3,564,469	3,454,173	3,584,460	3,900,000	-1,071,348	-25.81%	
<u>Expenditures</u>								
Facilities, and Grounds	3,258,176	3,036,680	2,707,091	1,011,457	1,150,000	-2,246,719	-16.91%	
Utilities				2,378,824	2,400,000	2,378,824	n/a	
Building Maintenance	161,371	173,304	223,961	236,993	240,000	75,622	38.79%	
Total Operating Expenses		3,209,984	2,931,053	3,627,274	3,790,000	207,727	0	
Capital Expenditures		2,000,000	2,000,000	2,000,000	3,000,000	1,000,000	#DIV/0!	
Facilities Total	3,419,547	5,209,984	4,931,053	5,627,274	6,790,000	207,727	44.20%	
Total	8,075,355	8,774,453	8,385,226	9,211,734	10,690,000	-863,621	3.84%	
Baseline Variance						-863,621	-10.69%	

# Facilities

## Key Performance Indicators

for the year 2013-2014

Dept	FY 2009	FY2012	FY2014	FY15 Act	FY15 Bud	Variance
1 Admin	5	5	5	4	5	
2 Bld Maint	1	1	1	1	1	
3 Facilities	13	13	9	12	12	
4 Grounds	10	10	10	10	11	
5 Safety	1	1	0	0	1	
6 Shops	1	1	1	1	1	
	31	31	26	28	31	

### Facilities Maintenance Staff

Square Footage Maintained  
Average Per Staff Member  
Benchmarks  
Variance vs Benchmark

	13	13	9	12	12	0
Square Footage Maintained	1,503,190	1,510,020	1,533,053	1,533,053	1,533,053	
Average Per Staff Member	115,630	116,155	170,339	127,754	127,754	
Benchmarks	100,000	100,000	100,000	100,000	100,000	
Variance vs Benchmark	15,630	16,155	70,339	27,754	27,754	0

### Building Maintenance Staff

Square Footage Maintained  
Average Per Staff Member  
Benchmarks per 8 hr Shift  
Variance vs Benchmark

	80	81	61	60	60	0
Square Footage Maintained	1,503,190	1,503,190	1,533,053	1,533,053	1,533,053	
Average Per Staff Member	18,790	18,558	25,132	25,551	25,551	
Benchmarks per 8 hr Shift	24,000	24,000	24,000	24,000	24,000	
Variance vs Benchmark	-5,210	-5,442	1,132	1,551	1,551	0

### Grounds Staff

Acreage Maintained  
Average Per Staff Member  
Benchmarks per 8 hr Shift  
Variance vs Benchmark

	10	10	10	10	10	0
Acreage Maintained	392	392	452	452	452	
Average Per Staff Member	39.2	39.2	45.2	45.2	45.2	
Benchmarks per 8 hr Shift	27	27	27	27	27	
Variance vs Benchmark	12.2	12.2	18.2	18.2	18.2	0.0

Staff Benchmarks per GSF	D49	per GSF	Recom	Act	Var
HVAC	1,533,053	400,000	3.8	2	-1.8
LOW Voltage	1,533,053	600,000	2.6	1	-1.6
Generalists	1,533,053	175,000	8.8	5	-3.8
Locksmith	1,533,053	1,060,000	1.4	1	-0.4
Group Supervisors	1,533,053	500,000	3.1	3	-0.1
Managers	1,533,053	485,000	3.2	1	-2.2
Admin Support	1,533,053	600,000	2.6	2	-0.6
Total Staff	1,533,053	42,000	36.5	28	-8.5



# Safety and Security Update

David Watson

Director of safety and Security

# Safety Update Topics



- Lock/ Magnet Update
- Surveillance Camera System
- New Traffic Plan (Vista)
- Advance Alarm partnership

## **BOARD OF EDUCATION AGENDA ITEM 3**

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Erica Mason
<b>TITLE OF AGENDA ITEM:</b>	FHS Course Proposals and Updates
<b>ACTION/INFORMATION/DISCUSSION:</b>	Information

### **BACKGROUND INFORMATION, DESCRIPTION OF NEED:**

1. Addition of Technology Literacy at Falcon High School as part of the Technology Pathway
2. Change in course description for two previously approved courses: Applied math: Real world math and Financial Algebra
3. Addition of a Cyber Security Course at Falcon High School  
This course will take the place of two current courses offered presently; Computer Forensics and Information Security.

### **RATIONALE:**

#### **Technology Literacy**

This course will be an additional class as part of the Information Technology Academy. This semester long course meets a need by helping students understand the legal, ethical and societal issues associated with computer technology. Technology Literacy will ensure students become literate and functional in computer technology as well as learning the nature and social impact of technology and the corresponding formation and justification of policies for the ethical use of technology.

#### **Applied math: Real World Math and Financial Algebra**

By redesigning the course descriptions for these classes, they will align to college requirements. It is hoped that articulation of these classes will make these courses eligible for college credit for students receiving an A or B in the course.

#### **Cyber Security**

This course will take the place of two current courses offered presently; Computer Forensics and Information Security. This course provides a solid foundation in digital forensics and investigations

### **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>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	Approval of additional CTE courses supports the continued need for development of various academic pathways for Falcon High School Students
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	



BOE Work Session October 22, 2014  
Item 6 continued

**FUNDING REQUIRED:** Supported through CTE Funding

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Move course proposals and updates to the November 13<sup>th</sup> meeting for action.

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

**DATE:** October 9, 2014

# Falcon District 49 Course Proposal

Proposals must be received by DCPC no later than January 25, 2015  
(fill in the yellow sections)

Building Administrator Approval	
Date: <u>10/1/14</u>	Administrator: <u>Erica Mason</u>
Comments:	
DCPC Use Only	
Date Received: _____	Date Reviewed: _____
<u>Yes</u>	<u>No</u> , Reason: _____
Further review: _____	

Before submitting any course proposal, be sure it meets the following:

- Course must be sustainable, not teacher dependent (course does not end if teacher leaves)
- Course topic appeals to a variety of students
- Course does not already exist in the district

Course Name: Technology Literacy  
Building: Falcon High School  
Requestor: Thomas Russell

Subject: Core X Elective Length: 1 Sem. Year Grade: 9/12  
Class Size: 14 Min 24 Max HERE(HS): X Yes No FTE: 0.5

This is a request that we introduce a new class into the Falcon High School Information Technology Department: *Technology Literacy*. This course meets a need by helping students understand the legal, ethical and societal issues associated with computer technology. Technology Literacy will ensure students become literate and functional in computer technology as well as learning the nature and social impact of technology and the corresponding formation and justification of policies for the ethical use of technology.

## COURSE CONTENT

Course description:

Rational for Course:

Presently there is not a class that covers technology fundamentals and the terminology that accompanies this area of study. The study of technology fundamentals and ethics will fill the need to address policies that govern the emerging technologies not only in the classroom but also through all aspects of society as technology becomes even more ubiquitous into the future. All students are exposed (bombarded) daily with information technologies but they lack the literacy to engage thoughtfully and critically about the safe and ethical use of the computer technology they are exposed to. For most schools, this is not a top priority. But it's important to address the issues computer literacy as early as possible. A poll of 47,235 elementary and middle school students conducted by Scholastic Inc. revealed that 48% of students did not consider hacking a crime. An Annenberg Public Policy survey revealed that only 51 percent of parents feel that the internet is a safe place for their children to spend their time. Parents are not trained or prepared to guide their children safely through the unfiltered maze of technology that their children use and are exposed to. Teaching both technical literacy and ethical decision making skills at the start of their high school career will help to mitigate the effects of the growth of technically illiterate students graduating from high school. If we wait until the students reach the work place, it will be too late. It is logical for the computer literacy to start here, at Falcon High School if we want technology to work for us and provide a better environment in the future.



What standards/benchmarks will be met in this course?

This course will be one semester long. All students, whether attending the Information Technology Academy or not, should consider taking this course. Since all students use technology and all classrooms incorporate technology to varying degrees, this course will benefit all students and teachers. Some of the topics covered are *Terminology, Hardware and Software Fundamentals, Operating Systems, Information Security, File Management, Internet Research, Computer and Internet Crime, Freedom of Expression, Privacy, Intellectual Property, Social Networking, Software Development*, etc. Students will not need a textbook. Without the rigid structure of a textbook, the course will more resemble an open, free flowing stream of instruction and information that closely mirrors how they receive the actual technology they use every day. Lesson plans and instructions will be posted on my website along with all of the documents and images they'll need to complete an assignment. The lessons will consist of lectures, videos, exercises, research and case analysis. Writing will be a major part of the course as students will be required to make in depth analysis of the cases they read along with thoughtful and considerate papers on the limits of technology as well as freedom of speech and privacy. There will also be hands on labs for recording video and audio, manipulating images and photos in order to demonstrate the impact of copyright laws and intellectual property concepts.

Evidence of student interest:

Students in the IT Academy have been inquiring about basic computer literacy and the ethical use of school computers in particular and in technology in general on subjects ranging from hacking to privacy regulation.

Teacher training/qualifications needed:

The instructors are CTE certified to teach these classes.

Space/Resources needed:

Textbook: *Ethics In Information Technology*, by George W. Reynolds.

Will there be a cost involved?    ☒ Yes    ☐ No    (If yes, must attach budget)

Is this course taught in another school?    ☒ Yes    ☐ No    ☐ Not Sure

If yes, where?

### **CURRICULUM ALIGNMENT**

Describe how this course fits into the current curriculum offered. (*i.e. Is it part of a sequence? How is it similar/different from existing courses? Is it part of a focus/academy program? What other courses might be impacted?*)

This course is designed to be the introductory course for all IT classes such as Information Security, Computer Forensics, Health and Technology (HIT) and Computer Applications as well as any other course that is not in the Information Technology Academy but requires the use of computers or other electronic media. The skills developed in this course will give students a solid foundation for continuing their information technology education in a safe, informed and ethical manner.

**Prerequisites:**

There are no prerequisites. This course will be an introductory course for all other IT courses.

**ASSESSMENT**

What are the measured student outcomes/learnings for this course?

Students will demonstrate a literate knowledge of computer technology and a working knowledge the risk associated with inappropriate technology use behavior and the negative impact this behavior has on society. Students will understand how the digital revolution has impacted our global economy. Students will turn in research papers demonstrating a deep knowledge of technology and its impact on society as well as perform practical exercise demonstrating their proficiency in computer fundamentals such as software and hardware operations.

How will students demonstrate their learning? What types of assessments will be used?

Students will demonstrate their knowledge of operating systems, file systems and demonstrate a working knowledge of application software and Internet research skills by working on hands-on projects. Assessments will be both subjective and objective to demonstrate a full range of understanding in computer literacy.

In addition to answering the questions above, please attach the following:

- A course syllabus (Attached in separate document)
- An itemized budget page (if course will incur one-time and/or recurring costs) **See Below:**

--

**Budget**

Thumb Drives (4MB) 120 X \$8.00 = \$480.00

### MA3230 - Applied Math: Real World (year long)

This course is designed for career, technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs and/or finance. These are presented at an introductory level, and the emphasis is on applications.

Prerequisite: Passing grade in Algebra 1, Geometry, Algebra 2

### MA0000 - Financial Algebra (year long)

This course utilizes mathematical operations to solve practical business application problems. The core topics include basic applications of arithmetic to solve and create business opportunities. Areas of application include pricing, investments, cash and trade discounts, markups and markdowns, payroll, taxes, interest, notes, present and future value, annuities, bank reconciliation, present value, annuity, financial statement ratios, statistical averages and personal finance applications. Additional topics may include installment buying, mortgages, insurance, stocks, bonds, depreciation and inventory. A review of basic mathematics will be covered. Internet projects and Excel will be introduced.

Prerequisite: Passing grade in Algebra 1, Geometry, Algebra 2

Mary Perez and Nikki Lester are seeking to articulate one or both of these to become college credit for students if the student receives an A or B for the course.

At PPCC these classes equate to:

MAT107 Career Math - MA3230 - Applied Math: Real World

MAT112 Financial Math - MA0000 - Financial Algebra

# Falcon District 49 Course Proposal

Proposals must be received by DCPC no later than January 25, 2015  
(fill in the yellow sections)

Building Administrator Approval	
Date: _____	Administrator: _____
Comments:  	
DCPC Use Only	
Date Received: _____	Date Reviewed: _____
____ Yes	____ No, Reason: _____
____ Further review: _____	

Before submitting any course proposal, be sure it meets the following:

- Course must be sustainable, not teacher dependent (course does not end if teacher leaves)
- Course topic appeals to a variety of students
- Course does not already exist in the district

**Course Name:** Cybersecurity  
**Building:** Falcon High School  
**Requestor:** Thomas Russell

Subject: ☐ Core ☒ Elective Length: 1 Sem. ☐ Year Grade: 9/12  
Class Size: 14 Min 24 Max HERE(HS): ☒ Yes ☐ No FTE: 0.5

This is a request that we introduce a new class into the Falcon High School Information Technology Department: *Cybersecurity*. This course will take the place of two current courses offered presently; Computer Forensics and Information Security.

## COURSE CONTENT

Course description:

This course introduces students to the interdisciplinary field of cybersecurity by discussing the evolution of information security into cybersecurity, and the relationship of cybersecurity to nations, businesses, society, and people, and cybersecurity theory,. Students will be exposed to multiple cybersecurity technologies, processes, and procedures, learn how to analyze the threats, vulnerabilities and risks present in these environments, and develop appropriate strategies to mitigate potential cybersecurity problems. This courses provides a solid foundation in digital forensics and investigations. Students learn how to guard the private information of individuals, corporations and government agencies by identifying computer network system weaknesses and defending against threats from hackers, viruses and other malware. Additionally, this course encourages students to develop solutions that allow people to share computing resources while protecting privacy. It raises student's knowledge of and commitment to ethical student behavior.

#### Rational for Course:

Information security is a “catch all” term. Any technology, any medium, and any storage technique from encrypted files to paper records, fall under this term. To teach or learn information security, you have to be good at many aspects of it. Information security is a top-level term that does not provide details. Therefore, an Information Technology course can mean many different things to different school and interpretation can vary widely. This causes much ambiguity when relating the definition of information security. Cybersecurity is a more technical discipline that more closely aligns with CTE and STEM definitions. It encompasses hardware and software controls in addition to a more updated awareness of the changing threat landscape. Cybersecurity is less on policy and concentrates more on technology to protect systems. An in-depth knowledge of tools, techniques and vulnerabilities are needed in order for students to be successful in the growing cybersecurity field. This course gives them a solid foundation in which they can build upon. In addition for those reason, cybersecurity is also one of the fastest growing career fields. It is predicted that in the near future, there will be more jobs than people trained to fill them. This course will introduce students to a career field that will ensure a challenging and stable career for years to come.

#### What standards/benchmarks will be met in this course?

This course will be one semester long. Standard will be based on ISTE National Standards, which will lead students to not only learn, but to analyze and explore. Students will not use a traditional textbook. Without the rigid structure of a textbook, the course will more resemble an open, free flowing stream of instruction and information that closely mirrors how they receive the actual technology they use every day. Lesson plans and instructions will be posted on my website along with all of the documents and images they’ll need to complete an assignment. The lessons will consist of lectures, videos, exercises, research, hands-on labs, and case analysis. Writing will be a major part of this course, as students will be required to make in-depth analysis of the cases they read. Labs will guide students to learn how to secure personal computers and the networks computers are attached to. In addition, students will have hands-on assignments securing Windows and Linux Operating systems and they will be graded based on the number of vulnerabilities they find. Seventy-five percent of the test will be subjective hands on assignments, fifteen percent will be objective multiple choice test questions and ten percent will be written assignments.

#### Evidence of student interest:

The number of students enrolling in the information security and computer forensics classes has doubled in four years. This directly correlates to the increased popularity and participation in the CyberPatriot program. If the trend continues, there will be multiple Cybersecurity classes each semester to handle the growing demand.

#### Teacher training/qualifications needed:

The instructors are CTE certified to teach these classes.

Space/Resources needed:

Textbook: *Lessons will be conducted via online lesson plans, videos, lectures, hands-on and research.*

Will there be a cost involved? Yes ☒ No (If yes, must attach budget)

Is this course taught in another school? ☒ Yes ☒ No ☒ Not Sure

If yes, where?

## **CURRICULUM ALIGNMENT**

Describe how this course fits into the current curriculum offered. (i.e. Is it part of a sequence? How is it similar/different from existing courses? Is it part of a focus/academy program? What other courses might be impacted?)

This course will replace two classes; Computer Forensics and Information Security. This is an easy fit because both of the above named courses have overlapping disciplines and redundancies. By having Cybersecurity replace these two courses, students will still learn the essentials of those replaced courses, but they will also learn skills that are more closely aligned to the CTE and STEM fields by moving from a policy and law based courses to a hands-on technical course that more directly matches the types of jobs they will find in the growing field of Cybersecurity.

Prerequisites:

Students should first take classes, *Technology Literacy*, and *Computer Applications* before taking this course.

## **ASSESSMENT**

What are the measured student outcomes/learnings for this course?

Students will demonstrate a literate knowledge of cybersecurity and a working knowledge operating systems for both Windows and Linux. The student's ability to secure four different operating systems on a computer by finding at least 70% of the vulnerabilities is the optimum measurement for the course.

How will students demonstrate their learning? What types of assessments will be used?

Students will demonstrate their knowledge of operating systems, file systems and demonstrate a working knowledge of computer services by troubleshooting operating systems that are loaded with vulnerabilities manufactured by the instructor. Assessments will be both subjective and objective to demonstrate a full range of understanding in computer literacy.

In addition to answering the questions above, please attach the following:

- A course syllabus (Attached in separate document)

# Cybersecurity 2015-2016

## General Course Information

**Instructor:** Thomas Russell

**E-mail:** [trussell@d49.org](mailto:trussell@d49.org)

**Web site:** [www.urbanteach.org](http://www.urbanteach.org)

**School:** Falcon High School, Falcon, CO

**Classroom:** G101

**Class Times:** 24/7

**Prerequisites:** Technology Literacy, Computer Applications

## Course Description

This course introduces students to the interdisciplinary field of cybersecurity by discussing the evolution of information security into cybersecurity, and the relationship of cybersecurity to nations, businesses, society, and people, and cybersecurity theory,. Students will be exposed to multiple cybersecurity technologies, processes, and procedures, learn how to analyze the threats, vulnerabilities and risks present in these environments, and develop appropriate strategies to mitigate potential cybersecurity problems. This courses provides a solid foundation in digital forensics and investigations. Students learn how to guard the private information of individuals, corporations and government agencies by identifying computer network system weaknesses and defending against threats from hackers, viruses and other malware. Additionally, this course encourages students to develop solutions that allow people to share computing resources while protecting privacy. It raises student's knowledge of and commitment to ethical student behavior.

Specific topic coverage includes:

- Introduction to cybersecurity
- Introduction to VMWare
- Introduction to Windows Security
- Threats and Vulnerabilities
- How to Mitigate
- Network Fundamentals
- Unix Operating System
- Wireshark
- Password Security
- Ubuntu
- Building Practice images
- Cisco Networking

## Web Site

Supplementary information for the course is available at [www.urbanteach.org](http://www.urbanteach.org). The Web site contains class notes, PowerPoint slides, class announcements, the course syllabus, test dates, and other information for the course.

## E-Mail

All students are requested to obtain an e-mail account. If you have any questions about the course or need assistance, please contact me in person or by telephone during office hours; or by e-mail at any time. Also, you may submit the end-of-chapter case project assignments in class on the due date or by e-mail with a date stamp at or before 5:00 P.M. on the due date. E-mail submissions should be submitted as an attachment in Microsoft Word format.

## Grading and Evaluation Criteria

75% of the grade is based on hands-on Labs.

15% of the grade is based on quizzes and objective multiple choice test.

10% of the grade is based on writing and research.

## 14-Week Course Outline

Week	Topics	Chapter Readings	Exams
1	Introduction to Cybersecurity	TBA	
2	Introduction to VMWare	TBA	
3	Introduction to Windows Security	TBA	
4	Threats and Vulnerabilities	TBA	
5	How to Mitigate	TBA	
6	Network Fundamentals	TBA	
7	Unix Operating System	TBA	Midterm Exam
8	Password Security	TBA	
9	Ubuntu	TBA	
10	Building Practice Images	TBA	
11	Windows Server and Windows 7	TBA	
12	CISCO Networking	TBA	
13	Wireshark	TBA	
14	Review		Final Exam





## BOARD OF EDUCATION AGENDA ITEM 4

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Kim Steeves, Professional Staff Liaison
<b>TITLE OF AGENDA ITEM:</b>	Revisions to Personnel Policies
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Human Resources performs ongoing reviews of Board personnel policies to ensure compliance with current laws and regulations and to ensure Board policies align with practices that best serve the District. The Administration submits for Board consideration the following changes to policies related to vacations and holidays:

### **Adoption of a New Policy**

- GBD, Vacations and Holidays – this new policy combines the content of two existing policies into one new policy.

### **Repeal of Existing Policies**

Upon adoption of proposed policy GBD, the Board should repeal the following policies:

- GCD, Professional Staff Vacations and Holidays
- GDD, Support Personnel Vacations and Holidays

**RATIONALE:** Board policies are routinely reviewed to ensure that they are current and reflect both applicable federal and/or state regulations as well the needs of the district.

**RELEVANT DATA AND EXPECTED OUTCOMES:** By reviewing and ultimately approving these policy changes, the Board is helping to ensure that the district has current and relevant personnel policies in place that reflect the requirements of the law and serve the needs of the district.

### **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	Updating and improving leave policies are directly linked to Rock #3. Clear and up to date policies are essential for supporting our staff.
<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 recommend moving the policy changes as recommended by the Administration to the regular Board meeting on November 13, 2014 for action.



BOE Work Session October 22, 2014  
Item 4 continued

**APPROVED BY:** Peter Hiltz, Chief Education Officer  
Brett Ridgway, Chief Business Officer  
Paul Andersen, Director of Human Resources

**DATE:** October 10, 2014



## BOARD-APPROVED POLICY OF SCHOOL DISTRICT 49

Title	<b>Vacation Leave and Holidays</b>
Designation	<b>GBD</b>
Office/Custodian	<b>Education / Director of Human Resources</b>

### **Vacations – Administrative Personnel**

All full-time administrative personnel working 260 days per fiscal year shall be entitled to annual vacation leave of twenty (20) days per year.

Vacation leave for administrative personnel hired after the beginning of the fiscal year will be pro-rated. Vacation leave will be granted at the rate of 1.67 days per month for each month worked during the current fiscal year. Vacation leave must be used by June 30<sup>th</sup> in the fiscal year given. Administrative personnel forfeit any unused vacation leave remaining at the end of the fiscal year.

### **Vacations – Educational Support and Professional-Technical Personnel**

All full-time educational support and professional-technical personnel working 260 days per fiscal year shall be entitled to vacation based on the following:

Date of hire to end of first fiscal year	5/6 vacation day per month
One to three years	10 vacation days
Four years and up to and including ten years	15 vacation days
Eleven or more years	20 vacation days

Employees hired between April 1 and June 30 will be considered 1<sup>st</sup> year on July 1 of the following year.

Vacation days granted during a fiscal year must be used by June 30<sup>th</sup> of the following fiscal year.

### **Vacations – Administrative, Educational Support and Professional-Technical Personnel**

Vacation leave is granted and available for use to eligible personnel at the beginning of each fiscal year. However, vacation leave is earned as the year progresses on a monthly basis.

Employees eligible for 10 vacation days will earn leave at the rate of .83 days per month
Employees eligible for 15 vacation days will earn leave at the rate of 1.25 days per month
Employees eligible for 20 vacation days will earn leave at the rate of 1.67 days per month

At the time of separation from the district, any earned but unused vacation time will be paid to the employee at his/her per diem rate of pay. In the instance of separation where the entire fiscal year is not completed, any overused vacation time (used but not earned) will be deducted from the employee's final paycheck.

All requests for vacation leave require the preapproval of the employee's immediate supervisor. Vacation leave may be taken in one-half day or full-day increments only.

### **Transfer Credit – Educational Support Personnel**

For the purpose of vacation day computation, personnel working a school-year calendar who subsequently transfer to a full-time (260 day) position will be given credit for the months and years of service to the District on a month-for-month basis.

### **Holidays – Administrative, Licensed, Educational Support and Professional-Technical Personnel**

All full-time (260 day) personnel shall be paid for eleven (11) Board-approved holidays and four (4) additional designated paid days (which include the day prior to Thanksgiving and three (3) additional days during the Christmas break period) as specified each year in the Board-approved District calendar.

- Adopted: November 13, 2014

LEGAL REFS:

- C.R.S. 22-1-112 (school year – national holidays)



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Professional Staff Vacations and Holidays</b>
Designation	<b>GCD</b>
Office/Custodian	

### **Vacations**

~~All full time licensed personnel (those working at least 231 days per contract year) shall be entitled to annual vacation leave of 20 working days per year.~~

~~Vacation days accumulated during a contract year must be used before June 30.~~

### **Holidays**

~~Fifteen Board approved holidays for full time Licensed personnel shall be approved with the adoption of the school year calendar.~~

- ~~• Current practice codified: 1992~~
- ~~• Adopted: date of manual revision~~
- ~~• Revised: April 21, 1994~~
- ~~• Revised: April 6, 1995~~
- ~~• Reviewed: May 11, 2000~~
- ~~• Revised: January 15, 2010~~

### **LEGAL REFS:**

- ~~• C.R.S. 22-1-112 (school year — national holidays)~~

## **Educational Support Personnel Vacations and Holidays**

### **Vacations**

~~Educational Support Personnel who are regular full-time 12-month employees who are paid on an annualized basis shall be entitled to accrue the following number of vacation days per year:~~

~~Employment from time of hire to end of first fiscal year.... 5/6 vacation day per month.~~  
~~Employed full time, one to three years ..... 10 vacation day~~  
~~Employed full time, more than three years ..... 15 vacation days~~  
~~Employed full time, more than ten years ..... 20 vacation days~~

~~The accrual rate shall be 5/6 days per month for employees with from one to three years of service; 1 1/4 days per month for employees with from three to ten years of service, and 1 2/3 days per month for those with more than ten years of service.~~

~~Vacation days accumulated during a fiscal year must be used by June 30 of the following year.~~

~~All vacation days shall require the preapproval of the Chief Education Officer, Chief Business Officer, Chief Operation Officer or designee and shall be taken in no less than one-half day increments.~~

~~At the time of separation of employment, an employee qualified for vacation days shall be reimbursed for any unused accrued vacation days at his/her regular daily rate. At the time of separation of employment, vacation days not earned will be deducted from his/her final pay.~~

### **Transfer credit**

~~For the purpose of vacation day computation, nine-month and ten-month regular school employees who transfer or are reassigned to a twelve-month regular full-time position will be given credit for the months and years of service to the District on a month-for-month basis.~~

### **Holidays**

~~Regular full-time 260 day employees shall be paid for eleven (11) Board-approved holidays and four (4) additional designated paid days (the day prior to Thanksgiving and three (3) additional days during the Christmas break period) with the adoption of the District calendar.~~

~~Adopted: April 21, 1977.  
Revised: August 17, 1978.~~

~~Revised: October 5, 1978.~~

~~Revised: April 18, 1985.~~

~~Revised: March 20, 1986.~~

~~Revised: June 2, 1988.~~

~~Revised to conform with practice: date of manual revision.~~

~~Revised: April 21, 1994.~~

~~Revised: April 6, 1995.~~

~~Reviewed: May 11, 2000.~~

~~Revised: May 28, 2008.~~

~~Revised: January 14, 2010~~

~~Revised: November 10, 2011.~~

~~Revised: January 10, 2013.~~

~~Revised: May 9, 2013.~~

~~LEGAL REFS.: C.R.S. 22-1-112 (school year — national holidays)~~



## **BOARD OF EDUCATION AGENDA ITEM 5**

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Matt Meister
<b>TITLE OF AGENDA ITEM:</b>	Communications Department Update
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Annual report from Communications Department. Brand update, marketing strategy, media relations, parent and staff communication strategy, new communication tools will all be presented.

**RATIONALE:** Annual report from Communications Department to Board of Education

**RELEVANT DATA AND EXPECTED OUTCOMES:** Brand update, marketing strategy, media relations, communication to staff, communication to families and new communication tools in use and in development will be presented. The expected outcome is that BOE directors will have a more complete understanding of processes the communications department is utilizing to achieve transparent communication with all stakeholders and staff in support of the big rocks and cultural compass.

### **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</u></b>
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	<b><u>Major</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</u></b>
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	<b><u>Major</u></b>
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	<b><u>Major</u></b>

**FUNDING REQUIRED:** N/A

**AMOUNT BUDGETED:** N/A

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Continued support of communications department directives and initiatives in serving staff, students, families and community.

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

**DATE:** 10/10/14



10850 East Woodmen Road · Peyton, CO 80831  
Tel: 719.495.1100 · Fax: 719.494.8900

## The Best District to Learn, Work and Lead

The District 49 Communications Department continues to provide daily support across the district to all schools, programs and departments. The purpose of this document is to provide an overview of what will be presented during the discussion item of the October 22 work session.

### District Brand

Brand was launched on August 1, 2014. Staff and media have responded favorably to modernized look of logo. Brand standardization continues on a purposeful, slow and steady basis to make transition as easy as possible on staff and financial impact. Update on progress.

### Marketing Strategy

Two-month campaign targets positive brand awareness under new District 49 brand utilizing “The Best District to Learn, Work and Lead” tagline. Radio, web/digital, direct mail and movie theatre buys allow for more targeting marketing than some of the wide net buys that were made before my arrival. Campaign targets current district families and families that have choiced out of district. Enrollment guide production beginning and strategy of media buys for choice window will be presented.

### Media Relations

Proactive relationship building with local media outlets remains focused on assignment desk, executive producers and field (television and newspaper) reporters. Actively suggesting stories has resulted in more positive news coverage. District communications department provided video and script for positive stories that outlets ended up using. Prep sessions for interviews with CEO, CBO and other staff members have gone well and positively impacted stories.

### Communications Department Story Coverage

I will present a coverage chart showing the number and distribution of stories across multiple demographics of District 49. You will see a high number of stories being covered and a relatively even coverage across the district.

### Family & Staff Communication Strategy

Bronto email marketing software is used to personalize and present relevant information in non-emergency mass email distribution to both staff and families. Direct email, website and social media all used to meet different non-emergency communication needs. Emergency communication strategy will be discussed.

### New Communication Technology

SchoolWires website update will be presented. ReadyOp (Collabria) update will be presented. Volunteer 49 (Relatrix) roll out status update will be presented.

---

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

## BOARD OF EDUCATION AGENDA ITEM 6

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Brett Ridgway, Chief Business Officer
<b>TITLE OF AGENDA ITEM:</b>	Changes to District's Employee Benefit Plan
<b>ACTION/INFORMATION/DISCUSSION:</b>	Work Session Discussion/Information

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

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

In May 2011, we significantly changed our health plan offering to cease providing a HMO option and begin offering an HSA option. This was done in recognition of where the future lies with health care and to control costs for the district, and the employees by extension, as a result. This year, we felt it appropriate to do a full RFP process, both for our brokerage representation and for our plan administrator. This also gave us an opportunity to validate the design of our plan offerings.

**RATIONALE:** In general, a self-funded health insurance plan should strive for a fund balance that represents one-third (33%) of the average annual expense load. This helps the fund absorb any timing anomalies in the expense pattern and any case anomalies in the lives of the insured. We continue to make progress toward that goal. As of June 30, 2014, we are basically there: the fund balance represents 32.9% of the annual spend recognized for 2013-14.

**RELEVANT DATA AND EXPECTED OUTCOMES:** After review of our RFP results, we believe that our plan design continues to be appropriate. We earlier communicated the change in our brokerage representation, switching from Wells Fargo Insurance Services to HUB International. One key piece of that change was HUB's ability to offer us a proprietary program called 'TeleHealth'. We intend to offer this program to enrolled staff members. TeleHealth gives the patient access to doctors via phone, or online contact like Google Hangout, Skype, etc., and those doctors may issue prescriptions through this process – all without an office visit, or the requisite copay. While we are still evaluating the plan administrator decision as of the date of this cover sheet, the vendors we are considering will not cause any difficulty to our staff, and it is still possible that we will not change administrators at all.

At this point, we are recommending an increase to program revenue of 4.0% and that the entire burden for that increase (\$286,500) is funded entirely by the district. This will raise the district's overall share of revenue to 69%, up from 68% last year. The revenue increase is no longer intended to grow fund balance, but if expense projections hold, it will make a small increase to fund balance – appropriately conservative which is consistent with our business philosophy.

### **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>Clarity and transparency in financial management strategy and decisions.</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	<i>D49's plan design and service offerings are starting to separate us from other districts in what we can offer and the cost to the employees.</i>

BOE Work Session October 22, 2014  
Item 7 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:** Yes

**AMOUNT BUDGETED:** 2014/15~\$4.583mm  
(Adopted General Fund)

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

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

**DATE:** October 15, 2014

## HEALTH INSURANCE RATES

2014

## Renewal Worksheet

<u>OAP</u>	EE \$	EMPR \$	EE + EMPR	Enrollment	Monthly	Annual	<u>Dist. Cost</u>		
EE only	\$ 70	\$ 375	\$ 445	476	\$ 211,820	\$ 2,541,840	375		
EE + spouse	\$ 400	\$ 500	\$ 900	54	\$ 48,600	\$ 583,200	500		
EE + children	\$ 325	\$ 500	\$ 825	135	\$ 111,375	\$ 1,336,500	500		
Family	\$ 585	\$ 600	\$ 1,185	123	\$ 145,755	\$ 1,749,060	600		
	33%	67%		788		\$ 6,210,600	H.S.A.	D49 add'l	
<u>H.S.A.</u>	EE \$	EMPR \$	EE + EMPR	Enrollment	Monthly	Annual	EMPR addl \$	Cost	
EE only	\$ -	\$ 300	\$ 300	111	\$ 33,300	\$ 399,600	\$ 50	\$ 66,600	350
EE + spouse	\$ 275	\$ 385	\$ 660	10	\$ 6,600	\$ 79,200	\$ 100	\$ 12,000	485
EE + children	\$ 200	\$ 390	\$ 590	23	\$ 13,570	\$ 162,840	\$ 100	\$ 27,600	490
Family	\$ 460	\$ 510	\$ 970	23	\$ 22,310	\$ 267,720	\$ 100	\$ 27,600	610
	24%	76%		167		\$ 909,360			
	32%	68%				\$ 7,119,960			
							\$ 133,800	2014 annual	

2015

PROPOSED

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

<u>OAP</u>	EE \$	EMPR \$	EE + EMPR	Enrollment	Monthly	Annual	<u>Dist. Cost</u>		
EE only	\$ 70	\$ 400	\$ 470	476	\$ 223,720	\$ 2,684,640	400		
EE + spouse	\$ 400	\$ 525	\$ 925	54	\$ 49,950	\$ 599,400	525		
EE + children	\$ 325	\$ 525	\$ 850	135	\$ 114,750	\$ 1,377,000	525		
Family	\$ 585	\$ 625	\$ 1,210	123	\$ 148,830	\$ 1,785,960	625		
	32%	68%		788		\$ 6,447,000	H.S.A.	D49	
<u>H.S.A.</u>	EE \$	EMPR \$	EE + EMPR	Enrollment	Monthly	Annual	EMPR addl \$	EMPR \$ Total	
EE only	\$ -	\$ 325	\$ 325	111	\$ 36,075	\$ 432,900	\$ 70	\$ 93,240	395
EE + spouse	\$ 275	\$ 410	\$ 685	10	\$ 6,850	\$ 82,200	\$ 100	\$ 12,000	510
EE + children	\$ 200	\$ 415	\$ 615	23	\$ 14,145	\$ 169,740	\$ 100	\$ 27,600	515
Family	\$ 460	\$ 535	\$ 995	23	\$ 22,885	\$ 274,620	\$ 100	\$ 27,600	635
	22%	78%		167		\$ 959,460			
	31%	69%				\$ 7,406,460			
							\$ 160,440	2015 annual	
							\$ 286,500	Chg vs. PY	\$ 26,640 H.S.A. accts

## BOARD OF EDUCATION AGENDA ITEM 7

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Brett Ridgway, Chief Business Officer
<b>TITLE OF AGENDA ITEM:</b>	Apportionment of Legal Fees
<b>ACTION/INFORMATION/DISCUSSION:</b>	Work Session Discussion/Information

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Legal costs for the district have always been a very visible spend and are often a barometer for how much change is happening in the district at any given time. For the last few years, the district's spend has decreased as we have stabilized after the reorganization to facilitate innovation that occurred in January 2011. That decrease in legal support needed allowed us to pursue a retainer agreement with our primary counsel, the Law Office of Brad A. Miller. Having a retainer allows us to manage costs effectively due to the predictability of monthly spend, and it also allows administration to pursue legal assistance when needed without unduly contemplating need on a case-by-case basis.

When the retainer arrangement was first achieved, the accounting approach was to record the entire retainer spend to one place in the district's budget – Board of Education Legal Costs. While that helped simplify the accounting process, it also leaves an incorrect impression to the casual reader of financial reports that the board is responsible for all of the requests that the retainer is applied to. Beginning with the 2014-15 fiscal year, we will once again start distributing the cost to the school/zone/department that is utilizing the services. To facilitate the change we will distribute the budget from the current location as well.

**RATIONALE:** Our strategy of working toward student-based funding requires that we identify costs like this that can be accurately distributed where the spend decision is made.

**RELEVANT DATA AND EXPECTED OUTCOMES:** After reviewing historical trends, we will distribute the budget on the following pattern: BOE 12.5%, CEO Office 17.5%, CBO Office 15%, COO Office 5%, HR Office 10%, iConnect Zone 22%, Falcon, Sand Creek & POWER Zones 6% each. We will track actual spends this year to see if anything in the historical pattern was anomaly and should change this initial allocation.

### **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>Clarity and transparency in financial management strategy and decisions.</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:** Yes

**AMOUNT BUDGETED:** 2014/15 ~ \$115,000  
(General fund)

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

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

**DATE:** October 15, 2014

## BOARD OF EDUCATION AGENDA ITEM 8

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Brett Ridgway, Chief Business Officer
<b>TITLE OF AGENDA ITEM:</b>	Monthly Financial Update
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

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

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

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

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

### **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>Clarity and transparency in financial management strategy and decisions.</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:** Yes

**AMOUNT BUDGETED:** 2013/14 = \$87.5mm  
(General fund)

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** No specific action necessary beyond recognizing the receipt of these reports and this information.

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

**DATE:** October 15, 2014

## **BOARD OF EDUCATION AGENDA ITEM 9**

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Chief Officers
<b>TITLE OF AGENDA ITEM:</b>	Monthly Chief Officer Reports
<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:** October 14, 2014





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

October 9, 2014

Dear Board Members,

In the facilities department, we are quite anxiously anticipating the November election results. Our fingers are crossed and we dusted off the rabbit's foot for good luck. We are developing a preliminary action plan that will help the District design, build, monitor construction progress and commission the proposed bond projects in an efficient manner.

Currently, we have a number of projects that are planned for the fall break. These range from starting the roof replacement and installing some playground artificial turf at Remington Elementary to interior paint projects with the TLC paint crew at Falcon High, Horizon Middle, Springs Ranch, and Ridgeview Elementary School. There are also a few computer lab upgrades that we are planning to complete during the break as well.

The fall break will also provide a training opportunity for the facilities and grounds teams. On Friday October 24<sup>th</sup> we are holding a team building and training event for the site building managers and the balance of the facilities team.

This past week several members of the facilities team and I attended School Dude University. This conference was quite intense and action packed. It provided a great deal of clarity regarding the functions and capabilities of the current operating system we use consisting of work orders, utility and inventory management, capital asset management and reporting, facility usage and IT activity tracking. We also learned that we can benchmark our activity with the 4,000 other K-12 district that use the School Dude system. Plans are in place for the facilities team to tweak the School Dude systems so it can provide online real time key performance and benchmark data.

Lastly, our winter season kickoff meeting was held last week so I believe we are ready for the adverse weather when it arrives.

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 4 project requests currently.
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 will be the bench marking data for our preventive maintenance and long term capital needs assessment program. - Project is **100%** complete.
  - b. Plans are now in place to make this information a working document.**
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.

### Upcoming

1. **Complete an onsite realignment of our school dude work order operating system in order to provide real time key performance tracking.**
2. **Working with Vista Ridge track coach and athletic director on a track finish shack to be funded with donations.**
3. **Working with two Horizon Middle School science teachers to install a sustainable greenhouse that will be funded with donations.**
4. Schedule all school campus site operational/capital assets reviews with the various principals in November 2014- January 2015.
5. Revamp the job descriptions and evaluation tool for all Facilities positions.
6. Building and facilities quality assessment program will be conducted in the fall to create a quality baseline.
  - a. **Preliminary Zone assessments are complete. A summary report is being generated by the facilities administration support team.**
7. Replace roof at Remington Elementary School in fall 2014.
8. **One on One fall zone leaders to review operational/capital current and upcoming needs.**
9. Installing a lightning mitigation protection system at Woodmen Hills Elementary in September 2014.
10. Staffing the restructured Safety & Health Compliance Supervisor BOE approved position.
  - a. **Due to the lack of qualified prospects this position has been reopened with an anticipated hiring in October 2014.**
11. Big Rock #2 - supporting our capital bond campaign messaging, community engagement, etc.
12. 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. **School Dude University Fall Conference – Facilities leadership attended 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 conference provided key insight regarding the functions and**

**capabilities of our facility operating systems. This will lead to improvements in the overall management and deployment of our daily work. This conference provided in depth knowledge for the work order, utility/energy, capital asset and inventory management programs that are currently being used to manage the Districts facilities. This conference provided key information and insight for identifying other school district that our District can use as a bench mark for our operations.**

- 2. Staffing for the Fire Electrical Supervisor BOE approved position completed in Sept 2014.**
3. The TLC (Bus Drivers and Building Admin support) paint team completed 11 school site and 2 support office projects over the summer break.
4. Worked with a student volunteer to install dugouts for the Vista Ridge softball team.
5. Completed a mitigation plan to resolve several OCR issues that have surfaced at Vista Ridge High School in a random review in August 2013.
6. BOE Approved the administration's prioritized 2014-2015 capital projects.
7. Upgraded the exterior and all modular classrooms. Completed the district wide Modular Paint Project.
  - a. 11 school campuses have had their modular classrooms painted.
8. Hired a new Executive Administrative Assistant – Jennifer Kiggins.
9. 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.
  - a. Action plan is in progress to mitigate concerns.

### Upcoming

- 1. Prep work for a future greenhouse project at Horizon Middle School.**
2. Installation of 2 small artificial turf areas at Remington and Ridgeview Elementary.
  - a. Timeframe
    - i. Remington fall break 2014.
    - ii. Ridgeview August 2015 – pending availability of funds.
3. Reviewing and updating all department job descriptions to separate evaluation tool.
4. Preparing all equipment needed for the winter weather conditions.
5. Individual's school requested projects.
  - a. Horizon Middle School Greenhouse – reviewing design and funding sources.

### Completed

1. Artificial turf installation and dedication for 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. Enhance the transportation website.
2. Preparing for a department update for the BOE October 2014.
3. The annual Chili Cook-Off October 2014.
4. The annual support events that fund the Santa's Toy Express Event.
  - i. **Mexican Fiesta – Sept 17th**
  - ii. **Chili Cook Off - Oct 31<sup>st</sup>**
  - iii. **Soups and Bread – Nov 19th**

#### Completed

1. Capital purchase of 5 new busses from the 2014-2015 capital allocation.
2. Completed the new bus barn electric service capital project.
3. New bus driver orientation for July 2014 and the start of the 2014-2015 school year.
4. Annual CDE required training for all staff.
5. Updating the transportation handbook for the 2014-2015 school year.
6. 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. **CDE operational review and audit will be conducted this fiscal year.**

#### Completed

1. A comprehensive department operational update was presented at the September 2014 BOE meeting.
1. Leadership attended a regional conversational meeting with USDA Food and Nutrition Service administrator – Audrey Roew
2. Attended the National School Lunch Association national conference in Boston (July 2014).
3. Summer CDE school nutrition workshops for certification and continued professional development for the Nutrition Services staff.
4. Completed their welcome back employee startup session in August 2014.

## BOARD OF EDUCATION AGENDA ITEM 10

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Donna Richer, Executive Assistant to BOE
<b>TITLE OF AGENDA ITEM:</b>	Policy and Procedure Review-CASB Recommended Updates
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** We seek to improve our policy management system by reviewing policies and procedures on a regular basis.

**RATIONALE:** Policy and administrative regulation development and revision are designed to increase the probability of an effective and efficient school system.

**RELEVANT DATA AND EXPECTED OUTCOMES:** The following policies/regulations/exhibits are recommended for revision or rescission by Colorado Association of School Boards. Revisions are minor in nature and reflect updates to Colorado state statutes.

10.a **AE**, Accountability/Commitment to Accomplishment

CASB recommended revisions to clarify powers and duties prescribed by state law and update legal references.

10.b **AE-R**, Accountability/Commitment to Accomplishment

CASB recommended revisions to list specific membership requirements.

10.c **BC**, School Board Member Conduct

CASB recommended revisions to update statutory language.

10.d **BC-R**, School Board Member Financial Disclosure

CASB recommended revisions to focus on board member's statutory obligations.

10.e **BCA-E-1**, Board Member Code of Ethics

CASB recommended revision to address statutory language added in HB 12-1070.

10.f **BCB**, Board Member Conflict of Interest

CASB recommended revisions to update legal references and remove reference to statutory revision that was repealed.

10.g **BDA**, Board Organizational Meeting

CASB recommended revisions to update legal references.

10.h **BE**, School Board Meetings

CASB recommended minor changes to remove notes, update legal and cross references.

10.i **BEDB**, Agenda

CASB recommended revisions to simplify language to match Colorado revised statutes.

10.j **BEDF**, Voting Method

CASB recommended revisions to update legal references.

10.k **BID/BIE**, Board Member Compensation and Expenses/Insurance/Liability

CASB recommended revisions due to changes in state statute.

10.l **JJ**, Student Activities (Cocurricular and Extracurricular)

CASB recommended rescission because they are duplicative of other policies (JJJ and JJJ-R).

### **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>Major Impact</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:** No

**AMOUNT BUDGETED:** N/A

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** After review and discussion, move the twelve policies and regulations with any recommended revisions for action at the November 13<sup>th</sup> board meeting.

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

**DATE:** October 7, 2014



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Accountability/Commitment to Accomplishment</b>
Designation	<b>AE</b>
Office/Custodian	<b>Education/Executive Director of Learning Services</b>

The Board of Education accepts its ultimate responsibility for all facets of school operations and programs.

As required by law, the Board shall adopt and maintain an accountability program to measure the adequacy and efficiency of the educational program.

~~The Board shall appoint a District Advisory Accountability Committee which shall make recommendations to the Board relative to the program of accountability. The areas of study by the committee shall be determined cooperatively at least annually by the committee and the Board. In addition, the committee shall make recommendations to the Board relative to priorities for expenditures of District funds.~~ **The District Accountability Committee and School Accountability Committees shall have those powers and duties prescribed by state law. The Board and the District Accountability Committee shall, at least annually, cooperatively determine the areas and issues, in addition to budget issues, that the District Accountability Committee shall study and the issues on which it may make recommendations to the board.**

~~The Board is committed to maintaining a strong accountability program in each school and authorizes school-level accountability committees. The District's accountability program will include an annual progress report to the community of student performance and the results of the school improvement process. The program also will include implementation of a school improvement planning process involving, parents/families, staff, community members, and students (where appropriate) through a representative accountability committee.~~

Every effort shall be made by the Board, the Chief Education Officer, Chief Business Officer, Chief Operations Officer, ~~Innovation Zone~~ Leaders, the staff, and the accountability committees to fulfill the responsibilities inherent in the concept of accountability as well as the intent of the Educational Accountability Act and the state requirements for accreditation of schools and school districts.

All accountability committee meetings will be open to the public. Meeting notices for District Advisory Accountability Committee will be posted in the same place and manner as notices of Board meetings and in school buildings. Notices for School Accountability meetings shall be posted in the school building.

- Adopted: August 4, 1994
- Revised: August 13, 1998
- Revised: November 17, 2010
- Revised: May 12, 2011
- Revised: January 10, 2013
- **Revised: November 13, 2014**

### LEGAL REFS:

- C.R.S. 22-2-117 (~~Additional power state board waiver of requirements ruleswaivers from State Board of Education~~)
- C.R.S. 22-7-101 through 22-7-105 (~~Educational Accountability Act of 1971~~)
- ~~C.R.S. 22-32-110 (3.5) (Accountability Committee Reports)~~
- **C.R.S. 22-11-101 et seq. (education Accountability Act of 2009)**
- **C.R.S. 22-11-301 and 302 (district accountability committee)**

- C.R.S. 22-11-401 and 402 (*school accountability committees*)
- C.R.S. 24-6-4-2 (*open meetings law*)
- 1 CCR 301-1, Rules 2202-R-1.00 et seq. (*accreditation rules*)

## CROSS REFS:

- AEA, Standards Based Education
- ~~AEC, Accomplishment Reporting to the Public~~
- AED, Accreditation
- AEE, Waiver of State Law and Regulation
- ~~BDF, Advisory Committees~~
- ~~BGB, Policy Adoption~~
- DBD, Determination of Budget Priorities
- ~~JIC, Student Conduct and subcodes~~
- ~~JK, Student Discipline and subcodes~~
- KB, Parent Involvement in Education

**~~Note 1: The Board may consider applying to the State Board of Education for a waiver of certain provisions of law or state regulations which in the Board's discretion it believes necessary to accomplish the purposes of the accountability program. For districts with a funded count of 3,000 or more pupils, such application requires the consent of a majority of the appropriate accountability committee and of the affected teachers and licensed administrators. Such a waiver, if granted, will be effective for two years and may be renewed once for an additional two years. See policy AEE\* Waiver of State Law and Regulation.~~**

**~~Note 2: State law and the rules of the State Board of Education set out the powers and duties of the district accountability committees and school accountability committees. Because of the specificity of state law and regulation, we did not list those powers and duties in this sample policy or accompanying regulation. Two new responsibilities for the district accountability committee are: 1) to provide input and recommendations on an advisory basis to principals concerning the development and use of assessment tools for the purpose of measuring and evaluating student academic growth as it relates to teacher evaluations. C.R.S. 22-11-302(1)(d); and 2) to provide input on the creation and enforcement of the school conduct and discipline code. C.R.S. 22-11-302(1)(f). The school accountability committee at each school is to provide input and recommendations to the district accountability committee and the administration concerning the principal's evaluation. C.R.S. 22-11-302(1)(e) and C.R.S. 22-11-402(1)(e).~~**



# BOARD-APPROVED POLICY OF DISTRICT 49

Title	Accountability/Commitment to Accomplishment
Designation	AE-R
Office/Custodian	Education/Executive Director of Learning Services

## District Advisory Accountability Committee

The District Advisory Accountability Committee (DAAC) will consist of at least:

- ~~one~~three parents of students enrolled in district schools,
- one teacher employed by the district,
- ~~one~~ school administrator employed by the district, and
- ~~one taxpayer~~person who is involved in business in the community within the district's boundaries ~~from the District.~~

A person may not serve in more than one of the required membership roles on the DAAC. A person who is employed by the district or related to a district employee shall not be eligible to serve as a parent on the DAAC. "Related" means the person's spouse, son, daughter, sister, brother, mother or father. If, however, the district makes a good faith effort and is unable to identify a sufficient number of parents that meet these criteria, a person may serve as a parent on the DAAC and also be employed by the district or related to a district employee.

The Board shall appoint persons to the DAAC. In making these appointments, it shall ensure, to the extent practicable, that:

- the parents appointed reflect the student populations significantly represented within the district;
- at least one of the parents is a parent of a student enrolled in a district charter school authorized by the Board, and
- at least one of the persons appointed has a demonstrated knowledge of charter schools.

If the Board chooses to increase the number of persons on the DAAC, it shall ensure that the number of parents appointed exceeds the number of representatives from the group with the next highest representation. ~~The Board of Education will strive to have a balance of membership consistent with the District's racial/ethnic proportions. The Chief Education Officer, Executive Officer of Education Services or other staff member designated by the Board will serve as a resource person.~~

Members of the accountability committee will serve basic terms of two (2) years and will be surveyed each spring as to their willingness to serve additional terms. The committee will elect a chair from its membership, establish a schedule of meetings, and adopt general rules for its operation.

The Board, in cooperation with the DAAC, will approve general organizational accountability guidelines for the District and school-level committees to follow which assure that:

1. The District and individual schools comply with the state's accountability and accreditation requirements.
2. All accountability committees shall follow DAAC bylaws regarding public meetings in compliance with state law.

3. The DAAC reviews the ~~goals and school improvement plans of individual schools~~ **District Unified Improvement Plan** and makes annual recommendations to the Board regarding the accountability programs and budget of the District.

#### **School-level advisory accountability committee**

Each school accountability committee (SAC) shall consist of at least:

- three parents of students enrolled in the school,
- one teacher who provides instruction at the school,
- the principal or the principal's designee
- one person from the community, and
- one adult member of an organization of parents, teachers and students recognized by the school.

A person may not serve more than one of the required membership roles on the SAC. If, after making good-faith efforts, a principal or an organization of parents, teachers and students is unable to find a sufficient number of persons who are willing to serve on the SAC, the principal, with advice from the organization of parents, teachers and students, may establish an alternative membership plan for the SAC. Such alternate plan shall reflect the required representation stated above as much as practicable.

Members of the SAC shall be appointed by the principal of each school. The principal shall ensure, to the extent practicable, that the persons appointed reflect the student populations significantly represented within the school.

If the principal chooses to increase the number of persons on any SAC, the principal shall ensure that the number of parents appointed exceeds the number of representatives from the group with the next highest representation.

Members of the SAC shall serve terms of 2 years. Vacancies shall be filled by majority action of the remaining members of the SAC. The SAC shall select a parent representative to serve as chair, who shall serve a term of 2 years.

~~School-level committees' membership will consist of a broad representation of the school community with a goal of balancing the membership consistent with the racial/ethnic proportions of the school attendance area. Committee members will include parents, including parents of exceptional students at least one teacher, an administrator from the school, representatives from the community, and students as appropriate.~~

The School Advisory Accountability Committee will work with the principal and the community to develop, improve, implement, and review the ~~school improvement plan~~ **School Unified Improvement Plan**, to review student and school performance and achievement, and to assist in reporting achievement information to the community.

School-level accountability committees will adopt goals and objectives for the improvement of education in the building, and increase the ratings for the school's accreditation category and participate in the school improvement planning process.

#### **School-level reporting**

At the end of every school year, the school-level accountability committee shall submit a written report to the DAAC concerning the learning environment in the school during that school year. The report shall reflect the results of each school improvement plan.

- Adopted: August 13, 1998

- Revised: November 17, 2010
- Revised: May 12, 2011
- Revised: January 10, 2013
- **Revised: November 13, 2014**



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>School Board Member Conduct</b>
Designation	<b>BC</b>
Office/Custodian	<b>BOE/Executive Assistant</b>

Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the Board of Education to operate under the highest ethical standards.

In carrying out fiduciary duties, a Board member shall not:

1. Disclose or use confidential information acquired in the course of official duties to further substantially **the member's** personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position **to depart from the faithful and impartial discharge of the Board member's public duties** or which **the member knows it is known** or should be known is primarily for the purpose of a reward for official action taken.
3. Engage in a substantial financial transaction for the member's private business purposes with a person whom the member supervises in the course of official duties.
4. Perform an official act, which directly and substantially confers an economic benefit **tantamount to a gift of substantial value** on a business, or other undertaking in which the member has a substantial financial interest or is engaged as a counsel, consultant, representative, or agent.

~~The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.~~

~~It is permissible for a Board member to receive:~~

- ~~1. Campaign contributions and contributions in kind which are reported in accordance with state law.~~
- ~~2. An occasional non-pecuniary gift which is insignificant in value.~~
- ~~3. A non-pecuniary award publicly presented by a nonprofit organization in recognition of public service.~~
- ~~4. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which the member is scheduled to participate.~~
- ~~5. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position.~~
- ~~6. Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational, or cultural events. Tickets to these events may have to be reported in accordance with the public official disclosure law.~~

- ~~7. Payment for speeches, appearances, or publications reported in accordance with the public official disclosure law.~~

It shall not be considered a breach of conduct for a Board member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

- Adopted: September 3, 1998
- Reviewed: September 23, 2009
- Reviewed: January 12, 2012
- **Revised: November 13, 2014**

LEGAL REFS:

- C.R.S. 1-45-101 et seq. (Fair Campaign Practices Act)
- C.R.S. 22-32-110(1)(k) (specific powers of boards)
- C.R.S. 24-6-2013 **et seq.** (Public Official Disclosure **Law-Act**)
- C.R.S. 24-18-104 (rules of conduct for all public officers, general assembly, local government officials and employees)
- C.R.S. 24-18-109 (rules of conduct for local government officials and employees)

CROSS REFS:

- GBGB, Staff Personal Security and Safety
- JIC subcodes (*all pertaining to student conduct*)



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>School Board Member Financial Disclosure</b>
Designation	<b>BC-R</b>
Office/Custodian	<b>BOE/Executive Assistant</b>

Board of Education members are required by law to disclose certain items received in connection with serving on the Board. If Board members receive such items, they must file a report ~~for the preceding calendar year with the County Clerk and Recorder on forms supplied by the~~ Secretary of State **on forms prescribed by the Secretary of State. Such report must be filed** on or before January 15, April 15, July 15 and October 15 of each year and shall cover the period since the last report. The report must contain the name of the person from whom the reportable item was received, its value, and the date of receipt. **Board members who do not receive any items that must be reported are not required to file a report.**

Items which must be reported include the following:

1. Any money received including a loan, **pledge**, advance, ~~or~~ guarantee of a loan **or any forbearance or forgiveness of indebtedness from any person** with a value ~~of greater than \$5325 or more.~~
2. Any gift of any item of real or personal property other than money with a value ~~of greater than \$530 or more.~~
3. Any loan of real or personal property if the value of the loan is **greater than \$530 or more.** "Value of the loan" means the cost saved or avoided by the Board member by not borrowing, leasing, or purchasing comparable property from a source available to the general public.
4. Any payment for a speech, appearance, or publication.
5. Tickets to a sporting, recreational, educational, or cultural event with a value **greater than \$530 or more** ~~for any single event or a series of tickets to sporting events of a specific team during a season or to cultural events of a specific company with a total value of \$100 or more.~~
6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention, **fact-finding mission or trip**, -or other meeting at which the Board member or candidate for the Board is scheduled to **deliver a speech, make a presentation, participate on a panel or represent the school district** ~~participate~~ unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB).
7. Any gift of a meal to a fund-raising event of a political party.

~~The financial disclosure need not include the following:~~

- ~~1. A contribution or contribution in kind that already has been reported pursuant to the Fair Campaign Practices Act.~~
- ~~2. Any item of perishable or nonpermanent value including meals unless such item is required to be reported under #5 or #7 above.~~

- ~~3. A non-pecuniary award publicly presented by a nonprofit organization in recognition of public service.~~
- ~~4. Payment or reimbursement for actual and necessary expenditures for travel and lodging for attendance at a convention in which the individual is scheduled to participate if the payment or reimbursement is made from public funds or from the funds of any association of public officials or entities such as CASB.~~
5. Payment of salary from employment including other government employment.

To avoid misunderstanding about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given. ~~Board members who do not receive any items which must be reported are not required to file a report.~~

- Adopted: September 3, 1998
- Revised: October 8, 2009
- **Revised: November 13, 2014**

LEGAL REFS:

- C.R.S. 24-6-201 *et seq.* (***Public Official Disclosure Law***~~*Colorado Sunshine Act*~~ ~~*public official disclosure*~~)



## BOARD-APPROVED POLICY OF SCHOOL DISTRICT 49

Title	<b>Board Member Code of Ethics</b>
Designation	<b>BCA-E-1</b>
Office/Custodian	<b>BOE/Executive Assistant</b>

Colorado Revised Statutes 24-18-105, provides ethical principles for school board members which "are intended as guides to conduct and do not constitute violations as such of the public trust of office..."

Secure, therefore, in the belief that these principles supply the highest enforceable standard for Board Member conduct, ~~Falcon School~~ District 49 hereby declares that the statutory principles shall be adopted in the form of mandatory standards:

1. A Board member "shall not acquire or hold an interest in any business or undertaking which that member has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which the member has substantive authority."
2. A Board member "shall not, within six months following the termination of office..., obtain employment in which the member will take direct advantage, unavailable to others, of matters with which the member was directly involved during the term of [office]. These matters include rules, other than rules of general application, which the member actively helped to formulate applications, claims, or contested cases in the consideration of which the member was an active participant."
3. A Board member "shall not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when the member has a substantial financial interest in a competing firm or undertaking."
4. **A board member is discouraged "from assisting or enabling members of [the board member's] immediate family in obtaining employment, a gift of substantial value, or an economic benefit tantamount to a gift of substantial value from a person whom [the board member] is in a position to reward with official action or has rewarded with official action in the past.**

- Adopted: September 3, 1998
- Reviewed: September 23, 2009
- Revised: January 12, 2012
- **Revised: November 13, 2014**





## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Board Member Conflict of Interest</b>
Designation	<b>BCB</b>
Office/Custodian	<b>Board of Education/Executive Assistant</b>

Public office is a trust created in the interest of the common good and for the benefit of the people. A conflict of interest can arise when a public officer is unable to be devoted with complete loyalty and singleness of purpose to the general public interest.

It is the intent of this policy to protect the public trust placed in directors of this school district. For purposes of this policy, the Board of Education declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A Board member, who has a personal or private interest in a matter proposed or pending before the Board, shall disclose such interest to the Board, shall not vote on it, and shall not attempt to influence the decisions of other Board members in voting on the matter.

However, if a Board member has complied with statutory disclosure requirements by notifying the Secretary of State of his or her interest in the matter, he or she may vote if his or her participation is necessary to obtain a quorum or otherwise enable the Board to act. A member who votes under these circumstances shall state for the record the fact and summary nature of the potential conflict of interest.

The written disclosure to the Secretary of State shall list as applicable the amount of the member's financial interest, the purpose and duration of any services rendered, compensation received for services, or such other information necessary to describe the interest.

The Board shall not hire any of its members as an employee of the District, nor shall it permit the District to consider the application for employment by any of its members. However, the Board does recognize that employees may desire to serve on the Board. Should an employee be elected or appointed to the Board, he or she shall, before taking office, resign from his or her position with the District.

The Board shall not approve any compensation for a member for services rendered to the District except for services rendered to the Board as provided by law. Members may be reimbursed for authorized expenses in carrying out Board duties as provided by law.

The Board shall not enter into any contract with any of its members or with a firm or corporation in which a member has a financial interest, unless one or more of the following apply:

1. The contract is awarded to the lowest responsible bidder based on competitive bidding procedures.
2. The merchandise is sold to the highest bidder at a public auction.
3. The transaction involves investing or depositing money in a financial institution which is in the business of loaning money or receiving money.
4. If, because of geographic restrictions, the District could not otherwise reasonably afford the contract because the additional cost to the District would be greater than 10 percent of the contract with the interested member or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services.

5. If the contract is one in which the Board member has disclosed a personal interest and is one on which the member has not voted or has voted as allowed in state law following disclosure to the Secretary of State and to the Board.

~~Except as described above, a Board member shall not be a purchaser at any sale or a vendor for any purchase made by the District.~~

~~A member of the Board may request an advisory opinion from the Secretary of State concerning issues relating to his conduct and potential conflict of interest.~~

- Adopted: August 21, 1977
- Revised: January 16, 1985
- Revised: September 3, 1998
- Revised: July 26, 2005
- Reviewed: September 23, 2009
- Revised: January 12, 2012
- **Revised: November 13, 2014**

#### LEGAL REFS:

- Colorado Constitution, Article X, Section 13
- C.R.S. 22-32-109(1)(y) (*duty of board to adopt bylaws on conflicts of interest*)
- C.R.S. 24-18-109 through 24-18-111 (*government rules of conduct*)
- **24-18-110 (*voluntary disclosure*)**
- C.R.S. 24-18-201 (standards of conduct – interests in contracts)
- C.R.S. 24-18-202 (Standards of conduct – interests in sales)

#### CROSS REFS:

- BC, School Board Member Conduct
- **BCA-E-2, Code of Ethics for School Board Members**
- BEDF, Voting Method
- DJE, Bidding Procedures



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Board Organizational Meeting</b>
Designation	<b>BDA</b>
Office/Custodian	<b>Board of Education/Executive Assistant</b>

Within fifteen (15) days after the ~~school district receives the official abstract of votes~~<sup>regular biennial election</sup>, the Board of Education shall meet in an organizational session at a regular or special meeting for the purpose of selecting officers.

The incumbent president of the Board shall preside until a successor is elected, whereupon the successor will assume the chair.

Following the swearing in of the newly-elected Board member or members, the following officers, in order, shall be elected or appointed: president, vice president, secretary, and treasurer.

Nominations for president and vice president shall be made from the floor and voting shall be by roll call or secret ballot ~~after a vote to do so by the majority of the Board members present~~. Should no nominee receive a majority vote of Board members, the election shall be declared null and void, further nominations may be made and the roll call or secret ballot vote shall be retaken.

The president and vice president shall serve two-year terms and shall hold office until their successors are elected.

The Board shall then appoint a secretary and treasurer who may or may not be members of the Board. The secretary and treasurer shall hold their offices for terms at the pleasure of the Board.

Following election and appointment of the officers, the Board shall appoint the staff members who will fill the offices of secretary to the Board and assistant treasurer.

Then such other items of business shall be considered by the Board as are scheduled on the agenda.

### **Officer resignation**

Should one or more officers of the Board resign, the Board shall select another member or members to fill the vacant office or offices as provided by law, using the procedures described above. A newly-selected officer shall assume the duties immediately upon selection. Inasmuch as the selection of a new officer on a four-officer, five-member board frequently requires a shifting of officers it shall be permissible for a member to be nominated for another office without resigning the current office. Upon acceptance of the nomination and election to the new office, the former office shall be declared vacant and another member elected to fill that position.

- Adopted: April 21, 1977
- Revised: August 4, 1994
- Revised: September 3, 1998
- Revised: October 8, 2009
- **Revised: November 13, 2014**

### LEGAL REFS:

- C.R.S. 22-31-104 (3) (*biennial school elections*)
- C.R.S. 22-32-104 (1),(2),(3),(4) (*organization of the board*)
- **C.R.S. 22-32-108 (5) (*meetings of the board*)**

- C.R.S. 22-32-108 (6) (*meetings of the board – voting procedure*)

## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>School Board Meetings</b>
Designation	<b>BE</b>
Office/Custodian	<b>Board of Education/Executive Assistant</b>

All meetings of three or more members of the Board, at which any public business may be discussed or any formal action taken, shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed, and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board.

A recording shall be made of regular and special meetings are required by law and at a minimum, shall be an audio recording. Recordings shall be maintained for 90 days.

### **Regular meetings**

Regular meetings of the Board of Education shall be held at least one time each calendar month on such dates and at such times as the Board may establish in accordance with Colorado law. The schedule of regular meeting dates and times will be adopted for each calendar year prior to the end of the preceding year. All regular meetings will be held in the Board room of the central administration building, 10850 East Woodmen Road.

### **Special meetings**

Special meetings of the Board may be called by the Board president at any time and shall be called by the president upon the written request of a majority of the Board members.

The Executive Administrative Assistant of the Board shall be responsible for giving email notice of any special meeting to each Board member at least 72 hours in advance of the meeting or 24 hours in advance if hand-delivered personally to the member. The notice must contain time, place, and purpose of the meeting and names of the members requesting the meeting.

Any member may waive notice of a special meeting at any time before, during, or after such meeting, and attendance at a special meeting shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless all members are present and agree to consider and transact other business.

### **Work sessions and retreats**

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

~~*Note: The Board is not required to take minutes if through its notice and agenda it has not retained the option to take formal action. However, minutes must be taken in accordance with state law during all executive sessions unless specifically excepted.*~~

~~*Note: A quorum is defined as a simple majority (more than half) of the members serving on a Board, as follows:*~~

- ~~• *for a 5-member board a quorum is 3*~~
- ~~• *for a 6-member board a quorum is 4*~~
- ~~• *for a 7-member board a quorum is 4*~~

- Adopted: April 21, 1977
- Revised: September 1, 1977
- Revised: November 1, 1979
- Revised: May 21, 1998
- Reviewed: September 3, 1998
- Revised: June 5, 2003
- Revised: January 8, 2004
- Revised: November 3, 2005
- Revised: September 11, 2008
- Revised: October 8, 2009
- Revised: July 27, 2012
- **Revised: November 13, 2014**

#### LEGAL REFS:

- C.R.S. 22-32-108 ~~(4) through (5)~~ **(board meetings)**
- C.R.S. 24-06-401 et seq. ~~(Colorado Sunshine Act of 1972)~~ **open meetings law**

#### CROSS REFS:

- **BEAA, Electronic Participation in School Board Meetings**
- **BEC, Executive Sessions**
- BEDA, Notification of Board Meetings

Title	<b>Agenda</b>
Designation	<b>BEDB</b>
Office/Custodian	<b>Board of Education/Executive Assistant to the Board of Education</b>

To expedite the Board's proceedings and provide a framework for the orderly conduct of business, the Chief Business Officer, Chief Education Officer, and Chief Operations Officer, in cooperation with the Board president, shall prepare an agenda outlining the matters to be brought to Board attention at meetings.

The Board shall follow the order of business set by the agenda unless the order is altered or new items **are added in accordance with this policy. At regular and special meetings, the Board may add to or take action on matters not appearing on the posted agenda if the item is reasonably related to the subject matter on the posted agenda or if an exigency exists. Amending the agenda of a regular meeting requires a majority vote of Board members present. All Board members must be present and cast a unanimous vote to amend the agenda of a special meeting.** ~~by vote of the Board during the meeting. The Board may add to or take action on matters not appearing on the printed agenda at regular meetings only by unanimous vote of Board members present. Items may be added to the agenda of a special meeting only when all Board members are present and cast a unanimous vote.~~

### **Consent grouping**

A consent grouping on the agenda shall be used for those items which usually do not require discussion or explanation as to the reason for the Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

### **Agenda format**

1. Call to order and roll call
2. Welcome and pledge of allegiance
3. Approval of agenda
- 3.4. **Approval of and consent agenda**
- 4.5. Board/Chief Officers' update
- 5.6. Open forum
- 6.7. Action items
- 7.8. Informational items
- 8.9. Discussion items (if any)
- 9.10. Other business
- 10.11. Adjournment

Adopted: April 21, 1977

Revised: September 17, 1981

Revised: May 21, 1998

Reviewed: September 3, 1998

Revised: November 3, 2005

Revised: June 6, 2006

Revised: January 14, 2010

Revised: May 5, 2011

Revised: April 10, 2014

**Revised: November 13, 2014**

LEGAL REFS:

- C.R.S. 22-32-108 (4) (~~Meetings of the Board of Education~~**board meetings**)
- **C.R.S. 22-32-108(7)(a) (a board member who participates electronically is considered “present” )**
- **C.R.S. 24-6-402(2)(c) (notice of meeting “shall include specific agenda information where possible”)**

CROSS REFS:

- **BEAA, Electronic Participation in School Board Meetings**
- **BEDA, Notification of School Board Meetings**
- **BEDH, Public Participation at School Board Meetings**





## BOARD-APPROVED POLICY OF DISTRICT 49

Title	Voting Method
Designation	<b>BEDF</b>
Office/Custodian	<b>Board of Education/Executive Assistant to BOE</b>

All voting shall be by roll call with each member present voting "Aye" or "No" alphabetically. However, election of the president and vice president may be by secret ballot. **If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes.**

A member may abstain from voting only if excused by the Board for good cause.

A Board member who has a personal or private interest in any proposed or pending matter which presents a conflict of interest in accordance with Board policy shall disclose such interest and shall not vote unless participation is necessary to obtain a quorum or otherwise enable the Board to act. Under such circumstances, the member shall comply with the voluntary disclosure requirements set out in state law.

To pass, any motion must be approved by a majority of the members present except as state law or policies of this Board may require a majority of full membership or a two-thirds majority.

- Adopted: April 21, 1977
- Revised: September 3, 1998
- Revised: February 11, 2010
- **Revised: November 13, 2014**

### LEGAL REFS:

- ~~C.R.S. 22-11-302(1)(f) (district accountability committee shall provide input to the board regarding the creation of enforcement of the conduct and discipline code)~~
- C.R.S. 22-32-104 (3) (president and vice president must be elected by majority of the entire membership)
- C.R.S. 22-32-108 (6) (voting by roll call, excused for good cause)
- **C.R.S. 22-32-108 (7)(a) (a board member who participates electronically in conformance with the board's policy on electronic meeting participation is considered "present")**
- **C.R.S. 24-6-402 (2)(d)(IV) (outcome of a secret ballot vote must be recorded contemporaneously in the minutes)**
- **C.R.S. 24-6-402 (4) (a two-thirds majority of the quorum present is required to go into executive session)**
- C.R.S. 24-18-109 (3) (conflict of interest and voting)
- C.R.S. 24-18-110 (voluntary disclosure of conflict of interest)

### CROSS REFS:

- BCB, Board Member Conflict of Interest
- BE, School Board Meetings
- **BEAA, Electronic Participation in School Board Meetings**



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Board Member Compensation and Expenses/Insurance/Liability</b>
Designation	<b>BID/BIE</b>
Office/Custodian	<b>Business/Executive Assistant to BOE</b>

Board members shall receive no compensation for their services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Board, Board members may be reimbursed from district funds.

Such expenses may include the cost of attendance at conferences of school boards associations and other professional meetings/visitations when such attendance and expense payment has had prior Board approval.

The Board shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Board.

**The Board shall rely on the Colorado Governmental Immunity Act, C.R.S. 24-10-101 *et seq.* (the Act) as the statement of its obligation to defend and indemnify Board members. If the Board elects to provide for the defense of a Board member in a claim which alleges willful and wanton conduct by the Board member, the Board may require the Board member to post a reasonable bond to ensure reimbursement of any amounts advances, in accordance with the Act.**

- Adopted: April 21, 1977
- Revised: September 3, 1998
- Revised: July 10, 2003
- Reviewed: January 14, 2010
- **Revised: November 13, 2014**

### LEGAL REFS:

- **20 U.S.C. 2361 through 2368** (*Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 limits the liability of school board members*)
- **C.R.S. 22-12-101 *et seq.*** (*Teacher and School Administrator Protection Act also limits liability of school board members*)
- C.R.S. 22-32-104 (5) (*board member compensation*)
- **C.R.S. 22-32-109.1 (9)** (*immunity provisions in safe schools law also apply to school board members*)
- C.R.S. 22-32-110 (1)(n),(u) (*power to provide necessary expenses*)
- C.R.S. 24-10-~~101~~**102** *et seq.* (*Colorado ~~g~~Governmental ~~i~~Immunity Act*)
- C.R.S. 24-18-104 (3)(d),(e) (*reimbursements are not considered gifts*)

### CROSS REFS:

- EI, Insurance **Program/Risk** Management

Recommended for rescission by CASB.

**~~Student Activities~~  
(~~Cocurricular and Extracurricular~~)**

~~The Board of Education supports the concept that a wide variety of extracurricular activities should be made available to students. However, participation in such activities is a privilege — not a right. Such activities shall be conducted in accordance with the following guidelines:~~

- ~~1. Activity offerings shall be of sufficient variety and number to meet the wide range of interests of students.~~
- ~~2. Most activities shall be an outgrowth of curriculum activities.~~
- ~~3. All participation shall be voluntary.~~
- ~~4. Guidance shall be offered to encourage nonparticipants who need the activity and to curb the overly enthusiastic from over participation at the expense of academic performance.~~
- ~~5. The goal for each student shall be a balanced program of academic studies and extracurricular activities.~~
- ~~6. All activities shall be supervised. All clubs and groups shall have a faculty advisor.~~
- ~~7. Participation in any school or interscholastic school activity may not be barred because of a student's participation in lawful activities during out-of-school hours and off school property.~~

~~Adopted: September 2, 1999.~~

~~Revised: November 11, 2010.~~

~~LEGAL REF.: C.R.S. 22-32-116.5 (1)(c) (*Extracurricular and interscholastic activities*)~~

## **BOARD OF EDUCATION AGENDA ITEM 11**

<b>BOARD MEETING OF:</b>	October 22, 2014
<b>PREPARED BY:</b>	Brett Ridgway, Chief Business Officer
<b>TITLE OF AGENDA ITEM:</b>	Chief Business Officer Performance Review
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** In April 2014, the Board of Education adopted an annual performance review process for each of its chief officers. The chief business officer's review timeline is November – October of each year with the overall review to be completed in November for the twelve months ended October 31. This year's review will actually cover the eighteen months ended October 31, 2014 since this the first review in the newly defined annual cycle and it has been that long since the prior review was delivered.

**RATIONALE:** Since the adoption of the chief officer's annual performance review process, the CBO has been working with board member Marie Laverie-Wright as the designated board liaison to develop the appropriate performance review metrics within the following leadership domains: 1. Business Leadership. 2. Strategic Leadership. 3. Leadership Development. 4. Cultural Leadership. 5. Communication. 6. Personnel Management. 7. Measurable targets and/or standards. Once these domains were identified, the CBO developed documentation that provides certain bodies of evidence to support the particular review parameter. This process will be supplemented by a 360 performance review to be conducted by the Human Resources department.

**RELEVANT DATA AND EXPECTED OUTCOMES:** A portfolio has been prepared by the CBO and reviewed by the board liaison for the CBO's 2013-2014 annual performance review. This document supports the objective in the annual performance review cycle for the CBO process to use a portfolio review model where the reviewers may examine leadership behavior in the context of daily and long-term activity and accomplishments in conjunction with the District's strategic plan. This document, along with the CBO 360 performance review, will provide the Board of Education the tools to efficiently review the performance of the CBO for the 2013-2014 fiscal year. This performance review will provide key insight and direction for the CBO in the performance of his leadership responsibilities for District 49. The performance and the actions of the Business Office departments play a key role in the attainment of the District's strategic plan five big rocks (Big Rock #1 – Trust).

### **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>The CBO establishes an environment and processes that allow the District to conduct business efficiently and accurately, including dissemination and presentation of information to interested parties, all to establish and maintain the confidence in the District by constituents, students and staff.</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	<i>The CBO establishes an environment that produces good fundamental results and strives to innovate and improve the work product by leading, training, and empowering staff to perform at a high level.</i>
<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	<i>The CBO supports this rock by identifying related financial issues, quantifying them and identifying decision points that will not only enable education leaders to make decisions for each student, but will also support general philosophies and strategies that will continue to facilitate the desire to customize educational systems.</i>
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**FUNDING REQUIRED:** Currently budgeted in 2014-2015

**AMOUNT BUDGETED:** n/a

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Move the Chief Business Officer's performance review to the November regular board meeting for approval.

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

**DATE:** October 15, 2014