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### **Mission Statement**

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

**AGENDA**  
**REGULAR BOARD OF EDUCATION MEETING**  
**October 8, 2015**  
**6:30 p.m.**  
**Education Service Center – Board Room**

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

- Outstanding Biology Teacher for Colorado
- Good Financial Stewardship: New Buses

**6:30 p.m.**

**1.00 Call to Order and Roll Call**

**2.00 Welcome and Pledge of Allegiance**

**3.00 Approval of Agenda**

**4.00 Consent Agenda**

- 4.01 Approval of Matters Relating to Administrative and Professional/Technical Personnel
- 4.02 Approval of Matters Relating to Licensed Personnel
- 4.03 Approval of Matters Relating to Educational Support Personnel
- 4.04 Approval of Matters Relating to Schedule B Personnel
- 4.05 Approval of DAAC Membership
- 4.06 Approval of Minutes of Regular Board of Education Meeting 9/10/15
- 4.07 CHSAA Middle School Membership

**5.00 Board Update**

- 5.01 Chief Officer Update

**6.00 Open Forum (3 minute time limit for each speaker)**

**7.00 Action Items**

- 7.01 Approval of Accreditation of Schools
- 7.02 Approval of District Benefit Plan
- 7.03 Approval of Official Survey Date for Impact Aid, October 27, 2015
- 7.04 Action on Updated Student Fees
- 7.05 Reclassified Job Descriptions
  - a. Facilities Manager
  - b. Facilities System Specialist
- 7.06 Action on Policy Review and Revision
  - a. CASB Recommended Policy Revisions
    - 1. EDC Authorized Use of School-Owned Materials or Equipment
    - 2. GBDD Staff Fringe Benefits
    - 3. GCFA Hiring of Instruction Staff/Portability of Non-probationary Status
    - 4. GCG Part-Time & Substitute Instructional Staff

b. District Recommended Policy Revisions

1. EDB Maintenance/Control of Materials/Property
2. FA Facilities Development Goals/Priority Objectives

7.07 Approval of Matters Related to Schedule B Personnel

7.08 Items Removed from Consent Agenda

**8.00 Information Items**

8.01 Student Study Trips

8.02 Process Improvement Update

**9.00 Discussions Items**

9.01 Student Board of Representatives Proposal (10 minutes)

9.02 Sand Creek Zone Performance Report (10 minutes)

9.03 Communications Performance Update (10 minutes)

**10.00 Other Business**

10.01 Executive Session: Pursuant to C.R.S. 24-6-402(4)(f)(I) for discussion of performance of a specific staff member with prior written notification for Chief Operations Officer evaluation and review

**11.00 Adjournment**

DATE OF POSTING: October 1, 2015

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Donna Richer

Executive Assistant to the Board of Education



**BOARD OF EDUCATION AGENDA ITEM 4.01**

<b>SPECIAL BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Kim Steeves, Professional Staff Liaison
<b>TITLE OF AGENDA ITEM:</b>	Approval of Matters Relating to Administrative and Professional-Technical Personnel
<b>ACTION/INFORMATION/DISCUSSION:</b>	Consent - Action

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

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

**RELEVANT DATA AND EXPECTED OUTCOMES:** By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

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

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

**FUNDING REQUIRED:** Yes

**AMOUNT BUDGETED:** In accordance with Board of Education approved salary tables.

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

**APPROVED BY:** Peter Hilts, Chief Education Officer;  
Brett Ridgway, Chief Business Officer; Jay Bay, Chief Operations Officer  
Paul Andersen, Director of Human Resources

**DATE:** September 25, 2015



**BOARD OF EDUCATION AGENDA ITEM 4.02**

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Kim Steeves, Professional Staff Liaison
<b>TITLE OF AGENDA ITEM:</b>	Approval of Matters Relating to Licensed Personnel
<b>ACTION/INFORMATION/DISCUSSION:</b>	Consent - Action

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

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

**RELEVANT DATA AND EXPECTED OUTCOMES:** By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

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

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

**FUNDING REQUIRED:** Yes

**AMOUNT BUDGETED:** In accordance with Board of Education approved salary tables.

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

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

**DATE:** September 25, 2015





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

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Lisa Cheney, Educational Support Staff Liaison
<b>TITLE OF AGENDA ITEM:</b>	Approval of Matters Relating to Educational Support Personnel
<b>ACTION/INFORMATION/DISCUSSION:</b>	Consent - Action

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

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

**RELEVANT DATA AND EXPECTED OUTCOMES:** By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

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

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

**FUNDING REQUIRED:** Yes  
approved salary tables

**AMOUNT BUDGETED:** In accordance with Board of Education

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

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

**DATE:** September 24, 2015



**BOARD OF EDUCATION AGENDA ITEM 4.04**

<b>SPECIAL BOARD MEETING OF:</b>	October 08, 2015
<b>PREPARED BY:</b>	Susan Junkins, HR Specialist
<b>TITLE OF AGENDA ITEM:</b>	Approval of Matters Relating to Schedule B Personnel
<b>ACTION/INFORMATION/DISCUSSION:</b>	Consent - Action

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

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

**RELEVANT DATA AND EXPECTED OUTCOMES:** By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

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

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

**FUNDING REQUIRED:** Yes

**AMOUNT BUDGETED:** In accordance with Board of Education approved salary tables.

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

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

**DATE:** September 10, 2015



## **BOARD OF EDUCATION AGENDA ITEM 4.05**

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Barbara Seeley, Executive Assistant to CEO
<b>TITLE OF AGENDA ITEM:</b>	District Accountability Advisory Committee Appointment
<b>ACTION/INFORMATION/DISCUSSION:</b>	Consent-Action

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

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

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

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

**RATIONALE:** The enclosed membership application includes the names of two DAAC members for the 2015-2017 school years for your approval. At a minimum they are required to review the District Improvement Plan, charter school applications, recommend the prioritization of expenditures of school district funds, review district assessments and report on the educational and safety performance of the district.

**RELEVANT DATA AND EXPECTED OUTCOMES:** Recommended DAAC members: David Cruson-Stetson Elementary School, Michelle Wendt-Rocky Mountain Classical Academy and . DAAC members have already committed to the responsibilities of their charge through state statute and will report out their accomplishments in June 2016.

### **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	Major Impact
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	Major Impact
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:** N/A



BOE Regular Meeting October 8, 2015  
Item 4.05 continued

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

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

**DATE:** September 25, 2015

## BOARD OF EDUCATION AGENDA ITEM 4.06

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Donna Richer, Executive Assistant to the BOE
<b>TITLE OF AGENDA ITEM:</b>	Approval of Minutes of Regular Board Meeting on 9/10/2015
<b>ACTION/INFORMATION/DISCUSSION:</b>	Consent Action

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

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

**RELEVANT DATA AND EXPECTED OUTCOMES:** Minutes of the meetings will be posted on the district website after board approval.

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

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

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:** N/A

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

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

**DATE:** September 25, 2015



## **BOARD OF EDUCATION AGENDA ITEM 4.07**

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Dustin Horras, Horizon Middle School Principal
<b>TITLE OF AGENDA ITEM:</b>	CHSAA Middle School Membership
<b>ACTION/INFORMATION/DISCUSSION:</b>	Consent - Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Horizon Middle School would like to become a member of the Colorado High School Activities Association (CHSAA). Our membership would not tie us to a high school membership nor would we be governed by CHSAA or have to follow CHSAA bylaws or rules. We would experience other benefits and resources such as: NFHS rule books for all of our sports, CHSAA bylaws and Constitution Handbook, and a membership directory of all middle and high school members.

**RATIONALE:** We believe it is important to establish Horizon as a school focused on not only improving teaching and learning, but also focused on improving the athletic and activities success and experiences of our students and schools. Also, the ability to reference and refer to CHSAA bylaws and rules is helpful at times when our league is looking at changes to regulations. CHSAA is recognized as the governing body of athletics and activities for all high school schools, it only makes sense for Horizon to be a member as well.

**RELEVANT DATA AND EXPECTED OUTCOMES:** Being recognized as a CHSAA member will help establish Horizon as a school that views athletics and activities as an essential benefit of students' Middle School experience.

### **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	Membership will help establish Horizon's relevancy in athletics and activities, especially as we grow our student population.
<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	Recognition in the membership handbook will help establish relevancy and support.
<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:** \$100 annual membership fee

**AMOUNT BUDGETED:** \$100

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I recommend Horizon Middle School be approved for membership to CHSAA.

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

**DATE:** September 30, 2015



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

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Amber Whetstine, Executive Director of Learning Services
<b>TITLE OF AGENDA ITEM:</b>	Accreditation of Schools
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** In fall 2014, the Colorado Department of Education (CDE) released District and School Performance Framework reports to all districts/ schools in Colorado. D49 received an “Accredited” rating based on seven indicators; Academic Achievement, Academic Growth, Academic Growth Gaps, Post Secondary Workforce Readiness, Test Participation, Finance and Safety. Each of the district’s schools also received a rating, indicating a proposed accreditation rating and Unified Improvement Plan (UIP) type. Schools were rated based on five indicators; Academic Achievement, Academic Growth, Academic Growth Gaps, Post Secondary Workforce Readiness, and Test Participation. With the absence of new performance and growth results in 2015, district and school accreditation and plan types will carry over from the previous year.

**RATIONALE:** In addition to the changes in the state-assessment system, HB15-1323 included provisions that affect accountability and improvement planning. School plan types and district accreditation ratings will not be assigned in 2015, and for the 15-16 school year, each district / school shall continue the plan type assigned the previous year.

**RELEVANT DATA AND EXPECTED OUTCOMES:** Attached

### **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	Continuing to provide accredited schools supports re-establishing taxpayer trust.
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	Parent and community involvement is embedded in and essential to the Unified Improvement Planning process.
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	By continuing to offer accredited schools committed to continuous improvement, the Board supports establishing D49 as the best district to learn, work and lead.
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	By accrediting each of our coordinated, charter, alternative and blended schools, the Board commits to growing and supporting a portfolio of distinct and exceptional schools.
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** N/A      **AMOUNT BUDGETED:** N/A

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

**APPROVED BY:** Peter Hilts, CEO

**DATE:** September 23, 2015

### 2014 Accreditation Summary

	Academic Achievement	Academic Growth	Academic Growth Gaps	Postsecondary Workforce Readiness	Accreditation Rating	Percentage Points
District 49	Meets	Meets	Approaching	Meets	Accredited	70.4
Evans	Approaching	Approaching	Approaching		Improvement	52.7
Falcon Elementary	Approaching	Meets	Approaching		Performance	64.1
Meridian Ranch	Meets	Meets	Meets		Performance	74
Odyssey	Approaching	Meets	Meets		Performance	64
Remington	Meets	Meets	Meets		Performance	75.1
Ridgeview	Meets	Meets	Approaching		Performance	70.9
Stetson	Meets	Meets	Approaching		Performance	70.9
Springs Ranch	Meets	Meets	Meets		Performance	68.1
Woodmen Hills	Meets	Meets	Approaching		Performance	65.4
Falcon	Meets	Meets	Approaching		Performance	64.7
Horizon	Approaching	Meets	Approaching		Performance	64.4
Skyview	Meets	Meets	Approaching		Performance	67
Falcon High	Meets	Meets	Approaching	Meets	Performance	72.4
Sand Creek	Meets	Meets	Approaching	Meets	Performance	71.3
Vista Ridge	Meets	Meets	Approaching	Meets	Performance	71.8
Banning Lewis	Meets	Exceeds	Meets		Performance	79.5
Springs Studo	Approaching	Approaching	Approaching	Meets	Performance	66.8
GOAL Academy (AEC Framework)	Meets	Approaching	Student Engagement - Meets	Meets	Improvement	59.2
Imagine Indigo Ranch	Meets	Approaching	Approaching		Performance	60.3



Patriot Learning Center (AEC Framework)	Approaching	Approaching	Student Engagement - Meets	Meets	Performance	68.9
Pikes Peak Expeditionary	Meets	Meets	Meets		Performance	82.4
Rocky Mt. Classical	Meets	Meets	Meets		Performance	76.8

## BOARD OF EDUCATION AGENDA ITEM 7.02

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Brett Ridgway, Chief Business Officer Shannon Hathaway, Risk & Benefits Manager
<b>TITLE OF AGENDA ITEM:</b>	Approval of Benefit Plan
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

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

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

In May 2011, we significantly changed our health plan offering to cease providing a HMO option and begin offering an HSA option. This was done in recognition of where the future lies with health care and to control costs for the district, and the employees by extension, as a result. This year, we felt it appropriate to only seek offers from Insurance carriers through our Insurance Broker – Hub International Insurance Services. As always, we strive to validate our plan offerings as well as seek the best option for the coming calendar year to serve our employee’s healthcare needs.

**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. However, D49 has consistently carried ‘Aggregate Stop Loss Insurance’ as part of the overall plan design. We are now proposing to change our target from the simple 33% of expenses to a more precise measurement of 37.5% of expected claims for the fiscal year. This covers the risk of claims above expected to ASL, plus another 50% of that difference to make sure there are funds to restart with in a worst-case scenario.

**RELEVANT DATA AND EXPECTED OUTCOMES:** After review of our offers, we believe that our plan design continues to be appropriate. .

At this point, we are recommending an increase to program revenue of 4.6%. In the last two cycles, we have been able to absorb revenue increases within the district general fund budget and not pass on any cost increases to employees. With other general fund revenue pressures this year, we don’t feel the employees will have to share in creating the needed revenue increase. Sharing the increase between employees and the district will keep the overall ratio of the distribution of costs at 69/31 – same as it was last year. To affect this change, we evaluated a number of scenarios to come up with the following recommendation:

	<u>OAP-2015</u>	<u>OAP-2016</u>	<u>OAP-change</u>	<u>HSA-2015</u>	<u>HSA-2016</u>	<u>HSA-change</u>
Employee Only	70	80	10	0	0	0
Employee/Spouse	400	425	25	275	285	10
Employee/Child	325	340	15	200	210	10
Family	585	600	15	460	465	5

It is an important strategy/priority with the affordable care act to maintain the employee only HSA cost at 0\$ if at all possible to be certain that we have an ‘affordable’ option. We have also taken care to ensure that there is no impact to the district, up or down, relative to which option (OAP or HSA) the employee chooses. In the past the differences have been immaterial, but now they are literally zero.

### **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>
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BOE Regular Meeting October 8, 2015  
Item 7.02 continued

<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>
<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:** 2015/16~\$5.520mm  
(Proposed-Amended General Fund)

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to approve the changes in health care rates as recommended by the Administration.

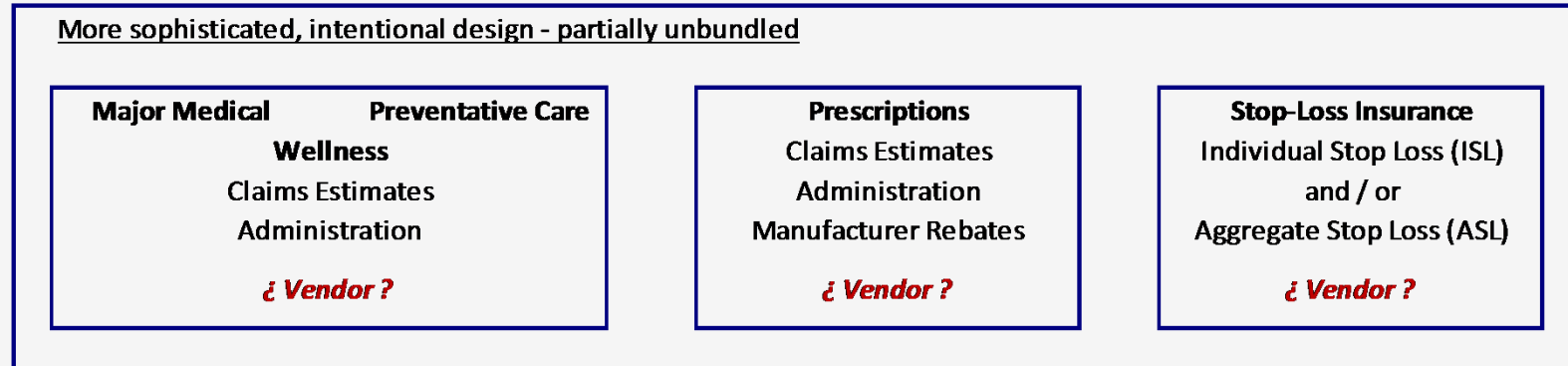
**APPROVED BY:** Brett Ridgway, Chief Business Officer

**DATE:** October 1, 2015

# Self-Funded Health Insurance Basic Designs & Strategy



- Pros:** simplicity with single vendor  
least potential impact for coordination activities for participants
- Cons:** vendor leverages one program against another  
significant vendor influence to program

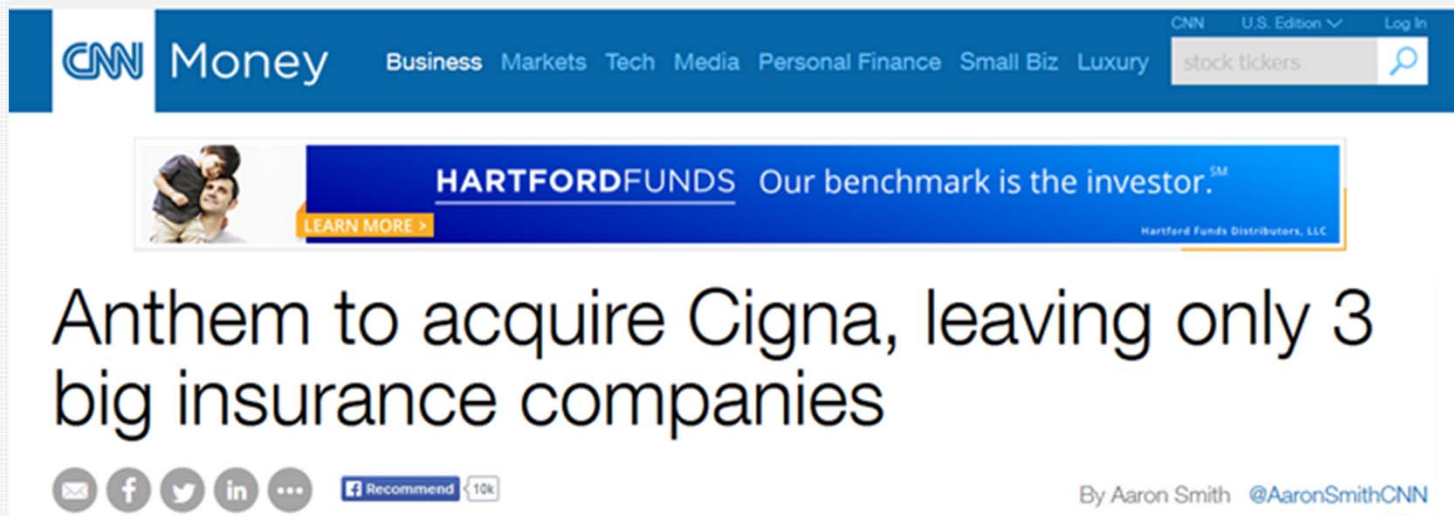


- Pros:** increased cost savings / cost control for company by specifically shopping and pricing distinct services
- Cons:** slightly increased potential for coordination impact to participants  
increased responsibility to company for overall program management

# D49 Self-Funded Health Insurance Program – Current Issues



- CIGNA renewals have been increasingly difficult – typical with a bundled package
  - Initial proposal had 6+% increase in admin costs
- CIGNA being bought out by Anthem



THE BEST DISTRICT TO LEARN, WORK & LEAD



# Health Insurance Renewal 2016



## Current:

Preventative Care  
Major Medical  
Rx – Prescription **(All CIGNA)**  
Wellness  
ISL – Individual Stop Loss  
ASL- Aggregate Stop Loss

## Areas of Focus:

- Separate plan structure
- Pre-empt CIGNA conversion
- Re-target fund balance w/ ASL

## Also led to change:

- Cigna plays games at renewal
- TeleHealth will now be included for plan savings (called LiveHealth)

Anthem to acquire Cigna in 2016, leaving only 3 big insurance companies (CNN - Money)

## Result:

1. Keep ASL – change fund balance target
2. Move ISL / ASL to Symetra
3. Move prescription coverage to RxBenefits/Express Scripts
4. Move PC/MM to Anthem
5. Keep overall program design the same, but change OAP deductible to \$1500 per year (first move since inception of self-funded)

## Result of plan cost changes – future savings options once separate:

- partnering w/ a carrier known for quality care and contract discounts & networks;
  - using a separate stop loss carrier that specializes in that product;
- with a separate vendor, proactively manage prescriptions to include keeping rebates in district

# HEALTH INSURANCE RATES

2015

Current

## Monthly Rates

### OAP

	EE \$	EMPR \$	EE + EMPR	Enrollment	Monthly	Annual
EE only	\$ 70	\$ 400	\$ 470	478	\$ 224,660	\$ 2,695,920
EE + spouse	\$ 400	\$ 525	\$ 925	66	\$ 61,050	\$ 732,600
EE + children	\$ 325	\$ 525	\$ 850	132	\$ 112,200	\$ 1,346,400
Family	\$ 585	\$ 625	\$ 1,210	134	\$ 162,140	\$ 1,945,680
	32.3%	67.7%		810		\$ 6,720,600

### Dist. Cost

400  
525  
525  
625

### H.S.A.

	EE \$	EMPR \$	EE + EMPR	Enrollment	Monthly	Annual	EMPR addl \$	Cost
EE only	\$ -	\$ 325	\$ 325	133	\$ 43,225	\$ 518,700	\$ 50	\$ 79,800
EE + spouse	\$ 275	\$ 410	\$ 685	15	\$ 10,275	\$ 123,300	\$ 100	\$ 18,000
EE + children	\$ 200	\$ 415	\$ 615	20	\$ 12,300	\$ 147,600	\$ 100	\$ 24,000
Family	\$ 460	\$ 535	\$ 995	26	\$ 25,870	\$ 310,440	\$ 100	\$ 31,200
	21.9%	78.1%		194		\$ 1,100,040		
	30.9%	69.1%		1004		\$ 7,820,640		

H.S.A.

D49 add'l

Cost

\$ 79,800  
\$ 18,000  
\$ 24,000  
\$ 31,200

375  
510  
515  
635

\$ 153,000 2014 annual

2016

PROPOSED

## Monthly Rates

### OAP

	EE \$	EMPR \$	EE + EMPR	Enrollment	Monthly	Annual
EE only + 10	\$ 80	\$ 420	\$ 500	478	\$ 239,000	\$ 2,868,000
EE + spouse + 15	\$ 415	\$ 540	\$ 955	66	\$ 63,030	\$ 756,360
EE + children + 15	\$ 340	\$ 535	\$ 875	132	\$ 115,500	\$ 1,386,000
Family + 15	\$ 600	\$ 645	\$ 1,245	134	\$ 166,830	\$ 2,001,960
	32.7%	67.3%		810		\$ 7,012,320

### Dist. Cost

420  
540  
535  
645

### H.S.A.

	EE \$	EMPR \$	EE + EMPR	Enrollment	Monthly	Annual	EMPR addl \$	EMPR \$ Total
EE only \$ -	\$ -	\$ 350	\$ 350	133	\$ 46,550	\$ 558,600	\$ 70	\$ 111,720
EE + spouse + 10	\$ 285	\$ 440	\$ 725	15	\$ 10,875	\$ 130,500	\$ 100	\$ 18,000
EE + children + 10	\$ 210	\$ 435	\$ 645	20	\$ 12,900	\$ 154,800	\$ 100	\$ 24,000
Family + 10	\$ 470	\$ 545	\$ 1,015	26	\$ 26,390	\$ 316,680	\$ 100	\$ 31,200
	21.4%	78.6%		194		\$ 1,160,580		
	31.1%	68.9%		1004		\$ 8,172,900		

H.S.A.

D49

EMPR addl \$

\$ 111,720  
\$ 18,000  
\$ 24,000  
\$ 31,200

420  
540  
535  
645

\$ 184,920 2015 annual

\$ 352,260

Chg vs. PY

\$ 31,920 H.S.A. accts

## BOARD OF EDUCATION AGENDA ITEM 7.03

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Heather Diaz, Finance Department
<b>TITLE OF AGENDA ITEM:</b>	Selection of Official Survey Date for Impact Aid
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Each year, the District must set an official survey date for Impact Aid – Public Law 103-382. This survey determines where students are connected to other federal programs; in our case, largely the US Military. The District receives a federal revenue subsidy each year that is based on this student count. In general, there is a delay in the count data and the dollars that are remitted related to that count. So, while this particular count technically has no impact on the current year budget, it will have an impact on the 2016-2017 budget and so is still a very import exercise.

**RATIONALE:** Tuesday, October 27, 2015 is the recommended date for this year. Being a Tuesday, it is believed that this will give schools an opportunity to distribute the forms to the students and the families will have that week as well as the weekend to complete the form and return them early the following week. The final due date will be Tuesday, November 20, 2015.

**RELEVANT DATA AND EXPECTED OUTCOMES:** Our process for impact aid tracking has evolved over the last couple of years to be much more rigorous and we believe that that effort will result in better funding results in coming years. In addition, we had a review by Impact Aid auditors this past year and they are assisting in the design of the form to ensure we have complete information for their purposes.

### **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 strategies and decisions.</i>
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	<i>Impact Aid is a community participation item in that we are asking the community for their assistance and they have the direct ability, then, to impact a revenue stream available to the District.</i>
<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:** N/A

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to approve Tuesday, October 27, 2015 as the Official Impact Aid Survey Date for the 2015-16 school year.

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

**DATE:** September 19, 2015





12850 East Woodman Road, Peyton, CO 80831  
Tel: 719.434.1150 Fax: 719.434.3300

## The Best District to Learn, Work and Lead

October 27, 2015

Dear Parents/Guardians:

The Federal Government recognizes a need to reimburse school districts to make up for a reduction in real property tax revenue. The authorization for this reimbursement is Public Law 107-110 (Impact Aid), first passed in 1950 under President Truman. A student, who has a parent or guardian living or working on federal property, or an active Military service member, is termed a "federally-connected student" for accounting purposes. Each year the federal government sets aside a fixed amount of money to allocate to districts that qualify for this aid. It is important that District 49 apply for its share of this revenue. In order to receive all the revenue due, we must ask parents and guardians to complete the Impact Aid survey forms (one for each child) and return them to their child's school.

Many of the federal properties which are located within the area are:

Fort Carson	Cheyenne Mountain AF Base
Peterson AF Base	VA Medical Center, Denver
Air Force Academy	Pueblo Army Chemical Depot
Schriever AF Base	US National Forest Land
Buckley AF Base	Denver Federal Center, Lakewood
US Mint, Denver	Florence Federal Prison Complex
Englewood Federal Prison Complex	

The federal survey date is Tuesday, **October 27, 2015**. Please complete the form, sign and date on or after **October 27, 2015**, and return it to the school your child attends by Friday **November 20, 2015**.

Real property tax revenue (i.e. taxes on land and buildings) makes up a portion of the per pupil revenue that school districts rely on to operate. Federal property located within (or near) a school district boundaries impacts the amount of local revenue a district receives. People living on federal property do not pay local real property taxes and people who work on federal property work for companies or agencies that do not pay local real property taxes. Also, military personnel employed on federal property often license their vehicles in their home states, thus districts lose out on specific ownership taxes as well.

If you have any questions regarding Public Law 107-110 (Impact Aid) or the survey, please contact Heather Diaz, in the business office, at (719) 495-1127. Thank you in advance.

Sincerely,

Brett Ridgway  
Chief Business Officer

Peter Hilts  
Chief Education Officer

Brett Ridgway  
Chief Business Officer

Jack Bay  
Chief Operations Officer

Julia Roark  
Falcon Zone Leader

Kim McClelland  
iConnect Zone Leader

Mike Pickering  
POWER Zone Leader

Sean Dorsey  
Sand Creek Zone Leader

**Falcon School District #49**  
**Impact Aid Program Survey Form**  
**The survey date is: October 27, 2015**



**All boxes must be filled in with complete information if applicable**

**STUDENT INFORMATION**

Student's Last Name	First Name	M.I.	Date of Birth	Grade	School Name	
Address		City		State	Zip Code	
If the above property is a federal property, enter the name of the property.		Name of federal property				

**Fill in the above boxes with complete and accurate information**

**PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN**

Enter information in this section regarding the parent/guardian if 1) neither parent/guardian with whom the student resided was on active duty in the Uniformed Services of the United States *and* 2) either parent/guardian with whom the student resided was employed on federal property, *or* 3) either the parent/guardian reported to work on federal property *on the survey date*. Enter the parent/guardian's name as it appears on the employer's payroll record.

Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer			
Address of Parent/Guardian's Employer		City		State	Zip Code
Name of federal property					
Address of federal property		City		State	Zip Code

**Fill in the above boxes with complete and accurate information**

**PARENT/GUARDIAN EMPLOYMENT INFORMATION: UNIFORMED SERVICES**

Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States *on the survey date*.

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
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**Fill in the above boxes with complete and accurate information**

**PARENT/GUARDIAN EMPLOYMENT INFORMATION: FOREIGN MILITARY**

Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer *on the survey date*.

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			

**Fill in the above boxes with complete and accurate information**

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VIII of the Elementary and Secondary Education Act), and *may* be provided to the U.S. Department of Education *if* your school district's application for payment is audited. This form *must* be signed and dated for your school district to receive funds based on this information.

**\* By signing this form, I am certifying that all typed and written information on this form is accurate and complete as of the survey date.**

**→ Signature of Parent/Guardian \_\_\_\_\_ → Date \_\_\_\_\_**

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

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Brett Ridgway, Chief Business Officer
<b>TITLE OF AGENDA ITEM:</b>	Additional School Fees proposed for 2015/16
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** With consistent budget difficulties in public education, it has become standard practice to have a fee structure that assists the district in providing services to its customers. In general, fees are categorized as Activity (which would cover things like field trips), Academic (which would normally address disposable items used in the educational program), or Extracurricular (which addresses the cost of providing extracurricular programs).

Four years ago, the Business Office embarked on a project to bring greater structure and consistency to the district school's fee programs. This included bringing the fee programs onto the district accounting system, and implementing processes to encourage accuracy, completeness, and validity of the accounting records.

At the February 25, 2015 Board of Education Work Session, Item 5 was presented to discuss Student Fee Structure and Philosophy. Among the topics discussed was the potential of beginning to differentiate extracurricular fees in the same manner that academic and activity fees are – meaning the fee is more related to the activity being supplemented with the fee, rather than assuming a blanket, single-price approach that the District has used for years.

The Board of Education considered, and approved a comprehensive fee schedule at the May 14, 2015 Regular Board meeting. Since then, it has been noted by the schools that a few fees were missing from that original list and accordingly, those fees are presented here for the Board's consideration to approve.

**RATIONALE:** The cost of education and peripheral programs is high. In order to provide the best educational product, we are hoping to curb the amount of spend that goes to peripheral programs, or at least, to bring the true cost of those issues to the board, to the parent community, and to administration so that good, informed decisions can be made.

District 49 has a strategic plan that is summarized in what is called "The five rocks" or "The big rocks". These 'rocks' represent the high-level goals of the district's strategic plan. One of those rocks (specifically, rock #5) is summarily titled "Every Student"; fully described as "Customize our educational systems to launch each student toward success". From a Finance or Business-Office perspective, 'Every Student' means that every student has the best opportunity to take advantage of their relative share of per-pupil income. This means that, while every student has to subsidize certain district-wide programs and legal mandates, it is incumbent upon District Leadership to know what those subsidies are and when possible, how those subsidies are valued to achieve the best and appropriate balance between every student.

**RELEVANT DATA AND EXPECTED OUTCOMES:** It is hoped that fee structures will have greater clarity as to how, when, and why the money is spent, with a natural corresponding clarity in how the fee is valued and how and why it exists and is set.

This request covers seven additional fee items. These fees have already been charged to participants based on Administrative review of each situation that deemed then appropriate and consistent with other, similar, fee items; and knowing that it was better to assess and collect those fees at the beginning of the school year rather than a couple of months in. The Board of Education, however, still has the final authority on this matter, and if they choose not to approve the fee requests, those fees already collected will be refunded.

**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	<i>Identify situations where a decision should be made by district leaders to provide the highest benefit to each student from their relative share of per pupil revenue.</i>

**FUNDING REQUIRED:** Yes

**AMOUNT BUDGETED:** \$6,490 (Approx.)

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to approve school student fee schedules as presented by the Administration.

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

**DATE:** October 1, 2015

## District 49 Fiscal Year 15/16 Fee Amendments

Projected Fee Budget	\$6,490.00
Est. Remitted Total	\$4,722.50
Est. Free and Reduce Subsidy	\$1,767.50
Est. Program Supplement	\$0.00

### Woodmen Hills Elementary School

Music

Page #	FY 14/15 Fee	Proposed Fee	Amended Fee
1	\$8.00	\$3.00	\$10.00

### Remington Elementary School

Art

Choir

Guitar

2	\$20.00	\$20.00	\$25.00
3	\$0.00	\$0.00	\$20.00
4	\$0.00	\$0.00	\$60.00

### Falcon Middle School

Art Honor Society

Lego Club

5	\$0.00	\$0.00	\$10.00
6	\$0.00	\$0.00	\$10.00

### Falcon High School

Art II

7	\$0.00	\$0.00	\$20.00
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**Woodmen Hills Elementary School**  
 Fiscal Year 2015/16  
 Academic

School Code: 137  
 Program Code: 1210  
 Program: Music

**Expected # of Participants** 130

	<u>14/15 Actual</u>	<u>15/16 Proposed</u>	15/16 Amended
Individual Fee Amount	\$8.00	\$3.00	\$10.00
Reduced Rate Fee (50%)	\$4.00	\$1.50	\$5.00

**FY 14/15 Revenue**

74-137-14-1210-1740-000-0000 Fees Collected \$786.25

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Total FY 14/15 Revenue \$786.25

<b>FY 15/16 Projection</b>	<b><u>Free</u></b>	<b><u>Reduced</u></b>	<b><u>Pay In Full</u></b>	<b><u>Total</u></b>
Number of Participants (est.)	16	7	107	130
Collected Fee Revenue	\$0.00	\$35.00	\$1,070.00	\$1,105.00
Board of Education Supplement	\$160.00	\$35.00	\$0.00	\$195.00
Total Program Fee Revenue	\$160.00	\$70.00	\$1,070.00	\$1,300.00
<b><u>Budgeted Program Expenses</u></b>				
<u>Account Number</u>	<u>Expense</u>			<u>Cost</u>
23-137-14-1210-0690-000-0000	Recorders for 3rd Graders			\$1,300.00
Total Expenses				\$1,300.00
Net Program				\$0.00

**15/16 Proposed Budget**

Projected FY 15/16 Costs: \$1,300.00

Costs Per Participant	\$10.00
Fee vs. Cost Per Participant Difference	\$0.00
Average Fees Collected Per Participant	\$8.50
Projected Free and Reduced Rate	15.0%
Additional Program Deficiency	\$0.00

**Remington Elementary School**  
 Fiscal Year 2015/16  
 Extracurricular

School Code: 135  
 Program Code: 0212  
 Program: Art Club

**Expected # of Participants** 100

	<u>14/15 Actual</u>	<u>15/16 Proposed</u>	15/16 Amended
Individual Fee Amount	\$20.00	\$20.00	\$25.00
Reduced Rate Fee (50%)	\$10.00	\$10.00	\$12.50

**FY 14/15 Revenue**

74-135-14-0212-1740-000-0000 Fees Collected \$3,255.84

Total FY 14/15 Revenue \$3,255.84

<b>FY 15/16 Projection</b>	<u>Free</u>	<u>Reduced</u>	<u>Pay In Full</u>	<u>Total</u>
Number of Participants (est.)	27	7	66	100
Collected Fee Revenue	\$0.00	\$87.50	\$1,650.00	\$1,737.50
Board of Education Supplement	\$675.00	\$87.50	\$0.00	\$762.50
Total Program Fee Revenue	\$675.00	\$175.00	\$1,650.00	\$2,500.00
<b><u>Budgeted Program Expenses</u></b>				
<u>Account Number</u>	<u>Expense</u>	<u>Cost</u>		
23-135-14-0212-0690-000-0000	Art Supplies	\$1,000.00		
23-135-14-0212-0690-000-0000	Teacher Stipend	\$1,500.00		
Total Expenses				\$2,500.00
Net Program				\$0.00

**15/16 Proposed Budget**

Projected FY 15/16 Costs: \$2,500.00

Costs Per Participant \$25.00  
 Fee vs. Cost Per Participant Difference \$0.00  
 Average Fees Collected Per Participant \$17.38  
 Projected Free and Reduced Rate 30.5%  
 Additional Program Deficiency \$0.00

**Remington Elementary School**  
 Fiscal Year 2015/16  
 Extracurricular

School Code: 135  
 Program Code: 1242  
 Program: Choir

**Expected # of Participants**

40

	<u>14/15 Actual</u>	<u>15/16 Proposed</u>	15/16 Amended
Individual Fee Amount	\$0.00	\$0.00	\$20.00
Reduced Rate Fee (50%)	\$0.00	\$0.00	\$10.00

**FY 14/15 Revenue**

74-135-14-1242-1740-000-0000 Fees Collected \$0.00

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Total FY 14/15 Revenue \$0.00

<b>FY 15/16 Projection</b>	<u>Free</u>	<u>Reduced</u>	<u>Pay In Full</u>	<u>Total</u>
Number of Participants (est.)	11	3	26	40
Collected Fee Revenue	\$0.00	\$30.00	\$520.00	\$550.00
Board of Education Supplement	\$220.00	\$30.00	\$0.00	\$250.00
Total Program Fee Revenue	\$220.00	\$60.00	\$520.00	\$800.00
<b><u>Budgeted Program Expenses</u></b>				
<u>Account Number</u>	<u>Expense</u>	<u>Cost</u>		
23-135-14-1242-0690-000-0000	Rehersal CD	\$80.00		
23-135-14-1242-0690-000-0000	Teacher Stipend	\$720.00		
Total Expenses				\$800.00
Net Program				\$0.00

**15/16 Proposed Budget**

Projected FY 15/16 Costs: \$800.00

Costs Per Participant \$20.00  
 Fee vs. Cost Per Participant Difference \$0.00  
 Average Fees Collected Per Participant \$13.75  
 Projected Free and Reduced Rate 31.3%  
 Additional Program Deficiency \$0.00



**Remington Elementary School**  
 Fiscal Year 2015/16  
 Extracurricular

School Code: 135  
 Program Code: 1258  
 Program: Guitar

**Expected # of Participants**

15

	<u>14/15 Actual</u>	<u>15/16 Proposed</u>	15/16 Amended
Individual Fee Amount	\$0.00	\$0.00	\$60.00
Reduced Rate Fee (50%)	\$0.00	\$0.00	\$30.00

**FY 14/15 Revenue**

74-135-14-1242-1740-000-0000 Fees Collected \$0.00

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Total FY 14/15 Revenue \$0.00

<b>FY 15/16 Projection</b>		<u>Free</u>	<u>Reduced</u>	<u>Pay In Full</u>	<u>Total</u>
Number of Participants (est.)		4	1	10	15
Collected Fee Revenue		\$0.00	\$30.00	\$600.00	\$630.00
Board of Education Supplement		\$240.00	\$30.00	\$0.00	\$270.00
Total Program Fee Revenue		\$240.00	\$60.00	\$600.00	\$900.00
<b><u>Budgeted Program Expenses</u></b>					
<u>Account Number</u>	<u>Expense</u>	<u>Cost</u>			
23-135-14-1258-0690-000-0000	Instruction Book	\$150.00			
23-135-14-1258-0690-000-0000	Teacher Stipend	\$750.00			
Total Expenses					\$900.00
Net Program					\$0.00

**15/16 Proposed Budget**

Projected FY 15/16 Costs: \$900.00

Costs Per Participant \$60.00  
 Fee vs. Cost Per Participant Difference \$0.00  
 Average Fees Collected Per Participant \$42.00  
 Projected Free and Reduced Rate 30.0%  
 Additional Program Deficiency \$0.00

**Falcon Middle School**  
Fiscal Year 2015/16  
Extracurricular

School Code: 220  
Program Code: 1965  
Program: Art Honor Society

**Expected # of Participants**

17

	<u>14/15 Actual</u>	<u>15/16 Proposed</u>	15/16 Amended
Individual Fee Amount	\$0.00	\$0.00	\$10.00
Reduced Rate Fee (50%)	\$0.00	\$0.00	\$5.00

**FY 14/15 Revenue**

74-220-14-1965-1740-000-0000 Fees Collected \$0.00

Total FY 14/15 Revenue \$0.00

<b>FY 15/16 Projection</b>	<u>Free</u>	<u>Reduced</u>	<u>Pay In Full</u>	<u>Total</u>
Number of Participants (est.)	5	1	11	17
Collected Fee Revenue	\$0.00	\$5.00	\$110.00	\$115.00
Board of Education Supplement	\$50.00	\$5.00	\$0.00	\$55.00
Total Program Fee Revenue	\$50.00	\$10.00	\$110.00	\$170.00
<b><u>Budgeted Program Expenses</u></b>				
<u>Account Number</u>	<u>Expense</u>	<u>Cost</u>		
23-220-14-1965-0690-000-0000	Chapter Registration	\$85.00		
23-220-14-1965-0690-000-0000	Induction Ceremony Materials	\$34.00		
23-220-14-1965-0690-000-0000	Certificates	\$17.00		
23-220-14-1965-0690-000-0000	Art Supplies	\$34.00		
Total Expenses				\$170.00
Net Program				\$0.00

**15/16 Proposed Budget**

Projected FY 15/16 Costs: \$170.00

Costs Per Participant \$10.00  
Fee vs. Cost Per Participant Difference \$0.00  
Average Fees Collected Per Participant \$6.76  
Projected Free and Reduced Rate 32.4%  
Additional Program Deficiency \$0.00

**Falcon Middle School**  
 Fiscal Year 2015/16  
 Extracurricular

School Code: 220  
 Program Code: 1966  
 Program: Lego Club

**Expected # of Participants**

12

	<u>14/15 Actual</u>	<u>15/16 Proposed</u>	15/16 Amended
Individual Fee Amount	\$0.00	\$0.00	\$10.00
Reduced Rate Fee (50%)	\$0.00	\$0.00	\$5.00

**FY 14/15 Revenue**

74-220-14-1966-1740-000-0000 Fees Collected \$0.00

Total FY 14/15 Revenue \$0.00

<b>FY 15/16 Projection</b>		<u>Free</u>	<u>Reduced</u>	<u>Pay In Full</u>	<u>Total</u>
Number of Participants (est.)		3	1	8	12
Collected Fee Revenue		\$0.00	\$5.00	\$80.00	\$85.00
Board of Education Supplement		\$30.00	\$5.00	\$0.00	\$35.00
Total Program Fee Revenue		\$30.00	\$10.00	\$80.00	\$120.00
<b><u>Budgeted Program Expenses</u></b>					
<u>Account Number</u>	<u>Expense</u>	<u>Cost</u>			
23-220-14-1966-0690-000-0000	Club Shirts	\$48.00			
23-220-14-1966-0690-000-0000	Competition Costs	\$24.00			
23-220-14-1966-0690-000-0000	Transportation	\$48.00			
Total Expenses					\$120.00
Net Program					\$0.00

**15/16 Proposed Budget**

Projected FY 15/16 Costs: \$120.00

Costs Per Participant \$10.00  
 Fee vs. Cost Per Participant Difference \$0.00  
 Average Fees Collected Per Participant \$7.08  
 Projected Free and Reduced Rate 29.2%  
 Additional Program Deficiency \$0.00

**Falcon High School**  
Fiscal Year 2015/16  
Academic

School Code: 310  
Program Code: 0210  
Program: Art II

**Expected # of Participants**

35

	<u>14/15 Actual</u>	<u>15/16 Proposed</u>	15/16 Amended
Individual Fee Amount	\$0.00	\$0.00	\$20.00
Reduced Rate Fee (50%)	\$0.00	\$0.00	\$10.00

**FY 14/15 Revenue**

74-310-14-0210-1740-000-0000 Fees Collected \$0.00

Total FY 14/15 Revenue \$0.00

<b>FY 15/16 Projection</b>		<u>Free</u>	<u>Reduced</u>	<u>Pay In Full</u>	<u>Total</u>
Number of Participants (est.)		9	2	24	35
Collected Fee Revenue		\$0.00	\$20.00	\$480.00	\$500.00
Board of Education Supplement		\$180.00	\$20.00	\$0.00	\$200.00
Total Program Fee Revenue		\$180.00	\$40.00	\$480.00	\$700.00
<b><u>Budgeted Program Expenses</u></b>					
<u>Account Number</u>	<u>Expense</u>	<u>Cost</u>			
23-310-14-0210-0690-000-0000	Canvas	\$175.00			
23-310-14-0210-0690-000-0000	Art Supplies: Paints, Drawing Paper, Specialty Peper, Paste, Printmaking Paper, Prinkmaking Ink, Sharpies, Blending Markers	\$525.00			
Total Expenses		\$700.00			
Net Program		\$0.00			

**15/16 Proposed Budget**

Projected FY 15/16 Costs: \$700.00

Costs Per Participant \$20.00  
Fee vs. Cost Per Participant Difference \$0.00  
Average Fees Collected Per Participant \$14.29  
Projected Free and Reduced Rate 28.6%  
Additional Program Deficiency \$0.00

**BOARD OF EDUCATION AGENDA ITEM 7.05a**

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Jack Bay COO
<b>TITLE OF AGENDA ITEM:</b>	Existing Job Description Revision a. Facilities Manager
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:**

In an effort to further refine the facilities team and its various needs, I am submitting a position upgrade for the Board of Education to consider. Earlier this fiscal year, the Board of Education approved the Director of Facilities position. As part of this change, the Assistant Manager of Facilities and the Grounds Supervisor's position should have been reviewed and adjusted to provide a consistent leadership chain. As a result of this oversight, I am requesting these two job descriptions be combined into one consolidated position under the Facilities Manager title.

**RATIONALE:**

In order to provide clear and concise organizational leadership in the facilities department, it is my opinion that the current Grounds Supervisor and the Assistant Manager of Facilities job descriptions be combined into a consolidated manager's position. This position will provide backup for the current Director of Facilities when he is out of the office and work in conjunction with him to gain knowledge of the entire facilities operation. The upgraded position will also clearly communicate who is in charge in the Director's absence. The Facilities Manager and the Director of Facilities will work in conjunction with one another to provide leadership and direction to the entire facilities, grounds and building maintenance teams.

**RELEVANT DATA AND EXPECTED OUTCOMES:**

The current Assistant Manager of Facilities and Grounds Supervisor will be promoted to the Facilities Manager upon the approval from the Board of Education.

**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	This facilities staff fine tuning will allow the department to provide clear and efficient leadership for the entire facilities team and thus lead to a more productive 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:**      yes

**AMOUNT BUDGETED:** TBD

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Move to approve the revised job description to the Facilities Manager position and the promotion of the Assistant Manager of Facilities and Grounds Supervisor to Facilities Manager.

**APPROVED BY:** Jack Bay, Chief Operations Officer

**DATE:** September 25, 2015

## FACILITIES MANAGER

<b>Job Title:</b>	Facilities Manager	<b>Related Organization Chart</b>
<b>Initial:</b>	October 8, 2015	
<b>Revised:</b>	n/a	
<b>Work Year:</b>	261 Days	
<b>Office:</b>	Operations	
<b>Department:</b>	Facilities	
<b>Reports To:</b>	Director of Facilities	
<b>FLSA Status:</b>	Exempt	
<b>Pay Range:</b>	Professional Technical Range 3	

### SUMMARY:

The Facilities Manager manages and supervises the district facilities, maintenance and grounds maintenance departments.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Perform supervisory and administrative tasks related to assigned personnel; assesses staffing needs; selects or assists with selection of staff; reviews performance of assigned personnel; and reviews and makes recommendations for personnel actions
- In conjunction with and in the absence of the Director of Facilities;
  - Manages and directs the facilities maintenance and management functions
  - Participates in the development of long range maintenance plans
  - Manages the district's facilities planning and capital improvement program efforts; real estate management and acquisition functions; and school capacity and facilities utilization information system
  - Participates in the development of long range capital improvement plans
  - Manages the district's facilities construction efforts
  - Oversees associated design and construction contract management and administration functions
  - Supervises the district's hazardous materials management program
  - Supervises efforts related to asbestos (AHERA and Colorado Regulation 8) assessments, reviews and abatements

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

- Proactively responds to requests for assistance, especially from building principals, concerning facilities issues
- Provides expertise and best practice information within the facilities disciplines
- Develops and maintains operations performance guidelines and manages a supporting training and development program
- Assists in the development of policies and regulations regarding the facility department
- Makes oral and written reports to the chief officers and/or the Board of Education
- Demonstrates positive customer service attitude at all times
- Participates in a leadership development program directed by the Director of Facilities
- Performs other related duties as assigned or requested.

### **Supervisory Responsibilities:**

This position directly supervises the facilities and grounds department personnel and indirectly supervises the building maintenance personnel at the building level in the absence of the Director of Facilities.

### **Budget Responsibilities:**

Develops, maintains, manages and monitors various budgets and budget execution plans for the related functions and funds.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### **Education & Training:**

- High School diploma
- Prefer specialized courses in business, technical, vocation/construction trades

### **Experience:**

- A minimum of at least three years of progressively greater responsibility and experience in the field of facilities, grounds, maintenance, design or construction

### **Knowledge, Skills & Abilities:**

- Excellent oral and written communication and interpersonal relation skills
- Basic math and accounting skills
- Ability to read and understand construction drawings, and specifications
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to defuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to lead, train and work with others
- Ability to perform responsibilities without the necessity of close supervision
- Ability to effectively communicate with various stakeholders including employees at all levels, parents and the District community at large
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point

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

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

**OTHER WORK FACTORS**

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

**Physical Demands:**

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

**Work Environment:**

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

**Mental Functions:**

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

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



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

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Jack Bay COO
<b>TITLE OF AGENDA ITEM:</b>	Existing Job Description Revision b. Facilities System Specialist
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

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

In an effort to further refine the facilities team and its various needs, I am submitting a position upgrade for the Board of Education to consider. Earlier this fiscal year, the Board of Education approved the Low Voltage Specialist position. After reviewing this position in relationship to the District's overall demand for repair, maintenance, monitoring and installation needs in the low voltage systems the Director of Facilities and myself have concluded that a restructuring of this position was needed to attract more qualified candidates.

## **RATIONALE:**

After several hire cycles for the low voltage position it became evident that the Facilities department needed a better trained and more qualified technician to work on all of the increasing low voltage systems ranging from POS, fire, video/security camera, CCTV, communications, etc. Through the last interview cycle, the district was able to hire a highly qualified candidate on short term contract basis in August 2015. However, the qualification of the candidate required a revised or restructuring of the current job description to meet industry demands for this type of position. Human Resources is reviewing the position to determine the appropriate status.

## **RELEVANT DATA AND EXPECTED OUTCOMES:**

The expected outcome once this job description is revised is to hire the current contracted employee on a full time basis. Given his skill set and experience the facilities department will be able to work on all of our low voltage systems. In the long term this will save the District on the facilities contracted services with several fire, communication and security vendors since the work load can be handled in house.

## **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	This facilities staff fine tuning will allow the department to be more self-reliant in performing maintenance and installation for its low voltage operating equipment and systems.
<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, currently budget FTE

**AMOUNT BUDGETED:** TBD

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Move to approve the job description changes to the Facilities System Specialist position.

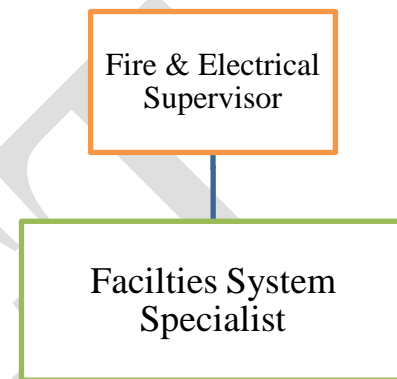
**APPROVED BY:** Jack W. Bay Chief Operations Officer

**DATE:** September 25, 2015

## FACILITIES SYSTEM SPECIALIST

<b>Job Title:</b>	Building Automation Specialist
<b>Initial:</b>	April 28, 2014
<b>Revised:</b>	September 15, 2015
<b>Work Year:</b>	261 Days
<b>Office:</b>	Operations
<b>Department:</b>	Facilities
<b>Reports To:</b>	Director of Facilities
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	

### Related Organization Chart



**SUMMARY:** The Facilities System Specialist performs monitoring, testing, installation, new construction review and maintenance/repairs services on all types of control systems/devices associated with all the district's low-voltage building technology including POS systems, information technology components, access control, video security, CCTV, fire and safety systems, energy management components, and all other digital equipment that requires low voltage connections. Provide support for all aspects of service including inspection, maintenance, testing, repair, design and programming.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Running of low voltage wire, termination of devices, installation of devices and sensors, programming and any other tasks necessary to facilitate the work being performed for the District low voltage systems.
- Inspect, perform preventative maintenance, and repair all facets of fire alarm equipment.
- Performs certifications of fire alarm systems which include testing of all functional systems and field devices.
- Work with district personnel and contractor to perform start up and commissioning on for all digital, electronic, mechanical and control systems installations that require low voltage connections.
- Testing, monitoring and maintenance and repair of all security/control systems.
- Understand and interpret security system software as well as manage data files and folders for security purposes.

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

- 
- Reviews, develops and implements procedures for acceptance of completed work with contractors
  - Develops and updates control drawings using various software, including drafting and word processing programs
  - Works with the Director of Facilities as well as the Fire and Electrical Supervisor to develop, implement and maintain facilities low voltage systems standards to include, but not be limited to, scopes of work, network access manifests, and other best practices.
  - Provides support regarding work with capital projects involving the district low voltage systems including but not limited to IT, HVAC, safety, communication, security, energy management and water controls.
  - Provides training for district personnel on all low voltage systems including video security camera equipment/software when needed.
  - Recommends improvements to the District's low voltage systems.
  - Coordinates with the IT department to troubleshoot low voltage and communication issues.
  - Performs other related duties as assigned.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### **Education & Training:**

- Preferred: Associate's degree in a closely related technical field from an accredited program, or electrical trade school
- Required: High school diploma plus specialized training in building automation systems after high school
- NICET 3 certification

### **Experience:**

- Ten years of overall experience working with facilities low voltage systems consisting of technical experience, testing, repairing, performing maintenance, installing, modifying, calibrating, certifying, or fabricating equipment and facilities related to the work assignment
- Five years of experience in working with fire, communication, and electrical systems

### **Skills & Knowledge:**

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills
- Ability to read and understand construction drawings, and specifications
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to maintain excellent attendance
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Ability to analyze trended data of energy, safety/security and HVAC equipment systems to trouble shoot and repair various system components

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

- 
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point
  - Extensive knowledge of security, fire, HVAC, safety, electrical, low voltage and control/interlock wiring systems
  - Knowledge of applicable building and electrical codes
  - Must be proficient with programming aspects of low voltage systems
  - Ability to operate, maneuver and/or control the actions of electric and gas powered service equipment, hand-held diagnostic tools specific to the trade, and standard mechanics tools

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire
- Valid Colorado driver's license required for hire

**OTHER WORK FACTORS**

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

**Physical Demands:**

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

**Work Environment:**

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

**Mental Functions:**

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

## BOARD OF EDUCATION AGENDA ITEM 7.06a

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	D. Richer, Executive Assistant to the BOE
<b>TITLE OF AGENDA ITEM:</b>	CASB Recommended Policy Revisions
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** We seek to continuously improve our processes in the district. The Colorado Association of School Boards (CASB) periodically publishes Policy Parameters and Special Policy Updates to inform boards and staff about changes to federal and state law and to provide pertinent policy updates to CASB's sample policies.

**RATIONALE:** Administrative regulation development and revision and systematic review of district policies are designed to increase the probability of an effective and efficient school system.

### **RELEVANT DATA AND EXPECTED OUTCOMES:**

No.	Designation	Title	Reviewed by	Recommendations
10.a.1	EDC	Authorized Use of School-Owned Materials or Equipment	J. Rohr	Updated
10.a.2	GBDD	Staff Fringe Benefits	P. Andersen	New district policy; recommended by CASB
10.a.3	GCFA	Hiring of Instructional Staff/Portability of Non-probationary Status	P. Andersen	New district policy; recommended by CASB to comply with rules in SB 10-191
10.a.4	GCG	Part-time & Substitute Instructional Staff	P. Andersen	Added language to comply with the Affordable Care Act

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

<b>Rock #1</b> —Reestablishing the district as a <u>trustworthy</u> recipient of taxpayer investment	
<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
<b>Rock #3</b> — Establish District 49 as the <u>best</u> <u>district</u> in Colorado to learn, work and lead	<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	

BOE Regular Meeting October 8, 2015  
Item 7.06a continued

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:** N/A

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** After review and discussion at the previous work session, I move to approve the four policies in item 7.06a.

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

**DATE:** September 25, 2015



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Authorized Use of School-Owned Materials or Equipment</b>
Designation	<b>EDC</b>
Office/Custodian	<b>Business/Purchasing Contract Manager</b>

School-owned materials and/or equipment will not be loaned to community members/groups or employees for personal use. **School equipment may be loaned to community groups for educational, civic or charitable purposes when:**

- 1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.**
- 2. The equipment is not unusually expensive or easy to damage.**
- 3. The equipment is in good condition.**
- 4. The group will provide a competent and trained operator for any loaned machine.**
- 5. Outside use of the equipment will not interfere with the school program.**
- 6. Any student or other individual borrowing school equipment must sign an official receipt.**

**A deposit may be required as determined by the principal, business office or the superintendent.**

District employees may check out equipment to be used for Falcon School District-related activities with prior permission of supervisor.

**All loaned District property will be hand-receipted to user on D49 Form EDB-E-1 (Personal Custody Property Record/Hand Receipt).**

- Adopted: November 18, 1993
- Revised: July 18, 1996
- Revised: February 4, 1999
- Reviewed: June 10, 2010
- **Revised: October 8, 2015**

### CROSS REF:

- KF, Community Use of School Facilities



BOARD-APPROVED POLICY OF DISTRICT 49

Title	<del>Professional/Support</del> Staff Fringe Benefits
Designation	<del>GBDDGCBD/GDBD</del>
Office/Custodian	<del>Education</del> Business/Director of Human Resources/ <del>Finance</del>

Benefits in addition to basic salary are recognized by the Board as an integral part of the total compensation plan for staff members. The benefits extended to the ~~professional~~ staff shall be designed to provide incentive for professional development that will be of benefit to the District.

In accordance with applicable federal law, full-time employees are eligible for the District's health insurance plan and are also covered by the District's group life insurance and long-term disability insurance plans. All employees may participate in the District's tax-sheltered annuity program

School district employees shall participate in the Public Employees' Retirement Association in which both the employee and the school district make monthly contributions.

#### ~~Workers' Compensation~~

All District employees are covered under the Workers' Compensation Insurance Plan and shall be entitled to all the prescribed benefits.

Adopted: October 8, 2015





Title	<b>Hiring of Instructional Staff/Portability of Non-probationary Status</b>
Designation	<b>GCFA</b>
Office/Custodian	<b>Education/Director of Human Resources</b>

The Board believes that all students enrolled in the district's schools should have effective teachers in their classrooms. In accordance with this belief and the Board's authority to employ personnel, the Board adopts this policy to address when a teacher requests "portability" of his or her non-probationary status.

In accordance with state law, a teacher who has obtained non-probationary status in another Colorado school district is not automatically granted non-probationary status when he or she is hired by the district. Rather, a teacher may be granted portability by the district only if the teacher meets the requirements of this policy, as determined by the district.

A teacher who does not request portability or does not meet requirements in accordance with this policy shall be considered a probationary teacher by the district.

### **Definitions**

For purposes of this policy, the following definitions shall apply:

1. "Portability" means a teacher's request that his or her non-probationary status obtained in another Colorado school district be recognized by the district.
2. "Teacher" means a person who holds a teacher's license issued pursuant to the Colorado Educator Licensing Act of 1991, C.R.S. 22-60.5-101 *et seq.* and who is employed to instruct, direct or supervise the instructional program. "Teacher" does not include those persons holding authorizations, special service provider licenses or administrative positions within a school district.
3. "Non-probationary status" means the teacher has completed three consecutive years of demonstrated effectiveness in a Colorado school district and has been re-employed for the succeeding school year or has otherwise attained non-probationary status in accordance with the Teacher Employment, Compensation, and Dismissal Act of 1990, C.R.S. 22-63-101 *et seq.*
4. Effectiveness rating" means a rating of highly effective or effective on the teacher's written evaluation conducted pursuant to the applicable Colorado school district's licensed personnel performance evaluation system.
5. "Prior two consecutive years" means the two consecutive years prior to the contract year of hire to the new district.

### **Teacher's request for portability**

During the district's hiring process and prior to an offer of employment from the district, a teacher may request portability. The teacher shall provide the following documentation to the district when he or she requests portability:

1. Performance evaluations for the prior two consecutive years that show the teacher received effectiveness ratings; and
2. Evidence of the teacher's student academic growth data for the prior two consecutive years.

### **Determination of non-probationary status**

If the teacher requests portability and provides the documentation required by this policy during the district's hiring process and prior to an offer of an employment from the district, the district shall determine, in its sole discretion, whether the documentation shows evidence of teacher effectiveness and student academic growth. The district shall make its determination of teacher effectiveness and student academic growth based upon the district's licensed personnel performance evaluation system and the district's measures of student academic growth.

If the district determines the documentation shows the required teacher effectiveness and student academic growth, the district shall grant non-probationary status to the teacher.

The chief education officer or designee may waive this policy's requirement that the teacher provide the required documentation during the district's hiring process and prior to an offer of employment from the district if the chief education officer or designee determines exceptional circumstances exist and that it is in the best interests of the district to do so.

If the district determines that the teacher misrepresented or omitted any of the documentation required by this policy and/or misrepresented his or her non-probationary status or any other matter concerning the teacher's employment history, the district may take action in accordance with applicable law, including but not be limited to revocation of the teacher's non-probationary status and other appropriate disciplinary action.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law. Any dismissal or other employment action shall be in accordance with applicable state law, Board policy and the teacher's employment contract with the district.

ADOPTED: October 8, 2015

LEGAL REFS.:      C.R.S. 22-9-101 et seq. (Licensed Personnel Performance Evaluation Act)  
C.R.S. 22-60.5-101 et seq. (Colorado Educator Licensing Act of 1991)  
C.R.S. 22-63-101 et seq. (Teacher Employment, Compensation, and Dismissal Act of 1990)  
C.R.S. 22-63-203.5 (non-probationary portability)  
1 CCR 301-87 (State Board of Education rules for administration of a system to evaluate the effectiveness of licensed personnel)

CROSS REFS.:      GCE/GCF, Professional Staff Recruiting/Hiring  
GCO, Evaluation of Licensed Personnel  
GCQF, Discipline, Suspension and Dismissal of Professional Staff



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Part-Time and Substitute Instructional Staff Employment Professional Staff</b>
Designation	<b>Employment/Qualifications of Substitute Staff</b>
Office/Custodian	<b>GCG/GCGA</b>
	<b>Education/Director of Human Resources/Finance</b>

The Human Resource Department shall maintain an authorized list of personnel to ~~serve in~~ be used for substitute or part-time employment **positions**. Prior to adding a person's name to the list, **HR shall perform** a background check ~~shall be carried out~~ in accordance with state law. Substitutes ~~shall~~ **may** be removed from the **approved** list on the basis of three reports of unsatisfactory performance by school administration.

Every person placed on the authorized list shall be given a copy of this policy prior to performing services pursuant to this policy.

### Substitute teachers

The Board authorizes the Chief Education Officer or his designee to notify and direct persons on the list to perform such service for the District as may be required on a temporary basis.

**Substitute teachers shall be paid at a rate established by the Board.** Authorization by the Board of Education to pay personnel performing services on a temporary basis shall constitute employment by the Board for services provided during the period of time covered by such payment.

Such payment shall not constitute any assurance or offer of continuing employment without specific Board action.

**The Board directs the Human Resource Administration to take any necessary steps to increase the available pool of substitute teachers by encouraging qualified persons to seek the appropriate license or authorization as provided by state law and regulation.**

### Part-time teachers

A part-time teacher shall be defined as a teacher with less than a full-time assignment and shall include assignments for less than a full teaching day or less than a full teaching week.

Part-time teachers shall receive a prorated amount of the salary schedule commensurate with the amount of teaching time assigned. Benefits shall be paid in accordance with Board policy.

- Adopted: April 21, 1977
- Revised to conform with practice: date of manual adoption
- Revised: March 17, 1988
- Revised to conform with practice: date of manual revision
- Reviewed: May 11, 2000
- Revised: November 11, 2010
- Revised: August 11, 2011
- **Revised: October 8, 2015**

### LEGAL REFS:

- C.R.S. 22-9-106(1)(b) (*Local boards of education-duties*)
- C.R.S. 22-32-109.7 (*Board of education-specific duties-employment of personnel*)
- C.R.S. 22-32-109.8 (*Applicants selected for nonlicensed positions-submittal of form and fingerprints-prohibition against employing persons failing to comply- department database*)
- C.R.S. 22-63-103(6),(10) (*Definitions*)

**CROSS REFS:**

- ~~EGE~~/GCF/**GCF-R**, Professional Staff Recruiting/Hiring
- GCOA/**GCO-R**, Evaluation of ~~Instructional Staff~~**Licensed Personnel**
- ~~GDE~~/GDF/**GDF-R**, Support Staff Recruiting/Hiring
- **GBDD, GCBDD/GDBD—Professional/Support Staff Fringe Benefits**

## BOARD OF EDUCATION AGENDA ITEM 7.06b

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Donna Richer, Executive Assistant to the BOE
<b>TITLE OF AGENDA ITEM:</b>	District Recommended Policy Revisions
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** We seek to continuously improve our processes in the district.

**RATIONALE:** Administrative regulation development and revision and systematic review of district policies are designed to increase the probability of an effective and efficient school system.

### **RELEVANT DATA AND EXPECTED OUTCOMES:**

No.	Designation	Title	Reviewer	Recommendation	Notes
10.b.1	EDB	Maintenance/ Control of Materials/Property	J. Rohr	REVISION	
10.b.2	FA	Facilities Development Goals/Priority Objectives	D. Richer	REVIEW	Review only

### **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>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 at the previous work session, I move to approve the two policies in item 7.06b.

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

**DATE:** September 25, 2015



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Maintenance/Control of Materials/Property Management</b>
Designation	<b>EDB</b>
Office/Custodian	<b>Business/Purchasing Contract Manager</b>

The District administration shall ensure that proper records are kept on all textbooks, permanent supplies, and equipment owned by the school system.

**Certain designated items will be signed for on D49 Form 1 EDB-E-1 (Personal Custody Property Record/Hand Receipt) by the end user. Items signed over to a school or department will be hand-receipted by an interim accountable person until the item(s) are hand-receipted down to the end user. The hand receipt holder will be responsible for protecting and maintaining the property in good working condition. Copies of hand receipts will be kept on-hand by the hand receipt holder and a copy will be forwarded to the Purchasing Department. All hand receipts are to be kept on file until the property is properly disposed of or re-sold by the District 49 Purchasing Department.**

Records shall include records of issuance of such items to the various schools and teacher records of issuance to students.

Schools, staff members, and students shall be held responsible for items that have been issued for their use.

The Chief Education Officer in conjunction with the Chief Business Officer and Chief Operations Officer shall establish procedures for the use, maintenance, and control of cellular phones and computer equipment.

All school-owned equipment for extracurricular activities, including band instruments and uniforms, shall be issued at the beginning of each season and returned at the end of each season. Complete records shall be kept on all such equipment.

At least once a year, teachers shall make a careful inspection of textbooks and permanent supplies in use by students. They shall impose fines for damages resulting from carelessness and unwarranted use by students, provided that no fines shall be imposed without the approval of the Principal.

**A damage and loss statement (D49 form EDB-E-2) will be filled out for any lost or damaged property. The damage and loss statement will be submitted to the supervisor of the accountable person. Loss or damage due to negligence may result in forfeiture of equipment, inability to sign for or use District 49 property in the future, or other disciplinary action.**

**The Chief Education Officer, Chief Business Officer, or Chief Operations Officer upon review of the damage and loss statement (D49 form EDB-E-2) may alter the disciplinary decision made by the accountable person's supervisor.**

- Adopted: March 4, 1999
- Reviewed: May 13, 2010
- Revised: January 10, 2013
- **Revised: October 8, 2015**

CROSS REFS:

- DID, Inventories
- JQ, Student Fees, Fines, and Charges



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Facilities Development Goals/Priority Objectives</b>
Designation	<b>FA</b>
Office/Custodian	<b>Board of Education/Executive Assistant to the BOE</b>

We believe that a quality educational program is affected to a great extent by the environment within which it functions. The development of a quality educational program and school facilities which promote the implementation of the program go hand in hand.

Therefore, it is the goal of the Board of Education to provide and maintain the number of quality facilities needed for the enrollment and the types of facilities supportive of the educational environment and program.

- Adopted: September 3, 1998
- Revised: March 11, 2010
- **Reviewed: October 8, 2015**





**BOARD OF EDUCATION AGENDA ITEM 7.07**

<b>SPECIAL BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Susan Junkins, HR Specialist
<b>TITLE OF AGENDA ITEM:</b>	Approval of Matters Relating to Schedule B Personnel
<b>ACTION/INFORMATION/DISCUSSION:</b>	Action

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

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

**RELEVANT DATA AND EXPECTED OUTCOMES:** By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

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

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

**FUNDING REQUIRED:** Yes

**AMOUNT BUDGETED:** In accordance with Board of Education approved salary tables.

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

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

**DATE:** September 25, 2015

## BOARD OF EDUCATION AGENDA ITEM 8.01

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Barbara Seeley, Executive Assistant to CEO
<b>TITLE OF AGENDA ITEM:</b>	Student Study Trips
<b>ACTION/INFORMATION/DISCUSSION:</b>	Information

### BACKGROUND INFORMATION, DESCRIPTION OF NEED:

#### **FHS**

CSU-Pueblo Orchestra Festival

Departure-11/20/15 Return-11/21/15

3-5 students will attend this trip.

Cost of trip is about \$100 per student (includes transportation, registration fees and lodging).

The objective of this trip is for advanced students to participate in the honor orchestra.

Fundraising will not be part of this program.

#### **FHS**

CSU-Pueblo Festival of the Winds

Departure-2/25/16 Return-2/27/16

15 students will attend this trip.

Cost of trip is about \$100 per student (includes transportation, registration fees and lodging).

The objective of this trip is for advanced students to participate in the honor band.

Fundraising will not be part of this program.

#### **FHS**

All-State Band in Fort Collins, CO

Departure-3/31/16 Return-4/2/16

1-2 students will attend this trip.

Cost of trip is about \$200 per student (includes transportation, registration fees and lodging).

The objective of this trip is for our best musicians to participate in the All-State band.

Fundraising will not be part of this program.

#### **FHS**

UNC Jazz Festival in Greeley, CO

Departure-4/22/16 Return-4/23/16

15 students will attend this trip.

Cost of trip is about \$100 per student (includes transportation, registration fees and lodging).

The objective of this trip is for our musicians to be rated and adjudicated by nationally known jazz educators.

Fundraising will not be part of this program.

#### **FHS**

Canon City Music & Blossom Festival

Departure-5/6/16 Return-5/7/16

70 students will attend this trip.

Cost of trip is about \$100 per student (includes transportation, registration fees and lodging).

The objective of this trip is a music competition and opportunity for our musicians to be adjudicated by nationally known educators.

Fundraising will not be part of this program.

#### **SCHS**

University of New Mexico Zia Marching Fiesta in Albuquerque, NM

Departure-10/23/15 Return-10/25/15

57 students will attend this trip.

Cost of trip is about \$200 per student (includes transportation, meals, tours and lodging).

The objective of this trip is to learn from adjudicators at the event and learn from watching other bands perform.

Fundraising will be part of this program.

### RATIONALE:

BOE Regular Meeting October 8, 2015  
Item 8.01 continued

**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	Travel study is an important component of an appealing education, and participation in student leadership is central to our commitment to be the best district for leaders.
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:** N/A

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

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

**DATE:** September 25, 2015

## **BOARD OF EDUCATION AGENDA ITEM 8.02**

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Donna Richer, Executive Assistant to the BOE
<b>TITLE OF AGENDA ITEM:</b>	Process Improvement Update
<b>ACTION/INFORMATION/DISCUSSION:</b>	Information/Review

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** We seek to continuously improve our processes in the district.

**RATIONALE:** Administrative regulation development and revision and systematic review of district policies are designed to increase the probability of an effective and efficient school system.

### **RELEVANT DATA AND EXPECTED OUTCOMES:**

No.	Designation	Title	Reviewed by	Recommendations
8.02a	EDB-E-1	Personal Custody Property Records/ Hand Receipt	J. Rohr	• New form
8.02b	EDB-E-2	Statement of Damage or Loss	J. Rohr	• New form

### **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:** Information only

**REVIEWED BY:** Chief Officers

**DATE:** September 25, 2015

PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT			
Property Issued To:		School/Department:	Room/Building
Last Name:			Phone No.
First Name:			
Statement of Responsibility: I have received the item(s) listed below on the date indicated. I accept personal responsibility for the property and will surrender it upon demand, transfer, or seperation from District 49. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed below could result in disciplinary action in accordance with D49 Property Management Policy dated September, 2015.			
Serial Number	Description (Including make, model, color, size, etc)		

Signature of person receiving property: \_\_\_\_\_

Date: \_\_\_\_\_

Name of property issuer: \_\_\_\_\_

Item Returned to Purchasing Department	
Return Date:	_____
Received -Signature of Property Custodian	

STATEMENT OF DAMAGE OR LOSS

Property Issued To: Last Name: First Name:	School/Department:	Room/Building	Phone No.
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Description of Property (Including make, model, color, size, etc):

Statement of Damage or Loss:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Student Representatives and Peter Hilts
<b>TITLE OF AGENDA ITEM:</b>	Student Board of Representatives (SBOR) Proposal
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

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

District 49 does not currently have a systematic way to collect and include student perspectives at the governance level.

In January 2015, the BOE directed the CEO to explore and propose options to create a systematic opportunity for students to add their perspective to the governance process.

### **RATIONALE:**

Including student perspectives in governance decisions will increase the credibility of those decisions while adding a valuable perspective to board deliberations and decisions.

### **RELEVANT DATA AND EXPECTED OUTCOMES:**

If approved, this policy and procedure will become effective immediately—with student representatives joining the Board of Directors at the next scheduled meeting.

### **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	Students, particularly high school students, have meaningful perspectives as direct recipients of our educational programs. This proposal will encourage and formally enable participation by an important segment of our community.
<b>Rock #3</b> — Establish District 49 as the <u>best district</u> in Colorado to learn, work and lead	Inviting student leaders to learn, work, and lead alongside elected members of the BOE will move of closer to being the best choice for anyone considering District 49.
<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	Hearing directly from students who represent those about to launch toward success will give our policy and governance actions a grounding in authentic student experiences.

**FUNDING REQUIRED:** None

**AMOUNT BUDGETED:** N/A

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

We recommend the BOE review the proposed policy and procedures to verify that they meet the intent and expectations of the BOE.

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

**DATE:** September 28, 2015

## **Bylaws of the Student Board of Representatives of School District 49**

### **Article 1: Name**

The name of this organization shall be:

**The Student Board of Representatives of School District 49. (SBOR or the Student Board)**

### **Article 2: Purpose**

The purpose of the Student Board is to amplify the student voice in District 49.

### **Article 3: Membership**

- A. Membership in SBOR shall be divided equally among the district's high schools, including conventional, charter, online/blended, and alternative high school campuses. Initially, the 2015-2016 SBOR representatives will represent the following schools:
  - Falcon High School
  - GOAL Academy
  - Patriot Learning Center
  - Sand Creek High School
  - Springs Studio for Academic Excellence (including members of the Falcon Homeschool Program if selected)
  - Vista Ridge High School
- B. If a new high school is opened or authorized in District 49, then the student body at that school will have equal rights to representation on the SBOR.
- C. Each high school shall choose two student representatives to serve on the SBOR.
- D. Terms for student representatives will coordinate with the school year, beginning and ending in early June.
- E. Each school may design or adapt an existing process to select their student representatives. The only procedural requirement is that the student representatives must be chosen by students, whether directly or indirectly by elected student leaders. The administration of the school may verify that nominated students meet the qualifications, but may not appoint or reject qualified student representatives.

### **Article 4: Qualifications and Responsibilities**

#### **SBOR Members**

Student Representatives are responsible to meet the following expectations:

1. Maintain cordial and respectful communications with D49 BOE members—addressing them and listening to them as peers.
2. Maintain good standing with the school's administration—avoiding disciplinary referrals, suspensions, or consideration for expulsion.
3. Maintain a cumulative grade point average (GPA) of at least 3.0
4. Attend at least 75% of the SBOR meetings and all meetings of the BOE while serving as the Representative to the BOE.
5. Prepare diligently for SBOR meetings, district board meetings, and district board work sessions.
6. Participate fully in SBOR discussions as well as discussions with the D49 Board of Education (BOE).
7. Represent the perspectives and interests of the students at their respective high schools.
8. Represent the perspectives and interests of younger students who will eventually attend one of the district high schools.



9. Continue attending at the school they represent for the duration of their term.

#### **D49 BOE Members**

1. Maintain cordial and respectful communications with SBOR members—addressing them and listening to them as peers.
2. Fulfill any BOE assignments to attend SBOR meetings, or act as a liaison to the student representatives.
3. Grant full and fair consideration to student proposals and student perspectives as presented by members of the SBOR.

### **Article 5: Rights and Benefits**

#### **SBOR Members**

In order to make the student experience as valuable as possible, student members:

1. May attend all meetings of the student council or equivalent leadership group at the school they represent.
2. May meet with their principal or designated administrator.
3. Will receive the public board packet at the same time the confidential packet is distributed to the BOE.
4. Will, when acting as the Representative to the BOE, sit at the same table with the elected BOE.
5. May participate in board comments and deliberations at public sessions. (Per Colorado statute, student representatives may not vote on board items, nor are they permitted to review confidential information or attend executive sessions.)
6. In collaboration with their school counselors and administration, student members may create an independent study experience for credit that relies on participation in the SBOR as the main learning experience.
7. Student members may also include service on the SBOR and as the Representative to the BOE as community service and leadership—to fulfill requirements, or for inclusion in applications and resumes.
8. Student members may solicit mentorship and letters of recommendation or reference from members of the BOE.

### **Article 6: Resignation, Dismissal, and Replacement**

1. Members of the SBOR must represent their respective schools with integrity and transparency. If a student representative no longer meets the qualifications or is otherwise unable to serve, that student will notify the SBOR of their resignation in writing. Upon such notification, the principal or designee at the high school will identify a replacement student representative to complete the term of the resigned member.
2. In the event that a student representative is suspended, subject to expulsion, or otherwise not in good standing with their high school, the school principal or designee will inform the Chief Education Officer who will collaborate with the SBOR to dismiss that member. Upon dismissal, the principal or designee at the high school will identify a replacement student representative to complete the term of the dismissed member.
3. If a student member fails to attend SBOR meetings or fulfill their obligations as the Student Representative to the BOE, the SBOR shall write a letter of warning (after the first such failure) a letter of final warning (after the second such failure) and a letter of dismissal after the third such failure. Upon such a dismissal, the principal or designee at the high school will identify a replacement student representative to complete the term of the dismissed member.

### **Article 7: Functional Leadership Roles**

Rather than assigning fixed roles as defined in Robert's Rules of Order or traditional parliamentary organizations, the SBOR identifies the following functional leadership roles and expects these roles to rotate through the members as they take turns representing the SBOR at the District 49 BOE meetings and work sessions.

1. **Representative to the BOE:** The Representative to the BOE is the student who is currently providing the SBOR presence to the District 49 Board of Education. In normal months, there will be two Representatives to the BOE, from two different schools, who join the district BOE and sit with the elected BOE.
2. **SBOR Meeting Facilitator:** During the month when two students are Representatives to the BOE, those two students will co-facilitate the monthly meeting of the SBOR.
3. **SBOR Meeting Recorder:** The Meeting Recorder shall serve the Meeting Facilitators and the SBOR generally by recording minutes and gathering materials at each meeting. The role of Meeting Recorder may, but does not have to rotate, if the SBOR agrees by consensus to retain a skilled and effective member in that role.

### **Article 8: Meetings and Action**

1. **Quorum.** A Quorum of the SBOR shall be any gathering of representatives representing at least 2/3 of member high schools.
2. **Leadership and facilitation**—for purposes of SBOR procedures, the Meeting Facilitators will co-chair the meeting, as that phrase is used in Robert's Rules of Order.
3. The SBOR will hold most deliberations and make most decisions by consensus, but any member may make a motion to adopt a more formal decision process for specific items. If a majority of members at any meeting agree to use a more formal decision process, then the recorder will manage and record a formal vote.

### **Article 9: Amendments**

1. Amendments to these bylaws may be presented by any of the member schools.
2. Both representatives of the proposing school must agree with the proposed amendment.
3. The proposed amendment must include a description of when the amendment takes effect.
4. Since these bylaws operate as an approved regulation of District 49, the BOE may reject proposed amendments if they violate other district policies or commitments.
5. After initial approval by the District 49 Board of Education, these bylaws, as amended, will remain in effect unless or until they are formally disapproved by the BOE.

## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Student Government</b>
Designation	<b>JIBA</b>
Office/Custodian	<b>Education/Chief Education Officer</b>

The Chief Education Officer shall collaborate with zone and school leaders to form a representative group of student leaders. The board desires this group of student leaders to appoint representatives who will be seated with the Board of Education to act in an informational and advisory capacity (non-voting) to board deliberations and decisions. The Board of Education expects that student perspectives and insights will lead to more informed decisions and more effective governance. The students' participation will not include voting rights, nor will students have access to confidential materials or participate in executive sessions.

The Chief Education Officer shall develop a procedure and other documents to ensure that district zones and schools are represented in the student process.

- Adopted: November 12, 2015

### LEGAL REFS:

- C.R.S. 22-32-109 (*specific duties of boards*)
- C.R.S. 22-32-110 (*specific powers of boards*)
- C.R.S. 22-32-109.1 (2) (*community consultation on safe school plan including student conduct and discipline code*)

### CROSS REFS:

- BBA, School Board Powers and Responsibilities
- BEDA, Notification of Board Meetings
- JIC, Student Conduct



## BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Student Government Procedure and Bylaws</b>
Designation	<b>JIBA-R</b>
Office/Custodian	<b>Education/Chief Education Officer</b>

During the Spring Semester, the Chief Education Officer shall direct principals at the district's high school to identify qualified students who will represent the school on the Student Board of Representatives (SBOR).

The Chief Education Officer will host an orientation meeting in the spring to explain the responsibilities and clarify expectations related to the role of student representatives.

The Chief Education Officer will introduce the SBOR members to the BOE at the August regular meeting, and will introduce the monthly representatives to the BOE at the beginning of each regular meeting.

The BOE will designate one member to act as a liaison to the SBOR. That liaison may attend meetings of the SBOR and will be a contact point for questions and communication between the SBOR and the BOE.

Other members of the BOE are invited and encouraged to attend meetings of the SBOR to build relationships, and serve in a role-model and mentoring role to the student representatives.

The accompanying bylaws further clarify the composition, responsibilities, and benefits of the SBOR. If the SBOR amends the bylaws, the Chief Education Officer will provide a copy of the amended bylaws to the Executive Assistant to the BOE for publication on the district's website.

- Adopted: November 12, 2015

### LEGAL REFS:

- C.R.S. 22-32-109 (*specific duties of boards*)
- C.R.S. 22-32-110 (*specific powers of boards*)
- C.R.S. 22-32-109.1 (2) (*community consultation on safe school plan including student conduct and discipline code*)

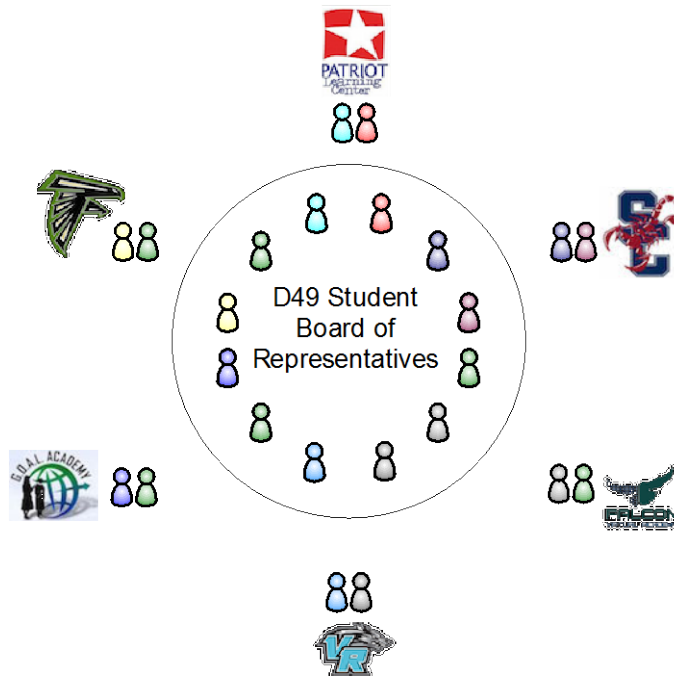
### CROSS REFS:

- BBA, School Board Powers and Responsibilities
- BEDA, Notification of Board Meetings
- JIC, Student Conduct

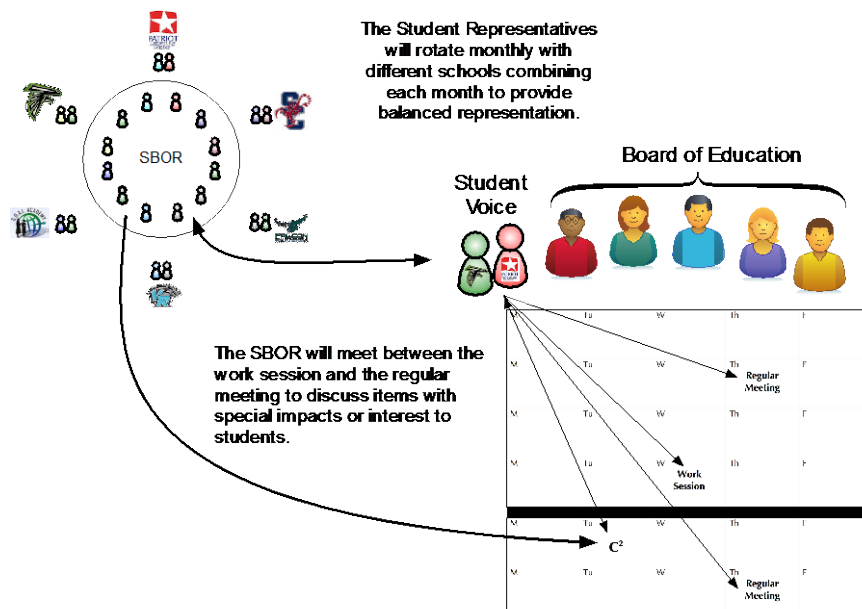
# BOARD-APPROVED POLICY OF DISTRICT 49

Title	<b>Student Government Procedure and Bylaws</b>
Designation	<b>JIBA-E</b>
Office/Custodian	<b>Education/Chief Education Officer</b>

The Student Board of Representatives will be composed of two student members from each high school as represented below:



The SBOR will interact with the Board of Education on a somewhat regular basis in normal months when the BOE has both a regular meeting and a work session:



- Adopted: November 12, 2015

LEGAL REFS:

- C.R.S. 22-32-109 (*specific duties of boards*)
- C.R.S. 22-32-110 (*specific powers of boards*)
- C.R.S. 22-32-109.1 (2) (*community consultation on safe school plan including student conduct and discipline code*)

CROSS REFS:

- BBA, School Board Powers and Responsibilities
- BEDA, Notification of Board Meetings
- JIC, Student Conduct

## BOARD OF EDUCATION AGENDA ITEM 9.02

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	Sean Dorsey
<b>TITLE OF AGENDA ITEM:</b>	Sand Creek Zone Performance Update
<b>ACTION/INFORMATION/DISCUSSION:</b>	Information

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** The update is the 1st semester performance update regarding the Sand Creek Zone.

**RATIONALE:**

**RELEVANT DATA AND EXPECTED OUTCOMES:** The performance update will emphasize, but not be limited to, performance data aligned with district and zone goals.

**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	Included in the Sand Creek Zone update is a review of community engagement/participation opportunities, including our inaugural community Math Night.
<b>Rock #3</b> — Establish District 49 as the <u>best</u> <u>district</u> in Colorado to learn, work and lead	The update includes how the zone is emphasizing the observation/feedback cycle to provide continuous, embedded learning opportunities for our teachers.
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	The update provides the BOE with a snapshot of how the start-up Innovations Institute at Horizon is performing thus far.
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	The BOE will hear solutions currently implemented at the Sand Creek Campus concerning ACT preparation, as well as college and career advisement.

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:**

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

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

**DATE:** September 30, 2015

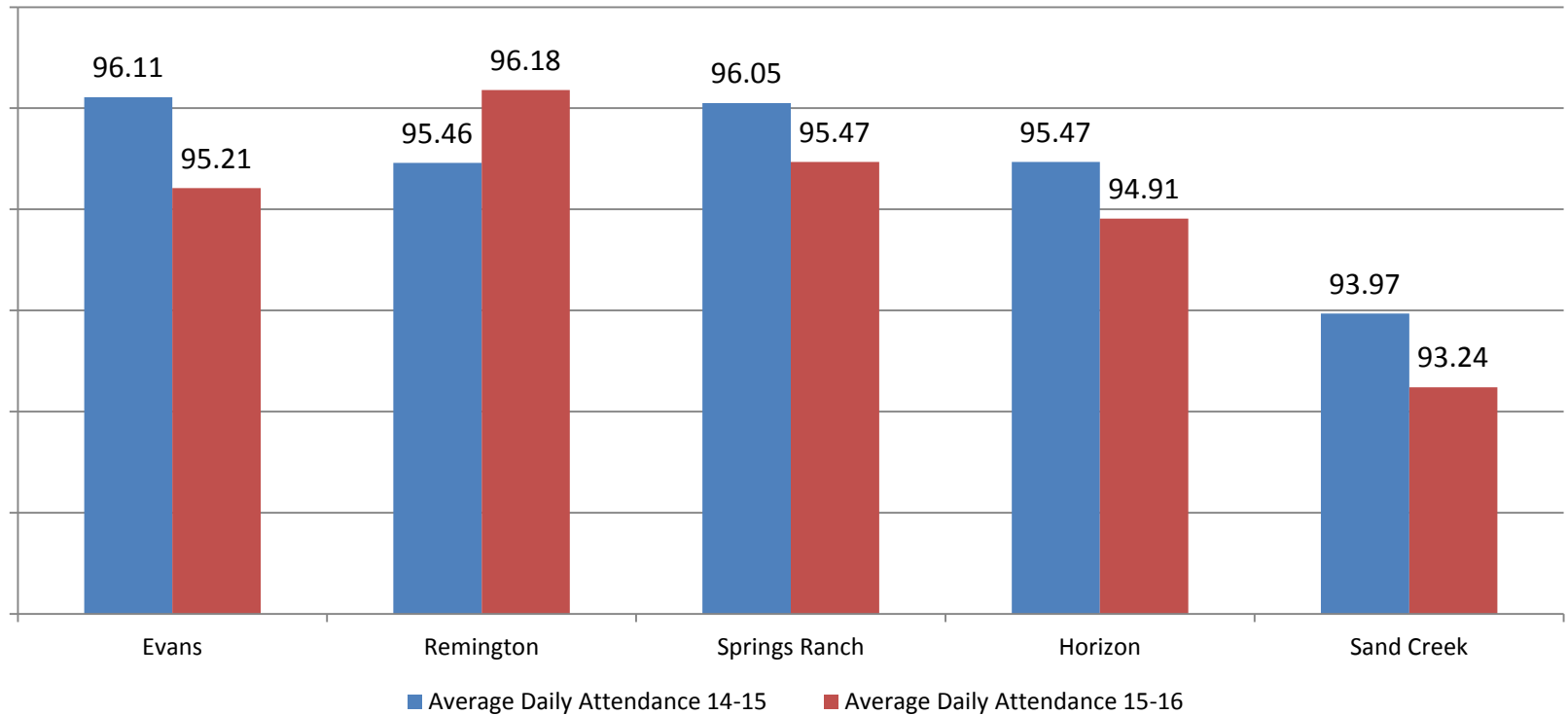
# Sand Creek Zone Performance Update

Board of Education Presentation

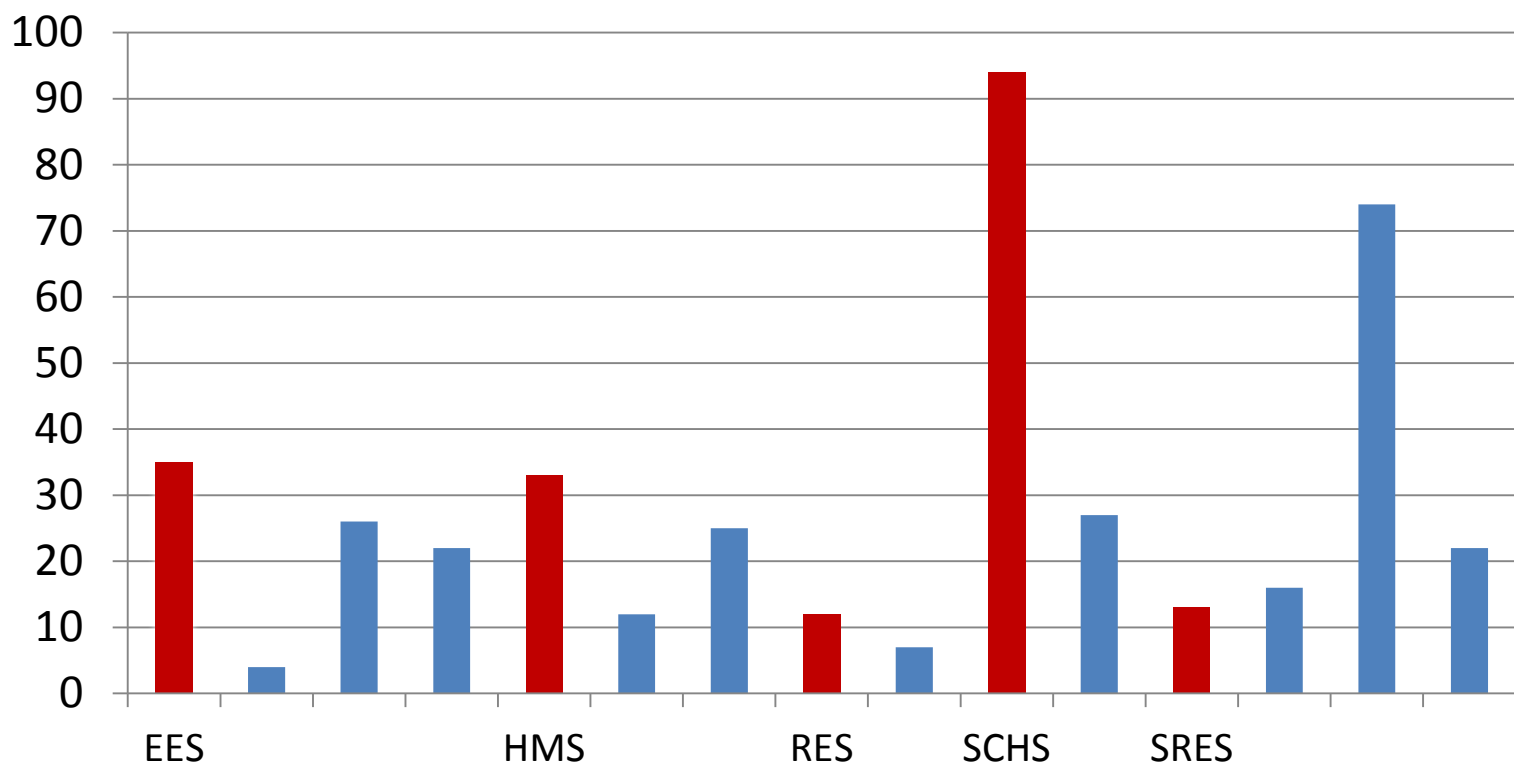
October 2015



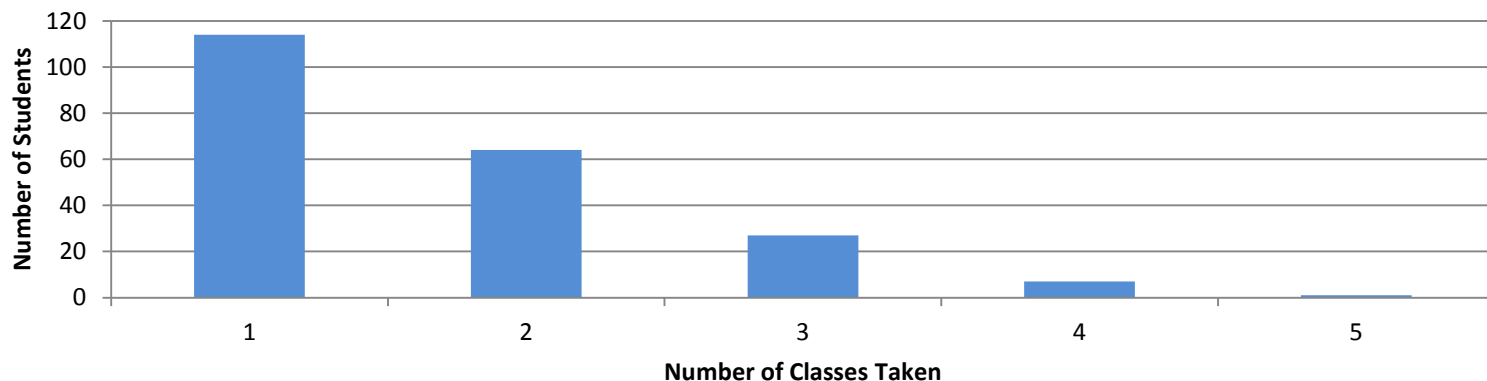
# Average Daily Attendance



# Students Choicing In From Other Districts

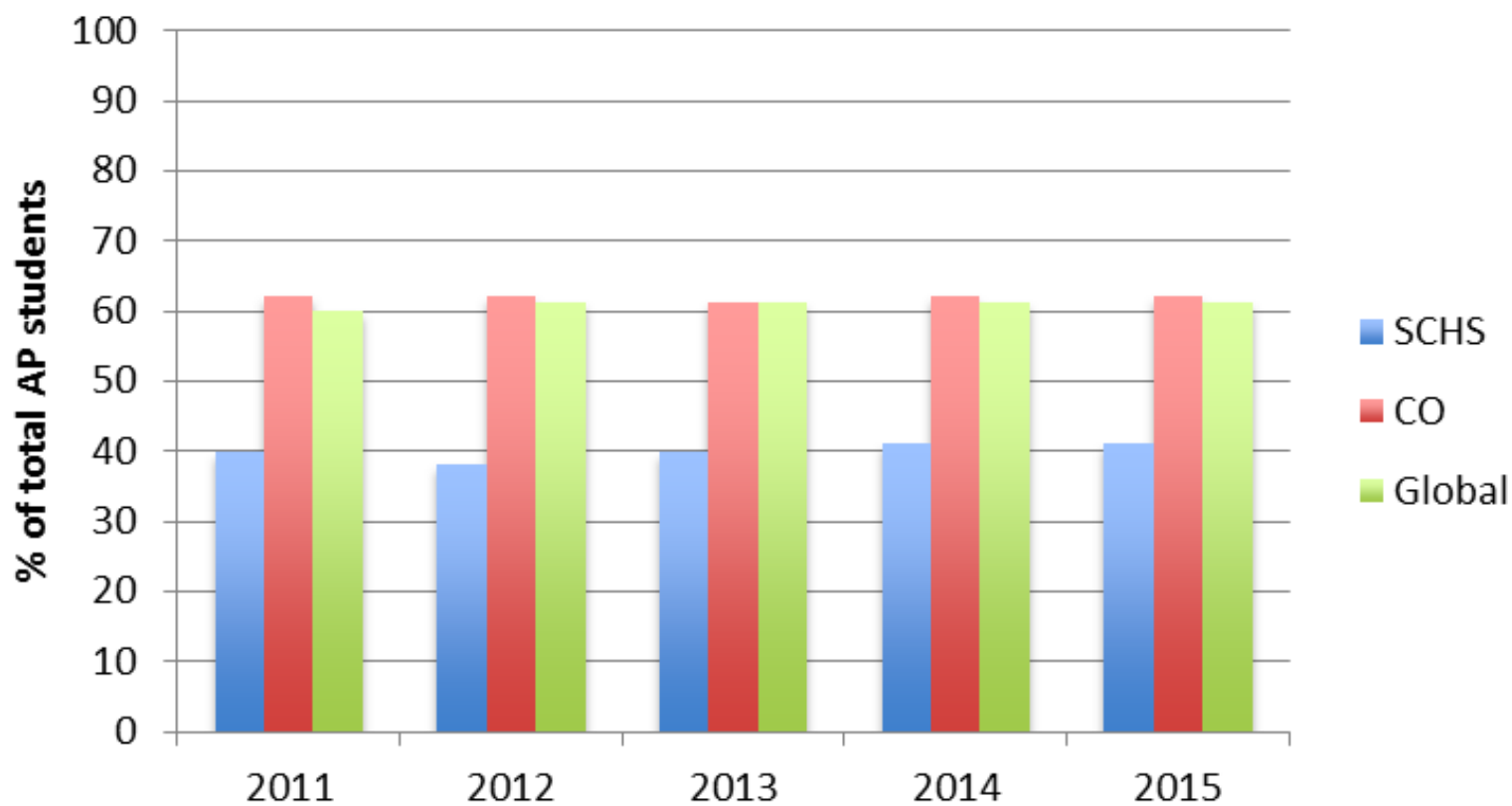


# Advanced Placement Classes

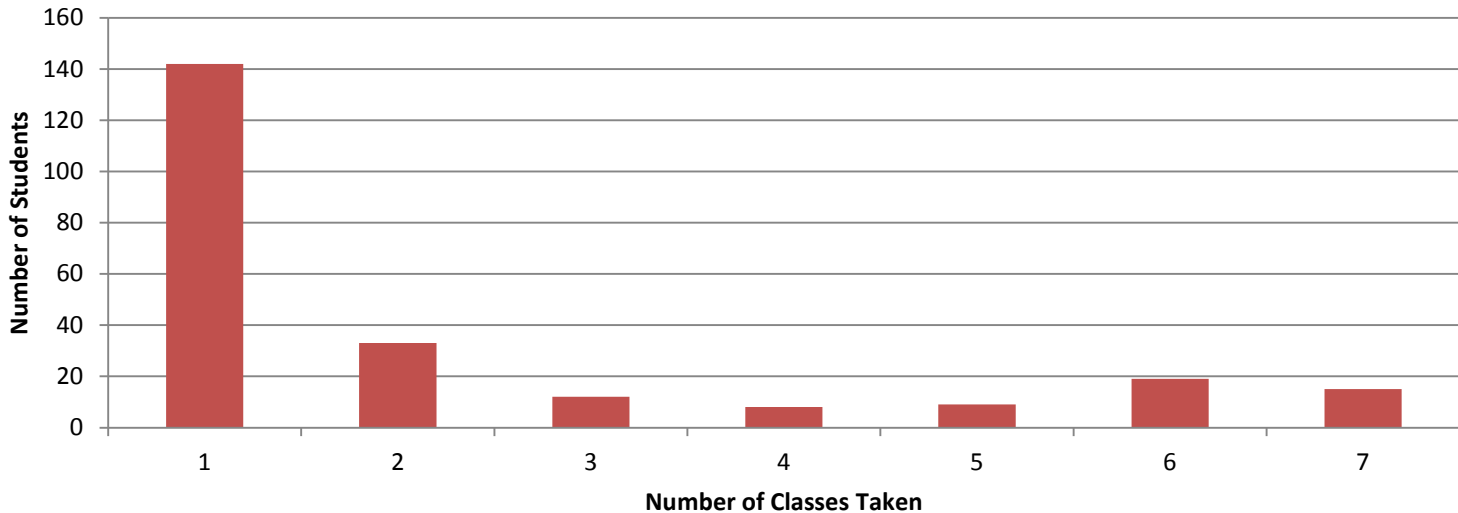


There are a total of 213 students taking one or more AP classes for a total of 345 enrollments first semester

## AP Scores of 3+

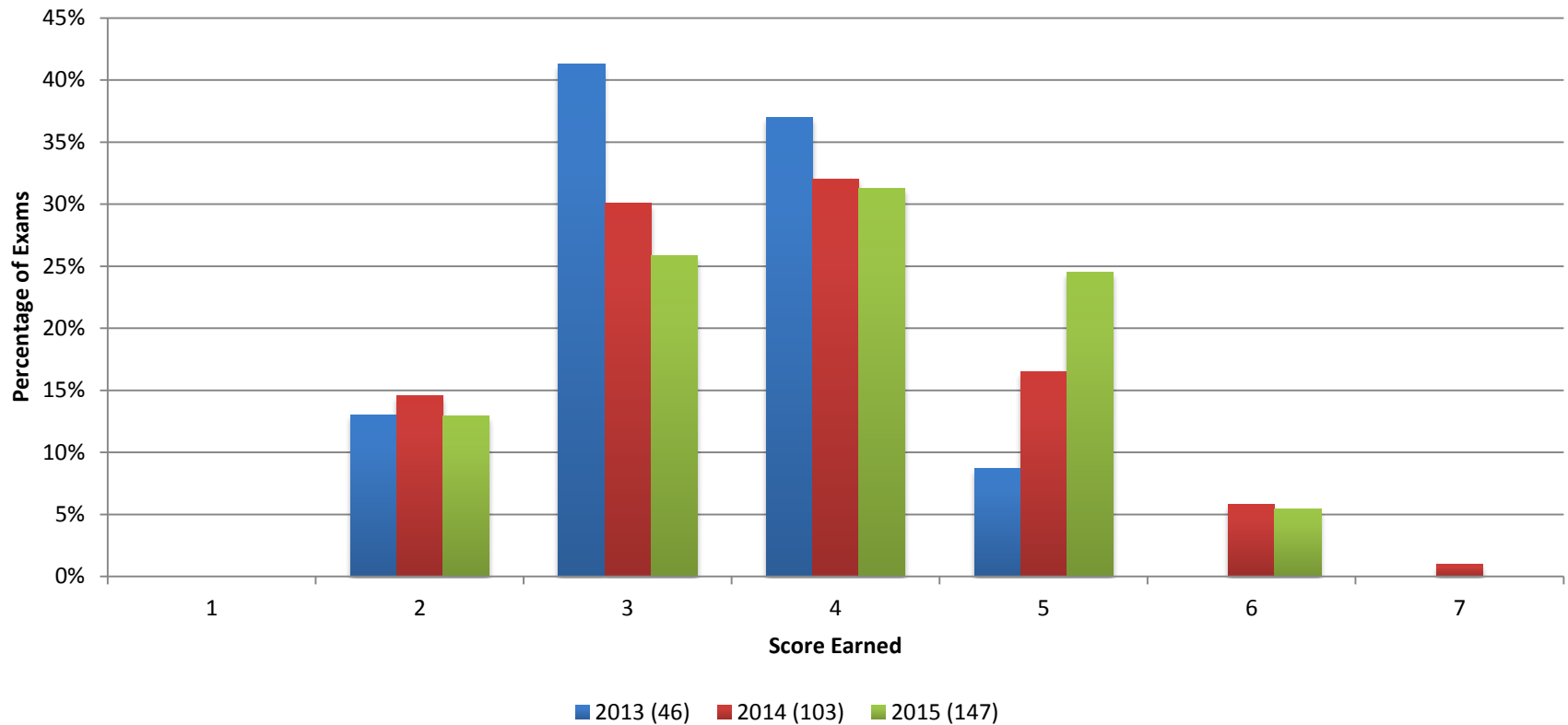


# IB Classes

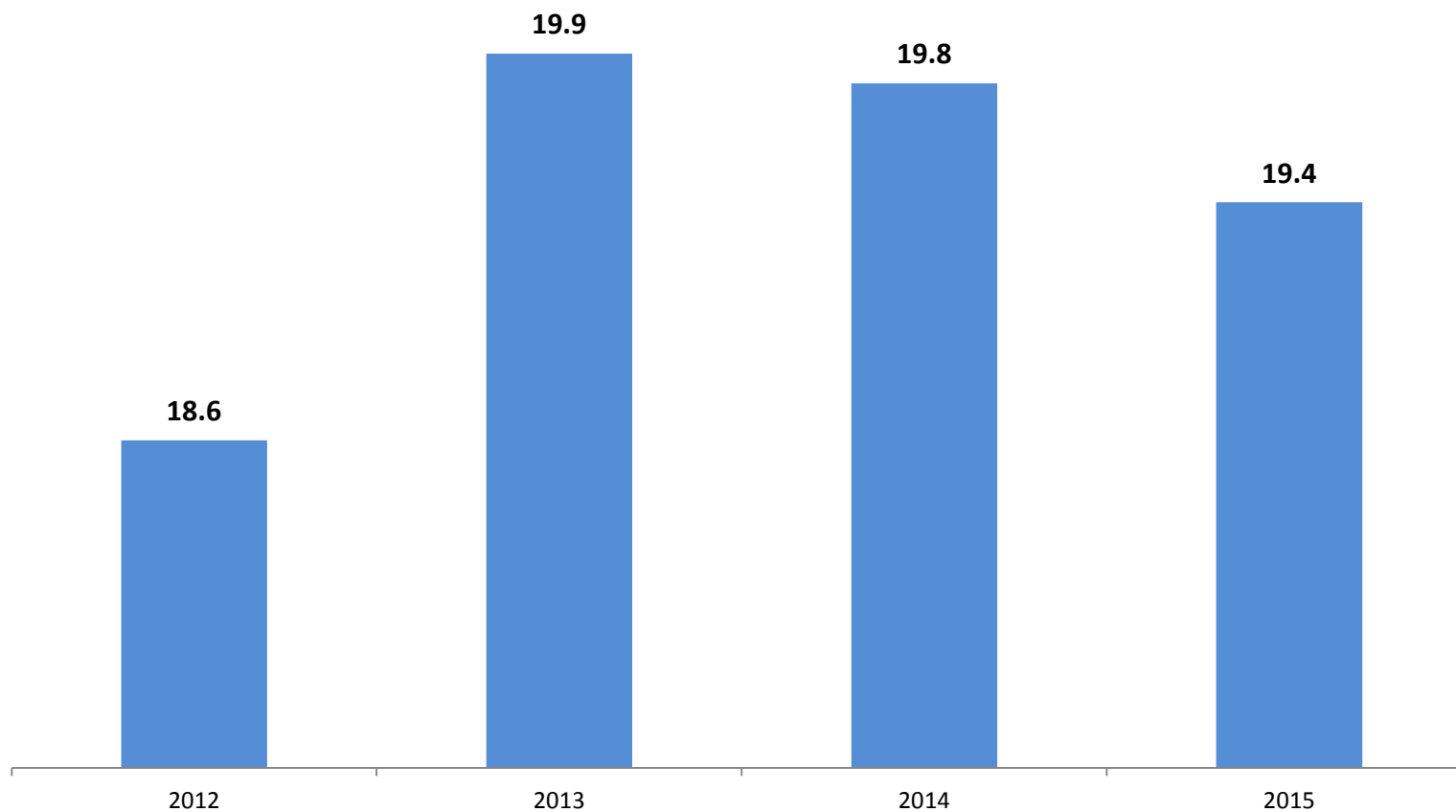


There are a total of 238 students taking at least 1 IB class for a total of 575 enrollments in the first semester. There are 38 full DP candidates.

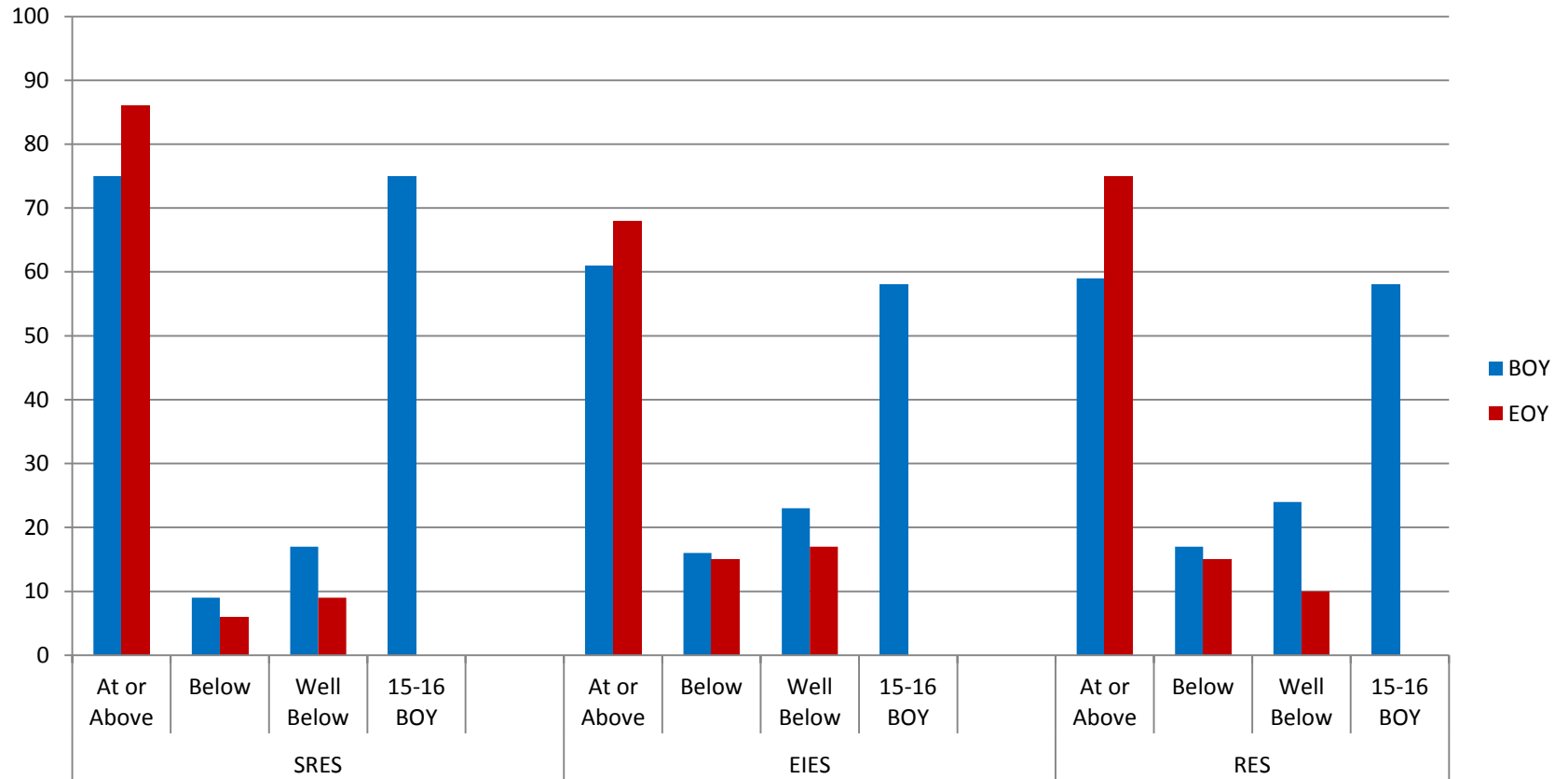
# DP Exam Results from 2013-2015



# Historical ACT Composite Scores

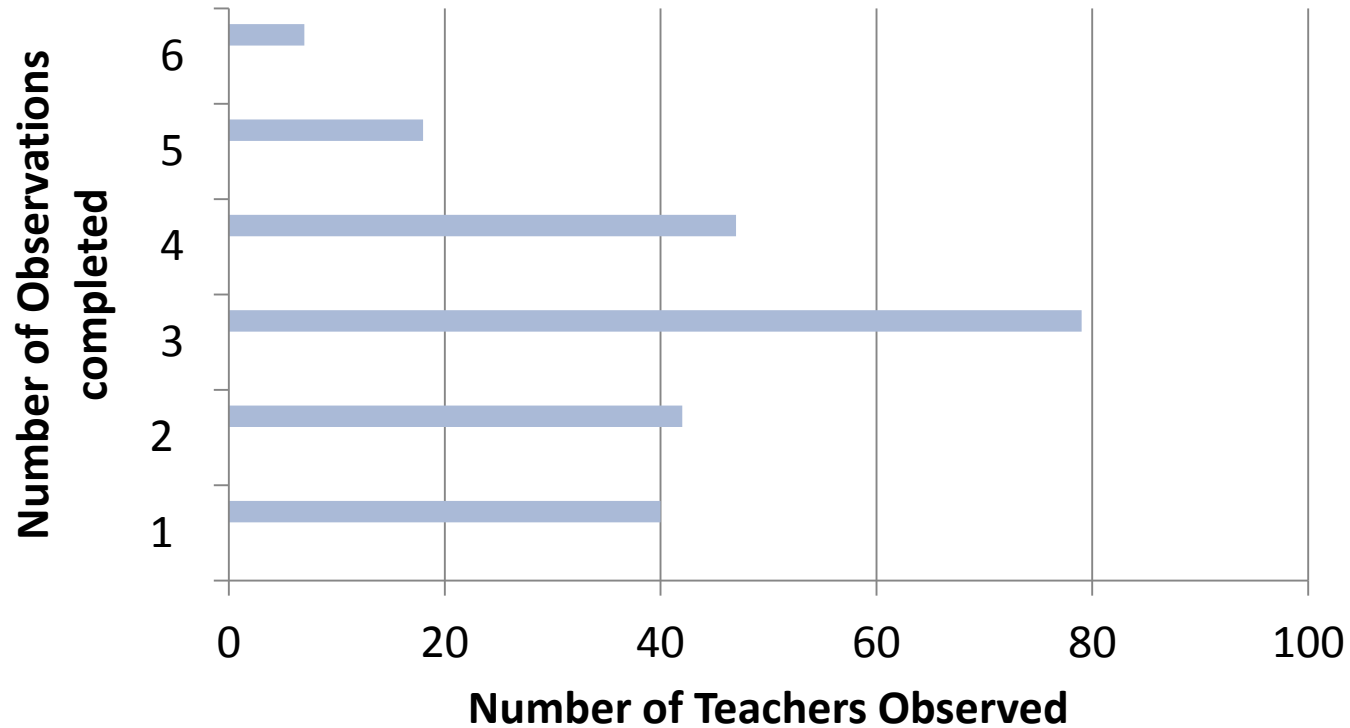


# DIBELS Data K-3





# 2015-2016 Bloomboard Observations



233 teachers for a total of 681 observations

# Sand Creek Zone G/T Identification

School	2014-2015 Identified	2015-2016 Identified
Evans	3	10
Remington	13	17
Springs Ranch	19	28
Horizon	36	36
Sand Creek High School	70	70

# Zone Math Night

Our first-ever zone math night was held September 15<sup>th</sup>.

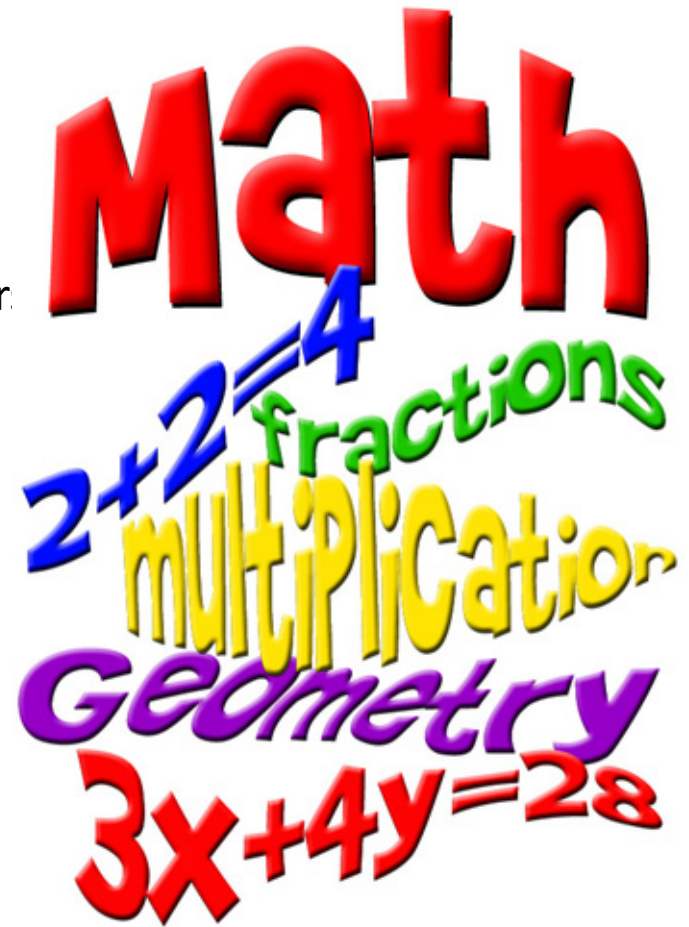
It entailed an overview of what students need to know and be able to do in the first semester. Teachers modeled topics taught in class. They also provided a list of websites, games, and apps that can be accessed at home.

Attendance rates:

Springs Ranch: 54 parents

Remington: 97 parents

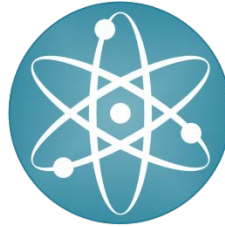
Evans: 55 parents



# Innovations Institute

There are 47 students enrolled in the program. None have left the program

There have been 13 parent volunteers thus far this year.



What students and parents are saying:

"On Project Fridays you get to have fun, but still learn. You get to build scientific items that we learned about during the week."

"We are organized and get to keep track of our work. Computers teach us self management."

"We are so glad to see the progress she has made so far this year. It's been leaps and bounds above last year. We are very pleased with our decision to send her to Innovations this year."

"I think Innovations is perfect for her 6th grade school year,"

## Sand Creek Campus Plan on a Page 2015-2016

### **Zone Focus #1: Increase Student Achievement through high-performing teams of educators—all students have ample and varied opportunities to be successful as a result of our expertise and dedication**

#### **School Actions:**

- Faculty teams will measure and communicate the effectiveness of courses with common assessments and programs with common expectations such as Freshman Academy, IB Diploma, etc.
- Sand Creek Campus (SCC) teacher leaders will develop the courses and graduation requirements for the Schools of Design, Business, and Advanced Academics that support student pathways to college and career.
- SCC leadership will provide materials and a schedule to ensure that all 10th and 11th grade students prepare and practice for the ACT within their English, math, science, and social studies classes. We will also facilitate preparation sessions outside of school hours and create motivational materials in order to build student dedication to pursuing their highest possible ACT scores.

#### **School Measurable:**

- Departments with common assessments, and programs with common expectations, will document quarterly student achievement and how it impacts planning for a cycle of learning in order to present this information to the School Accountability Committee at the January 2016 meeting.
- An updated course catalog and new course offerings for the 2016-2017 school year will be created and used for student course selection in December 2015. Graduation requirements for each school will be developed and communicated to students and parents at the same time.
- 10th and 11th grade students will take an ACT baseline practice tests in each of their core content classes by October 30th. A second practice test will be given at the end of the third quarter to document growth and predict success on the state ACT.
- Students will answer and receive feedback on five ACT "questions of the day" in each core content area, for a total of 20 questions per week, through the end of 3rd quarter.
- All ACT practice tests and prep questions will be aligned to ACT College and Career Readiness Standards and scored using GradeCam.
- Teachers will use the March to Success ACT readiness course 30 minutes a week in a rotation of core content class during 2nd and 3rd quarters.
- SCC 11th grade students will achieve a combined average equal to or greater than the state average for the 2016 state ACT.

### **Zone Focus #2: The Sand Creek Zone will sustain a culture of trust with internal and external stakeholders—we do what we say we are going to do.**

#### **School Actions:**

## Sand Creek Campus Plan on a Page 2015-2016

- Members of the SCC faculty will participate in ongoing observation and a feedback/coaching sessions with an administrator .
- Sand Creek Campus will publish a monthly newsletter to support clear and consistent communication with our community.

### **School Measurable:**

- 7 Observations and feedback sessions will be documented for each teacher during first semester and 5 for second semester.
- Teachers and administrators will take the EELN survey in the fall and spring. Results will be used to gauge the effectiveness of SCC observations.
- 8 newsletters will be published during the 2015-2016 school year.

**Zone Focus #3: The Sand Creek Zone will purposefully engage the community—we build lasting partnerships with parents, community members and businesses as a means of providing a world class education for our students.**

### **School Actions:**

- Each school in the Sand Creek Campus will host a pathways council to include faculty members, students, and members of the local community. Pathways councils will meet a minimum of once a quarter during the 2015-2016 school year.
- Sand Creek Campus schools will develop internships, mentorships, and concurrent enrollment offerings for students through increased connections with community members and volunteers.

### **School Measureable:**

- Minutes of regular pathways council meetings will be available to the community via the school website.
- A report detailing internships, mentorships, and all course offerings articulated with college and career programs will be available to the community by April 1st, 2016.

Springs Ranch Elementary School  
Plan on a Page  
2015-2016

**Zone Focus #1: Increase Student Achievement through high-performing teams of educators—all students have ample and varied opportunities to be successful as a result of our expertise and dedication.**

**School Actions:**

- Implement new Amplify feature, Pathways of Progress, to set and monitor student growth in reading.
- Schedule bi-monthly PLC meetings with instructional teams and administration to analyze student data.
- Focus on three high-impact instructional practices through observation and feedback cycles.
- All employees will be formally evaluated.
- Schedule Professional Development on early-release Fridays, focusing on literacy, technology, math, writing, high impact instruction, and PLC data discussion.

**School Measurable:**

- Students will meet their Pathway of Progress goal; red/yellow will make above or well above growth, and green will make typical or above growth.
- 3<sup>rd</sup> graders will be at/above grade level in Reading, Writing, and Math as measured by DIBELS, Beacon, and unit assessments.
- Certified staff will be observed at least twelve times during the year and provided feedback.
- Based on post Professional Development surveys, staff will actively participate in professional development.

**Zone Focus #2: The Sand Creek Zone will sustain a culture of trust with internal and external stakeholders—we do what we say we are going to do.**

**School Actions:**

- Create and manage budget.
- Train and review with staff using Capturing Kids Hearts.
- Maintain an active website with information regarding events, assessments, celebrations, SAC notes, teacher pages, school policies and helpful resources for the school community.

**School Measurable:**

- Springs Ranch will operate within our allotted school-managed, personnel, and operating budget.
- All classrooms will create a Social Contract with students and will refer to this daily.
- We will track our website visits and use.

**Zone Focus #3: The Sand Creek Zone will purposefully engage the community—we build lasting partnerships with parents, community members and businesses as a means of providing a world class education for our students.**

**School Actions:**

- Build and support our Parent Teacher Organization
- Parent volunteers and Watch D.O.G.S.
- Build and support our School Accountability Committee
- Encourage family and parent participation – assemblies, conferences, Math Night, Skate Nights, Walk A Thon, School Dance, Kid Power, Engage NY Math Nights
- Encourage community partnerships – Sam's, Axa Retirement, Grand Canyon University, Dions, Smashburger, Cinemark, after-school classes, basketball, community meetings, Lee's Tees, Hot On Yoga, Samsung, Sand Creek Zone Partners

**School Measureable:**

- PTO will meet monthly with administration and with parent community, and activities will support families and the needs of the school.
- We will invite parents into our school to volunteer in classrooms, and they will be fingerprinted according to D49 HR procedures.
- Watch D.O.G.S. evening will be held on October 1, to invite new fathers into the organization.
- SAC will meet monthly and will correlate closely with DAC meetings, and attendance and minutes will be recorded, to include SAC/DAC task follow up and accountability

# Evans International Elementary School

## Plan on a Page

### 2015-2016

#### **Zone Focus #1: Increase Student Achievement through high-performing teams of educators—all students have ample and varied opportunities to be successful as a result of our expertise and dedication**

##### **School Actions:**

- We will utilize a balanced approach to literacy instruction to ensure all students meet or exceed expectations.
- Monday meetings will be devoted to grade level PLC time.
- Time will be provided within the school day for grade level teachers to meet to plan, reflect on, and refine our current units of inquiry and for weekly professional development related to instructional practices.
- We will continue to work with the zone to refine the curriculum documents.

##### **School Measurable:**

- Teachers will plan and deliver reading instruction using the *Wonders* curriculum. Fidelity will be ensured through classroom observations.
- Monday meetings will be scheduled and agendas will be provided. Each grade level team will include a facilitator from the EIES leadership team.
- Master schedule will include PLC planning (110 minutes weekly) for each grade level team.
- Evans staff members will actively participate in zone ILT meetings throughout the 2015-16 school year.

#### **Zone Focus #2: The Sand Creek Zone will sustain a culture of trust with internal and external stakeholders—we do what we say we are going to do.**

##### **School Actions:**

- Professional Learning Community model will be utilized during Monday grade level meetings. Conversations will be focused on reading instruction, specific instructional practices, and student success using data to drive our conversations.
- Observation will be regular and feedback will be timely.
- We will continue to communicate with our community about curriculum and programs.
- We will continue to reflect and refine our efforts as an IB PYP school. We will promote a positive school climate to ensure all students maximize learning and develop as an IB student.

##### **School Measurable:**

- Monday meetings will be scheduled and agendas will be provided. Each grade level team will include a facilitator from the EIES leadership team.
- Twelve observations will be scheduled and completed during the 2015-16 school year. Feedback will be given on a timely basis.
- Communication will be through school wide emails, website, dialer, and newsletters.
- Master schedule will include IB planning (110 minutes weekly) for each grade level team.

#### **Zone Focus #3: The Sand Creek Zone will purposefully engage the community—we build lasting partnerships with parents, community members and businesses as a means of providing a world class education for our students.**

##### **School Actions:**

- We will increase active membership of our PTO and SAC.
- We will plan parent engagement activities throughout the year including Pastries with Parents, Math Night, Reading Night, PTO sponsored events, Watch Dog Dads, and our volunteers.
- We will encourage students to demonstrate their PAWS, through Positive Behavior Support, and will showcase their efforts in different ways. We will notify parents about these positive behaviors.
- We will continue to offer after school athletic and extracurricular activities.

##### **School Measureable:**

- PTO and SAC meetings will be scheduled each quarter and teachers will personally invite parents to the meetings.
- Three parent involvement activities will be planned and executed.
- Frequent opportunities for student recognition. Weekly - PAWS drawings, school wide goal winners. Monthly - World Class Wildcats, 20/20 reading club, Golden Tray winners.



# Remington Elementary School

## Plan on a Page

### 2015-2016

#### **Zone Focus #1: Increase Student Achievement through high-performing teams of educators—all students have ample and varied opportunities to be successful as a result of our expertise and dedication**

##### **School Actions:**

- Align instructional strategies with Sand Creek Zone Engaged Learning Through High Impact Instruction
- Align math instruction with Engage N.Y. resources
- Align English language arts instruction with CKLA resources
- Team Leads- PLC work / ILT's Academic Planning and Support

##### **School Measurable:**

Teachers will be observed and provided feedback (7 observations 1<sup>st</sup> semester / 5 observations 2<sup>nd</sup> semester)  
Remington staff will be coached and led to results on K-5 Dibels that meets or exceeds the performance of other elementary schools in the district (growth from BOY to EOY)  
Use and analyze district and zone Beacon assessments 2<sup>nd</sup> – 5<sup>th</sup> grades.

#### **Zone Focus #2: The Sand Creek Zone will sustain a culture of trust with internal and external stakeholders—we do what we say we are going to do.**

##### **School Actions:**

- Spending within the allotted school managed budget
- Teaching of Second Step Counseling Program K-5
- Military support program through (MFLC) Military and Family Life Counselor

##### **School Measurable:**

Weekly lesson plans of Teaching of Second Step Counseling Program K-5  
Weekly lunch group sign in sheets

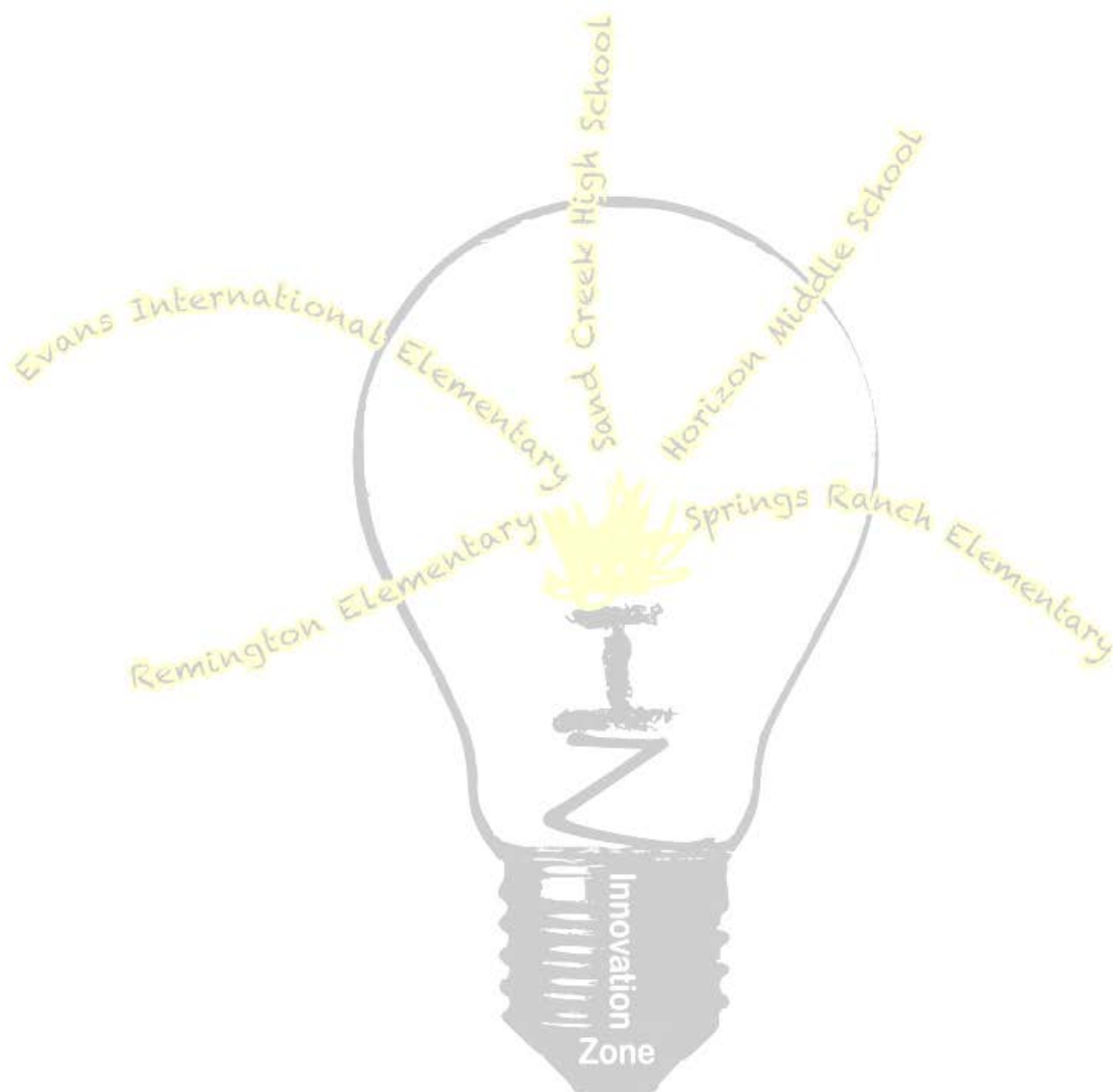
#### **Zone Focus #3: The Sand Creek Zone will purposefully engage the community—we build lasting partnerships with parents, community members and businesses as a means of providing a world class education for our students.**

##### **School Actions:**

- Nov. 11 – Veterans Day Luncheon for all Grade Levels having Military Family connections
- Harvest of Love Food Drive @ Thanksgiving
- Math Night and afterschool tutoring
- Family Art Celebration Night -May
- Optimist Club – 3<sup>rd</sup> Grade (B.U.G.) Awards Bringing Up Grades each month
- Community Partner – Target, Honey Baked Ham, Action Images, Sky Sox
- Volunteers of America Foster Grandparent Program
- Don's Rock and Garden Shop- supporting RES campus garden

Remington Elementary School  
Plan on a Page  
2015-2016

School Measureable:



## Horizon Middle School

2015-16, Plan on a Page

### **Zone Focus #1: Increase Student Achievement through high-performing teams of educators—all students have ample and varied opportunities to be successful as a result of our expertise and dedication**

#### **School Actions:**

- Provide frequent feedback to teaching staff.
- Offer one Language Arts "Honors" class per grade level
- Offer two accelerated math classes per grade level, in 8<sup>th</sup> grade offering will be three Algebra I classes
- Incorporate grading system that is understandable and motivational to students and parents. One that incorporates a standards-based and letter grade system while also honoring IB concepts and practices.
- Utilize assessment data (ReadingPlus, SMI, Beacon, Zone assessments) to ensure PRIDE (intervention) period is fluid and meeting students needs.
- Create and consistently implement common expectations across the school to provide clarity of process and improve time in delivery of instruction.

#### **School Measurable:**

- ✓ Through RtI process evaluate school assessment data, by looking at ReadingPlus, SMI, and Beacon scores, to help determine the effectiveness of the instructional program.
- ✓ Evaluate PRIDE data and instruction weekly as we move through each quarter and determine if students are "moving" by reviewing class performance, grades, ReadingPlus, SMI, Beacon.
- ✓ Evaluate frequency of observations conducted by all administrators and ensure teachers are provided adequate feedback. Goal is 7 observations by Christmas and 10 observations by Spring Break per teacher.

### **Zone Focus #2: The Sand Creek Zone will sustain a culture of trust with internal and external stakeholders—we do what we say we are going to do.**

#### **School Actions:**

- Implement effective praise and recognition process to acknowledge worthy staff members.
- Train all teaching staff in, and implement BoysTown social skills model. This will include a calendar of implementation/teaching of skills by all staff.
- Continue to refine and improve Renaissance program to create excitement and recognition for and among students.
- Develop collaborative PLC schedule and expectations for planning time that is purposeful and relevant.

#### **School Measurable:**

- ✓ Evaluate the number, and quality, of Praiseworthy Panther nominations.
- ✓ Develop and implement a quarterly and yearly schedule for Renaissance activities.
- ✓ Utilize IC to evaluate referral data and compare to last school year, including the number, what referrals are for, and the corrective actions taken by staff prior to referral. Goal is a 20% reduction in office referrals and suspensions.

### **Zone Focus #3: The Sand Creek Zone will purposefully engage the community—we build lasting partnerships with parents, community members and businesses as a means of providing a world class education for our students.**

#### **School Actions:**

- Ensure school website is up-to-date with accurate and relevant information about school. Communicate with parents through Infinite Campus messenger.
- Hold parent/community events to engage our community invite them to the school, examples: Pastries with Parents, Arts on the Lawn, Hauntcert, IB night, 5<sup>th</sup> grade orientation.
- Bring in national speaker, Fabian Washington, to speak to students and parents about self-advocacy, bullying, dealing with conflict, etc..

#### **School Measureable:**

- ✓ Conduct online survey in the spring to evaluate parent/community events and plan for next year



**BOARD OF EDUCATION AGENDA ITEM 9.03**

<b>BOARD MEETING OF:</b>	October 1, 2015
<b>PREPARED BY:</b>	Matt Meister, Director of Communications
<b>TITLE OF AGENDA ITEM:</b>	Communications Performance Update
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Update to Board of Education of performance of communications department.

**RATIONALE:** District 49 is on a path to become the best district to learn, work and lead through performance excellence. The communications department focuses on building up rock #1 through transparent communication to our community using a “show not tell” philosophy based around highly relevant message delivery.

**RELEVANT DATA AND EXPECTED OUTCOMES:** As part of the communications department performance excellence journey, we continue to develop key metrics on all communication platforms. These are presented to measure overall use and engagement with delivered messages. In the media data is presented too as one component of the communications strategy. Any insight and guidance from the BOE after reviewing the data is appreciated and welcome.

**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 “show not tell” philosophy used by the D49 comm team is integral in building and maintaining trust with the community.
<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	The communications department strives to lead the journey to being the best district through excellent customer service and strategically providing high quality, relevant communications.
<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:** N/A

**AMOUNT BUDGETED:** N/A

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Continued support and guidance from BOE

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

**DATE:** October 1, 2015



# Communications Update

Matt Meister

Director of Communications

## Audience Overview

Jul 1, 2015 - Sep 29, 2015

Compare to: Jul 1, 2014 - Sep 29, 2014



## Pageviews

Jul 1, 2015 - Sep 29, 2015

**1,173,466**% of Total: 100.00%  
(1,173,466)

Jul 1, 2014 - Sep 29, 2014

**447,724**% of Total: 100.00%  
(447,724)

## Visits

Jul 1, 2015 - Sep 29, 2015

**434,613**% of Total: 100.00%  
(434,613)

Jul 1, 2014 - Sep 29, 2014

**167,687**% of Total: 100.00%  
(167,687)

## Average Visit Duration

Jul 1, 2015 - Sep 29, 2015

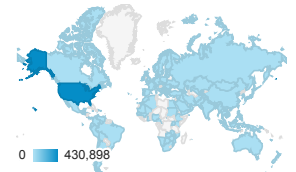
**00:02:47**Avg for View: 00:02:47  
(0.00%)

Jul 1, 2014 - Sep 29, 2014

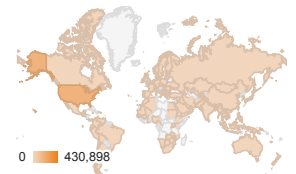
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(0.00%)

## Visits by Location

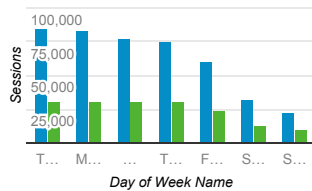
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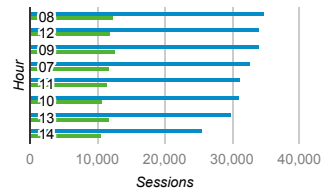
Jul 1, 2014 - Sep 29, 2014



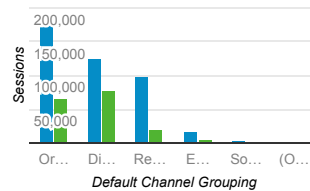
## Visits Days of Week



## Visits by Hour of the Day



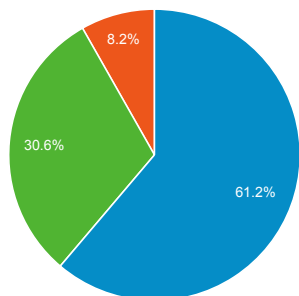
## Sessions by Channel



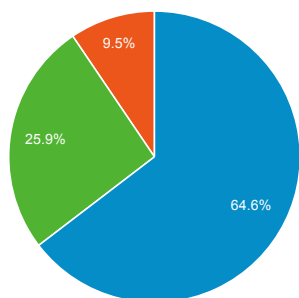
## Sessions by Device Category

desktop mobile tablet

Jul 1, 2015 - Sep 29, 2015



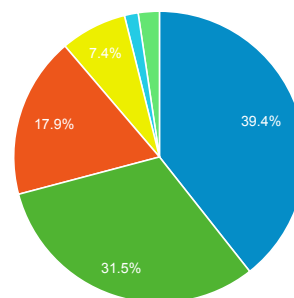
Jul 1, 2014 - Sep 29, 2014



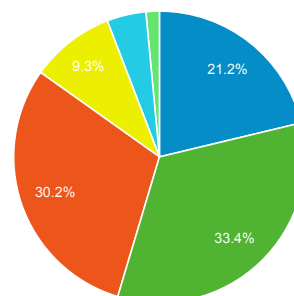
## Browsers

Chrome Internet Explorer Firefox Android Browser Safari Other

Jul 1, 2015 - Sep 29, 2015



Jul 1, 2014 - Sep 29, 2014

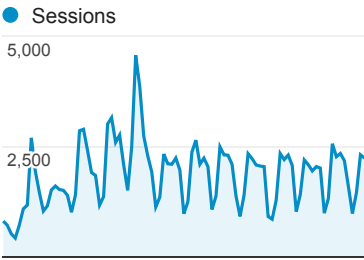


Responsive Analytics

Jul 1, 2015 - Sep 29, 2015

All Sessions  
100.00%

Visits (mobile only incl tablet)

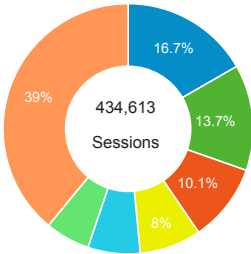


Bounce Rate (mobile only incl tablet)



Screen Resolutions (all visits)

1366x768 1440x900 360x640  
320x568 1920x1080 768x1024  
Other

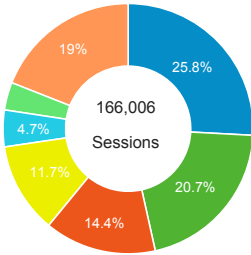


OS (mobile only incl tablet)

Operating System	Sessions	Pages / Session
iOS	92,853	2.38
Android	67,850	2.64
Windows	6,135	3.38
Windows Phone	1,649	2.61
BlackBerry	135	2.44
(not set)	39	1.28
Samsung	7	1.71
Playstation Vita	6	4.33
Nintendo 3DS	4	1.25
Nokia	3	1.00

Screen Resolutions (mobile only incl tablet)

360x640 320x568 768x1024  
375x667 320x480 414x736 Other



Keywords (mobile only incl tablet)

Keyword	Sessions	Pages / Session
(not provided)	78,518	2.62
d49	1,117	2.51
d49.org	568	2.32
district 49	320	2.12
falcon high school	291	2.59
sand creek high school	257	2.97
d49 parent portal	250	2.36
www.d49.org	165	2.35
sand creek high school colorado springs	162	2.81
d49 falcon school district	129	2.79

Social Networks (mobile only incl tablet)

Social Network	Sessions
Facebook	1,290
Twitter	243
Weebly	80
LinkedIn	7
Google+	5
Pinterest	5

# Performance Metrics

D49.org: Jul 1 – Sep 30 Year To Year



Sessions

**159.18%**

434,613 vs 167,687



Users

**126.73%**

143,205 vs 63,161



Pageviews

**162.10%**

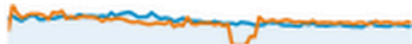
1,173,466 vs 447,724



Pages / Session

**1.12%**

2.70 vs 2.67



Avg. Session Duration

**-0.50%**

00:02:47 vs 00:02:47



Bounce Rate

**-8.92%**

48.97% vs 53.77%



% New Sessions

**-21.29%**

28.57% vs 36.29%



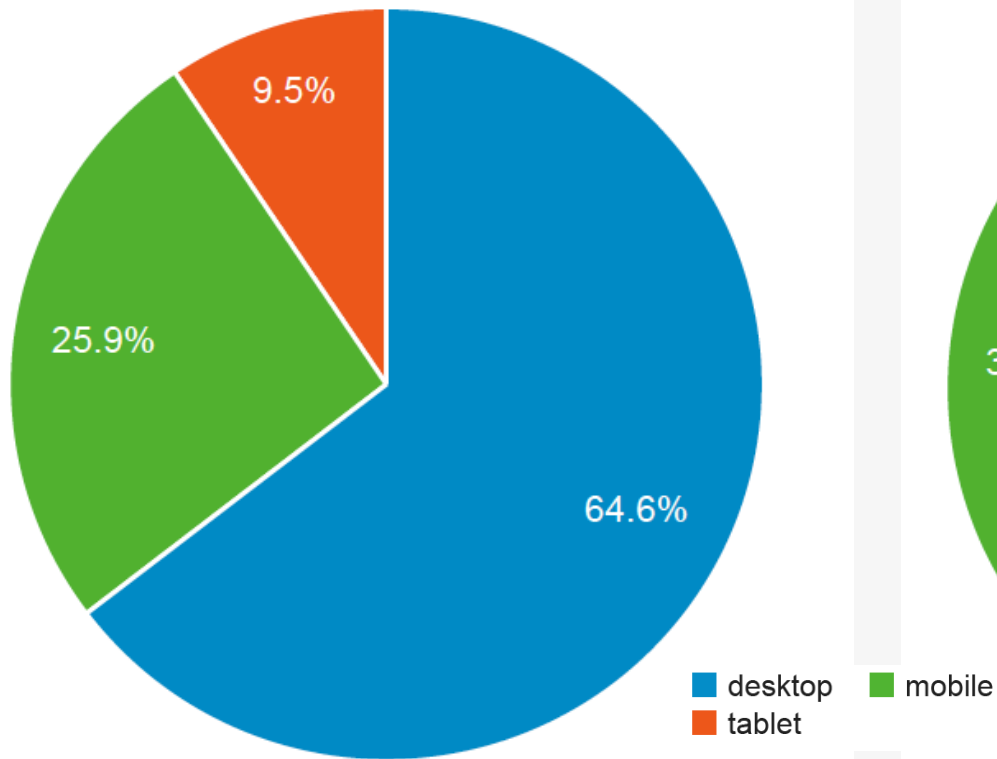


# Performance Metrics

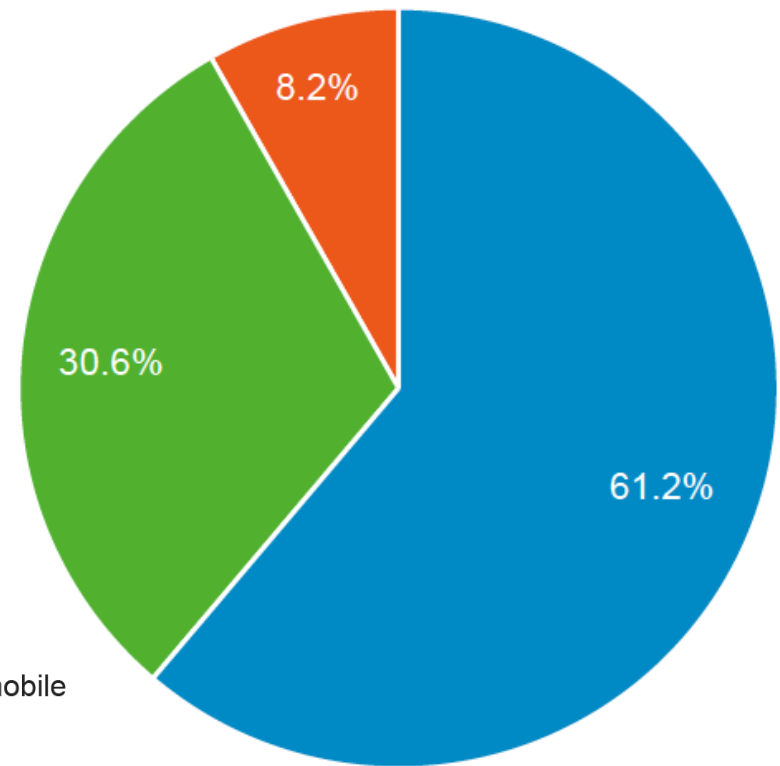
D49.org: Jul 1 – Sessions by Device Category



**Jul 1, 2014 - Sep 29, 2014**



**Jul 1, 2015 - Sep 29, 2015**

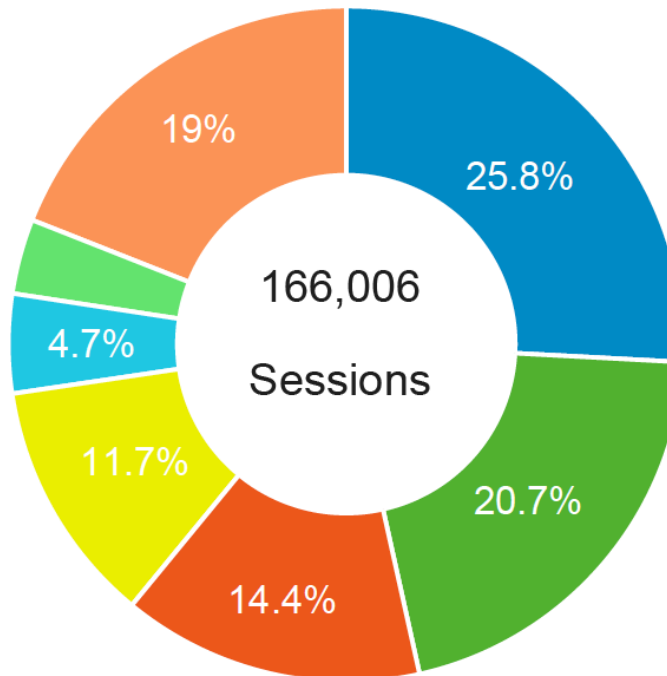


# Performance Metrics

D49.org: Jul 1 – Sep 30 Mobile Resolution



■ 360x640   ■ 320x568   ■ 768x1024  
■ 375x667   ■ 320x480   ■ 414x736   ■ Other

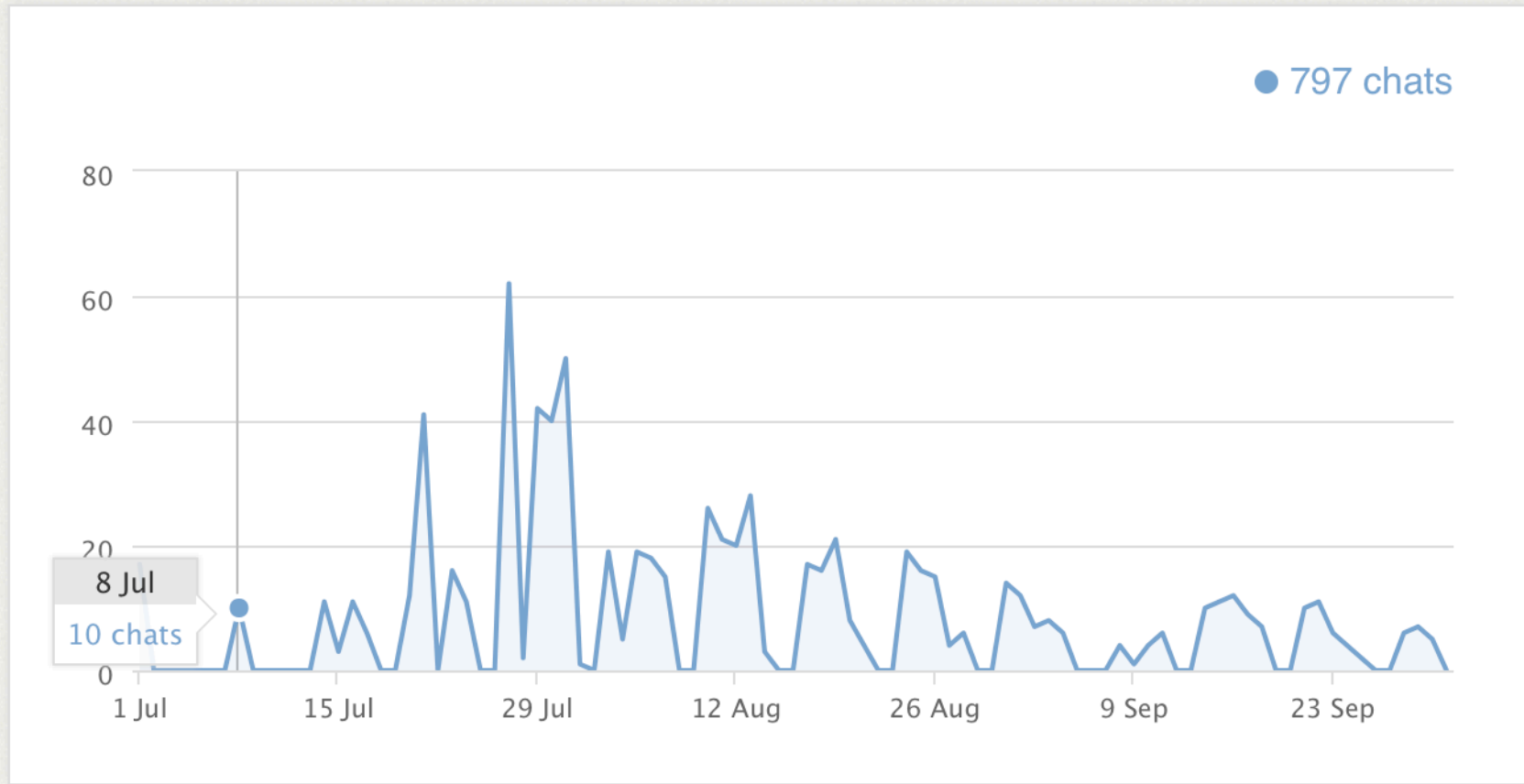


# Performance Metrics

Live Chat: Jul 1 – Sep 30



## Total chats

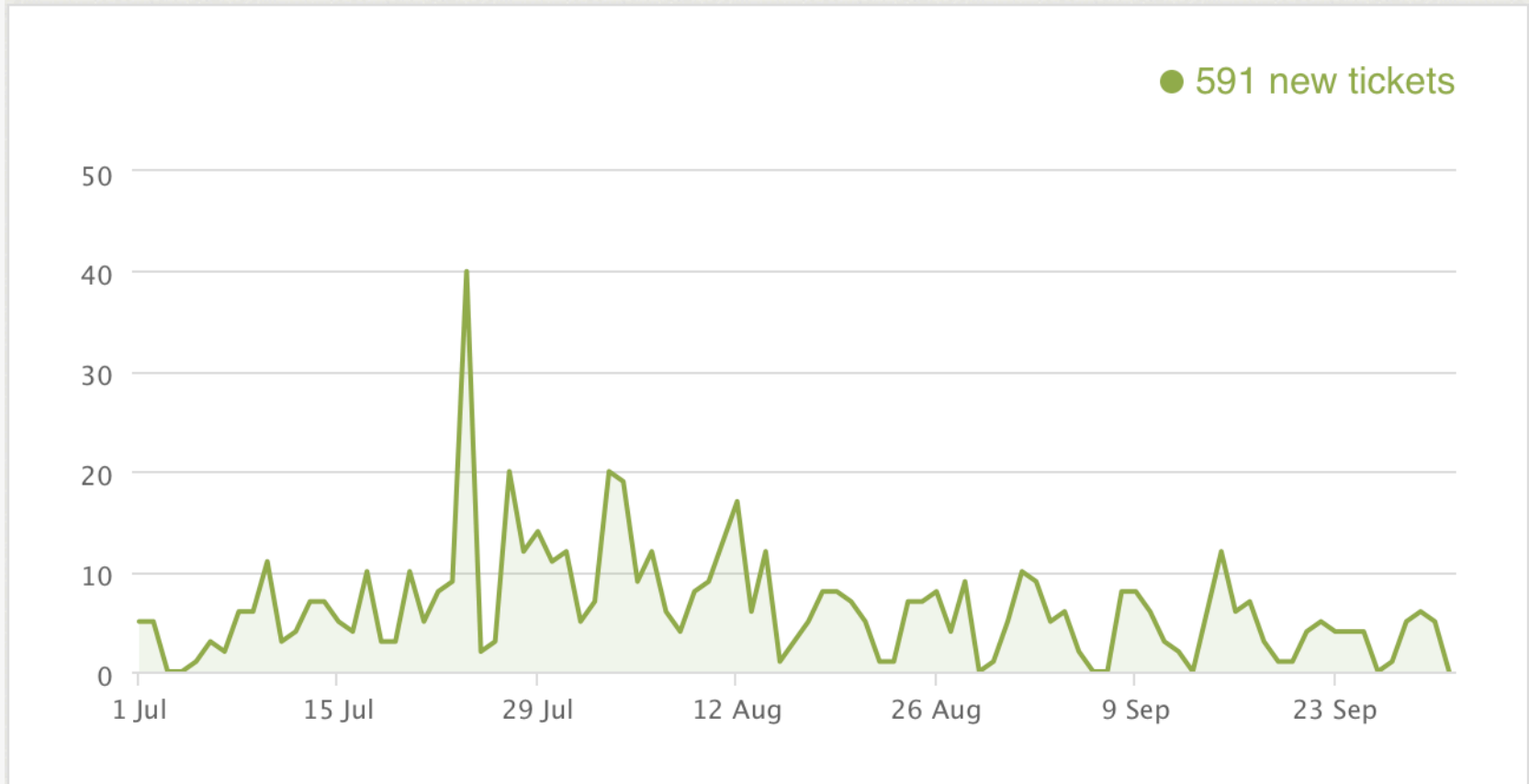


# Performance Metrics

Live Chat: Jul 1 – Sep 30



## New tickets

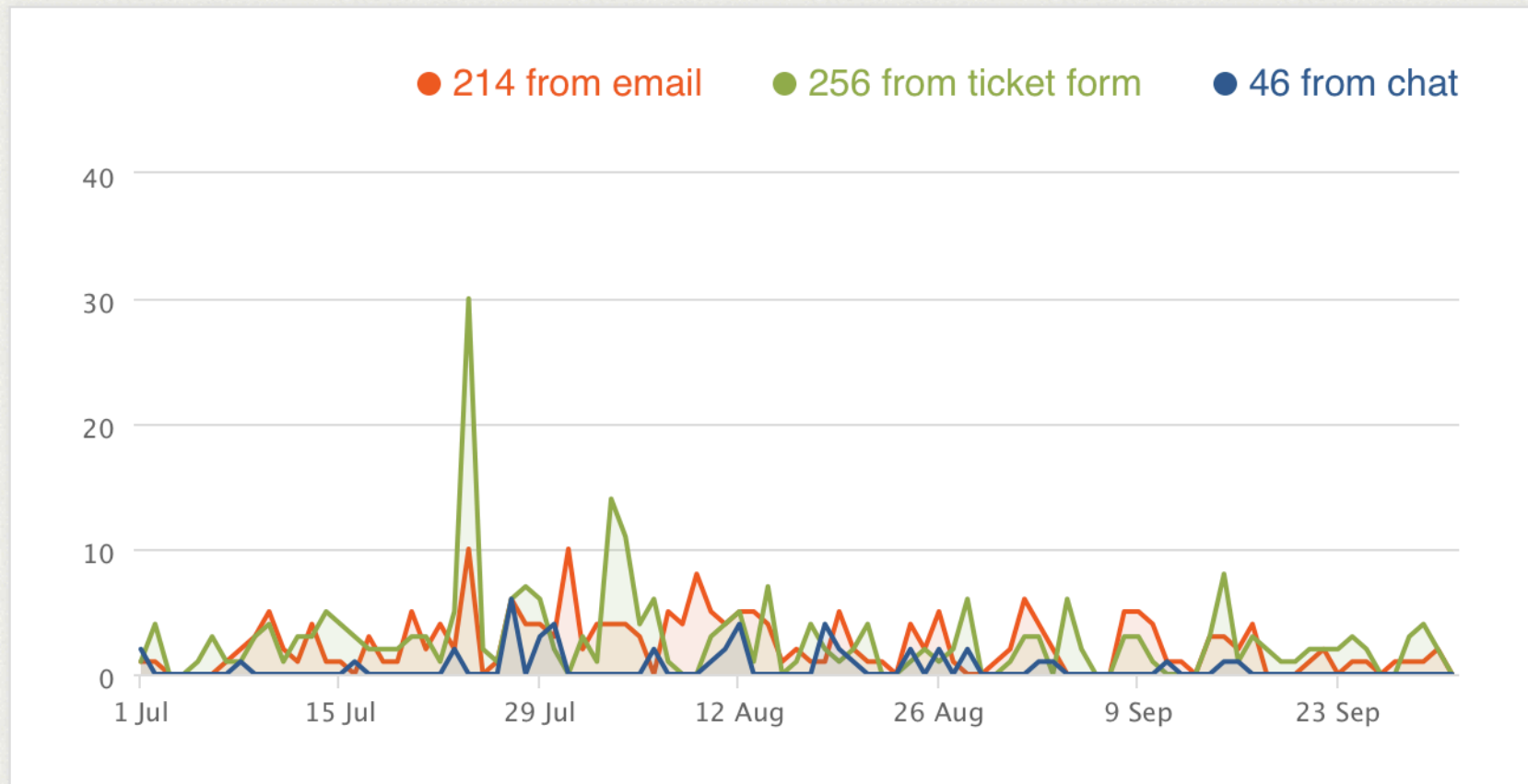


# Performance Metrics

Live Chat: Jul 1 – Sep 30



## Ticket sources

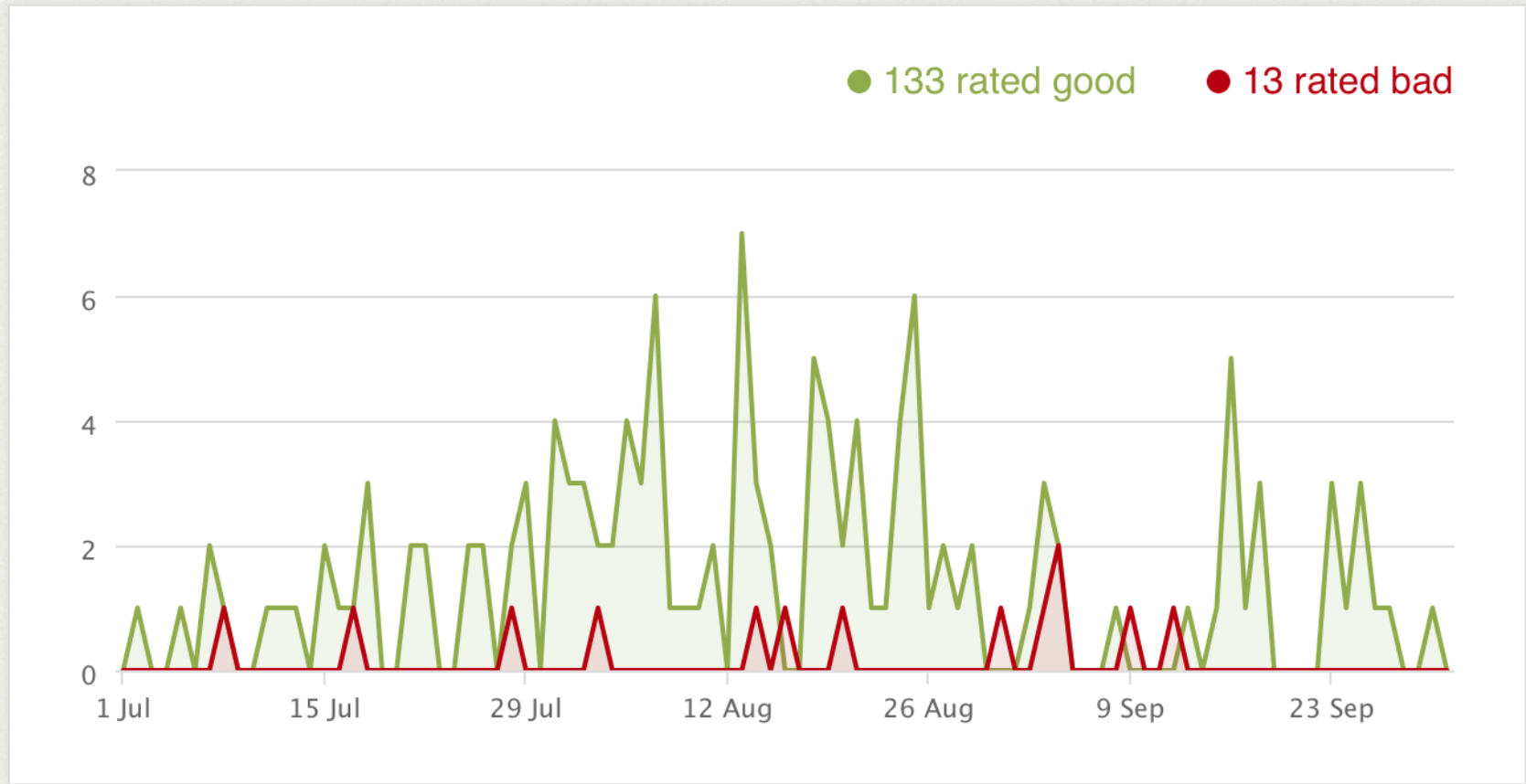


# Performance Metrics

Live Chat: Jul 1 – Sep 30



## Ticket satisfaction (average: 91%)



# Performance Metrics

Live Chat: Jul 1 – Sep 30



Select a School... ▼

THE BEST DISTRICT TO LEARN, WORK, LEAD

SIGN IN REGISTER

Translate this page... ▼ Search... 🔍

**District 49**

Peyton, CO  
Partly Cloudy  
High: 71°F

CONTACT  
CALENDAR  
NORMAL SCHEDULE  
Current Conditions  
55°F at 12:19am  
Wind: 8 mph, W

HOME DISTRICT INFO PORTFOLIO OF SCHOOLS STUDENT SERVICES COMMUNITY SUPPORT LEADERSHIP

**COLOR RUN TOSSES 'FUN' INTO FUNDRAISER**

DIGITAL BACKPACK  
NEWS NEWS STORIES  
49 GET ENROLLED  
CAREERS  
f FACEBOOK  
g+ GOOGLE+  
Question? Let's Chat

**Boo! To The Flu**  
D49.org/BooFlu

THE BEST DISTRICT TO LEARN, WORK & LEAD

# Performance Metrics

Bronto (Email) – Last 90 Days



## Performance Over Last 90 Days



Sent

**403,653**

Delivery Rate

**99.5%**

401,520

Open Rate

**21.4%**

85,898

Click Rate

**7.2%**

6,172

Conversion Rate

**0.0%**

0



# Performance Metrics

## Bronto (Email) – BOE Meeting Emails



See how the District 49 Board of Education represented its community's interests in August.

[View The Online Version](#)



THE BEST DISTRICT TO LEARN, WORK, LEAD



D49.org/BOE

D49.org

Facebook

Twitter

Pinterest

Google+

YouTube

### School Nurse Awarded Nightingale Luminary Award

Amy Dreher, a school nurse, was recognized Aug. 13 for receiving a Nightingale Luminary Award from the Colorado Nurses Foundation ahead of a Board of Education meeting in District 49. "It's not just me, it's a team of people," said Dreher, addressing the BOE directors. "I work with an incredible group of nurses." She was acknowledged for organizing the District 49 "Boo to the Flu" clinic last fall, contributing to the protocol for addressing



[Read More](#)

### 7.01a Action on POWER Zone Innovation Plan

**Approved 5-0:** POWER Zone created its innovation plan three years ago and would like to bring the plan to the BOE for its triennial review process. Mike Pickering, POWER Zone superintendent, shared his excitement for the BOE to review the community-created and approved initiatives in the areas of evaluation, curriculum, relational frameworks and proposal process. The curriculum portion was the only portion that required local and state BOE approval at this time.

### 7.01b Action on POWER Zone Schools Innovation Plan

**Approved 5-0:** The five POWER Zone schools delivered innovation plans to the BOE for its triennial review: Odyssey Elementary School, Ridgeview Elementary School, Stetson Elementary School, Skyview Middle School and Vista Ridge High School. Mike Pickering, POWER Zone superintendent, and his principals explained how hard work and dedication from zone stakeholders already produced initially positive qualitative and quantitative outcomes. However, some of the quantitative effects on student achievement and growth require more analyses, and will continually be monitored to ensure continuous quality improvement is occurring.

### 7.01c Approval of Resolution of Revised Innovation Plans

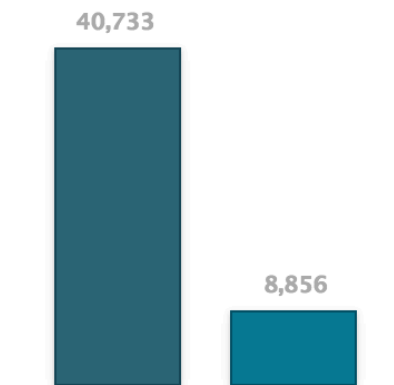
**Approval 5-0:** The POWER Zone, Odyssey Elementary School, Ridgeview Elementary School, Stetson Elementary School, Skyview Middle School and Vista Ridge High School adopted innovation plans upon the conclusion of the 2011-2012 school year. These plans contained waivers from district policies and state statutes. The schools have reached the conclusion of the board's initial three-year approval of the innovation plans. This action item was to review the revised plans and to determine whether to approve them and to send them to the state Board of Education for approval.

# Performance Metrics

Bronto (Email) – BOE Meeting Emails



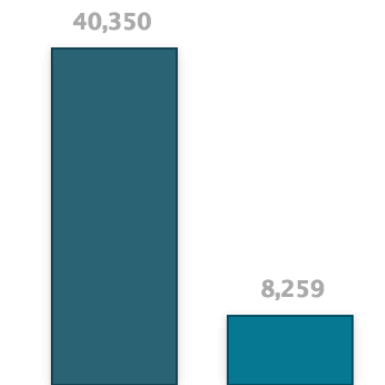
**Delivered vs. Opens**



**21.7%**

**Open Rate**

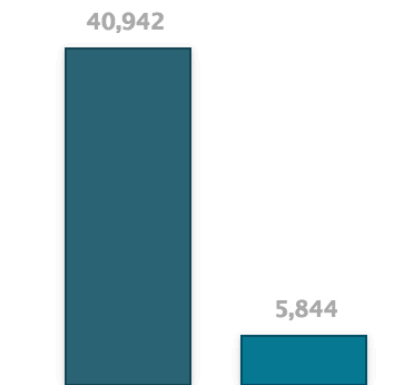
**Delivered vs. Opens**



**20.5%**

**Open Rate**

**Delivered vs. Opens**

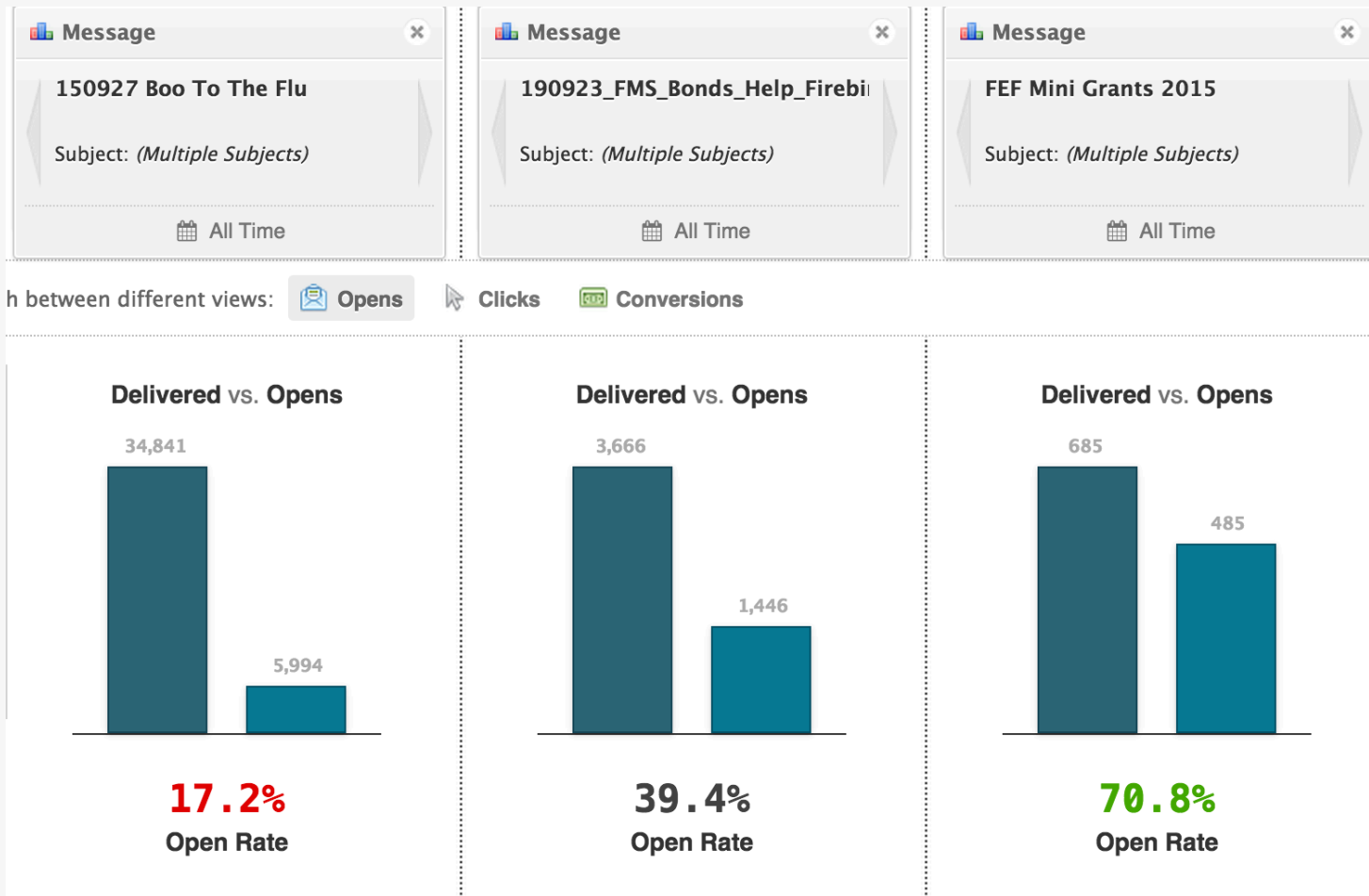


**14.3%**

**Open Rate**

# Performance Metrics

## Bronto (Email) – Targeted Messages

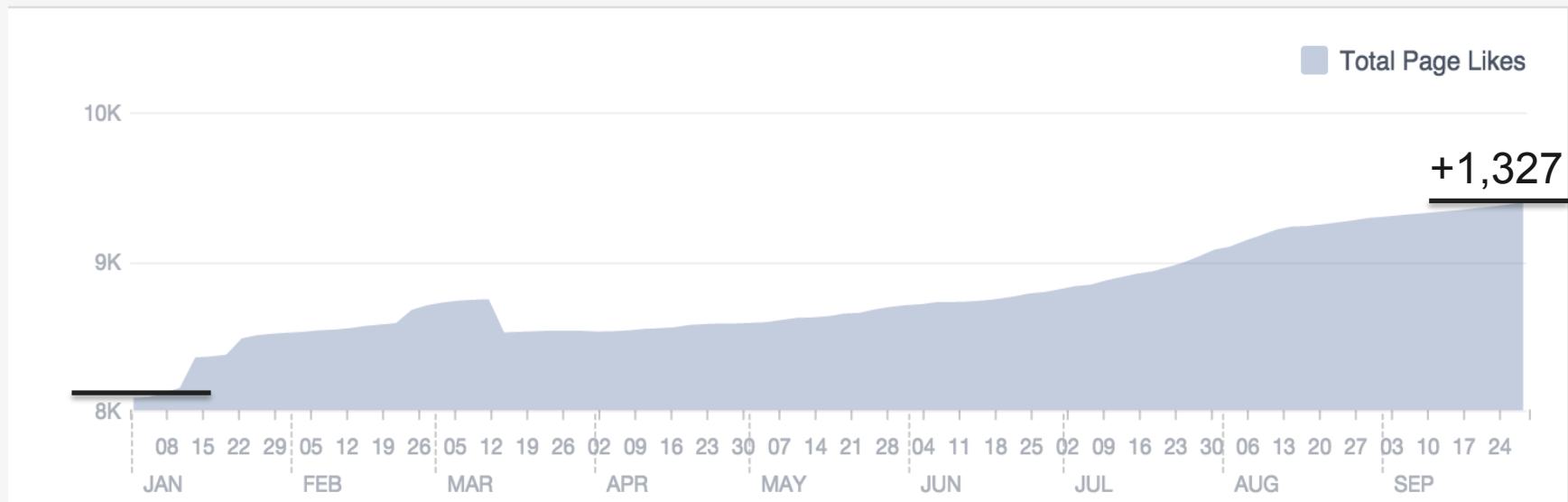


# Performance Metrics

Facebook – Jan 1 – Sep 30



Total Page Likes as of Today: 9,409



# Performance Metrics


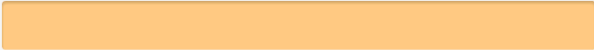










Facebook – Jan 1 – Sep 30



The success of different post types based on average reach and engagement.

Show All Posts ▼

Reach Post Clicks Likes, Comments & Shares

Type	Average Reach	Average Engagement
 Photo	2,041 	943  65 
 Link	1,835 	171  33 
 Status	1,343 	177  6 

17%

THE BEST DISTRICT TO LEARN, WORK & LEAD

# Performance Metrics

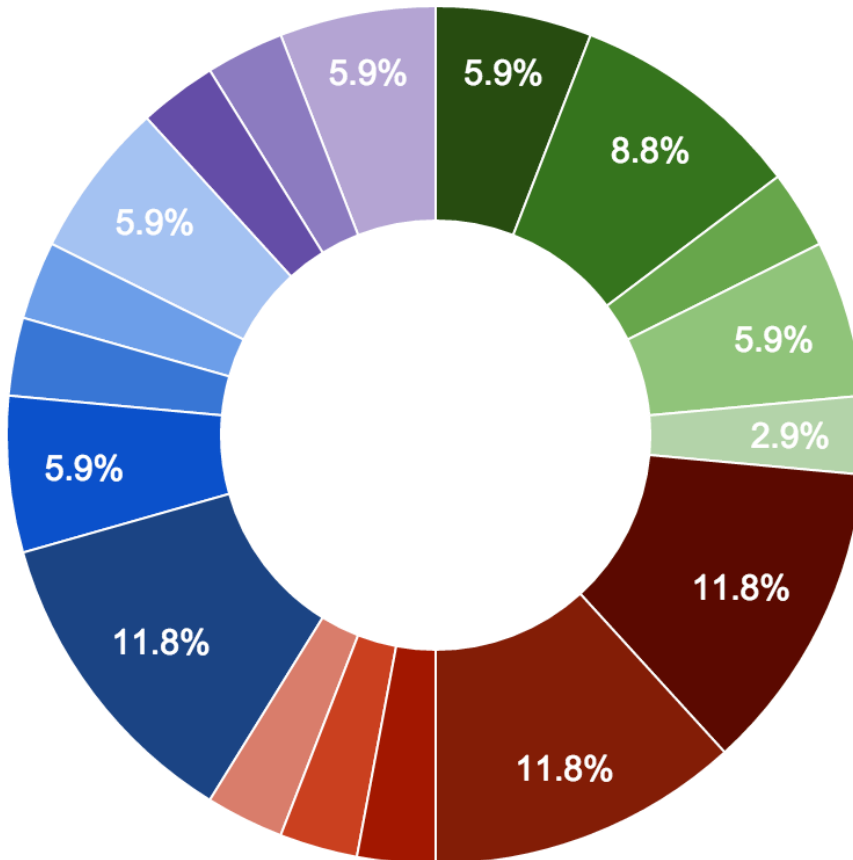
Comm Team Coverage – Jul 1



Coverage by Zone	
Falcon Zone	9
Sand Creek Zone	11
POWER Zone	10
iConnect Zone	4
District	3

# Performance Metrics

Comm Team Coverage – Jul 1



- Falcon High School
- Falcon Middle School
- Falcon Elementary School of Technology
- Meridian Ranch Elementary School
- Woodmen Hills Elementary School
- Sand Creek High School
- Horizon Middle School
- Evans International Elementary School
- Remington Elementary School
- Springs Ranch Elementary School
- Vista Ridge High School
- Skyview Middle School
- Odyssey Elementary School
- Ridgeview Elementary School
- Stetson Elementary School
- Springs Studio
- GOAL Academy
- Imagine Classical Academy

# Performance Metrics

Stories in the Media— Jul 1 Oct 1

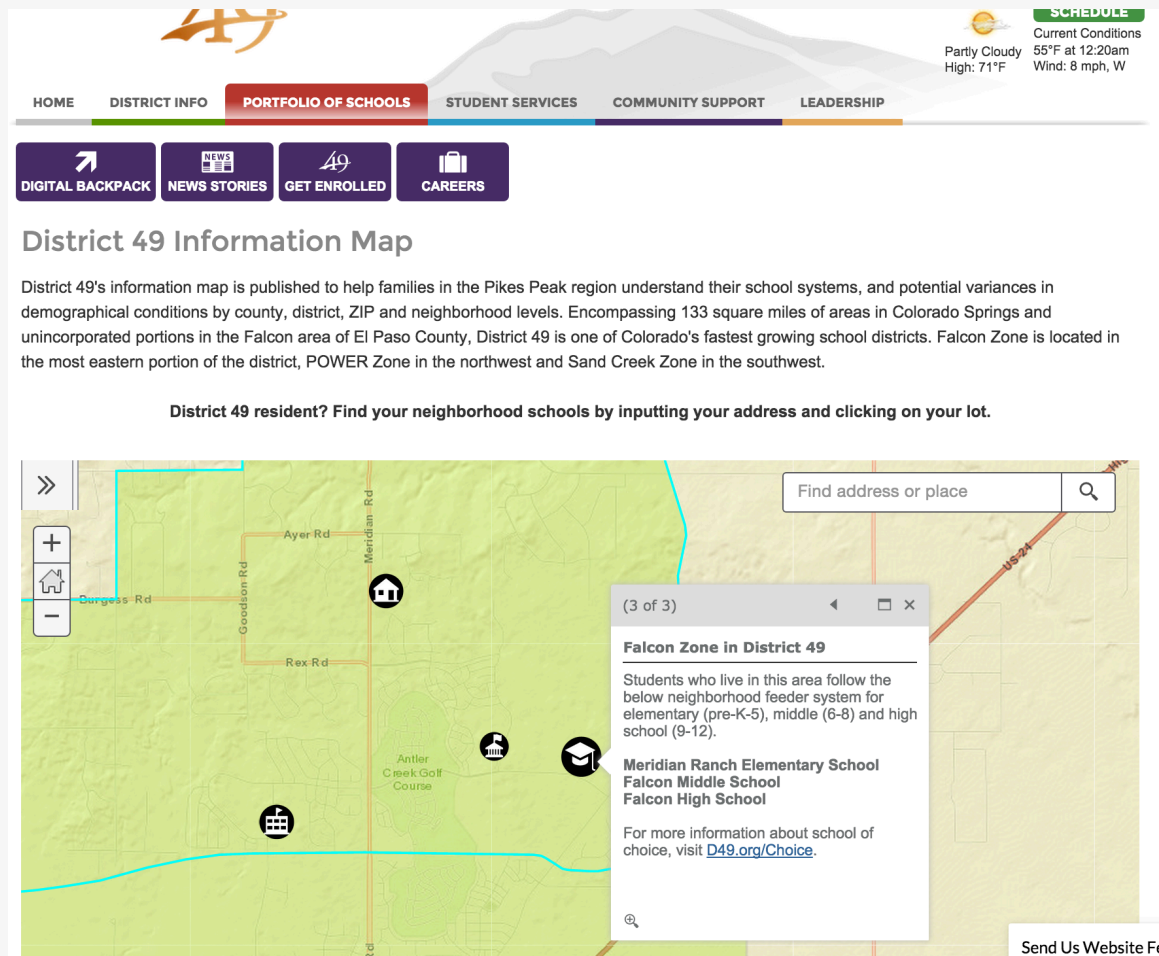


Positive	Neutral	Negative
14	4	4

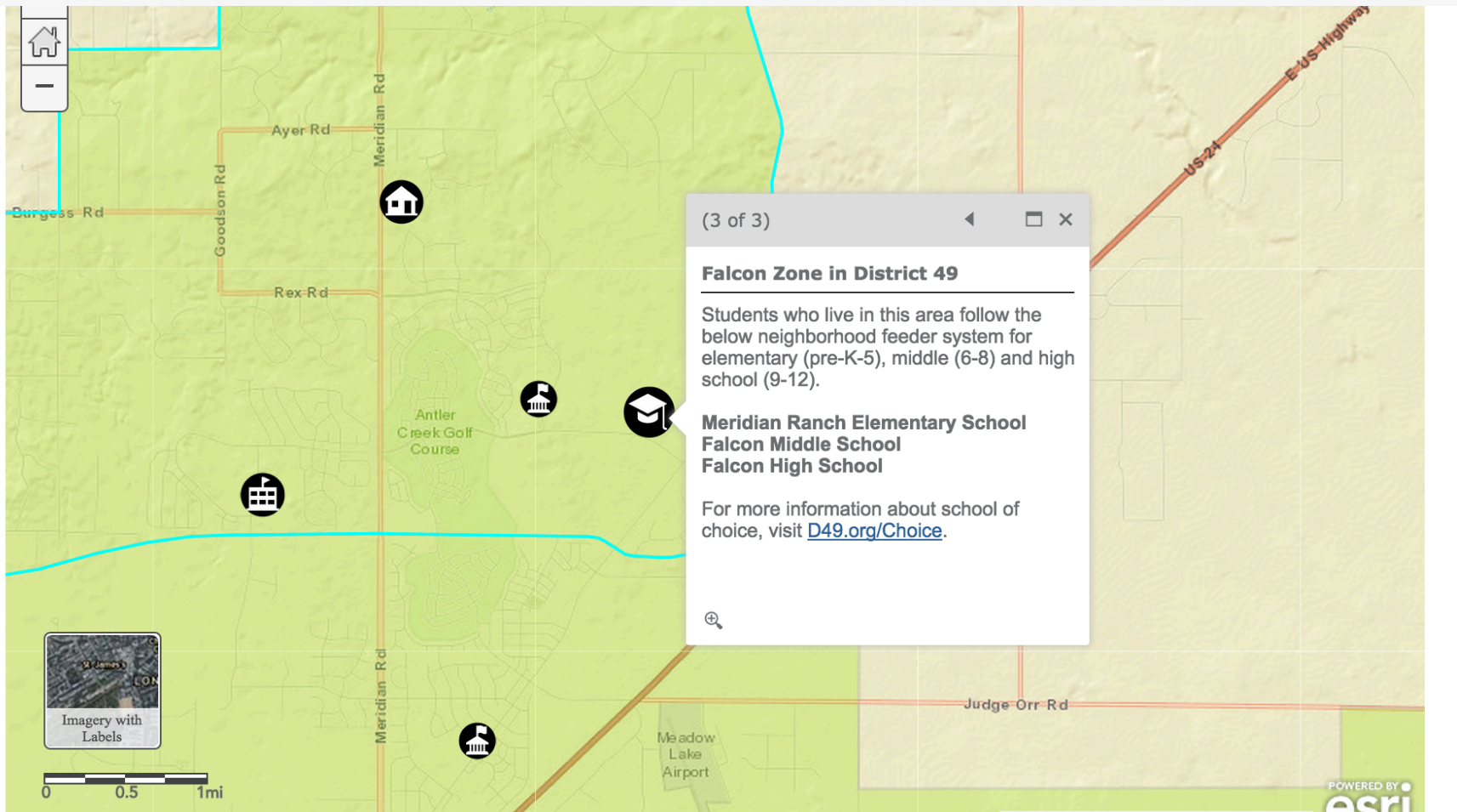
Television	Newspaper	Other
11	7	2

[D49.org/D49intheNews](https://D49.org/D49intheNews)



A screenshot of the D49.org/map website. The header includes a navigation bar with links: HOME, DISTRICT INFO, PORTFOLIO OF SCHOOLS (highlighted), STUDENT SERVICES, COMMUNITY SUPPORT, and LEADERSHIP. Below the navigation bar are four buttons: DIGITAL BACKPACK, NEWS STORIES, GET ENROLLED, and CAREERS. The main content area is titled "District 49 Information Map" and contains a paragraph explaining the map's purpose. Below the paragraph is a text prompt: "District 49 resident? Find your neighborhood schools by inputting your address and clicking on your lot." The map itself shows a green landscape with roads and school locations. A search bar at the top right of the map area says "Find address or place". A pop-up window titled "(3 of 3) Falcon Zone in District 49" is open, listing schools: Meridian Ranch Elementary School, Falcon Middle School, and Falcon High School. It also includes a link to D49.org/Choice. The bottom right of the map area has a button that says "Send Us Website Feedback".

# D49.org/map

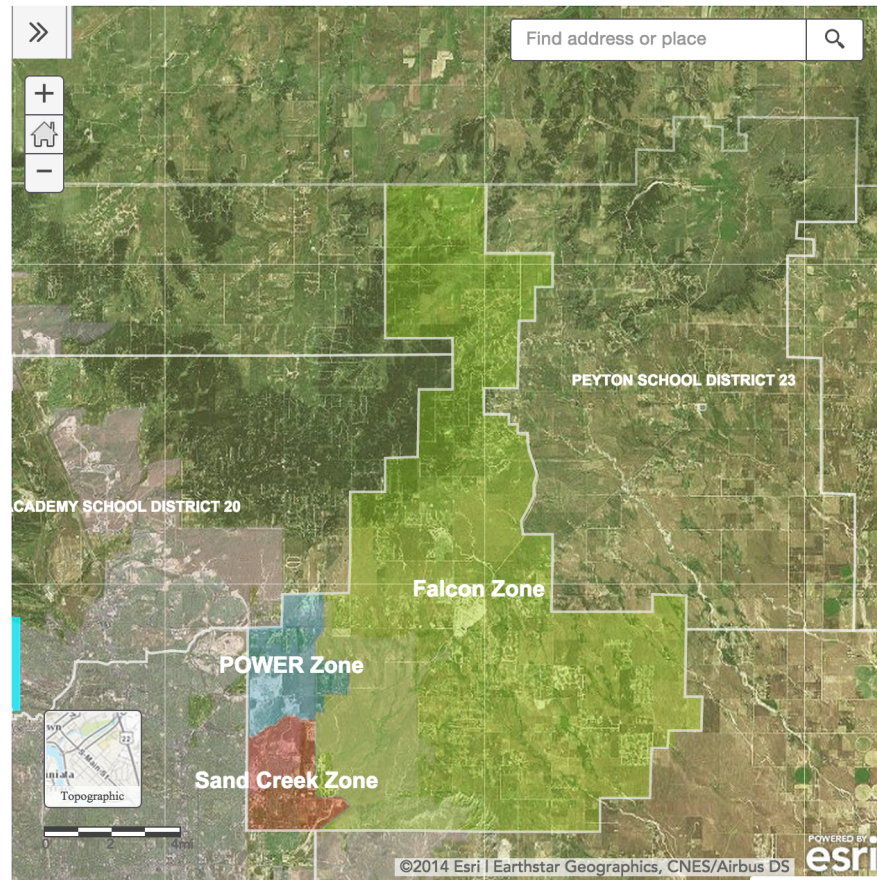


THE BEST DISTRICT TO LEARN, WORK & LEAD

# D49.org/weather



## District 49 Weather Conditions



THE BEST DISTRICT TO LEARN, WORK & LEAD

## BOARD OF EDUCATION AGENDA ITEM 10.01

<b>BOARD MEETING OF:</b>	October 8, 2015
<b>PREPARED BY:</b>	D. Richer, Executive Assistant to BOE
<b>TITLE OF AGENDA ITEM:</b>	Executive Session: Pursuant to C.R.S. § 24-6-402(4)(f)(I) for discussion of a specific staff member with prior written notification for Chief Operations Officer evaluation and review
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

### BACKGROUND INFORMATION, DESCRIPTION OF NEED:

### RATIONALE:

### 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</u> district in Colorado to learn, work and lead	
<b>Rock #4</b> — Grow a robust portfolio of distinct and exceptional schools	
<b>Rock #5</b> — Customize our educational systems to launch each student toward success	

**FUNDING REQUIRED:** No

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** I move to go into Executive Session: Pursuant to C.R.S. § 24-6-402(4)(f)(I) for discussion of performance of a specific staff member with prior written notification for Chief Operations Officer evaluation and review.

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

**DATE:** September 25, 2015