

AGENDA
REGULAR BOARD OF EDUCATION MEETING
August 8, 2019
Fantastic 49 - 6:00 p.m.
Business Meeting – 6:30 p.m.
Education Service Center – Board Room

Fantastic 49

• Teachers of the Year

- 1.00 Call to Order and Roll Call**
- 2.00 Welcome and Pledge of Allegiance**
- 3.00 Action of Agenda**

- 4.00 Consent Agenda**
 - 4.01 Action on Minutes of Regular Board of Education Meeting 7/11/2019 – **Garza**
 - 4.02 Action on Matters Relating to Administrative Personnel – **White**
 - 4.03 Action on Matters Relating to Licensed Personnel – **White**
 - 4.04 Action on Matters Relating to Educational Support Personnel – **Evans**

- 5.00 Board Update**
 - 5.01 Chief Officer Update**
 - 5.02 Student Board of Representatives Update**

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

- 7.00 Action Items**
 - 7.01 Action on Board Representative to attend CASB Delegate Assembly - **BOE**
 - 7.02 Action on Resolution to Authorize Execution of Intergovernmental Agreement for November 2019 Election - **Garza**
 - 7.03 Action on Business Office Policy Revisions– **Ridgway**
 - a. DAA Continuing Financial Stability
 - b. DKC Expense Authorization Reimbursement
 - 7.04 Action on Regulation CBI-R Evaluation of Chief Officers - **Chief Officers**
 - 7.05 Policy and Procedure Review - **Garza**
 - a. GBD Vacation Leave and Holidays
 - 7.06 Action on New Job Description
 - a. Dean of Career & College Success – **Pickering/Grose**
 - 7.07 Action on Revised Board of Education Meeting Dates 2019-2020 - **BOE**
 - 7.08 Items Removed from Consent Agenda

- 8.00 Information Items**
 - 8.01 Student Study Trips – **Seeley**
 - 8.02 Current Legal Issues – **Ridgway/Hathaway**
 - 8.03 Board Sub-Committee Minutes – **Garza**

- 9.00 Discussions Items**
 - 9.01 2016 3B Projects Update (10 minutes) **Lee/Willhelm**
 - 9.02 Applied and Advanced Learning Performance Report (15 minutes) **Perez**
 - 9.03 iConnect Zone Job Descriptions (5 minutes) **Franko**
 - a. New: Portfolio of Schools Coordinator

BOE Regular Meeting August 8, 2019
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b. Revised: Home Based Education Specialist and General Education Para Educator and Registrar
9.04 Proposed District 49 Resolutions for Colorado Association of Schools Boards (10 minutes) **BOE**

10.00 *Other Business*

11.00 *Adjournment*

DATE OF POSTING: August 1, 2019

Donna Garza
Executive Assistant to the Board of Education

BOARD OF EDUCATION ITEM 4.01
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: D. Garza, Executive Assistant to the Board

TITLE OF AGENDA ITEM: Approval of Minutes of Regular Board of Education Meeting
7/11/19

ACTION/INFORMATION/DISCUSSION: Consent Agenda-Action

BACKGROUND OR RATIONALE

Board review and approval is required prior to posting minutes.

RELEVANT DATA AND EXPECTED OUTCOMES:

Once approved by the board, the minutes will be posted on the district website.

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the consent agenda, including the minutes from the July 11th regular board of education meeting.

APPROVED BY: Dave Cruson, Board Secretary

DATE: July 26, 2019

BOARD OF EDUCATION ITEM 4.02
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Melanie White, Human Resources Manager

TITLE OF AGENDA ITEM: Approval of Matters Relating to Administrative Personnel

ACTION/INFORMATION/DISCUSSION: Consent - Action

BACKGROUND OR RATIONALE

To gain Board of Education approval for personnel changes. The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement. Retirement and resignations, if any, are included in this roster.

RELEVANT DATA AND EXPECTED OUTCOMES:

By addressing these actions, 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 MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

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

DATE: July 26, 2019

BOARD OF EDUCATION ITEM 4.03
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Melanie White, Human Resources Manager

TITLE OF AGENDA ITEM: Approval of Matters Relating to Licensed Personnel

ACTION/INFORMATION/DISCUSSION: Consent - Action

BACKGROUND OR RATIONALE

To gain Board of Education approval for personnel changes. The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement. Retirement and resignations, if any, are included in this roster.

RELEVANT DATA AND EXPECTED OUTCOMES:

By addressing these actions, 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 MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

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

DATE: JULY 26, 2019

BOARD OF EDUCATION ITEM 4.04
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Nicole Evans, Human Resources Manager

TITLE OF AGENDA ITEM: Approval of Matters Relating to Educational Support Personnel

ACTION/INFORMATION/DISCUSSION: Consent - Action

BACKGROUND OR RATIONALE

To gain Board of Education approval for personnel changes. The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement. Retirement and resignations, if any, are included in this roster.

RELEVANT DATA AND EXPECTED OUTCOMES:

By addressing these actions, 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 MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

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

DATE: July 26, 2019

BOARD OF EDUCATION ITEM 7.01
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Donna Garza, BOE Executive Assistant

TITLE OF AGENDA ITEM: Board Representative to attend CASB Delegate Assembly

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND OR RATIONALE

Colorado Association of School Boards (CASB) resolutions represent philosophy and belief statements that are core to the work of local school boards.

RELEVANT DATA AND EXPECTED OUTCOMES:

Appointing a board representative to serve as a delegate at the October Delegate Assembly ensures that the district takes an active role in helping to determine the issues on which CASB should proactively lobby for legislative change that will benefit local school boards and the students those boards serve. The Board's delegate will represent the district in the Delegate Assembly.

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to appoint John Graham as the board representative to serve as a Delegate at CASB's Delegate Assembly in 2019.

APPROVED BY: Marie La Vere-Wright, Board President

DATE: July 26, 2019

BOARD OF EDUCATION ITEM 7.02
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Donna Garza, Designated Election Official

TITLE OF AGENDA ITEM: Resolution to Authorize Execution of Intergovernmental Agreement for November 5, 2019 Election

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

In order to include District 49 School Director candidates in the November 5, 2019 Election, the district must enter into an intergovernmental agreement with the El Paso County Board of Commissioners, the El Paso County Clerk and Recorder, and the State of Colorado. The Board of Education has previously stated their intent to do so at the July 11, 2019 meeting where an election official was designated and the intent to participate in the 2019 coordinated election was approved.

RATIONALE:

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

RELEVANT DATA AND EXPECTED OUTCOMES:

The estimated cost to District 49 for the November 5, 2019 election is \$43,000.

INNOVATION AND INTELLIGENT RISK:

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring—How we treat each other	
	Outer Ring—How we treat our work	
Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	<i>Handling such requirements in an open and transparent manner validates the importance placed on community trust.</i>
	Rock #2—Research, design and implement programs for intentional <u>community</u> participation	
	Rock #3— Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	
	Rock #4— Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	
	Rock #5— Customize our educational systems to <u>launch each student toward success</u>	

BUDGET IMPACT: TBD

AMOUNT BUDGETED: \$34,730

BOE Regular Meeting August 8, 2019
Item 7.02 continued

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I move to approve the attached resolution authorizing the Chief Business Officer and the Designated Election Official to execute the intergovernmental agreement between El Paso County Colorado School District 49 and the El Paso County Clerk and Recorder and stating that the Jurisdiction (District 49) agrees to the terms and conditions of the Intergovernmental Agreement.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: July 31, 2019



RESOLUTION

**AUTHORIZATION TO EXECUTE THE INTERGOVERNMENTAL AGREEMENT
BETWEEN
EL PASO COUNTY COLORADO SCHOOL DISTRICT 49
AND THE EL PASO COUNTY CLERK AND RECORDER
REGARDING THE CONDUCT AND ADMINISTRATION OF THE
NOVEMBER 5, 2019 COORDINATED ELECTION**

BE IT RESOLVED THAT THE Chief Business Officer and Designated Election Official be authorized to execute the Intergovernmental Agreement between El Paso County Colorado School District 49 and the El Paso County Clerk and Recorder regarding the conduct and administration of the November 5, 2019 Coordinated Election, and

BE IT FURTHER RESOLVED that District 49 will follow the election provisions of the Code and will participate in the Coordinated Election in accordance with the terms and conditions of the Intergovernmental Agreement, including the time guidelines scheduled as these relate to the November 5, 2019 Coordinated Election.

ADOPTED AND APPROVED this 8th day of August 2019.

Marie La Vere-Wright, Board President
District 49

(SEAL)

ATTEST:

Dave Cruson, Board Secretary
District 49

BOARD OF EDUCATION ITEM 7.03
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Brett Ridgway, Chief Business Officer

Business Office Policy Review:

TITLE OF AGENDA ITEM: a. DAA Continuing Financial Stability

b. DKC Expense Authorization Reimbursement

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY: Board policy DAA is a non-standard policy of District 49 that focuses on appropriately conservative fiscal management as evidenced by a review of individual fund – fund balances. This policy generally applies to General Funds (plural). and this policy is written toward that end.

Board policy DKC is a non-standard policy of District 49 that focuses on appropriately conservative fiscal management as evidenced by a set of rules and processes around reimbursable costs of district employees and Board of Education members.

RATIONALE: It is rather easy to discern the general consensus of the District 49 constituent community, to be one of conservative fiscal management. This history of these policies, and edits made to them over the years, easily support that conclusion. However, as D49's financial management has evolved to a more precise and more sophisticated style and approach, the policy details are in need of update to that current perspective.

RELEVANT DATA AND EXPECTED OUTCOMES: The fund balance of The General Fund (singular) needs to be appropriate to manage cash flow needs of the fund and be a good reflection of fiscal management values of the constituent community. District 49's General Fund is resourced primarily through the School Finance Act of 1994 that provides Program Formula Funding. The resource is based on the funded student count each year, which therefore clearly indicates that those monies (as much as possible) should be spent on the education of students in that same fiscal year. Accordingly, accumulating too much fund balance is little better than having too little fund balance. Other General Funds (plural) need to have different strategies and targets for fund balance performance.

The wording of policy DKC, as written currently, is too open ended and would inadvertently allow numerous, small and immaterial, expense reimbursement claims. This could especially occur with personal vehicle-use mileage reimbursement claims. While not strictly prohibiting such reimbursement claims, the new language does set general expectations of certain personal vehicle uses that should not necessarily be reimbursed.

INNOVATION AND INTELLIGENT RISK:

What District 49 strives for, is a target window of fund balance rather than a simple, minimum, level of fund balance. This approach honorably recognizes the priority of educating students each year and balances that with the community constituent desire to have a fiscally-sound school district.

Recognizing a policy that is worded imprecisely and striving to correct that when identified.

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Cul

Inner Ring—How we treat each other

	Outer Ring —How we treat our work	<i>Always looking to do and be the best. Operating with precision and purpose, in an innovative approach.</i>
	Rock #1 —Establish enduring <u>trust</u> throughout our community	<i>Honoring the preference of the constituent community for sound fiscal management.</i>
	Rock #2 —Research, design and implement programs for intentional <u>community</u> participation	
Strategy	Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	
	Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	<i>Sound fiscal management & fund balance performance is a firm foundation for District 49 Business.</i>
	Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

BUDGET IMPACT:

a. DAA - The Impact on any fund would be to effect the amount of resources that are available for expenditure each year vs. the amount of resources that need to be retained in fund balance. This is a year-to-year, fund-by-fund set of decisions.

b. DKC - Little impact from an overall dollar perspective on historical spend patterns, but potential benefit from go-forward process perspectives.

AMOUNT BUDGETED: The 2019/20 adopted budget shows a end-of-year, fund balance, target for The General Fund of \$11.85mm.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: After a first read at the previous board meeting, I move to approve revisions to the two policies listed in item 7.03 as recommended by the administration.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: July 26, 2019

Title	Continuing Financial Stability
Designation	DAA
Office/Custodian	Business/ Director of Finance and Accounting Group Manager

The Board of Education believes it has the duty to adequately finance current operations without jeopardizing the long-term financial condition of the District. A key measure of continuing financial stability is the dollar amount of the fund balance as presented in the audited financial statements. While that presentation may combine funds for its presentation, this policy is meant to apply to each distinct accounting fund that is established and managed in the district's financial accounting system. Many individual funds have specific guidance for fund balance, or strategy that is a simple extension of Revenue/Expenditure guidance for monies in that fund. Special Revenue, Internal Service and Fiduciary Funds normally have guidance and strategy that is fixed for their respective purposes. When such guidance or strategy does not exist (including General Funds [plural]), then the District shall establish a structure and strategy, unique to each fund, to ensure continuing financial stability.

General Funds - The General Fund

The Board directs the Chief Business Officer, or designee, to annually report the status of the General Fund's year-end fund balance in two ways:

1. DAGR Measure: The simple ratio of fund balance to District Adjusted Gross Revenue (DAGR). This has been the traditional measurement with a desired target where fund balance = 10% of DAGR.
2. Cash Flow Measure: The amount of cash flow coverage established by the fund balance for the coming year's expected cash flow pattern, created by aggregation of monthly patterns of revenue and expense, in the coming year's budget.

Being informed by, and presenting the results of, those two measures, the Chief Business Officer, or designee, will provide analysis and opinion on the adequacy of the General Fund fund balance. As part of the review, the Chief Business Officer, or designee, will also provide proposals to increase, spend down, or maintain the General Fund - fund balance in the coming budget year, in a manner and an amount materially similar to the combined answer suggested by the DAGR and Cash-Flow measures.

General Funds - Mill Levy Override Funds

The Board directs the Chief Business Officer, or designee, to annually report the status of the Mill Levy Override Funds year-end fund balance.

This report should demonstrate whether the fund balance reported adequately and honorably supports the intentions of the voters during previous Mill Levy Override (MLO) elections. As currently designed, MLO monies are managed as follows:

1. New Real Property tax revenue received each year is allocated as follows:
 - a. 76% of new money each year shall go to the MLO Financial Instrument Payment Fund. This fund makes financial instrument payments according to the structure of those instruments (e.g. Certificates of Participation) previously sold, and also accumulates fund balance for either:

- i. A future offering of financial instruments that will be issued to fund future new educational building projects as identified and prioritized by the Board of Education~~capital projects~~, or
 - ii. A strategy to pre-pay/refinance financial instruments previously sold, according to terms established as part of the offering of that instrument to investors, or~~Future cycles of the 'Refresh & Refurbish' strategy, originated in 2017.~~
1. 'Refresh & Refurbish' strategy refers to the issuance of 10-year financing instruments that make available a pool of current funds to allocate monies to each educational building in the District (Operated and Chartered), for the purpose of providing resources for higher cost, infrequent, capital needs of a functional or esthetic nature.
 2. This 'R&R cycle' shall happen every ten years, and the total pool generated for R&R should adjust for inflation relative the change in student funding over that period, measured off of the original \$20mm invested in 2017.
 3. R&R projects pursued in each building should not sacrifice projects with functional needs in favor of those with mostly esthetic benefits. Accordingly, Building Leadership and District Operations staff shall collaborate on developing each building's project list; and that list shall be endorsed by each building's School Advisory Committee prior to initiating any project work.
 - b. 24% of new money received each year shall go to Mill Levy Override Operational Spend Fund(s) (MLO-Op), where annual operating spends are made that are consistent with priorities established in ballot language that was approved by constituent voters.
2. A minimum of \$1 million of new money, Specific Ownership Tax, revenue shall be contributed to supplement Real Property Tax revenue in MLO-Op Fund(s).
3. All new money allocated MLO-Op Fund(s) shall be further allocated for availability to all district schools (including charter schools) as follows:
 - a. 85% of new MLO-Op money shall be allocated to schools based on resident student headcount.
 - b. 15% of new MLO-Op money shall be allocated to schools based on total funded student count.
4. After the allocation of new MLO-Op money to district schools is determined, each amount is further divided into spend pools as follows:
 - a. A minimum of 25% of new MLO-Op money shall be spent on the compensation priority of "Attracting and Retaining highly effective teachers by offering salaries and benefits that are competitive with other districts in El Paso County" as spelled out in constituent voter-approved ballot language.
 - b. All new MLO-Op money not allocated to teacher compensation above, is available to be used by the individual schools/zones in any of the other priorities established in constituent voter-approved ballot language as follows:
 - i. Offering classes for students to receive college credits, earn career certifications, and prepare for academics and employment after high school;
 - ii. Securing the grounds, traffic flow, main entries, and classrooms at district schools while training and equipping safety personnel; and
 - iii. Providing students with technology to adapt and accelerate achievement, as well as teacher training and support to enhance and assess learning

5. All MLO-Op monies allocated to schools and priorities maintain their assignment through multiple annual budget and financial cycles. If a particular school/zone has not appropriately used monies allocated to them, then the Board of Education may re-allocate funds from previous budget years. This may occur only after considering recommendations from the Chief Business Officer, or designee; the Community Mill Levy Override Oversight Committee, and the District Accountability Committee; and after hearing from the school/zone in question as to why the situation exists and what their intentions were/are for that money.
6. MLO-Op Fund(s) year-end fund balance shall include all previously allocated, but unspent, monies. In addition, the year-end fund balance should be set at a level adequate to fund spend requests in the following year. Such adequacy is currently set at 75% of the just concluded fiscal year's Real Property Tax revenue collected and Specific Ownership Tax revenue contributed to MLO-Op funds.
7. MLO-Financial Instrument Payment Fund(s) year-end fund balance shall include enough monies to meet the coming year's payments that are due before tax receipts are collected, plus all additional monies accumulated according to #1 a. i & ii, above.

- Adopted: November 4, 1999
- Revised: September 10, 2009
- Revised: May 12, 2011
- Revised: January 26, 2012
- Reassigned Designation to DAA: March 22, 2018
- Revised: August 8, 2019



Title	Continuing Financial Stability
Designation	DAA
Office/Custodian	Business/ Director of Finance and Accounting Group Manager

Title Continuing Financial Stability

Designation DAA

Office/Custodian Business/ Director of Finance and Accounting Group Manager

The Board of Education believes it has the duty to adequately ~~fund~~ finance current operations without jeopardizing the long-term financial condition of the District. ~~The best~~ A key measure of continuing financial stability is the dollar amount of the fund balance as presented in the audited financial statements. While that presentation may combine funds for its presentation, this policy is meant to apply to each distinct accounting fund that is established and managed in the district's financial accounting system. Many individual funds have specific guidance for fund balance, or strategy that is a simple extension of Revenue/Expenditure guidance for monies in that fund. Special Revenue, Internal Service and Fiduciary Funds normally have guidance and strategy that is fixed for their respective purposes. When such guidance or strategy does not exist (including General Funds [plural]), then the District shall establish a structure and strategy, unique to each fund, to ensure continuing financial stability. An analysis of fund balance is enhanced by its relationship to revenue.

General Funds - The General Fund

The Board, ~~therefore~~, directs the Chief Business Officer, or designee, to annually report the status of the General Fund's year-end fund balance in two ways:

1. DAGR Measure: The simple ratio of fund balance to District Adjusted Gross Revenue (DAGR). This has been the traditional measurement with a desired target where fund balance = 10% of DAGR.
2. Cash Flow Measure: The amount of cash flow coverage established by the fund balance for the coming year's expected cash flow pattern, created by aggregation of monthly patterns of revenue and expense, in the coming year's budget.

Being informed by, and presenting the results of, those two measures, the Chief Business Officer, or designee, will provide analysis and opinion on the adequacy of the General Fund fund balance. As part of the review, the Chief Business Officer, or designee, will also provide proposals to increase, spend down, or maintain the General Fund - fund balance in the coming budget year, in a manner and an amount materially similar to the combined answer suggested by the DAGR and Cash-Flow measures.

General Funds - Mill Levy Override Funds

The Board directs the Chief Business Officer, or designee, to annually report the status of the Mill Levy Override Funds year-end fund balance.

This report should demonstrate whether the fund balance reported adequately and honorably supports the intentions of the voters during previous Mill Levy Override (MLO) elections. As currently designed, MLO monies are managed as follows:

1. New Real Property tax revenue received each year is allocated as follows:

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-
- a. 76% of new money each year shall go to the MLO Financial Instrument Payment Fund. This fund makes financial instrument payments according to the structure of those instruments (e.g. Certificates of Participation) previously sold, and also accumulates fund balance for either:
 - i. A future offering of financial instruments that will be issued to fund future new educational building projects as identified and prioritized by the Board of Education, or
 - ii. A strategy to pre-pay/refinance financial instruments previously sold, according to terms established as part of the offering of that instrument to investors, or
 - iii. Future cycles of the 'Refresh & Refurbish' strategy, originated in 2017.
 1. 'Refresh & Refurbish' strategy refers to the issuance of 10-year financing instruments that make available a pool of current funds to allocate monies to each educational building in the District (Operated and Chartered), for the purpose of providing resources for higher cost, infrequent, capital needs of a functional or esthetic nature.
 2. This 'R&R cycle' shall happen every ten years, and the total pool generated for R&R should adjust for inflation relative the change in student funding over that period, measured off of the original \$20mm invested in 2017.
 3. R&R projects pursued in each building should not sacrifice projects with functional needs in favor of those with mostly esthetic benefits. Accordingly, Building Leadership and District Operations staff shall collaborate on developing each building's project list; and that list shall be endorsed by each building's School Advisory Committee prior to initiating any project work.
 - b. 24% of new money received each year shall go to Mill Levy Override Operational Spend Fund(s) (MLO-Op), where annual operating spends are made that are consistent with priorities established in ballot language that was approved by constituent voters.
2. A minimum of \$1 million of new money, Specific Ownership Tax, revenue shall be contributed to supplement Real Property Tax revenue in MLO-Op Fund(s).
 3. All new money allocated MLO-Op Fund(s) shall be further allocated for availability to all district schools (including charter schools) as follows:
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 - b. 15% of new MLO-Op money shall be allocated to schools based on total funded student count.
 4. After the allocation of new MLO-Op money to district schools is determined, each amount is further divided into spend pools as follows:
 - a. A minimum of 25% of new MLO-Op money shall be spent on the compensation priority of "Attracting and Retaining highly effective teachers by offering salaries and benefits that are competitive with other districts in El Paso County" as spelled out in constituent voter-approved ballot language.
 - b. All new MLO-Op money not allocated to teacher compensation above, is available to be used by the individual schools/zones in any of the other priorities established in constituent voter-approved ballot language as follows:
 - i. Offering classes for students to receive college credits, earn career certifications, and prepare for academics and employment after high school;
 - ii. Securing the grounds, traffic flow, main entries, and classrooms at district schools while training and equipping safety personnel; and

- iii. Providing students with technology to adapt and accelerate achievement, as well as teacher training and support to enhance and assess learning
5. All MLO-Op monies allocated to schools and priorities maintain their assignment through multiple annual budget and financial cycles. If a particular school/zone has not appropriately used monies allocated to them, then the Board of Education may re-allocate funds from previous budget years. This may occur only after considering recommendations from the Chief Business Officer, or designee; the Community Mill Levy Override Oversight Committee, and the District Accountability Committee; and after hearing from the school/zone in question as to why the situation exists and what their intentions were/are for that money.
6. MLO-Op Fund(s) year-end fund balance shall include all previously allocated, but unspent, monies. In addition, the year-end fund balance should be set at a level adequate to fund spend requests in the following year. Such adequacy is currently set at 75% of the just concluded fiscal year's Real Property Tax revenue collected and Specific Ownership Tax revenue contributed to MLO-Op funds.
7. MLO-Financial Instrument Payment Fund(s) year-end fund balance shall include enough monies to meet the coming year's payments that are due before tax receipts are collected, plus all additional monies accumulated according to #1 a. i & ii, above.
- ~~The report will present the ratio of the prior year's fund balance to District Adjusted Gross Revenue (DAGR – total revenue less Charter School Allocated Revenue, as derived from in the audited financial statements. The ratio will also be given for each of the two (2) years preceding the prior year, as well as the projected ratio at the end of the current year. The information, thus presented, will allow any significant trends to be identified. The following format will be utilized:~~

General Fund fund	2nd preceding year	1st preceding year	prior year	current year
balance				
÷				
General				
	2nd preceding	1st preceding	prior	current
Fund revenue	year	year	year	year
=				
Resulting Ratio	2nd preceding year	1st preceding year	prior year	current year

~~In order to maintain financial stability, the Board believes the ratio should be at or above 10%, including the Tabor reserve. Such a "cushion" will allow the District time to react to decreased enrollment, decreased state funding, or a general downturn in the economy. If the ratio dips below 10%, the Chief Business Officer's annual report will state the reasons why and identify specific recommendations to ensure that it returns to 10% by the end of the current year.~~

~~General fund balance amounts above 11% at the close of the prior audited fiscal year are to be moved to the capital reserve fund to be spent according to State Laws and board policies FBC-R governing capital spending. Of the amount moved into the fund, each school will be allocated \$1,500 plus \$2.50 per FTE to be expended on capital projects identified by building administration. Priority shall be given to building fund allocations, in the event that there are not enough funds to cover the building fund allocations, the~~

~~funds should be allocated proportionally based on student count at the individual school sites. The recommended capital spending plan for this additional revenue will be brought to the Board with the amended budget in January of each year. In the event the Colorado Department of Education is predicting decreased state funding or other District priorities are identified in a fiscal year, the Chief Business Officer will seek Board approval to re-appropriate the excess funds based on priorities in order to ensure financial stability for the District.~~

~~All projects will be identified and approved by the Board prior to entering into repairs, improvements, and/or other contractual obligations.~~

~~With Board approval, amounts may be rolled over from one fiscal year to the next.~~

- Adopted: November 4, 1999
 - Revised: September 10, 2009
 - Revised: May 12, 2011
 - Revised: January 26, 2012
 - Reassigned Designation to DAA: March 22, 2018
 - Revised: August 8, 2019
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Title	Expense Authorization/Reimbursement (Mileage and Travel)
Designation	DKC
Office/Custodian	Business/Accounting Group Manager

Title Expense Authorization/Reimbursement (Mileage and Travel)

Designation DKC

Office/Custodian Business/Accounting Group Manager

This policy shall apply to all district employees and Board members. Personnel and officials who incur excess expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed, approved mileage/expense form and all detailed receipts. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses, Board Policy and applicable law. Personal vehicle travel that is incidental and/or infrequent is not eligible for mileage reimbursement, nor is travel that is incurred when other, timely and feasible, transportation options are available, such as car-pooling.

This policy ensures that:

- District employees and Board Members are reimbursed for the cost of approved, out-of-area official travel, or job-description district-related travel;
- Reimbursed travel costs are properly documented;
- Reimbursed travel costs are consistent with cost-effectiveness and efficiency principles;
- Reimbursed travel costs are within this policy's parameters and applicable state and federal law.

For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, meals and related items incurred by district employees or Board members who are on district-out-of-area official travel or job-related description travel. Out-of-area official travel and job-description District-related travel is defined as attendance at conferences, seminars, meetings or other events related to district business, and that promote or benefit the district, held outside of the District 49 vicinity (generally described as the Colorado Springs metropolitan area and El Paso County school districts adjoining the District 49 boundary).

When district-related out-of-area or job-description travel is accomplished by using an employee's or Board member's personally owned vehicle, and has been authorized, a mileage reimbursement shall be made at the rate approved by the Board. Such mileage reimbursement rate shall not exceed the mileage rate established by the Internal Revenue Service for the period of time the travel occurred.

When a job-description indicates that travel around the district is routine and necessary (job-description travel), and a historical review validates that frequency and materiality, then the use of an appropriate 'mileage allowance' is encouraged so that neither the employee or employee supervisors spend undue time in logging and validating mileage reports on a regular basis.

Actual costs for meals, lodging and other allowable expense shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

Travel Costs not covered by the district:

- Alcohol
 - Expenses for non-employees (e.g. spouse, significant other, or guest)
 - ~~Gas Fuel~~ for personal ~~use of private~~ vehicles
 - Mini-bar and/or room service in hotel rooms
 - ~~Room service~~
 - Movie rentals (which includes in-room movies) and any other forms of entertainment
 - ~~Other forms of entertainment~~ Tolls when alternative, toll-free, routes are feasible and available.
 - Fines for parking or traffic violations incurred while on travel
-
- Current practice codified: 1980
 - Revised: July 19, 1984
 - Revised: December 21, 1989
 - Revised: November 4, 1999
 - Revised: October 7, 2010
 - Revised: May 12, 2011
 - Revised: January 10, 2013
 - Revised: February 8, 2018
 - Revised: August 9, 2019

LEGAL REFS:

- 2 C.F.R.200.474(b) (travel reimbursement requirements under the federal Uniform Grant Guidance)
- C.R.S. 24-18-104 (3)(d),(e) (*Expense reimbursement*)

BOARD OF EDUCATION ITEM 7.04
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Brett Ridgway, Chief Business Officer

TITLE OF AGENDA ITEM: CBI-R Evaluation of Chief Officers

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND OR RATIONALE It is critical to formally provide employee feedback annually, in the form of an annual review. While virtually all employees of the district will receive this from a supervisor that is also an employee – and there is policy guidance for that, the Chief Officer Team reports directly to the Board of Education and so there is separate policy and regulation guidance established for that group. While D49 has always been intentional and appropriate in the evaluation of Chief Officers, the process does continue to evolve as things are learned and experienced over the years of the Chief Officer model. The prior version of CBI-R, for example, actually codified annual operational performance objectives. While the process of ensuring that objectives are identified, and that measurable results are provided, putting those objectives and measurable result definitions into the regulation means that the regulation has to be amended every single year. To have a regulation that better focuses on process, rather than details, we are suggesting an amendment that both establishes, and limits to, that priority.

RELEVANT DATA AND EXPECTED OUTCOMES: This and prior iterations to the policy and regulation are getting us to a better and better process, sequence of events, and better – more useful results. In the future, operational objectives should be considered with the proposed January Board action item regarding continued employment for each Chief Officer. Those operational objectives will be supplemented with strategic objectives that come out of the Annual Planning Summit, so that a combined, final, set of objectives for the next evaluation cycle is known by the beginning of March each year.

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	<i>Care & Respect, Learning and Innovation are all supported with this process and this action.</i>
	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	<i>Not just executing an evaluation process, but maintaining and improving it in the public setting support the need for trust with our community.</i> <i>All employees are also learners. Helping Chief Officers learn and improve through the evaluation process builds their firm foundation to Learn, Work, and Lead.</i>

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve regulation CBI-R as recommended by the administration.

APPROVED BY: Brett Ridgway, Chief Business Officer
Peter Hilts, Chief Education Officer
Pedro Almeida, Chief Operations Officer

DATE: July 26, 2019

Title Evaluation of Chief Officers
Designation CBI-R
Office/Custodian Board of Education/Executive Assistant to BOE and Director of Human Resources

Performance Review Cycle for the Chief Officers

The Board shall review the chief officers according the following schedule:

	Performance Timeframe	Work Session	Regular Meeting
Chief Operations Officer	September - August	August	September
Chief Education Officer	October - September	September	October
Chief Business Officer	November - October	October	November

At its January regular meeting, the board shall consider continued employment of each chief officer in the next fiscal year. In the event that a January board meeting does not take place, the board shall consider the matter at its next regular meeting. The Action Item shall include for each officer for their next evaluation cycle, Operational Targets and set the structure for Strategic Priorities that will be defined from the Annual Planning Summit, in the format prescribed in this regulation. By approval of an action item, the Board may express its intent to continue employment. Such action is not a promise or guarantee of a contract for the next fiscal year. The board may delay consideration of continued employment for a chief officer who is new to the position or on a performance improvement plan.

Chief Officer Performance Targets, Standards and Evidence Evaluation Plan

Evaluation Domains	Target	Standards	Evidence
Leadership (Vision & Culture)	The Officer shall direct a comprehensive and coordinated program that leads to systematic and measurable achievement of Goals.	<ul style="list-style-type: none"> • Recognition and promotion for Office team members. • Encourage sustainability and momentum in Office Departments & major processes that is independent from personnel involved. 	<ul style="list-style-type: none"> • Routine data analyses to identify areas of strong practices and programs as well as opportunities for improvement. • Intentional abandonment and/or reengineering of failing practices and programs (i.e. process improvement).
Strategy (Mission & Strategy)	The Officer shall promote and embed the district's strategic priorities and initiatives into all decisions and actions.	<ul style="list-style-type: none"> • Concrete examples (narratives) of activities where the Officer emphasized the strategic plan and caused other stakeholders to support and prioritize strategic initiatives. 	<ul style="list-style-type: none"> • Documents, decisions, or other artifacts from strategic planning sessions or implementation activities. • Specific proposals, projects, routines, or other activity that leads to a measurable improvement in any of the five strategic priorities.
Customers (Customer Engagement & Service)	The Officer shall identify and implement cultural practices that foster an invitational and welcoming atmosphere in the Office departments, and at district events and programs.	<ul style="list-style-type: none"> • Identifying & encouraging practices that invite and welcome individuals of many backgrounds, abilities, and perspectives; while identifying & limiting barriers and deficits to those individuals so that our culture fosters learning, working, or leading to a person's best potential. 	<ul style="list-style-type: none"> • Supports for the District's Cultural Compass and individual points on the compass.

Chief Officer Performance Targets, Standards and Evidence Evaluation Plan (cont.)

Evaluation Domains	Target	Standards	Evidence
Measurement, Analysis & Knowledge Management (Learning & Improvement)	The Officer shall lead by developing and unifying a strong team of learners, workers, and leaders through high expectations, supportive supervision, and fair evaluation.	<ul style="list-style-type: none"> Activities to identify and unify leadership teams around the Strategy and Culture of Continuous Improvement (SCCI). Supportive communications that affirm excellent performance and support for our strategic plan and cultural compass. 	<ul style="list-style-type: none"> Communications that notes performance relative to District Vision, Mission as well as Office Statement of Purpose & Intent (SOPI). Initiatives to optimize the workforce through clarified job descriptions, reporting relationships, and recruiting new talent to the district.
Workforce (Workforce Service & Development)	The Officer shall establish and improve a culture of leadership development that leads to increased clarity, accountability, and performance of all District leaders.	<ul style="list-style-type: none"> Direct participation in professional development sessions to improve district leaders' capacity to effectively embrace best business practices. Identification of leadership strengths and leadership deficits for Office leaders to improve leadership practices in their areas of responsibility. 	<ul style="list-style-type: none"> Industry-wide and/or state-wide input to issues and/or presentations related to such.
Operations (Efficient & Effective Management)	The Officer shall lead their relative piece of the district's strategy by communicating clearly, regularly, and effectively to a variety of audiences through an assortment of methods and media.	<ul style="list-style-type: none"> Written messages, personal presentations, and multimedia content. Use of Communications Department and related resources to widen/deepen the understanding of business issues. 	<ul style="list-style-type: none"> Direct messages to district staff, parents, and other stakeholders. Specific feedback from recipients, including surveys, comments, and responses.

Chief Officer Performance Targets, Standards and Evidence Evaluation Plan (cont.)

Evaluation Domains	Target	Standards	Evidence
Results	A list of results for specifically measured, items - Measurements that provide the bulk of, if not all of, the Quantitative Performance Targets portion of the performance review.		

Adopted: September 11, 2014

Revised: April 12, 2018

Revised: August 22, 2018

Revised: August 8, 2019

BOARD-APPROVED POLICY OF DISTRICT 49

Title	Evaluation of Chief Officers
Designation	CBI-R
Office/Custodian	Board of Education/Executive Assistant to BOE and Director of Human Resources

Performance Review Cycle for the Chief Officers

The Board shall review the chief officers according the following schedule:

	Performance Timeframe	Work Session	Regular Meeting
Chief Operations Officer	September - August	August	September
Chief Education Officer	October - September	September	October
Chief Business Officer	November - October	October	November

At its January regular meeting, the board shall consider continued employment of each chief officer in the next fiscal year. In the event that a January board meeting does not take place, the board shall consider the matter at its next regular meeting. The Action Item shall include, for each officer –for their next evaluation cycle, Operational Targets and set the structure for Strategic Priorities that will be defined from the Annual Planning Summit, in the format prescribed in this regulation . By[DG1] approval of an consent-agendaaction item, the Board may express its intent to continue employment. Such consent-action is not a promise or guarantee of a contract for the next fiscal year. The board may delay consideration of continued employment for a chief officer who is new to the position or on a performance improvement plan.

Chief ~~Business~~ Officer Performance Targets, Standards and Evidence^[DG2] Evaluation Plan

<u>Evaluation Domains</u>	<u>Target</u>	<u>Standards</u>	<u>Evidence</u>
Leadership (Vision & Culture) Former 01 – BUSINESS LEADERSHIP ^[DG3]	The CBO -Officer shall direct a comprehensive and coordinated program that leads to systematic and measurable achievement of Business and Financial Goals.	<ul style="list-style-type: none"> Recognition and promotion for Business-Office team members. Encourage sustainability and momentum in Business-Office Departments & major processes that is independent from personnel involved. 	<ul style="list-style-type: none"> Routine data analyses to identify areas of strong practices and programs as well as opportunities for improvement. Intentional abandonment and/or reengineering of failing practices and programs (i.e. process improvement).
Strategy (Mission & Strategy) Former 02 – STRATEGIC LEADERSHIP	The CBO -Officer shall promote and embed the district's strategic priorities and initiatives into all decisions and actions.	<ul style="list-style-type: none"> Concrete examples (narratives) of activities where the CBO-Officer emphasized the strategic plan and caused other stakeholders to support and prioritize strategic initiatives. <ul style="list-style-type: none"> Presentation of cause & effect underlying issues to state level legislation or initiatives. 	<ul style="list-style-type: none"> Documents, decisions, or other artifacts from strategic planning sessions or implementation activities. Specific proposals, projects, routines, or other activity that leads to a measurable improvement in any of the five strategic priorities.
Customers (Customer Engagement & Service) Former 04-CULTURAL LEADERSHIP	The CBO -Officer shall identify and implement cultural practices that foster an invitational and welcoming atmosphere in Business -the Office departments, and at district events and programs.	<ul style="list-style-type: none"> Identifying & encouraging practices that invite and welcome individuals of many backgrounds, abilities, and perspectives; while identifying & limiting barriers and deficits to those individuals so that our culture fosters learning, working, or leading to a person's best potential. 	<ul style="list-style-type: none"> Supports for the District's Cultural Compass and individual points on the compass.

Chief Officer Performance Targets, Standards and Evidence^[DG4] Evaluation Plan Chief Business Officer Targets, Standards and Evidence^[DG5] (cont.)

Evaluation Domains	Target	Standards	Evidence
Measurement, Analysis & Knowledge Management (Learning & Improvement) Former 06-LEADERSHIP THROUGH PERSONNEL MANAGEMENT	The <u>CBO-Officer</u> shall lead by developing and unifying a strong team of learners, workers, and leaders through high expectations, supportive supervision, and fair evaluation.	<ul style="list-style-type: none"> Activities to identify and unify leadership teams around the Strategy and Culture of Continuous Improvement (SCCI). Supportive communications that affirm excellent performance and support for our strategic plan and cultural compass. 	<ul style="list-style-type: none"> Communications that notes performance relative to District Vision, Mission as well as <u>Business</u> Office Statement of Purpose & Intent (SOPI). Initiatives to optimize the workforce through clarified job descriptions, reporting relationships, and recruiting new talent to the district.
Workforce (Workforce Service & Development) Former 03-LEADERSHIP DEVELOPMENT	The <u>CBO-Officer</u> shall establish and improve a culture of leadership development that leads to increased clarity, accountability, and performance of all District leaders.	<ul style="list-style-type: none"> Direct participation in professional development sessions to improve district leaders' capacity to effectively embrace best business practices. Identification of leadership strengths and leadership deficits for <u>Business</u>-Office leaders to improve leadership practices in their areas of responsibility. 	<ul style="list-style-type: none"> Industry-wide and/or state-wide input to issues and/or presentations related to such.
Operations (Efficient & Effective Management) Former 05-LEADERSHIP THROUGH COMMUNICATION	The <u>CBO-Officer</u> shall lead <u>their relative piece of the</u> the district's <u>business</u> strategy by communicating clearly, regularly, and effectively to a variety of audiences through an assortment of methods and media.	<ul style="list-style-type: none"> Written messages, personal presentations, and multimedia content. Use of Communications Department and related resources to widen/deepen the understanding of business issues. 	<ul style="list-style-type: none"> Direct messages to district staff, parents, and other stakeholders. Specific feedback from recipients, including surveys, comments, and responses.

Chief Officer Performance Targets, Standards and Evidence^[DG6] Evaluation Plan Chief Business Officer Targets, Standards and Evidence^[DG7] (cont.)

Evaluation Domains	Target	Standards	Evidence
<p>Results</p> <p>Former—07—MEASURABLE PERFORMANCE TARGETS AND STANDARDS</p>	<p>A list of results for specifically measured, items - Measurements that provide the bulk of, if not all of, the Quantitative Performance Targets portion of the performance review.</p>	<p>1.—Demonstrate a consistent, or improved, employee engagement of the District's Vision, Mission & Culture; and the Business Office's SOPI through:</p> <p>2.—Overall district financial performance</p> <p>3.—Audit result & reflection on Business Office processes</p>	<p>a.—Completion of all seven direct reports' evaluations in a timely manner;</p> <p>b.—Business Office Team (BOT) Meetings—number scheduled & number held vs. number of opportunities</p> <p>c.—Business Office Leader (BOL) Meetings—number scheduled & number held vs. number of opportunities</p> <p>d.—General Fund spend managed to a window of 98.5% – 100.5% of appropriation; General Fund—Fund Balance within policy or budget expectations</p> <p>e.—All other funds within budget, financial and strategic, financial, and managerial priorities</p> <p>f.—Comparisons of financial performance with other districts, including direct neighbors, to evidence comparable or superior financial performance.</p> <p>g.—Overall audit opinion as reflected on Business Office performance</p> <p>h.—No more than 1-2 Business Office comments per year, no similar comments in consecutive years without a multi-year plan for mitigation/correction.</p> <p>i.—Presentations of Information—Board Meetings, Departments, IL, ZL Meetings, Schools, Constituents, Legislature, etc.—Avg. 3-4 presents/ participations per month</p> <p>j.—Group Participations—e.g.: FCBC, PPASBO, Colotrust Board, etc.—2-5 groups;</p> <p>k.—General Provision of Information, including financial transparency;</p> <p>l.—Financial Transparency Items—[all required ~50 items per year]</p> <p>m.—Presentation Versatility—develop "audience-</p>

		<p>4. Outward facing visibility and participation through:</p>	<p>friendly” materials (graphs, etc.) to enhance transparency and reach to a wider audience. Also, look for alternative distribution points for such materials and use those to reach that wider audience.</p> <p>n. Issue identification and process distillation/ improvement.</p> <p>o. Increased/improved preambles to significant publications, to include FAQ’s, Business mantras, etc.,</p>
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Chief Education Officer Targets, Standards and Evidence

Evaluation Domains	Target	Standards	Evidence
<u>Leadership</u> (Vision & Culture)	Increase the percentage of stakeholders agreeing that D49 is on the “right track.”	Earn agreement from 75% of respondents	<ul style="list-style-type: none"> • VOW Annual Survey • VOC Surveys • MLO Election
	Increase the percentage of BOE and SLT members engaged with the Baldrige framework.	Ensure 100% of BOE and SLT demonstrate significant engagement with the Baldrige Criteria within the past 24 months.	<ul style="list-style-type: none"> • Attendance at a Baldrige regional or national event • Participation as a Baldrige or RMPEX examiner
	Increase the percentage of Principals and Assistant Principals engaged with the Baldrige framework.	Ensure 60% of Principals and AP demonstrate significant engagement with the Baldrige Criteria within the past 24 months.	<ul style="list-style-type: none"> • Attendance at a Baldrige regional or national event • Participation as a Baldrige or RMPEX examiner
<u>Strategy</u> (Mission & Strategy)	Increase the percentage of workforce members who affirm D49 as a great place to learn, work, and lead	Increase rate of affirmation by 2% to Learn—80% Work—76% Lead—67%	<ul style="list-style-type: none"> • VOW Annual Survey
	Increase the percentage of Education Office Action Plans that include a learning and evaluation component.	Ensure 90% of Ed Office Plans incorporate learning or evaluation for continuous improvement.	<ul style="list-style-type: none"> • Measure action plans in our cascading planning software system
<u>Customers</u> (Customer Engagement & Service)	Increase total participation in a targeted Voice of the Community performance review survey.	Increase participation to more than 500 respondents.	<ul style="list-style-type: none"> • Annual Report on Voice of the Customer (VOC).
	Engage students and parents in <i>Pathways 2023</i> —an orientation event for 8 th -grade students and parents.	Establish 80% participation by 8 th -grade students across our operated portfolio.	<ul style="list-style-type: none"> • Measure by attendance at the <i>Pathways 2023</i> event. • Measure by feedback collected at and after the event.

Chief Education Officer Targets, Standards and Evidence (cont.)

<u>Evaluation Domains</u>	<u>Target</u>	<u>Standards</u>	<u>Evidence</u>
<u>Measurement, Analysis & Knowledge Management (Learning & Improvement)</u>	Develop basic monthly dashboards for each department in the education office.	Each department in the education office will produce quarterly dashboards with 5-7 KPI's.	<ul style="list-style-type: none"> • Creation of Dashboards using Cascade, Tableau, or equivalent software
	Establish PowerSchool as an effective student information system in D49.	At least 65% of workforce members will affirm that they are confident using or teaching others to use PowerSchool.	<ul style="list-style-type: none"> • Conduct a post-transition survey of PS users
	Establish Business Plus as an effective financial information system in D49.	At least 65% of workforce members will affirm that they are confident using or teaching others to use Business Plus.	<ul style="list-style-type: none"> • Conduct a post-transition survey of Business Plus users
<u>Workforce (Workforce Service & Development)</u>	Install and load peakview displays with content that recognizes workforce achievements.	100% of schools and offices will feature a peakview display, with 7 or more items of local recognition in regular rotation.	<ul style="list-style-type: none"> • The Communications Team spring performance report will include an update on peakview display content. • The Communications Team will submit the peakview display initiative for COSPRA evaluation.
	VOW Compensation Teams will formalize specific, principled recommendations about compensation systems.	100% of workforce segments will contribute meaningful perspectives to the VOW Compensation Teams.	<ul style="list-style-type: none"> • Participation at VCT meetings.
	Develop a Teacher Pro Day in the spring semester.	100% of teachers will participate in teacher-led professional learning experiences.	<ul style="list-style-type: none"> • Prior approval • Report of learning
	Develop an ESP Pro Day in the fall semester.	80% of available ESP staff will participate in position-relevant professional learning experiences.	<ul style="list-style-type: none"> • Attendance • Feedback reports

Chief Education Officer Targets, Standards and Evidence (cont.)

<u>Operations</u> <u>(Efficient & Effective Management)</u>	Support the COO and the Enhanced Security Initiative.	Facilitate quarterly meetings of the Enhanced Security Community Advisory Team	• ESCAT recommendations presented to the BOE at the Annual Planning Summit
	Facilitate and External Performance Review	Compose and facilitate a site team of expert reviewers to examine D49's performance.	• Present an external Site Visit Team Feedback Report to the BOE at the Annual Planning Summit.
<u>Evaluation Domains</u>	<u>Target</u>	<u>Standards</u>	<u>Evidence</u>
<u>Results</u>	Primary Literacy	Establish five or more schools with 90% of students meeting expectations for ELA	• Measured by DIBELS, CMAS, and learning plans
	Graduation and Remediation	Complete a 5-year analysis of graduation, matriculation, and remediation rates at the operated high schools in our portfolio.	• Report presented to the BOE at the Annual Planning Summit

Chief Operations Officer Targets, Standards and Evidence

Evaluation Domains	Target	Standards	Evidence
<u>Leadership</u> (Vision & Culture)	Continual increased use of Baldrige performance excellence principles	Increased level of training for Operations leaders in Baldrige framework	Operations leaders attend the Baldrige Conference in Denver to deepen their understanding of leveraging Baldrige principles in everyday operations
<u>Strategy</u> (Mission & Strategy)	Implement and increase use of Cascade as an operational planning tool for Operations Directors NLT Jan 31, 2019	Operations Office has placed defined goals into Cascade down to the department level	Goals are established in Cascade and Operations Directors are comfortable in leveraging Cascade to manage and track operational goals
		COO and Operations Directors update progress towards goals monthly in Cascade	Progress is documented in Cascade monthly and Cascade use provides a routine and functional role within Operations systems
	Solidify the D49 Strategic and Operational Facility Planning process NLT Jun 30, 2019	Develop a realistic, functional, and achievable 5-Year Facilities Plan, which considers inputs from the district and community stakeholders	The 5 Year Facilities Plan is established, documented, and reviewed annually
<u>Customers</u> (Customer Engagement & Service)		Strategic and Operational Facilities Planning Group meets regularly to develop, analyze and present options for consideration to the Chief Officer team	The 5 Year Facilities Plan receives the endorsement of the Chief Officers and the BOE, and subsequently is used as a guiding document for planning facilities-related efforts across D49
	Continuously deepen and improve customer service focused approach between Operations Office and supported entities.	Operations Directors and staff consistently exhibit proactive, two-way communications with customers across D49, with particular emphasis on Principals and Zone Leaders	Respectful working interactions Emerging issues are handled respectfully and promptly

Chief Operations Officer Targets, Standards and Evidence (cont.)

<u>Evaluation Domains</u>	<u>Target</u>	<u>Standards</u>	<u>Evidence</u>
<u>Measurement, Analysis & Knowledge Management (Learning & Improvement)</u>	Improve the capacity for security planning, preparation, and execution efforts, to include increasing Security staff and the formation and establishment of an Enhanced Security Community Advisory Team (ESCAT) NLT Sep 30, 2018	Safety and Security staff routinely lead or contribute to planning and preparation efforts, with emphasis on the school level of preparedness ESCAT meets quarterly in effective, organized and productive sessions	Safety and Security Director has increased staff capacity, resulting in the increased capability to evaluate and plan security improvement initiatives on a regular basis ESCAT provides cogent input and analysis to the Chief Officers regarding potential security improvements in D49
<u>Workforce (Workforce Service & Development)</u>	Lead Operations Directors in establishing goals and objectives reflective of Operations mission and vision NLT Sep 30, 2018	COO and Operations Directors annually have established clear individual and department goals early in the school year	Each Director has coordinated with the COO for agreed-upon goals for the upcoming school year

Chief Operations Officer Targets, Standards and Evidence (cont.)

<u>Evaluation Domains</u>	<u>Target</u>	<u>Standards</u>	<u>Evidence</u>
<u>Operations</u> (Efficient & Effective Management)	Establish and solidify an effective Operations Office budget planning process NLT May 31, 2019	Operations Directors follow a systematic process annually to comprehensively identify all Operations-related budget requirements	Operations budget planning process, along with associated date windows, is defined and followed within the Operations Office
	Effectively incorporate Technology Quality Assurance Manager (TQAM) into Operations structure NLT May 31, 2019	COO incorporates TQAM into routine counseling and evaluation process	TQAM participates in initial, mid-year, and end of year performance goals and/or reviews with COO and/or chief officer team as appropriate
		TQAM understands and is responsive to Chief Officer requirements	TQAM meets at least bi-monthly with Chief Officer team to review work priorities and progress on established goals
	Improve TQAM productivity and effectiveness in providing both strategic and operational support to district technology efforts NLT Jun 30, 2019	TQAM is integrated into all relevant planning and discussion initiatives and activities across zones and departments	TQAM is established in a rhythm of participating in key coordination meetings and discussions across all relevant offices in D49, including regular coordination with Ed Tech, Facilities, Safety and Security, CCS, and other offices as needed.
		TQAM presents for approval to the chief officers a robust, effective and achievable Technology Master Plan to guide D49	The Chief Officers have reviewed and approved for implementation a revised D49 Technology Master Plan.

Results DG81

- Adopted: September 11, 2014
- Revised: April 12, 2018

- Revised: August 22, 2018
- Revised: July 11~~ne-13~~, 2019

BOARD OF EDUCATION ITEM 7.05
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: D. Garza, Executive Assistant to the BOE

TITLE OF AGENDA ITEM: Policy and Procedure Review

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND OR RATIONALE

Ongoing review of Board policies to ensure compliance with current laws and regulations and to ensure policies align with practices that best serve the district.

RELEVANT DATA AND EXPECTED OUTCOMES:

Board policies are routinely reviewed to ensure that they are current and reflect applicable federal and/or state regulations as well as the needs and processes of the districts.

No.	Designation	Title	Reviewed by	Recommendations
7.06a	GBD	Vacation Leaves and Holidays	P Andersen	Minor revisions to match current practice

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community	Updating policy to reflect current laws, regulations and best practices provides a solid foundation to lead the district.
	Rock #2 —Research, design and implement programs for intentional <u>community</u> participation	
	Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	
	Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	
	Rock #7 — Customize our educational systems to <u>launch each student toward success</u>	

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: After board review, move to approve revisions to policy GBD.

APPROVED BY: Peter Hilts, Chief Education Officer; Brett Ridgway, Chief Business Officer; Pedro Almeida, Chief Operations Officer

DATE: July 26, 2019

Title Vacation Leave and Holidays
 Designation GBD
 Office/Custodian Business/Director of Human Resources

Vacations – Administrative Personnel

All full-time administrative personnel working full year ~~(260/261 days per fiscal year)~~ shall be entitled to annual vacation leave of twenty (20) days per year.

Vacation leave for administrative personnel hired after the beginning of the fiscal year will be pro-rated. Vacation leave will be granted at the rate of 1.67 days per month for each month worked during the current fiscal year. Vacation leave must be used by June 30th in the fiscal year given. Administrative personnel forfeit any unused vacation leave remaining at the end of the fiscal year. Up to five (5) days of earned but unused vacation leave may be carried forward into the next fiscal year with the approval of the immediate supervisor and/or appropriate Chief Officer. Vacation leave carried forward must be used no later than September 1st of the following fiscal year. After September 1st, any unused prior year vacation will be forfeited.

Vacations – Educational Support and Professional-Technical Personnel

All full-time educational support and professional-technical personnel working full year ~~(260/261)~~ days per fiscal year shall be entitled to vacation based on the following:

Date of hire to end of first fiscal year	.83 vacation days per month
One to three years	10 vacation days
Four years and up to and including ten years	15 vacation days
Eleven or more years	20 vacation days

Employees hired between April 1 and June 30 will be considered first^{1st} year on July 1 of the following fiscal year.

Vacation days granted during a fiscal year must be used by June 30th of the following fiscal year. Unused vacation days are forfeited if not by used by the end of the second fiscal year.

Vacations – Administrative, Educational Support and Professional-Technical Personnel

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

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

Employees eligible for 15 vacation days will earn leave at the rate of 1.25 days per month

Employees eligible for 20 vacation days will earn leave at the rate of 1.67 days per month

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

All requests for vacation leave require the preapproval of the employee's immediate supervisor.

Supervisors may establish vacation "blackout periods" during which time off will not be approved or will be approved on a limited case-by-case basis. Such period will be for the purpose of ensuring appropriate staffing and effective operation of departments and offices. Vacation leave may be taken in one-half day or full-day increments only.

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

Transfer Credit – ~~Educational Support Personnel~~

For the purpose of vacation day computation, personnel working a ~~school year~~full year calendar who ~~subsequently~~ transfer to a full year ~~(260/261 day)~~ calendar position will be given credit for ~~the months and years of~~ service to the district on a month-for-month basis based on work calendar assignment.

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

The district grants to all full-time/full year ~~(260/261 day)~~ personnel 15 paid holidays each year. Paid holidays shall include federal holidays and other days as approved by the board. The board approved calendar shall specify the paid holidays.

Should any one of the observed holidays occur during an employee's vacation period, the employee is not required to use a vacation day for the board approved holiday.

Holiday time is not counted as hours worked in the computation of overtime. Full-time/full-year, non-exempt employees who are authorized to work on a board approved holiday will be paid their regular pay for the holiday in addition to their hourly rate of pay for the hours worked.

Adopted: November 13, 2014

Revised: February 11, 2016

Revised: December 14, 2017

Revised: August 8, 2019

LEGAL REFS:

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

BOARD OF EDUCATION ITEM 7.06
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Bruce Grose, Principal-Sand Creek High School

TITLE OF AGENDA ITEM: New Job Description: Dean of Career and College Success

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

Vista Ridge High School is requesting a corrected name change for our current position. The current position that is completing these same responsibilities is using the job title Dean of Concurrent Enrollment.

RATIONALE:

Vista Ridge High School has a person designated to assist parents and students in their effort to meet their post-secondary goals. This person makes certain that students are using their pathway and ICAP work to assist and support each student in their transition to their post-secondary goals. This leader is involved in scholarship applications, FAFSA applications, college visits, career and college fairs, and career and college visits to our campus.

RELEVANT DATA AND EXPECTED OUTCOMES:

Vista Ridge will track all senior scholarships as well as graduation rate success.

INNOVATION AND INTELLIGENT RISK:

This position is not a new position and provides no unexpected risks.

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring—How we treat each other	This position is founded on the ability to assist all students in the process of post-secondary accomplishments.
	Outer Ring—How we treat our work	This person will stay current with all post-secondary changes, in order to better advise all students.
Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	We have developed tremendous trust with our community through this position. In this position, many students have been able to meet their post-secondary goals.
	Rock #2—Research, design and implement programs for intentional <u>community</u> participation	By staying current in this position, we have been able to host multiple evening events for parents and students to participate in the process of reaching their goals.
	Rock #3— Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	This position has created an exciting opportunity to provide VRHS with opportunities that not every school offers.
	Rock #4— Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	
	Rock #5— Customize our educational systems to <u>launch each student toward success</u>	This provides a customized opportunity for all students.

BOE Regular Meeting August 8, 2019
Item 7.06 continued

BUDGET IMPACT: There is no budgetary impact in this process. This position already exists; this process is providing the correct job description for the position.

AMOUNT BUDGETED: The amount already exists.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve the new job description at the August 2019 BoE Meeting.

APPROVED BY: Peter Hilts, Chief Education Officer
Brett Ridgway, Chief Business Officer

DATE: 7-26-2019

DEAN OF CAREER AND COLLEGE SUCCESS

Job Title:	Dean of Career and College Success
Initial:	July 11, 2019
Revised:	
Work Year:	Teacher Calendar plus days as determined by the administration
Office:	Education
Department:	Assigned School
Reports To:	Building Administrator
FLSA Status:	Exempt
Pay Range:	Licensed Salary Schedule + 5%

Related Organization Chart



POSITION SUMMARY: As the leader of career and college success, the Dean of Career and College Success is first and foremost responsible for using the student's pathway and ICAP to assist and support that student in the transition from high school to career or college. Involved in scholarship applications, FAFSA applications, college visits, career and college fairs, and career and college visits to our campus.

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 depending on building assignment and other factors.

- Assure all students achieve the desired transition from high school to career or college.
- Understand and use ICAP's to guide planning.
- Connect students with college or career representatives.
- Promote community involvement with informational nights that include, but are not limited to FAFSA completion, Scholarship application, Military enlistment processes, and Career Certifications.
- Collaborate with departments to develop new classes to meet the needs of our students.
- Coordinate NCAA class approval.
- Performs other related duties as assigned.

Supervision & Technical Responsibilities:

- This position does not directly supervise any other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

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.

QUALIFICATIONS

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

Education & Training:

- Bachelor's and or Master's Degree

Experience:

- Successful experience working with diverse career interests.
- Knowledge of ICAP.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- 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 to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

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 regularly required to stand, walk, sit, use hands to finger, or feel. The employee frequently is required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds. There are no special vision abilities required for this job.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The noise level in the work environment is usually moderate.

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

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 ITEM 7.07
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Donna Garza, Executive Assistant to the BOE

TITLE OF AGENDA ITEM: Action on Revised 2019-20 Board of Education Meeting Dates

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND OR RATIONALE

Recommendation by Chief Officer Team to add a special meeting on May 27, 2020 to the 2019-20 BOE meeting dates as a placeholder for imperative time-sensitive issues.

RELEVANT DATA AND EXPECTED OUTCOMES:

Adding the May 27, 2020 special meeting provides continuity and expands capacity to meet state and other timelines.

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	Regularly scheduled Board of Education meetings invite strong community participation.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve the revised list of 2019-2020 Board of Education meeting dates to include a special meeting on May 27, 2020 for imperative time-sensitive issues if necessary.

APPROVED BY: Marie La Vere-Wright, Board President

DATE: July 26, 2019



BOARD OF EDUCATION 2019-2020 Meeting Dates

Regular Meeting Schedule

July 11, 2019
August 8, 2019
September 12, 2019
October 10, 2019
November 7, 2019
December 12, 2019
January 9, 2020
February 13, 2020
March 12, 2020
April 9, 2020
May 14, 2020
June 11, 2020

Work Session Schedule

July – no meeting scheduled
August 28, 2019
September 25, 2019
October 23, 2019
November 20, 2019
December – no meeting scheduled
January 22, 2020
February 26, 2020
March 25, 2020
April 22, 2020
*May 27, 2020 Special Meeting**
June 24, 2020

Location of meetings: **Board Room**
 Education Service Center
 10850 East Woodmen Road
 Peyton, CO 80831

Time of meetings: **6:30 p.m.**

For further information, please call Donna Garza at 719-495-1128 or email dgarza@d49.org.

**5/27/2020 Special Meeting only for imperative time-sensitive issues if necessary.*

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

Adopted: 1/11/2018
Revised: 8/8/2019

BOARD OF EDUCATION ITEM 8.01
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Barbara Austin-Seeley, Executive Assistant to CEO

TITLE OF AGENDA ITEM: Student Study Trips

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND OR RATIONALE

SSAE

Space Camp in Huntsville, AL

Depart-7/13/20 Return-7/19/20

15 Students will attend this trip.

Cost of the trip will be \$2,150 per student and includes transportation, meals, lodging, insurance, tours and admission.

This weeklong camp is articulated through the University of Alabama - Huntsville, as students will experience some of the same trainings that actual astronauts use. They will learn aerospace science in an immersive STEM experience. They work in engineering teams to complete a series of instant challenges, participate in mission simulations on the Space Shuttle and Orion spacecraft, and meet astronauts and engineers working on the space program.

Fundraising will not be part of this trip.

RELEVANT DATA AND EXPECTED OUTCOMES:

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	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.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Information only

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: July 26, 2019

BOARD OF EDUCATION ITEM 8.02
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Shannon Hathaway, Risk & Benefits Manager

TITLE OF AGENDA ITEM: Current Legal Issues

ACTION/INFORMATION/DISCUSSION: Information - Confidential

BACKGROUND OR RATIONALE

With an organization the size of District 49, serving 20,000+ plus students, with 2,000 + employees and a constituency of over 85,000, with 80 busses on the road every day, serving the public good in public education, there will always be legal situations in at hand. This report will be a regular, confidential, information item so that the Board can be aware of what current issues, what that issue is about, and who is involved.

RELEVANT DATA AND EXPECTED OUTCOMES:

District 49 .Business Office Staff, along with legal counsel will always work to protect the institution and ideals of public education, pursuing the best possible outcome on each legal situation. Sometimes, the best outcome does involve a settlement or other action that is recommended by either legal counsel or insurance representatives.

IMPACTS ON THE DISTRICT’S MISSION PRIORITIES—THE RINGS AND ROCKS:

C u l t u r e	Inner Ring —How we treat each other Outer Ring —How we treat our work	<i>Handling legal issues with intentionality for the appropriate outcome, to protect the District, its vision and mission, supports cultural priorities.</i>
S t r a t e g y	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	<i>Risk Management is not about simply avoiding risk, but measuring the cost and feasibility of various levels of risk avoidance against potential lost opportunity. Risk is not simply monetary, but perceptual and strategic as well. Our Risk Management strives to balance these priorities in support of the district vision, mission, culture and strategic goals.</i>

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: No action necessary – information only. All information presented in this item should be kept strictly confidential.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: July 26, 2019

BOARD OF EDUCATION ITEM 8.03
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: D. Garza, Executive Assistant to the Board

TITLE OF AGENDA ITEM: Board Sub-Committee Minutes

ACTION/INFORMATION/DISCUSSION: Information Item

BACKGROUND OR RATIONALE

At the 2018 Annual Peak Planning meeting the Board requested the inclusion of board sub-committee minutes as an information item in the board packet.

RELEVANT DATA AND EXPECTED OUTCOMES:

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Information only.

APPROVED BY: Dave Cruson, Board Secretary

DATE: July 26, 2019

SEAC Meeting Minutes
May 13, 2019

The meeting was called to order at 6:06 p.m. Introductions were made.

Special Education Department Update: Dr. Jean Rice gave an update on things that are happening. 13 Speech Language Pathologist were hired from across the country. There will be new SLPA's also. 2 new School Psychologist positions have been filled. OT/PT's need to be hired. Retention is high for the year. Training is being developed for the next school year. We have gone through 3 CDE Audits. Training is being developed around writing IEP's. All 4 coordinators will be returning. Communication has improved with principals. The Special Education Department has asked for more collaboration between special education and classroom teachers.

Follow-Up Items:

Parent Survey: Survey results are coming in. 221 responses have been submitted so far. Dr. Rice talked about the results that have been received from the survey so far.

Date reserved for Resource Fair: Creekside has been reserved for September 7th, but an alternative location needs to be chosen due to Creekside being turned into strictly offices. Using Springs Ranch or Sand Creek as an alternative location was discussed.

ESY Update-locations, teachers, curriculum: Dr. Rice displayed the schools and teachers for Extended School Year (ESY). The elementary schools are Bennett Ranch, Remington, and Ridgeview. Secondary ESY will be held at Vista Ridge High School. 80 Paras have been hired to support teachers and students.

New Business:

Dave Pratt – District 49 Safety and Security Specialist: Dave Pratt and Dave Watson work together on District security. He wants to work on blending security and special education, which is one area he sees that needs more support. Dave Pratt serves as the Senior Safety Specialist. He asked for feedback. A concern was raised about speed limits near Bennett Ranch. Also, there needs to be an effective crosswalk at Bennett Ranch, too. The fire at SCHS was also discussed. The communication needed to be better regarding the special education students. The concern over getting special education students out of the school quickly in an active shooter situation was discussed. Dave Pratt also talked about Blue Point at SCHS. This system will speed up the safety process. In addition to the pull stations, 6 fobs are distributed to staff, as well. One test run has been conducted so far on the Blue Point system at SCHS. Flashing lights affecting students with seizures when a fire drill is conducted was discussed. Another parent asked why fire alarms can't be covered up with plastic covers. A concern for the preschool students was raised, since parents are directly let into the preschool classrooms to drop-off/pick-up students. A full-scale drill had been planned before spring break at Falcon High School, but was cancelled due to weather. It was stated that there is value in having the

community observe a full-scale drill. Dave Pratt also offered to answer any other questions or concerns by email or phone.

Cindy Colwell – CDE IEP Facilitator: Alternative Dispute Resolution provides a funded support system and toolbox options for all special education stakeholders in order to increase a more collaborative IEP process and relationships. Most conflicts are around communication breakdowns and IEP development. Facilitative Skills for all IEP Stakeholders is important. There are benefits to Facilitation, including the parties getting to decide, fosters the continuing relationships, deals with feelings, outcomes are durable, and lower cost. One thing she feels is important is that general education teachers need to be present during the entire IEP meeting. Participants need to stay focused around the needs of the child. The use of facilitation skills can be requested by all IEP members. She suggests that parties communicate that they would like to use Facilitation. Dr. Rice stated that District 49 Special Education Teams have been told about using the CDE Facilitation service. The FAPE Continuum contains the Evaluation, Present Levels, Need, Measurable Goals, Services in the LRE, and Educational Benefit.

Dr. Rice has been working with the building instructional coaches regarding training general education teachers to work with special education teams. Inclusive practices looking at our center based programs to evaluate how more inclusive practices can be used. Our students are general education students first.

CDE Audits and quality IEP's: Every district across the country is facing the same issues. Information changes so quickly and it is hard to get information out to everyone. More teachers need to be sent to trainings around the state. Dr. Rice wants to have subject matter experts in the District.

Adjournment: The next meeting will be held on August 12th. The meeting was adjourned at 7:40 p.m.

BOARD OF EDUCATION ITEM 9.01
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Ron Lee, Director of 3B MLO

TITLE OF AGENDA ITEM: 3B MLO Project Update

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND OR RATIONALE

Discussion item, 3B project updates.

RELEVANT DATA AND EXPECTED OUTCOMES:

Clarity of understanding our current 3B MLO projects and status of the projects.

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	Always mindful with our integrity, we manage every project to the best possible outcome.
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	Continually provide clear and concise communication with our community and carry out their requests with effectiveness and efficiency. Providing newly refreshed and safe learning environments assists with the growth and development towards this distinction of exceptional schools.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Review of the current 3B MLO report and make any inquiries needed for clarity or direction.

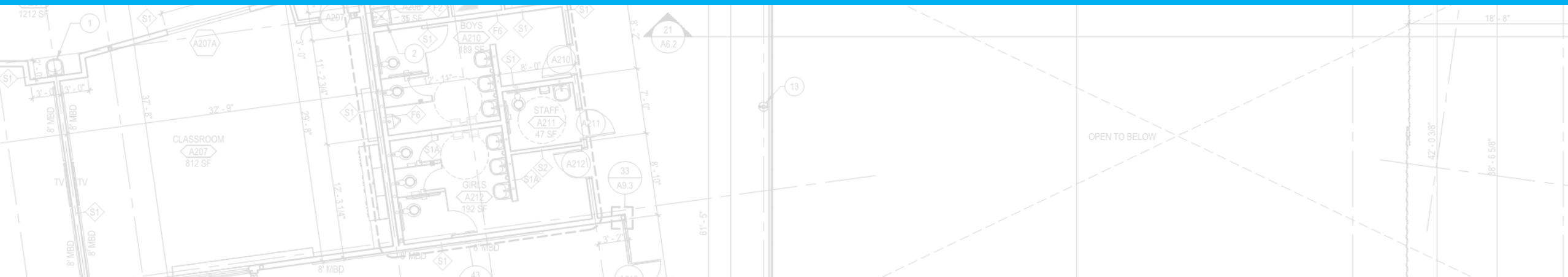
APPROVED BY: Pedro Almeida, Chief Operations Officer

DATE: July 26, 2019



MLO 3B UPDATES

August 8, 2019

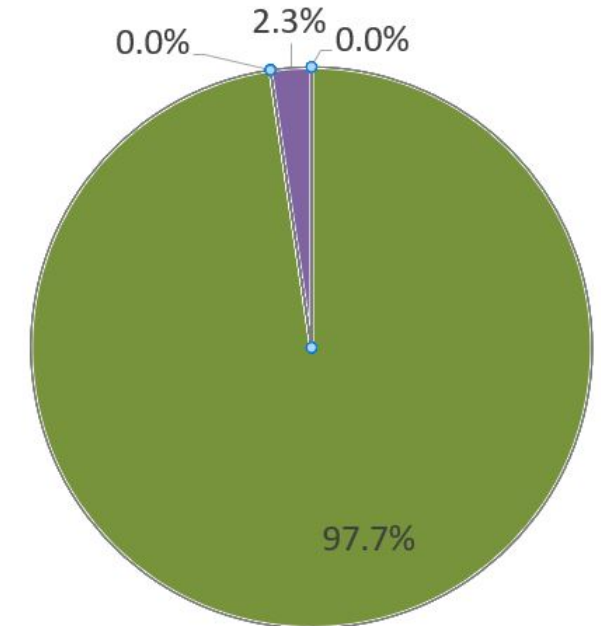




Falcon High School



		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$269.00	\$269.00	\$0.00	\$0.00	\$269.00
B	Owners Requirements	\$712,436.76	\$712,436.76	\$0.00	\$0.00	\$712,436.76
C	Construction	\$4,688,844.08	\$4,688,844.08	\$0.00	\$0.00	\$4,688,844.08
D	Permits, Utilities & Fees	\$16,570.55	\$16,570.55	\$0.00	\$0.00	\$16,570.55
E	Furniture, Fixture and Equipment	\$24,346.10	\$24,346.10	\$0.00	\$0.00	\$24,346.10
F	Technology	\$75,230.98	\$75,230.98	\$0.00	\$0.00	\$75,230.98
G	Contingencies & Escalation	\$132,302.53	\$0.00	\$0.00	\$132,302.53	\$0.00
Total		\$5,650,000.00	\$5,517,697.47	\$0.00	\$132,302.53	\$5,517,697.47



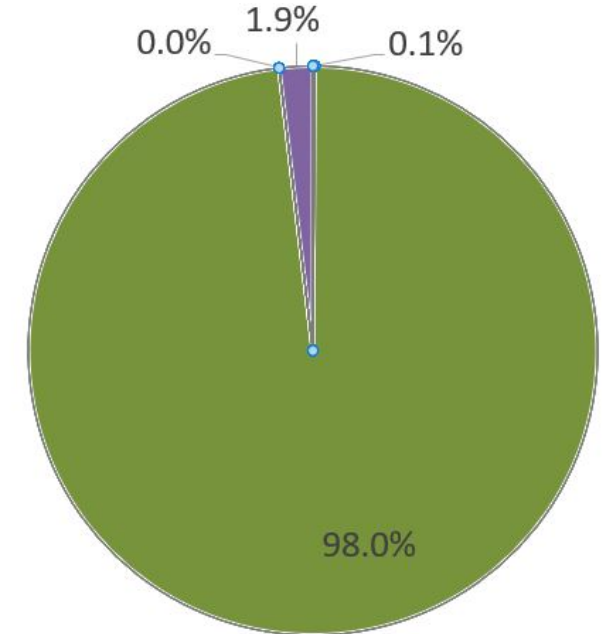
- Project Scope In Progress (Under Contract/PO)
- Project Work in Place (Completed Scope)
- Project Scope in Planning (No PO or Encumbered Cost)
- Project Contingency



Vista Ridge High School



		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B	Owners Requirements	\$877,007.03	\$877,007.03	\$0.00	\$0.00	\$871,445.85
C	Construction	\$5,820,947.90	\$5,820,947.90	\$0.00	\$0.00	\$5,820,947.90
D	Permits, Utilities & Fees	\$17,099.99	\$17,099.99	\$0.00	\$0.00	\$17,099.99
E	Furniture, Fixture and Equipment	\$104,081.48	\$104,081.48	\$0.00	\$0.00	\$102,308.75
F	Technology	\$48,272.74	\$48,272.74	\$0.00	\$0.00	\$48,272.74
G	Contingencies & Escalation	\$132,590.86	\$0.00	\$0.00	\$132,590.86	\$0.00
	Total	\$7,000,000.00	\$6,867,409.14	\$0.00	\$132,590.86	\$6,860,075.23



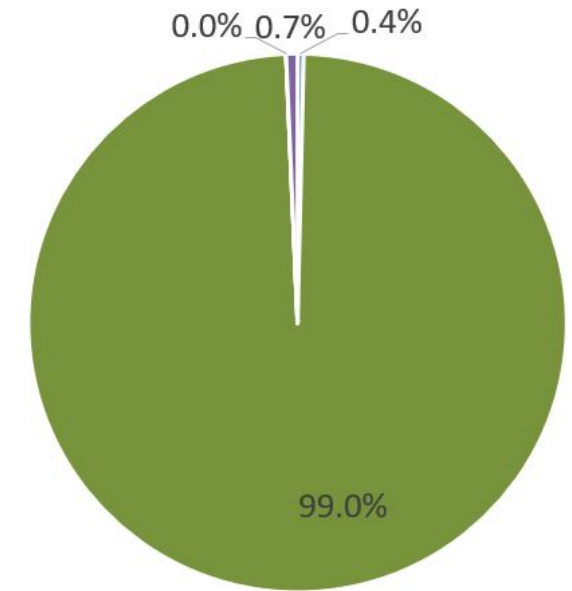
- Project Scope In Progress (Under Contract/PO)
- Project Work in Place (Completed Scope)
- Project Scope in Planning (No PO or Encumbered Cost)
- Project Contingency



Sand Creek High School



		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B	Owners Requirements	\$676,640.94	\$676,640.94	\$0.00	\$0.00	\$662,638.87
C	Construction	\$3,780,062.67	\$3,780,062.67	\$0.00	\$0.00	\$3,779,257.67
D	Permits, Utilities & Fees	\$16,529.95	\$16,529.95	\$0.00	\$0.00	\$16,529.95
E	Furniture, Fixture and Equipment	\$313,756.74	\$313,756.74	\$0.00	\$0.00	\$313,756.74
F	Technology	\$29,925.04	\$29,925.04	\$0.00	\$0.00	\$26,935.04
G	Contingencies & Escalation	\$33,084.66	\$0.00	\$0.00	\$33,084.66	\$0.00
Total		\$4,850,000.00	\$4,816,915.34	\$0.00	\$33,084.66	\$4,799,118.27



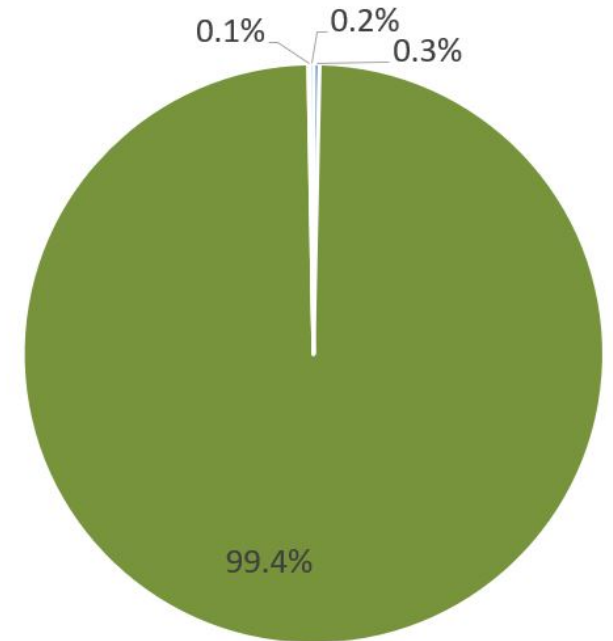
- Project Scope In Progress (Under Contract/PO)
- Project Work in Place (Completed Scope)
- Project Scope in Planning (No PO or Encumbered Cost)
- Project Contingency



Bennett Ranch Elementary



		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$559.00	\$559.00	\$0.00	\$0.00	\$559.00
B	Owners Requirements	\$3,143,622.60	\$3,143,622.60	\$0.00	\$0.00	\$3,142,427.93
C	Construction	\$18,056,862.00	\$18,056,862.00	\$0.00	\$0.00	\$18,026,854.00
D	Permits, Utilities & Fees	\$445,370.70	\$445,370.70	\$0.00	\$0.00	\$434,915.70
E	Furniture, Fixture and Equipment	\$1,081,562.62	\$1,069,541.14	\$12,000.00	\$0.00	\$1,069,501.14
F	Technology	\$507,259.27	\$507,259.27	\$0.00	\$0.00	\$479,821.83
G	Contingencies & Escalation	\$64,763.81	\$0.00	\$16,000.00	\$48,785.29	\$0.00
Total		\$23,300,000.00	\$23,223,214.71	\$28,000.00	\$48,785.29	\$23,154,079.60



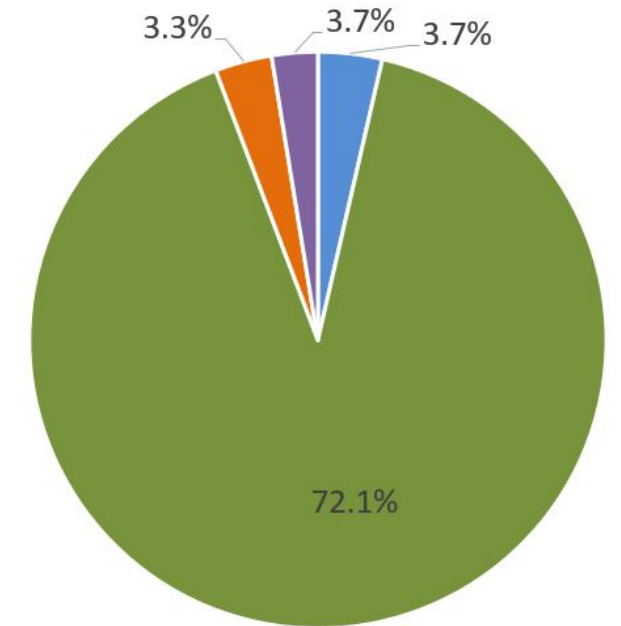
- Project Scope In Progress (Under Contract/PO)
- Project Work in Place (Completed Scope)
- Project Scope in Planning (No PO or Encumbered Cost)
- Project Contingency



Inspiration View Elementary



		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$1,000.00	\$269.00	\$0.00	\$731.00	\$269.00
B	Owners Requirements	\$1,977,349.00	\$1,973,163.00	\$1,000.00	\$3,186.00	\$1,786,051.16
C	Construction	\$19,790,531.36	\$19,790,531.36	\$0.00	\$0.00	\$19,298,526.49
D	Permits, Utilities & Fees	\$304,443.00	\$241,888.53	\$47,700.00	\$14,854.47	\$236,114.53
E	Furniture, Fixture and Equipment	\$1,207,000.00	\$1,107,599.39	\$5,000.00	\$94,400.61	\$941,302.08
F	Technology	\$493,000.00	\$488,118.44	\$0.00	\$4,881.56	\$439,118.87
G	Contingencies & Escalation	\$626,676.64	\$0.00	\$100,000.00	\$526,676.64	\$0.00
	Total	\$24,400,000.00	\$23,601,569.72	\$153,700.00	\$644,730.28	\$22,701,382.13



- Project Scope In Progress (Under Contract/PO)
- Project Work in Place (Completed Scope)
- Project Scope in Planning (No PO or Encumbered Cost)
- Project Contingency



P3 & P4 Project Budget Summary

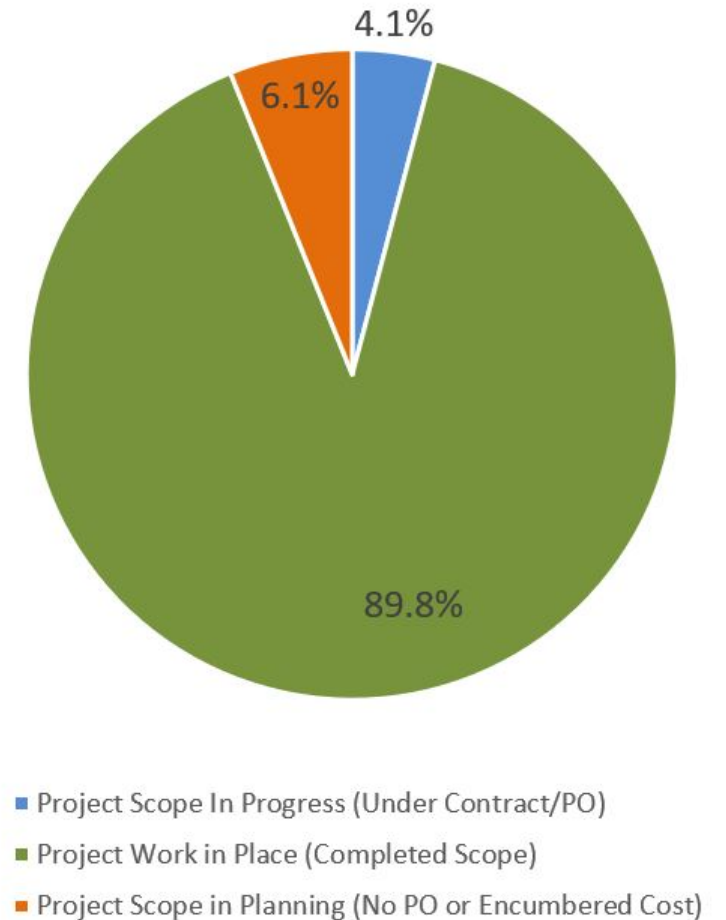
		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Falcon High School	\$5,650,000.00	\$5,517,697.47	\$0.00	\$132,302.53	\$5,517,697.47
B	Vista Ridge High School	\$7,000,000.00	\$6,867,409.14	\$0.00	\$132,590.86	\$6,860,075.23
C	Sand Creek High School	\$4,850,000.00	\$4,816,915.34	\$0.00	\$33,084.66	\$4,799,118.27
D	Bennett Ranch Elementary	\$23,300,000.00	\$23,223,214.71	\$28,000.00	\$48,785.29	\$23,154,079.60
E	Inspiration View Elementary	\$24,400,000.00	\$23,601,569.72	\$153,700.00	\$644,730.28	\$22,701,382.13
	Total	\$65,200,000.00	\$64,026,806.38	\$181,700.00	\$991,493.62	\$63,032,352.70



P2 Projects

Project Info:

- Summer Projects are complete with a few exceptions
- Buildings are ready for School Start with no exception
- P2 Spending currently at 90% (July Invoices have not come in)
- Will have approx. 5% or \$1,000,000 to complete when all summer contracts are closed.





P2 Projects

Tier 1 (Over \$75K)

School	Remaining Funds
Falcon High School	\$78,825.69
Vista Ridge High School	\$103,139.77
Skyview Middle School	\$136,720.78
Stetson Elementary	\$144,662.05
Sand Creek High School	\$344,955.62
Evans Elementary	\$121,134.38



P2 Projects

Tier 2 (Over \$75K)

School	Remaining Funds
Woodman Hills Elementary	\$14,040.71
Ridgeview Elementary	\$26,345.68
Springs Ranch Elementary	\$37,490.57
Peak Learning Center (Mohawk)	\$16,351.12



P2 Projects

Tier 3 (Under \$10K)

School	Remaining Funds
Falcon Middle School	\$0.00
Falcon Elementary School	\$6,001.52
Meridian Ranch Elementary	\$9,014.55
Odyssey Elementary	\$2,699.21
Horizon Middle School	\$0.00
Remington Elementary	\$9,928.89
Springs Studio for Academic Excellence	\$4,227.57
Falcon Legacy Campus	\$1,788.32

Project Update Report

Project Name:

Wember Inc. Project Number:

Issue Date:

District 49 Schools – P2, P3 & P4 Projects

2016.63

July 31, 2019

The purpose of this update is to report on the current status of the District 49 School P2, P3 & P4 Projects. This report is to serve as a summary of pertinent information related to the projects at this point (information current through May 1, 2019).

Budget Key

Initial Budget	Approved Budget for the MLO approved by the schools SAC.
Current Forecast	Current planned funds to be expended on the Project. Number may be different the Initial Budget due to understanding of Costs Estimated or Contracted during the Planning and Bidding Process.
Committed Cost	Contracts, Purchases or any cost that has been encumbered as a PO. Nothing is considered Committed till a PO is in place.
Projected to Complete	Estimated costs to complete project. Estimates could be those of a contractors or just the Project Team.
Projected (Over)/Under	Amount project is over or Under from the "Initial Budget" (Not Current Forecast)

Other Definitions

- GC - General Contractor
- HVAC - Heating, Ventilation, & Air Conditioning
- Substantial Complete - State in the progress of Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.
- Value Engineering (VE) - An organized team effort directed at analyzing the functions of systems, equipment, facilities, services, and supplies for the purpose of achieving the essential functions at the lowest life-cycle cost consistent with required performance, reliability, quality, and safety.

P3 & P4 Summary

Bennett Ranch Elementary

- Summer modifications complete. Finishing up small details and tracking final warranty items to closure.

Inspiration View Elementary

- Projects has received CO and all signoffs
- Almost all deliveries are complete. There are some final curriculum orders in process and some smaller misc. items. Nothing major needed to stock school.
- Punch List is over 90% complete. Working thru signoffs and finalizing work.
- Should receive Operations and Maintenance Manual and final As-Builts in next week.

Falcon High School

- Budget is being closed out on P3. See below for final numbers.

Vista Ridge High School

- Budget is being closed out on P3. See below for final numbers.

Sand Creek High School

- Budget is being closed out on P3. See below for final numbers.

Overall Budget P3 and P4 Projects

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Falcon High School	\$5,650,000.00	\$5,517,697.47	\$0.00	\$132,302.53	\$5,517,697.47
B	Vista Ridge High School	\$7,000,000.00	\$6,867,409.14	\$0.00	\$132,590.86	\$6,860,075.23
C	Sand Creek High School	\$4,850,000.00	\$4,816,915.34	\$0.00	\$33,084.66	\$4,799,118.27
D	Bennett Ranch Elementary	\$23,300,000.00	\$23,223,214.71	\$28,000.00	\$48,785.29	\$23,154,079.60
E	Inspiration View Elementary	\$24,400,000.00	\$23,601,569.72	\$153,700.00	\$644,730.28	\$22,701,382.13
Total		\$65,200,000.00	\$64,026,806.38	\$181,700.00	\$991,493.62	\$63,032,352.70

Falcon High School Financials

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$269.00	\$269.00	\$0.00	\$0.00	\$269.00
B	Owners Requirements	\$712,436.76	\$712,436.76	\$0.00	\$0.00	\$712,436.76
C	Construction	\$4,688,844.08	\$4,688,844.08	\$0.00	\$0.00	\$4,688,844.08
D	Permits, Utilities & Fees	\$16,570.55	\$16,570.55	\$0.00	\$0.00	\$16,570.55
E	Furniture, Fixture and Equipment	\$24,346.10	\$24,346.10	\$0.00	\$0.00	\$24,346.10
F	Technology	\$75,230.98	\$75,230.98	\$0.00	\$0.00	\$75,230.98
G	Contingencies & Escalation	\$132,302.53	\$0.00	\$0.00	\$132,302.53	\$0.00
	Total	\$5,650,000.00	\$5,517,697.47	\$0.00	\$132,302.53	\$5,517,697.47

Vista Ridge High School Financials

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B	Owners Requirements	\$877,007.03	\$877,007.03	\$0.00	\$0.00	\$871,445.85
C	Construction	\$5,820,947.90	\$5,820,947.90	\$0.00	\$0.00	\$5,820,947.90
D	Permits, Utilities & Fees	\$17,099.99	\$17,099.99	\$0.00	\$0.00	\$17,099.99
E	Furniture, Fixture and Equipment	\$104,081.48	\$104,081.48	\$0.00	\$0.00	\$102,308.75
F	Technology	\$48,272.74	\$48,272.74	\$0.00	\$0.00	\$48,272.74
G	Contingencies & Escalation	\$132,590.86	\$0.00	\$0.00	\$132,590.86	\$0.00
	Total	\$7,000,000.00	\$6,867,409.14	\$0.00	\$132,590.86	\$6,860,075.23

Sand Creek High School Financials

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B	Owners Requirements	\$676,640.94	\$676,640.94	\$0.00	\$0.00	\$662,638.87
C	Construction	\$3,780,062.67	\$3,780,062.67	\$0.00	\$0.00	\$3,779,257.67
D	Permits, Utilities & Fees	\$16,529.95	\$16,529.95	\$0.00	\$0.00	\$16,529.95
E	Furniture, Fixture and Equipment	\$313,756.74	\$313,756.74	\$0.00	\$0.00	\$313,756.74
F	Technology	\$29,925.04	\$29,925.04	\$0.00	\$0.00	\$26,935.04
G	Contingencies & Escalation	\$33,084.66	\$0.00	\$0.00	\$33,084.66	\$0.00
	Total	\$4,850,000.00	\$4,816,915.34	\$0.00	\$33,084.66	\$4,799,118.27

Bennett Ranch Elementary Financials

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$559.00	\$559.00	\$0.00	\$0.00	\$559.00
B	Owners Requirements	\$3,143,622.60	\$3,143,622.60	\$0.00	\$0.00	\$3,142,427.93
C	Construction	\$18,056,862.00	\$18,056,862.00	\$0.00	\$0.00	\$18,026,854.00
D	Permits, Utilities & Fees	\$445,370.70	\$445,370.70	\$0.00	\$0.00	\$434,915.70
E	Furniture, Fixture and Equipment	\$1,081,562.62	\$1,069,541.14	\$12,000.00	\$0.00	\$1,069,501.14
F	Technology	\$507,259.27	\$507,259.27	\$0.00	\$0.00	\$479,821.83
G	Contingencies & Escalation	\$64,763.81	\$0.00	\$16,000.00	\$48,785.29	\$0.00
Total		\$23,300,000.00	\$23,223,214.71	\$28,000.00	\$48,785.29	\$23,154,079.60

Inspiration View Elementary Financials

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$1,000.00	\$269.00	\$0.00	\$731.00	\$269.00
B	Owners Requirements	\$1,977,349.00	\$1,973,163.00	\$1,000.00	\$3,186.00	\$1,786,051.16
C	Construction	\$19,790,531.36	\$19,790,531.36	\$0.00	\$0.00	\$19,298,526.49
D	Permits, Utilities & Fees	\$304,443.00	\$241,888.53	\$47,700.00	\$14,854.47	\$236,114.53
E	Furniture, Fixture and Equipment	\$1,207,000.00	\$1,107,599.39	\$5,000.00	\$94,400.61	\$941,302.08
F	Technology	\$493,000.00	\$488,118.44	\$0.00	\$4,881.56	\$439,118.87
G	Contingencies & Escalation	\$626,676.64	\$0.00	\$100,000.00	\$526,676.64	\$0.00
Total		\$24,400,000.00	\$23,601,569.72	\$153,700.00	\$644,730.28	\$22,701,382.13

Overall P2 Budget Summary

			C Current Budget	G Committed Cost	I Remaining Funds	J Incurred Costs
A	Falcon Zone		\$6,146,500.00	\$6,038,617.53	\$107,882.47	\$5,971,831.55
	A.1	FHS - Falcon High School	\$1,378,000.00	\$1,299,174.31	\$78,825.69	\$1,277,078.72
	A.2	FMS - Falcon Middle School	\$2,463,000.00	\$2,463,000.00	\$0.00	\$2,461,780.34
	A.3	FES - Falcon Elementary School of Technology	\$1,039,500.00	\$1,033,498.48	\$6,001.52	\$990,982.23
	A.4	MRE - Meridian Ranch Elementary School	\$571,000.00	\$561,985.45	\$9,014.55	\$561,985.45
	A.5	WHE - Woodmen Hills Elementary School	\$695,000.00	\$680,959.29	\$14,040.71	\$680,004.81
B	Power Zone		\$4,783,000.00	\$4,369,432.51	\$413,567.49	\$4,187,332.79
	B.1	VRH - Vista Ridge High School	\$1,167,500.00	\$1,064,360.23	\$103,139.77	\$1,010,609.25
	B.2	SMS - Skyview Middle School	\$1,549,500.00	\$1,412,779.22	\$136,720.78	\$1,311,978.07
	B.3	OES - Odyssey Elementary School	\$384,000.00	\$381,300.79	\$2,699.21	\$381,300.79
	B.4	RVE - Ridgeview Elementary School	\$680,500.00	\$654,154.32	\$26,345.68	\$653,199.84
	B.5	SES - Stetson Elementary School	\$1,001,500.00	\$856,837.95	\$144,662.05	\$830,244.84
C	Sand Creek Zone		\$7,546,500.00	\$7,032,990.54	\$513,509.46	\$6,432,974.36
	C.1	SCH - Sand Creek High School	\$3,311,500.00	\$2,966,544.38	\$344,955.62	\$2,533,530.00
	C.2	HMS - Horizon Middle School	\$1,538,500.00	\$1,538,500.00	\$0.00	\$1,519,902.00
	C.3	EES - Evans International Elementary School	\$1,230,500.00	\$1,109,365.62	\$121,134.38	\$967,440.78
	C.4	RME - Remington Elementary School	\$791,500.00	\$781,571.11	\$9,928.89	\$776,046.63
	C.5	SRE - Springs Ranch Elementary	\$674,500.00	\$637,009.43	\$37,490.57	\$636,054.95
D	I Connect Zone		\$1,404,000.00	\$1,381,632.99	\$22,367.01	\$1,375,520.99
	D.1	SSAE - Springs Studio for Academic Excellence	\$75,500.00	\$71,272.43	\$4,227.57	\$68,716.43
	D.2	FLC - Falcon Legacy Campus	\$1,240,000.00	\$1,238,211.68	\$1,788.32	\$1,238,121.68
	D.3	MOH -Mohawk (Home School Program)	\$88,500.00	\$72,148.88	\$16,351.12	\$68,682.88
E	Charter Schools		\$1,037,000.00	\$806,020.77	\$230,979.23	\$806,020.77
	E.1	BLA - Banning Lewis Ranch Academy	\$444,000.00	\$249,339.77	\$194,660.23	\$249,339.77
	E.2	ICA - Imagine Classical Academy	\$258,500.00	\$258,500.00	\$0.00	\$258,500.00
	E.3	PPS - Pikes Peak School or Expeditionary Learning	\$209,000.00	\$209,000.00	\$0.00	\$209,000.00
	E.4	RMCA - Rocky Mountain Classical Academy	\$125,500.00	\$89,181.00	\$36,319.00	\$89,181.00
F	Owner Requirements		\$186,400.00	\$186,400.00	\$0.00	\$175,511.00
	Total		\$21,103,400.00	\$19,815,094.34	\$1,288,305.66	\$18,949,191.46

- See attached individual project breakdowns for more info.

P2 Remaining Funds Synopsis

7/26/19

Total P2 remaining funds remaining (all projects) = \$1,057,326.43

Tier 1 (Over \$75K)

School	Remaining Funds	Notes:
Falcon High School	\$78,825.69	
Vista Ridge High School	\$103,139.77	
Skyview Middle School	\$136,720.78	
Stetson Elementary	\$144,662.05	
Sand Creek High School	\$344,955.62	Final project to bid will use all funds.
Evans Elementary	\$121,134.38	

Tier 2 (Over \$75K)

School	Remaining Funds	Notes:
Woodman Hills Elementary	\$14,040.71	
Ridgeview Elementary	\$26,345.68	
Springs Ranch Elementary	\$37,490.57	
Peak Learning Center (Mohawk)	\$16,351.12	

Tier 3 (Under \$10K)

School	Remaining Funds	Notes:
Falcon Middle School	\$0.00	
Falcon Elementary School	\$6,001.52	
Meridian Ranch Elementary	\$9,014.55	
Odyssey Elementary	\$2,699.21	
Horizon Middle School	\$0.00	
Remington Elementary	\$9,928.89	
Springs Studio for Academic Excellence	\$4,227.57	
Falcon Legacy Campus	\$1,788.32	

Falcon High School

7/26/19

Total P2 Allocation = **\$1,378,000.00**

Total Funds encumbered/spent to date = **\$1,299,174.31**

Total remaining funds remaining = **\$78,825.69**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	FHS-01-HVAC System	\$210,670.00		
X	FHS-02-Turf Baseball Field	\$588,477.60		
X	FHS-03-Flooring	\$105,800.00		
X	FHS-04-Paint - Interior Classrooms & Gym	\$75,850.00		
X	FHS-05-Paint - Exterior Doors & Trim	\$29,891.75		
X	FHS-06-Lighting & Automation	\$100,000.00		
X	FHS-07-Auditorium Lights & Sounds	\$120,936.22		
X	FHS-08-Urinal Replacement	\$46,572.17		
X	FHS-09-Refurbish Gym Floor	\$20,976.57		
	FHS-10-Custodial Equipment	\$0.00	\$17,600.00	
	FHS- Contingency - Unallocated Funds	---	\$61,255.69	

Falcon Middle School - DRAFT

7/26/19

Total P2 Allocation = **\$2,463,000.00**
Total Funds encumbered/spent to date = **\$2,463,000.00**
Total remaining funds remaining = **\$0.00**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	FMS-01-Library/Office Reconfigure	\$703,001.14	\$0.00	
X	FMS-02-Science Lab	\$366,919.05	\$0.00	
X	FMS-03-Classroom Flooring -	\$290,110.61	\$0.00	
X	FMS-04-Paint Refresh	\$107,724.00	\$0.00	
X	FMS-05-LED Fixture Upgrade	\$250,414.16	\$0.00	
X	FMS-06-Commons & Gym Sound Board	\$47,867.33	\$0.00	
X	FMS-07-Roof Replacement	\$184,610.00	\$0.00	
X	FMS-08-Fixed Furnishings	\$173,519.97	\$0.00	
X	FMS-09-Paving - Bus Loop	\$252,539.00	\$0.00	
X	FMS-10-Ext Conc Repair and Drainage	\$31,535.00	\$0.00	
X	FMS-11-Custodial Equip	\$19,244.68	\$0.00	
X	FMS-12-Safety & Security Package	\$0.00	\$0.00	
X	FMS-13-Bldg Automation Upgrade	\$47,200.00	\$0.00	
	FMS-Contingency - Unallocated Funds	\$0.00	\$0.00	

Falcon Elementary School

7/26/19

Total P2 Allocation = **\$1,039,500.00**

Total Funds encumbered/spent to date = **\$1,033,498.48**

Total remaining funds remaining = **\$6,001.52**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	FES-01-Safe Entry	\$184,409.44	\$0.00	
X	FES-02-Intercom System	\$64,097.13	\$0.00	
X	FES-03-Refresh Exterior Play Area	\$243,740.68	\$0.00	
X	FES-04-Flooring	\$236,209.19	\$0.00	
X	FES-05-Paint Classrooms	\$14,713.57	\$0.00	
X	FES-06-Replace Drinking Fountain	\$6,021.47	\$0.00	
X	FES-07-LED Fixture Upgrade	\$38,767.00	\$0.00	
X	FES-08-Restroom Remodel	\$151,985.00	\$0.00	
X	FES-09-Fixed Furnishings	\$55,000.00	\$0.00	
X	FES-10-Library Refresh	\$38,555.00	\$0.00	
	FES-11-Accessible Playground Equipment	\$0.00	\$6,001.52	
	FES-Contingency - Unallocated Funds	\$0.00	\$0.00	

Meridian Ranch Elementary School 7/26/19

Total P2 Allocation = **\$571,000.00**

Total Funds encumbered/spent to date = **\$561,985.45**

Total remaining funds remaining = **\$9,014.55**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	MRE-01-Paint Refresh	\$53,625.00	---	
X	MRE-02-Flooring Refresh	\$245,107.00	---	
X	MRE-03-Restroom Update	\$66,770.00	---	
X	MRE-04-Exterior Play Area Upgrade	\$142,702.87	---	
X	MRE-05-Secure Safe Entry	\$53,780.58	---	\$19,000 from 3A
	MRE-06-Building Automation	\$0	---	
	MRE- Contingency - Unallocated Funds	---	\$9,014.55	

Woodman Hills Elementary School 7/26/19

Total P2 Allocation = **\$695,000.00**

Total Funds encumbered/spent to date = **\$680,959.29**

Total remaining funds remaining = **\$14,040.71**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	WHE-01-Secure Front Entry	\$71,563.22	\$0.00	
X	WHE-02-Flooring Refresh	\$251,058.30	\$0.00	
X	WHE-03-Paint Refresh	\$53,655.00	\$0.00	
X	WHE-04-Pick Up / Drop Off in Back	\$246,255.00	\$0.00	
	WHE-05-Safety & Security Package	\$6,809.00	\$11,120.00	
X	WHE-Removed Project	\$0.00	\$0.00	
X	WHE-06-Exterior Play Area Upgrade	\$51,618.77	\$0.00	
X	WHE-07-LED Fixture Upgrade	\$0.00	\$0.00	
	WHE-Contingency - Unallocated Funds	\$0.00	\$2,920.71	

Vista Ridge High School
7/26/19

Total P2 Allocation = **\$1,167,500.00**
Total Funds encumbered/spent to date = **\$1,064,360.23**
Total remaining funds remaining = **\$103,139.77**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
	VRH-01-Security - Cameras, Storage & Lights	\$48,740.44	\$5,491.56	
X	VRH-02-ADA Access & Concessions Area	\$29,064.74	\$0.00	
X	VRH-03-Auditorium Seating Upgrade	\$259,423.00	\$0.00	
X	VRH-04-Auditorium Lighting Upgrade	\$189,768.00	\$0.00	
X	VRH-05-HVAC Improvements Gym	\$209,803.46	\$0.00	
	VRH-07-Custodial Equipment	\$29,219.93	\$17,863.07	
X	VRH-06-Landscape - Retaining Wall & Logo	\$133,303.85	\$0.00	
	VRH-08-Urinal Replacement	\$37,964.00	\$500.00	Just closing out final costs
X	VRH-09-ADA Parking	\$32,346.96	\$0.00	
X	VRH-10-Gym Floor	\$25,508.57	\$0.00	
X	VRH-11-Sound System	\$37,221.58	\$0.00	
X	VRH-12-Science Equipment Replacement	\$2,031.90	\$7,968.10	
X	VRH-13-Weight Room Equip Refresh	\$7,304.80	\$0.00	
X	VRH-14-Large Screen in Gym	\$0.00	\$5,000.00	
	VRH-15-Counseling Area Refresh	\$13,535.00	\$1,000.00	Just closing out final costs
X	VRH-16-Gym Chairs	\$4,704.00	\$0.00	
X	VRH-17-Score Table	\$4,420.00	\$0.00	
	VRH-18-Classroom and Office Furniture	\$0.00	\$65,317.04	
	VRH-Contingency - Unallocated Funds	\$0.00	\$0.00	

Skyview Middle School

7/26/19

Total P2 Allocation = **\$1,549,500.00**
Total Funds encumbered/spent to date = **\$1,412,779.22**
Total remaining funds remaining = **\$136,720.78**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	SMS-01-Flooring Refresh	\$531,737.64	\$0.00	
X	SMS-02-Paint Refresh	\$171,045.00	\$0.00	
X	SMS-03-Security Entry	\$112,491.81	\$0.00	
X	SMS-04-LED Fixture Upgrade	\$123,554.01	\$0.00	
X	SMS-05-HVAC System - Gym AC	\$127,472.61	\$0.00	
X	SMS-06-Building Automation	\$3,020.00	\$0.00	
X	SMS-07-Roof Replacement	\$80,963.71	\$0.00	
X	SMS-08-Logo - Gym Floor	\$23,888.88	\$0.00	
X	SMS-09-Bleachers, ADA, Site Walk	\$77,416.37	\$0.00	
X	SMS-10-Building Caulking	\$40,023.00	\$0.00	
	SMS-11-Camera Upgrade	\$29,983.66	\$5,016.34	
	SMS-12-New Access Points	\$17,541.06	\$2,458.94	
	SMS-13-Custodial Equipment	\$9,394.47	\$4,605.53	
X	SMS-14-Update Furniture	\$24,189.20	\$0.00	
X	SMS-15-Upgrade Stage Lighting & Sound	\$40,057.80	\$0.00	
	SMS-Contingency - Unallocated Funds	\$0.00	\$124,639.97	

Odyssey Elementary School 7/26/19

Total P2 Allocation = **\$384,000.00**
Total Funds encumbered/spent to date = **\$381,300.79**
Total remaining funds remaining = **\$2,699.21**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	OES-01-Sprung Building	\$264,355.00	\$645.00	
X	OES-02-Safe Entry	\$72,873.88	\$0.00	
X	OES-03-Replace Student Furniture	\$44,071.91	\$0.00	
	OES-Contingency - Unallocated Funds	\$0.00	\$2,054.21	

Ridgeview Elementary School 7/26/19

Total P2 Allocation = **\$680,500.00**

Total Funds encumbered/spent to date = **\$654,154.32**

Total remaining funds remaining = **\$26,345.68**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	RVE-01-Secure Front Entry	\$74,429.40	\$0.00	
X	RVE-02-Fencing	\$5,840.00	\$0.00	
	RVE-03-Safety & Security Package	\$19,387.19	\$11,926.18	
X	RVE-04-Interior Paint Refresh	\$105,907.97	\$0.00	
X	RVE-05-Flooring	\$252,037.50	\$0.00	
X	RVE-06-Landscaping/Play Area Upgrade	\$152,915.13	\$0.00	
X	RVE-07-Custodial Equipment	\$7,755.58	\$0.00	
X	RVE-08-LED Fixture Upgrade	\$9,255.55	\$0.00	
X	RVE-09-Office Furniture	\$25,000.00	\$0.00	
	RVE-10-Raptor Scanner & Printer	\$0.00	\$1,500.00	
	RVE-11-Security Camera	\$0.00	\$930.00	
	RVE-12-40 New Teacher Chairs	\$0.00	\$4,800.00	
	RVE-13-Gym and Library Locks	\$0.00	\$2,800.00	
	RVE-14-Dimmers on Gym Lights	\$0.00	\$500.00	
	RVE-15-Outdoor lighting near Mods	\$0.00	\$1,103.00	
	RVE-16-Security Film doors in library and gym	\$0.00	\$1,000.00	Missing info here
	RVE-17-New Chairs Teachers' Lounge	\$0.00	\$1,500.00	Missing info here
	RVE-18-Remove Library Sliding Door	\$1,626.00	\$74.00	
	RVE-19-Door for AP Office	\$0.00	\$212.50	
	RVE-Contingency - Unallocated Funds	\$0.00	\$0.00	

Stetson Elementary School

7/26/19

Total P2 Allocation = **\$1,001,500.00**
Total Funds encumbered/spent to date = **\$856,837.95**
Total remaining funds remaining = **\$144,662.05**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	SES-01-Secure Front Entry	\$85,035.41	\$0.00	
X	SES-02-Restroom Refresh	\$140,218.44	\$0.00	
X	SES-03-Playground Refresh	\$132,945.71	\$0.00	
X	SES-04-Flooring	\$232,407.83	\$0.00	
	SES-05-Fixed Furnishings	\$19,987.83	\$30,012.17	
	SES-06-Paint Refresh	\$9,100.00	\$10,900.00	
X	SES-07-Blinds for Classroom	\$23,537.00	\$0.00	
	SES-10-Technology Infrastructure	\$0.00	\$40,000.00	
	SES-11-Main Office Ceiling Tiles	\$0.00	\$20,000.00	
X	SES-12-Staff Lounge Refresh	\$6,164.97	\$0.00	
	SES-13-Cameras, Main Office Buzzer	\$14,782.00	\$5,218.00	
X	SES-08-Library Furniture	\$49,160.09	\$0.00	
X	SES-09-LED Fixture Upgrade	\$143,498.67	\$0.00	
	SES-14-Gym Sound System	\$0.00	\$24,582.00	
	SES-Contingency - Unallocated Funds	\$0.00	\$13,949.88	

Sand Creek High School - DRAFT

7/26/19

Total P2 Allocation = **\$3,311,500.00**
Total Funds encumbered/spent to date = **\$2,966,544.38**
Total remaining funds remaining = **\$344,955.62**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	SCH-01-Secure Front Entry	\$21,230.94	\$0.00	
X	SCH-02-Athletic Package (Field & Track)	\$1,497,999.39	\$0.00	
X	SCH-03-Flooring Refresh	\$390,807.06	\$0.00	
X	SCH-04-LED Fixture Upgrade	\$105,787.32	\$0.00	
X	SCH-05-Paint Refresh	\$275,113.00	\$0.00	
	SCH-06-Safety & Security Package	\$172,351.50	\$29,648.50	
X	SCH-08-Fire Safety - Electrical Upgrades	\$24,928.00	\$0.00	
X	SCH-07-Auditorium Refresh	\$249,707.70	\$0.00	
X	SCH-11-Replace Gym Bleachers	\$118,830.00	\$0.00	
X	SCH-09-Phase 1 Drainage	\$32,691.00	\$0.00	
X	SCH-10-Fire Drop Doors	\$35,177.00	\$0.00	
	SCH-12-Parking Lot	\$0.00	\$315,307.12	
X	SCH-13-Gym Sound System	\$41,921.47	\$0.00	
	SCH-14-Scoreboards	\$0.00	\$0.00	
	SCH-Contingency - Unallocated Funds	\$0.00	\$0.00	

Horizon Middle School

7/26/19

Total P2 Allocation = **\$1,538,500.00**

Total Funds encumbered/spent to date = **\$1,538,500.00**

Total remaining funds remaining = **\$0.00**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	HMS-01-Entry/Safe Entry/Reconfigure Admin	\$1,083,338.78	\$0.00	
X	HMS-02-ADA Ramp Access to Field/Track	\$21,215.09	\$0.00	
X	HMS-03-Exterior Door Replacement (6 doors)	\$45,147.00	\$0.00	
X	HMS-04-LED Fixture Upgrade	\$157,896.00	\$0.00	
X	HMS-05-Paint Interior Trim	\$10,369.00	\$0.00	
X	HMS-06-Library Refresh	\$79,004.94	\$0.00	
X	HMS-07-Flooring Classrooms	\$122,255.00	\$0.00	
X	HMS-08-Refresh/Replace Tech in Gym	\$19,274.19	\$0.00	
	HMS-Contingency - Unallocated Funds	\$0.00	\$0.00	

Evans Elementary School

7/26/19

Total P2 Allocation = **\$1,230,500.00**
Total Funds encumbered/spent to date = **\$1,109,365.62**
Total remaining funds remaining = **\$121,134.38**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	EES-01-Secure Front Entry	\$202,565.89	\$0.00	
X	EES-02-Safety & Security Package	\$85,979.26	\$0.00	
X	EES-03-HVAC System Improvements	\$61,948.12	\$0.00	
X	EES-05-Bldg Automation Upgrade	\$3,492.00	\$0.00	
X	EES-06-Exterior Landscaping & Play Area	\$96,019.18	\$0.00	
	EES-07-Flooring Refresh	\$287,972.17	\$0.00	
X	EES-08-Restroom Refresh	\$229,447.16	\$0.00	
X	EES-09-LED Fixture Upgrade	\$54,673.84	\$0.19	
	EES-10-Fixed Furnishings Update	\$62,263.00	\$36,346.00	
X	EES-11-Weatherproof SW Ext False Wall	\$0.00	\$0.00	
X	EES-12-Paint Refresh	\$25,005.00	\$0.00	
	EES-Contingency - Unallocated Funds	\$0.00	\$84,788.19	

Remington Elementary School 7/26/19

Total P2 Allocation = **\$791,500.00**
Total Funds encumbered/spent to date = **\$781,571.11**
Total remaining funds remaining = **\$9,928.89**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	RME-01-Play Area Upgrade	\$276,875.65	\$0.00	
X	RME-02-Paint Refresh - Wallpaper Removal	\$42,620.00	\$0.00	
X	RME-03-Flooring Refresh	\$177,208.00	\$0.00	
X	RME-04-Replace Basketball Court	\$47,052.00	\$0.00	
	RME-05-Safety & Security Package	\$80,375.28	\$9,498.89	
X	RME-06-Secure Front Entry	\$76,890.00	\$0.00	
X	RME-07-Cafeteria Tables	\$12,930.53	\$0.00	
X	RME-08-Turf	\$67,619.65	\$0.00	
	RME-Contingency - Unallocated Funds	\$0.00	\$430.00	

Springs Ranch Elementary School 7/26/19

Total P2 Allocation = **\$674,500.00**
Total Funds encumbered/spent to date = **\$637,009.43**
Total remaining funds remaining = **\$37,490.57**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	SRE-01-Safe Entry	\$71,444.00	\$0.00	
	SRE-02-Safety & Security Package	\$10,975.70	\$11,524.30	
X	SRE-03-Flooring	\$238,130.00	\$0.00	
X	SRE-04-Exterior Landscaping	\$74,705.98	\$0.00	
X	SRE-05-Library Refresh	\$22,056.29	\$0.00	
X	SRE-06-Replace Turf Play Area	\$204,445.12	\$0.00	
X	SRE-07-Projector & Screen for Gym	\$2,736.10	\$0.00	
	SRE-08-Custodial Equipment	\$7,522.87	\$3,577.13	
X	SRE-09-Playground Safety Items	\$4,993.37	\$11,006.63	
	SRE-10-Water Bottle Filler	\$0.00	\$4,000.00	
	SRE-11-Painting	\$0.00	\$1,336.00	
	SRE-Contingency - Unallocated Funds	\$0.00	\$6,046.51	

Springs Studio for Academic Excellence 7/26/19

Total P2 Allocation = **\$75,500.00**
Total Funds encumbered/spent to date = **\$71,272.43**
Total remaining funds remaining = **\$4,227.57**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	SSAE-01-Loftwall System	\$19,049.00	\$0.00	
X	SSAE-02-3 Form Wall System/Counselor	\$5,844.69	\$0.00	
X	SSAE-03-Pour in Place Playground Refurb	\$43,822.74	\$0.00	
	SSAE-04-Vent Science Room	\$2,556.00	\$227.57	
	SSAE-05-Building Wide Sound System	\$0.00	\$2,499.43	
	SSAE-Contingency-Unallocated Funds	\$0.00	\$1,500.57	

Falcon Legacy Campus - DRAFT

7/26/19

Total P2 Allocation = **\$1,240,000.00**
Total Funds encumbered/spent to date = **\$1,238,211.68**
Total remaining funds remaining = **\$1,788.32**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	FLC-01-Technology Refresh	\$129,310.00	\$0.00	
X	FLC-02-Safety & Security	\$122,500.00	\$0.00	
X	FLC-02-Reconfigure Old Bathroom	\$101,821.00	\$0.00	
X	FLC-03-Bathroom Expansion Walls, Drywall	\$4,050.00	\$0.00	
X	FLC-04-Plumbing Fixtures	\$2,850.00	\$0.00	
X	FLC-05-Toilet Compartments	\$4,600.00	\$0.00	
X	FLC-06-Conference Room Carpet	\$2,500.00	\$0.00	
X	FLC-07-New Ceiling Grid	\$2,400.00	\$0.00	
X	FLC-08-Wall Tile Install Boys, Girls, and Staff	\$7,500.00	\$0.00	
X	FLC-09-Final Electrical	\$4,500.00	\$0.00	
X	FLC-10-Plumbing Underground - Water Runs	\$2,500.00	\$0.00	
X	FLC-11-Concrete Repair	\$2,500.00	\$0.00	
X	FLC-12-Add Additional Parking Lot Pole	\$2,000.00	\$0.00	
X	FLC-13-Parking Lot Lights	\$65,000.00	\$0.00	
X	FLC-14-Parking Lot Final Upgrades	\$20,000.00	\$0.00	
X	FLC-15-Exterior Painting	\$15,350.00	\$0.00	
X	FLC-16-Safe Entry (Hwy 24 PHS side)	\$47,898.50	\$0.00	
X	FLC-17-Culinary Arts Room Expansion	\$339,544.39	\$0.00	
X	FLC-18-Carpet Entire Building	\$342,386.74	\$0.00	
X	FLC-19-Signage	\$1,267.90	\$0.00	
X	FLC-20-Equipment for Culinary	\$17,733.15	\$0.00	
	FLC-Contingency - Unallocated Funds	\$0.00	\$1,788.32	

PEAK Learning Center (Mohawk)

7/26/19

Total P2 Allocation = **\$88,500.00**

Total Funds encumbered/spent to date = **\$72,148.88**

Total remaining funds remaining = **\$16,351.12**

MLO Budget Update

CPLT		Spent/ Encumbered to Date	Remaining Funds	
X	MOH-01-Exterior Doors/Door Alarm	\$3,286.25	\$0.00	
X	MOH-02-Fencing	\$7,112.00	\$0.00	
X	MOH-03-Surveillance Cameras	\$367.50	\$0.00	
X	MOH-04-Shoretel Phones	\$812.80	\$0.00	
	MOH-05-Building Security	\$0.00	\$5,000.00	
X	MOH-06-Carpet	\$30,810.00	\$0.00	
X	MOH-07-Playground Install	\$20,612.84	\$0.00	
X	MOH-08-Paint	\$9,147.49	\$0.00	
	MOH-Contingency-Unallocated Funds	\$0.00	\$11,351.12	

BOARD OF EDUCATION ITEM 9.02
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Mary Pérez, Director of Applied & Advanced Learning

TITLE OF AGENDA ITEM: Applied & Advanced Learning (AAL) Performance Update

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND OR RATIONALE

In May, 2019, the D49 Board of Education reorganized CTE, Work-based Learning, Concurrent Enrollment, IB, AP and other programs into one department, Applied & Advanced Learning with single oversight to streamline processes and improve coordination within/between departments and communications to all stakeholders.

RELEVANT DATA AND EXPECTED OUTCOMES:

The new AAL leadership team has been hired and now offices at Creekside and has begun meeting with building leadership, AAL points of contact, counselors, and instructors to understand stakeholder support needs. Initial priorities include common, simplified/shared AAL resources for building leaders, counselors, and pathway advisors, program marketing materials for parents and students, and an AAL website redesign linking all programs.

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Clarify and coordinate programs and develop/provide materials and resources to better inform D49 students and families about applied and advanced program options in the earlier years, before high school. Streamline AAL processes and integrate WBL and CTE as foundational, experiential learning for more cost effective postsecondary program selections and to address local workforce shortages. Students select/own their own pathway plans.

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	Work professionally and strategically as a team, with inputs from multiple stakeholders.
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	Involve local/regional industry & business partners in developing work-based learning experiences for students at all grade levels. Address local workforce shortages by creating pathway pipelines aligned with economic landscape. Grow CTE and free college options on all campuses for strong technical and academic foundations. Inform parents earlier about free and low cost career preparation & college options to launch all students to success. Construct pathways based on student interest, aptitude, and economic landscape data.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Seek continued BOE support for Applied & Advanced Learning in D49.

APPROVED BY: Peter Hilts, CEO

BOE REGULAR MEETING AUGUST 8, 2019
ITEM 9.02 CONTINUED

DATE: 7/31/19



Applied & Advanced Learning Update

8/8/19

Mary Perez

Director of Applied & Advanced Learning

New AAL Reorganization



AAL Director, M Perez

CE Coordinator, Cheryl DeGeorge
Pathway Specialist (PT), Carmen Banuelos
CTE Program Mgr, Christina Vetromile
CTE Director
WBL Program Mgr

AAL Fall 2019 Rollout



- Leadership Launch
- Joint Counselor PD w/ Dr. Kim Boyd
- CE Instructors PD
- Building Meetings w/ AAL POC

2019-20 AAL Priorities



- Develop common AAL resources, planning calendars, and communications
- Redesign 49Pathways, CE, CTE, and WBL webpages
- Develop AAL program marketing materials

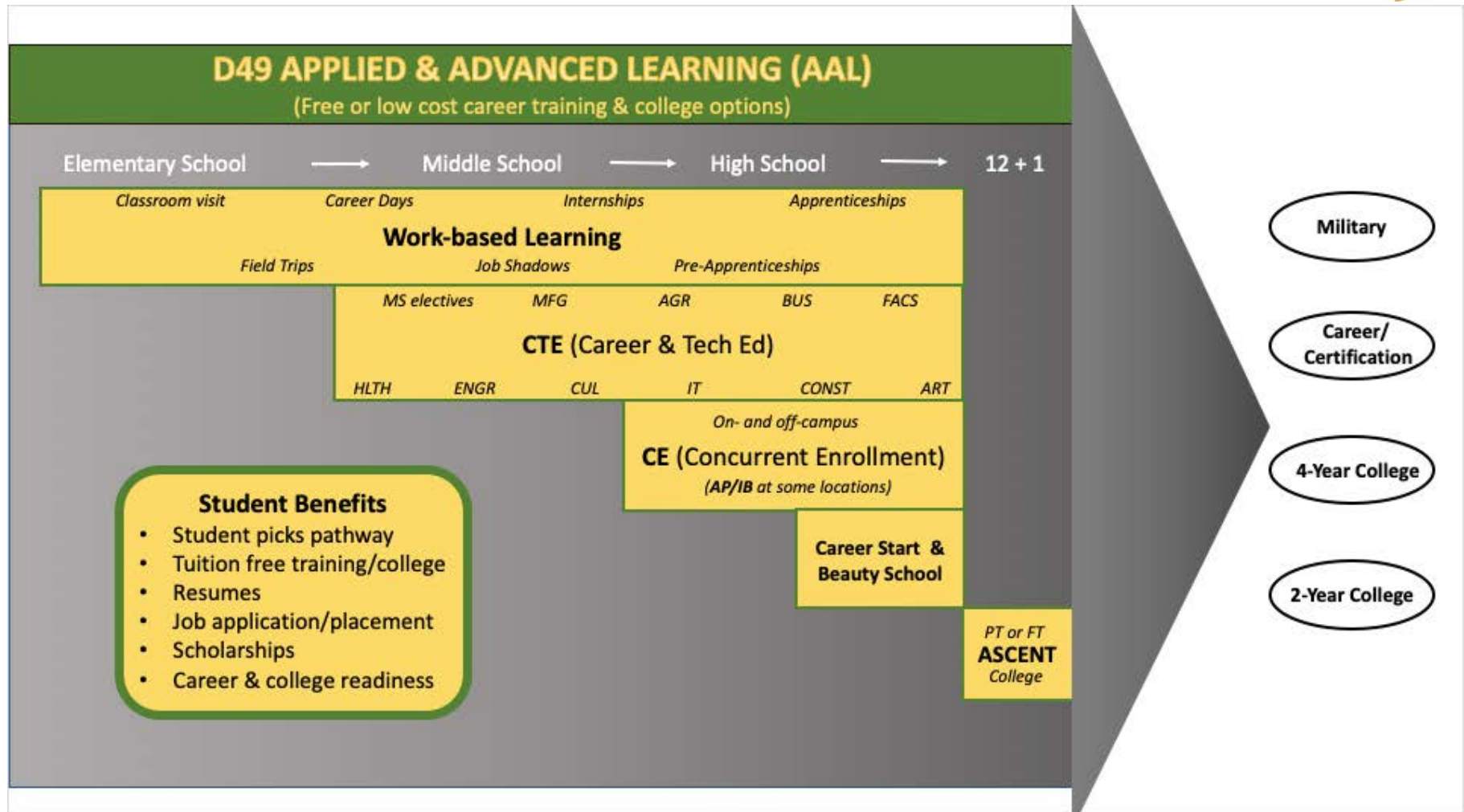
2019-20 AAL Priorities



Support AAL efforts on all campuses

- New State CTE Strategic Plan
- Bi-annual Regional Needs Assessment
- New Culinary internships & apprenticeships
- New PPBEA website launch/implementation
- Collaboration w/ AAL POC
- Colorado CE Conference
- New AAL graphic

AAL Graphic (draft)



The Best Choice to Learn, Work and Lead

BOARD OF EDUCATION ITEM 9.03A
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Andy Franko, iConnect Zone Leader

TITLE OF AGENDA ITEM: Job Description – Portfolio of Schools Coordinator

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

As the number of portfolio of school options continues to increase, in particular in the iConnect Zone, the level of work associated with meeting the expectations of our families has also increased. The iConnect Zone offers opportunity in eleven schools and multiple programs. The Portfolio of Schools Coordinator position will help meet the demands of information, communication, and management regarding school choice options within the Zone.

RATIONALE:

We will better serve our students, families, and schools by managing portfolio options from a consistent position. The Portfolio of School Coordinator will work with students and families to better inform about school options. In addition, the manager will collaborate with build principals and staff to plan and deliver organized information. Also, the manager will help organize shared facilities, be a point of contact for program managers, and provide advising as needed.

RELEVANT DATA AND EXPECTED OUTCOMES:

The School Portfolio Coordinator will measure the results of students making choices within D49 and the iConnect Zone by building and utilizing a portfolio management system. This information will better inform our district about current and potential choice education needs. Additionally, we will utilize this position to inform and transition students within the homeschool community to an early college or concurrent enrollment pathway, based on preference and choice.

INNOVATION AND INTELLIGENT RISK:

This is a new position that will extend the reach of work currently focused in our homeschool community to the entire zone and district.

IMPACTS ON THE DISTRICT’S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other	This position is built on improving communication and care for those who make choice a priority in their education.
	Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community	
	Rock #2 —Research, design and implement programs for intentional <u>community</u> participation	This position is intended to inform our community and provide consistent information about our portfolio options.
	Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	This position will improve our overall management and operations of our portfolio of schools.

BOE Regular Meeting August 8, 2019
Item 7.03a continued

Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	
Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

BUDGET IMPACT: This position will replace a community liaison position within the iConnect Zone, but will incur an increase of salary and benefits of \$15 -\$25k annually

AMOUNT BUDGETED: The iConnect Zone is positioned to take on the additional cost of this position.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move the Portfolio of Schools Coordinator job description forward for action at the next regular board meeting.

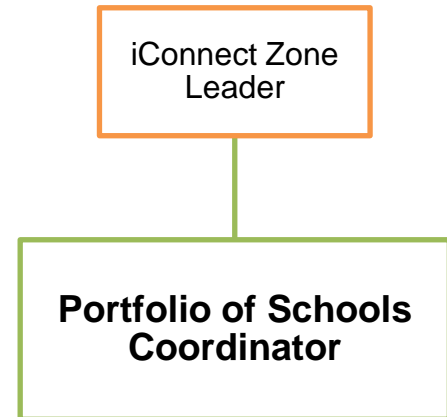
APPROVED BY: Peter Hilts, Chief Education Officer and Brett Ridgway, Chief Business Officer

DATE: July 26, 2019

PORTFOLIO OF SCHOOLS COORDINATOR

Job Title:	Portfolio of Schools Coordinator
Initial:	September 12, 2019
Revised:	
Work Year:	Full Year
Office:	Education
Department:	iConnect Zone
Reports To:	iConnect Zone Leader
FLSA Status:	Exempt
Pay Range:	Administrative Pay Schedule

Related Organization Chart



POSITION SUMMARY: The Portfolio of Schools Coordinator is an innovative, creative strategist focused on raising awareness of education pathways in the iConnect Zone and across District 49. The Coordinator develops and implements training, outreach and resource initiatives to empower families and students as they investigate choice education pathways. The Coordinator works in collaboration with local leaders and organizations to develop partnerships that support and encourage educational choice and student success. Although the Coordinator works out of the iConnect Zone under the supervision of the iConnect Zone Leader, this position is designed to support parents and students no matter which zone or program they are exploring.

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 depending on building assignment and other factors.

- Develops deep knowledge about all schools and programs in the District 49 operated and chartered portfolio, including familiarity with the types of services offered to exceptional learners.
- Works with Learning Services to develop and deploy a system to engage students with personalized choice options within the portfolio of school model.
- Utilizes developed systems to coordinate with school level administrators to provide information to students and families regarding choice options within the portfolio of schools.
- Coordinates with the Director of Applied and Advanced Learning to ensure D49 programs reflect current legislative guidance and best practices.
- Conducts college advising for current or prospective iConnect Zone students, in particular but not limited to those engaged with FHP, SSAE, and PPEC.
- Serves as the liaison between the iConnect Zone, District 49 and families regarding school portfolio options.
- Supports the development and revision of process/policy as related to District 49 choice enrollment/portfolio options.

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.

-
- Plans, supports and/or leads informative parent/student meetings.
 - Provides support to the planning and implementation of community partnerships.
 - Serves as the District 49 advocate for homeschool support and resources.
 - Ensures compliance with district and state initiatives/statutes.
 - Leads portfolio of schools special projects (information nights, career fairs, homeschool graduation, etc.)
 - Coordinates enrollment numbers, messaging, and communications related to student choice within the iConnect Zone portfolio.
 - Creates and distributes messaging for families.
 - Develops positive and constructive relationships with students, parents, teachers, other staff members, and the community.
 - Coordinates with principals in planning and scheduling parent, teacher, and student activities.
 - Supervises the process through which building level student support liaisons engage the community with portfolio of school options.
 - Performs all other duties as assigned.

Supervision & Technical Responsibilities: This position has no supervisory responsibilities.

Budget Responsibility: Works in conjunction with iConnect Zone administrators to design and implement efficient budgetary strategies that best serve the needs of students while enhancing portfolio options.

QUALIFICATIONS

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

Education & Training:

- Bachelor's degree required; Master's degree preferred.
- Educational leadership as a principal or district administrator preferred.

Knowledge Skills & Abilities:

- Understanding of the unique needs and desires of homeschooling families.
- Innovative and creative problem solver.
- Ability to maintain effective working relationships with supervisors, other administrators, teachers, other staff members, students, and parents.
- Caring attitude toward students, families, and colleagues.
- Excellent interpersonal skills.
- Commitment to collaborative decision making.
- Effective written and oral communication skills.
- Ability to improve instruction and the learning environment.
- Comprehensive knowledge of homeschool instruction and practices, concurrent enrollment, and public education.
- Ability to effectively direct and supervise a variety of activities and programs.
- Possess strong planning, prioritization, and implementation skills.
- Must acquire operating knowledge of district budgeting software within 3 months after hire.
- Effective technology skills.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.

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.

-
- Administrative license preferred.
 - 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: Physically able to move quickly throughout all facilities in response to safety issues and student/teacher concerns/needs. Constant use of eyes and hands. Frequent use of verbal communications. Activities involve some bending, lifting, and carrying of objects.

Work Environment: Maintains a home office with a minimum one-day on site commitment. Participates in field trips to educational settings which may include mountainous areas. While performing the duties of this job, the employee will work primarily in a usual office or school environment.

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

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 ITEM 9.03B
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Andy Franko, iConnect Zone Leader

TITLE OF AGENDA ITEM: Falcon Homeschool Program – Job Description Revisions

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

Falcon Homeschool programmatic and personnel shifts require revisions to job descriptions. The former Homeschool Liaison position is no longer employed by one individual. The duties assigned under the former position are being disseminated amongst two positions – one at the Homeschool Enrichment program and one at the Homeschool Academic program. As such, the positions of Home Based Education Specialist and General Education Para Educator and Registrar are designed to meet the relevant needs of Falcon Homeschool Program.

RATIONALE:

The duties assigned under the former position are being disseminated amongst two positions – one at the Homeschool Enrichment program and one at the Homeschool Academic program. As such, the positions of Home Based Education Specialist and General Education Para Educator and Registrar are designed to meet the relevant needs of Falcon Homeschool Program.

RELEVANT DATA AND EXPECTED OUTCOMES:

Approval of the job descriptions will result in re-classification of two existing employees and create the necessary positions moving forward.

INNOVATION AND INTELLIGENT RISK:

IMPACTS ON THE DISTRICT’S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring—How we treat each other	We treat employees fairly and ensure job descriptions match the level of work that is expected with the appropriate compensation.
	Outer Ring—How we treat our work	
Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	The proposed job descriptions best identify the expected work to be performed. Clarity ensures trust.
	Rock #2—Research, design and implement programs for intentional <u>community</u> participation	
	Rock #3— Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	The proposed job descriptions ensure the Falcon Homeschool Program is well equipped to serve our community by building firm foundations with students and families.
	Rock #4— Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	
	Rock #5— Customize our educational systems to <u>launch each student toward success</u>	

BOE Regular Meeting August 8, 2019
Item 9.03b continued

BUDGET IMPACT: The budget impact is insignificant as the pay increase associated with position revisions does not exceed the position cost of that which they will replace.

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move the job descriptions of Home Based Education Specialist and General Education Para Educator and Registrar to the next regular board meeting for action.

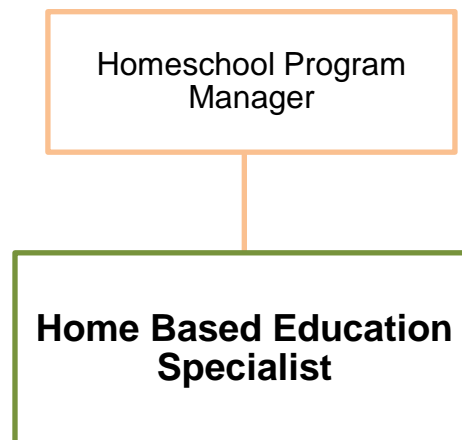
APPROVED BY: Peter Hilts, Chief Education Officer and Brett Ridgway, Chief Business Officer

DATE: July 26, 2019

HOME BASED EDUCATION SPECIALIST

Job Title:	Home Based Education Specialist
Initial:	September 2012
Revised:	September 12, 2019 N/A
Work Year:	10 months School Year
Office:	Education
Department:	Home School iConnect Zone Program
Reports To:	Falcon Home School Program Manager
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 12

Related Organization Chart



SUMMARY: ~~The Home Based Education Specialist is~~ responsible for working with ~~h~~Home-school population, coordinating with district staff and students. ~~The Home Based Education Specialist~~ ~~M~~monitors the behavior and well-being of students in the classroom, in the school office and in the health clinics ~~and~~. ~~A~~acts as a resource for ~~at-risk~~ students by answering questions and handling concerns.

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.

- Receives and acknowledges receipt of required home-school paperwork, create and maintain a filing system for paperwork. Compiles and maintains all data on home school population.
- Coordinates the creation and publication of relevant information to the home-school community, including monthly calendar of events, quarterly newsletter and home school web page.
- Offers Curriculum planning assistance to families.
- Coordinates the development of services to support homeschool families: this may include a resources center, community building events, curriculum and information fairs, and optional state mandated testing for students.
- Assists program manager and teachers at Falcon Homeschool ~~Enrichment~~ Program as needed.
- Works with school counselors to develop new part time programs and options.
- Supports students and families by working with students in danger of dropping out to develop school strategies; assist with student re-entry; help students and families acclimate.

~~—Perform other duties as assigned.~~

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.

- Provides appropriate emergency care of illness/ injury/mental health to students and staff in accordance with school district policy and procedure, and as directed by the registered nurse.
- Assists in control of communicable disease according to procedures.
- Administers medications to students as delegated by the registered nurse to include various rescue medications.
- Maintains confidentiality of information learned regarding student and their families.
- Notifies the school nurse and building principal of serious incidents, significant health problems, referrals, and possible child abuse.
- Exhibits knowledge of job limitations and accepts supervision.
- Assists the school nurse with organization and implementation of required vision and hearing screening in accordance with Colorado law.
- Monitors immunizations and follows-up on compliance.
- Maintains health files on each student and monitors medical orders and individual student health care plans.
- Inputs daily health room visits, immunizations, vision and hearing results in current student database to include referral process as directed by the school nurse.
- Completes accident reports and head injury reports according to district policy, process and best practice.
- Assists the school nurse in monitoring for communicable disease and communicates with school nurse regarding any such conditions.
- Coordinates with school nurse regarding concussion management at the school level.
- Maintains records of staff CPR/First Aid/AED certifications and communications with staff on expiration and upcoming courses for renewal.
- Assists school nurse with coordinating student medications/healthcare plans for field trips and/or school sponsored activities.
- Maintains a neat and orderly health room.
- Follows district policy regarding cleaning and disinfecting which coincide with infection-control measures.
- Monitors inventory of supplies including First Aid/evacuation bag and notifies school nurse as needed.
- Monitors AEDs monthly to ensure proper operation and battery expiration.
- Assists with maintaining current, confidential student lists of health conditions.
- Assists in adaptation to allow students with disabilities to participate in the school setting as delegated by the school nurse.
- Under specific instruction and close supervision by the school nurse, the employee may be required to provide necessary medical treatments to children with disabilities. This may include, but is not limited to: administering physician prescribed medications including rectal and injectable medications, gastrointestinal feedings, oral suctioning, urinary catheterization, toileting/diapering, diabetes care and assist with potential medical emergencies.

Additional duties may include and are not limited to:

- Receives, completes and maintains paperwork for entering and exiting students.
- Answers incoming calls, emails, etc. related to registrar issues.
- Helps parents, students and other school registrars with transcripts, records and questions.
- Receives and accounts for book fees and fines owed.
- Reports and maintains student attendance (daily, weekly, monthly, quarterly and annually). Contacts parents regarding attendance per building procedures.
- Maintains student records, student registration and withdrawals, at elementary level.
- Assists students with schedules, room location, homework requests, and other general information.
- Acts as co-receptionist.
- Collects all monies for all activity accounts. Prepares deposits for the courier.

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.

- Prepares purchase orders for supplies for all areas of the school. Obtains appropriate authorization from the building principal.
- Maintains a complete record of all purchase requisitions and processed purchase orders. ~~Responsible for~~ ~~Verifications of~~ received merchandise and distribution of orders. Verifies purchase orders to the district budget detail. Finance liaison to building principal.
- ~~Responsible for p~~Processing and maintain~~ing~~s records for petty cash. Submits replenish request as needed.
- Assists substitute teachers with school procedures. Ensures complete substitute folder for each certified teacher is available.
- Coordinates volunteer help and maintains record of attendance.
- Performs other duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

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

Education & Training:

- Title I funded schools/positions: Associate's degree, 48 semester credits, or pass district approved para educator test.

Experience:

- Experience working with adolescents preferred.
- Personal home education experience preferred.
- A working knowledge and/or experience of several alternative education methods preferred
- Experience coordinating and communicating with groups of all sizes of home based educators preferred.

Knowledge Skills & Abilities:

- Understanding of the unique needs and desires of home-schooling families.
- Innovative, creative, problem solver.
- Ability to maintain effective working relationships with supervisors, other administrators, teachers other staff members, students and parents.
- Ability to effectively direct and supervise a variety of activities and programs.
- Possess strong planning, prioritization and implementation skills.
- Effective oral and written communication skills.
- ~~English language skills.~~
- Interpersonal relations skills.
- Basic math and accounting skills.
- ~~Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Google, and Power Point. Personal computer, keyboarding and word processing skills.~~
- Customer service and public relations skills.
- Critical thinking and problem solving skills.

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.

- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to defuse and manage volatile and stressful situations.

Certificates, Licenses, & Registrations:

- Criminal background check required at time of 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 will work primarily in a usual office or school environment.

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.

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

~~The noise level in the work environment is usually moderate.~~

MENTAL FUNCTIONS:

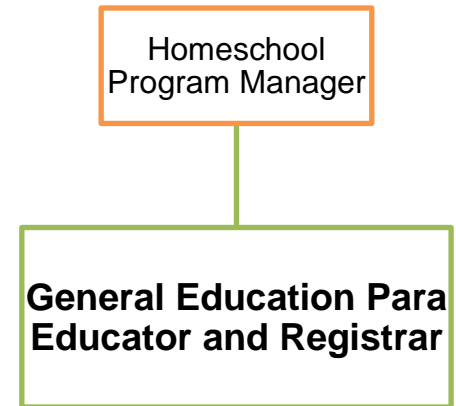
~~While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.~~

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.

GENERAL EDUCATION PARA EDUCATOR AND REGISTRAR

Job Title:	General Education Para Educator and Registrar
Initial:	September 12, 2019
Revised:	N/A
Work Year:	School Year
Office:	Education
Department:	Falcon Homeschool Program
Reports To:	Falcon Homeschool Program Manager
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 5

Related Organization Chart



POSITION SUMMARY: The General Education Para Educator and Registrar assists the program manager and classroom teachers by providing instructional support and assistance in meeting the educational needs of students. Additionally, the General Education Para Educator and Registrar receives, completes and maintains legal and district paperwork for entering and exiting students, student attendance, student registration and withdrawal (elementary). Receives and accounts for book fees and fines owed.

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 depending on building assignment and other factors.

General Education Para Educator duties include:

- Provides assistance to students in small groups and one on one. Reinforces skills instruction.
- Supervises students in the classroom, playground, lunchroom and other areas.
- Prepares instructional materials as directed.
- Performs typing, word processing, data entry, filing and run copies. Maintains student records and files of student work as assigned.
- Participates in planning activities and discussions regarding student's needs and progress.
- Assists with parent involvement programs as directed.

Registrar duties include:

- Receives, completes and maintains paperwork for entering and exiting students.
- Answers incoming calls, emails, etc. related to registrar issues.

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.

-
- Helps parents, students and other school registrars with records and questions.
 - Receives and accounts for book fees and fines owed.
 - Reports and maintains student attendance (daily, weekly, monthly, quarterly and annually).
 - Maintains student records, student registration and withdrawals, at elementary level.
 - Assists students and parents with general information.

Additional duties may include and are not limited to:

- Acts as co-receptionist.
- Collects all monies for all activity accounts. Prepares deposits for the courier.
- Prepares purchase orders for supplies for all areas of the school. Obtains appropriate authorization from the building principal.
- Maintains a complete record of all purchase requisitions and processed purchase orders. Verifies received merchandise and distribution of orders. Verifies purchase orders to the district budget detail. Finance liaison to building principal.
- Processes and maintains records for petty cash. Submits replenish request as needed.
- Assists substitute teachers with school procedures. Ensures complete substitute folder for each certified teacher is available.
- Coordinates volunteer help and maintains record of attendance.
- Performs other duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

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

Education & Training:

- Title I funded schools/positions: Associate's degree, 48 semester credits, or pass district approved para educator test.

Experience:

- No experience required.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- 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 to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.

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.

-
- Ability to perform responsibilities without the necessity of close supervision.
 - Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Google, and Power Point.

Certificates, Licenses, & Registrations:

- Criminal background check 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 will work primarily in a usual office or school environment.

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 ITEM 9.04
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: August 8, 2019

PREPARED BY: Marie La Vere-Wright, Board President
Donna Garza, Executive Assistant

TITLE OF AGENDA ITEM: Board of Education Resolutions for Colorado Association of
School Boards' Delegate Assembly

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND OR RATIONALE

CASB's Legislative Resolutions Committee submits resolutions annually as a slate for action by the delegates. The Delegate Assembly takes action on the resolutions and those adopted become what CASB staff will fight for, or against, at the state capitol and throughout the legislative session.

RELEVANT DATA AND EXPECTED OUTCOMES:

Local boards are encouraged to submit resolutions to CASB. By submitting resolutions for consideration, the board can take an active role in establishing how CASB will approach crucial education issues that the legislature may take up in the next session and in highlighting those issues on which CASB should proactively lobby for legislative change that will benefit local school boards and the students those boards serve. To be considered for inclusion at the CASB Delegate Assembly, new resolutions must be submitted by August 30th.

Begin discussions on topics and ideas for legislative action, or suggested revisions or additions to current resolutions by reviewing final resolutions from CASB's 79th Annual Delegate Assembly.

IMPACTS ON THE DISTRICT'S MISSION PRIORITIES—THE RINGS AND ROCKS:

Culture	Inner Ring —How we treat each other Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community Rock #2 —Research, design and implement programs for intentional <u>community</u> participation Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u> Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	Legislative action can help or hinder action at local level due to determination of funding, regulatory hurdles, and mandates

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Board members and Chief Officers should propose suggestions for new or revised resolutions for submission to CASB.

APPROVED BY: Marie La Vere-Wright, Board President

DATE: July 26, 2019

RESOLUTIONS FOR CASB 8-28-18

#1 – LR14 from Final Resolutions for 78th Annual Delegate Assembly adopted October 20, 2018

#1 – CASB supports legislation requiring the Colorado Department of Education to collaborate with district and charter school boards of education and superintendents (as well as their professional associations, CASE and CASB respectively), to develop a system for counting student enrollment that is more equitable than the current single-day “October-count” model.

#1 – Rationale – Adding a second enrollment count day in February would allow districts to make mid-term adjustments to aid when students come and go during the school year. Educating children isn't based on an annual decision. Month-to-month or day-to-day decisions are necessary which may require different resources. Many school districts recognize a significant amount of growth after the October count. Educational funding should be supported for those new students.

#2 – LR6 from Final Resolutions for 78th Annual Delegate Assembly adopted October 20, 2018

#2 - CASB urges the United States Congress to amend the Drug Free Schools and Communities Act to include an exception for the administration of non-psychoactive cannabinoid oils to students on school grounds under medical supervision when prescribed by a treating physician.

#2 Rationale - Students with significant medical needs are migrating to Colorado to pursue treatment with non-psychoactive cannabinoid oil for intractable medical conditions such as Dravet's syndrome.

HB16-1373 allows a student to use medical marijuana on school grounds, on a school bus, or at a school activity if the student's primary caregiver possesses and administers medical marijuana in a non-smokeable form to the student. The primary caregiver shall not administer the medical marijuana in a manner that is disruptive to the educational environment or causes exposure to other students. After the primary caregiver administers the medical marijuana, the primary caregiver shall remove any remaining medical marijuana from the grounds of the preschool or primary or secondary school, the school bus, or school sponsored event. The act allows a school district to adopt policies regarding who may be a primary caregiver and the permissible circumstances regarding the administration of the medical marijuana. Providing an exception would allow the schools to apply the same constraints used for the administration of all other medications during the school day which would increase overall student safety.

#3 – Reallocate revenue from marijuana retail sales to schools districts for high needs special education students.

#3 – Rationale – Most of the marijuana taxes collected go into the state general fund. Districts must pay a disproportionate share of special needs education expenses for students using cannabinoid products, which can wreak havoc with their budgets. Increasing funding for all students who receive special education services directly impacts those who are directly affected by the sale of these products.

#4 – LR13 from Final Resolutions for 78th Annual Delegate Assembly adopted October 20, 2018.

#4 - CASB supports full federal funding and full funding of the state portion of the Individuals with Disabilities Education Act.

#4 - Rationale: The federal law requiring schools to meet the needs of students with disabilities offers current federal funding of approximately 16-17 percent of the actual cost. It is time to increase federal funding to the 40 percent standard set by the initial legislation.



FINAL RESOLUTIONS

78th Annual Delegate Assembly

Adopted
Saturday, October 20, 2018



Colorado Association of School Boards
CASB.org

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Standing Resolutions

Local Governance

- SR1** Colorado's Constitution acknowledges the diverse nature of Colorado school districts and establishes locally elected school boards vested with control of instruction as the guarantor of educational quality responsive to local needs.
- SR2** Control of instruction, including efforts to restructure and fund public education, must be guided by student needs, improved academic growth and achievement, with responsible use of financial resources as determined by the locally elected school board.
- SR3** Essential functions of the local board of education's constitutional authority include establishing the course of curriculum and instruction, the process for determining the terms and conditions of employment for school district employees, and the budget to be used to implement the local community's priorities.

Finance

- SR4** The state must provide Colorado's public schools with adequate and reliable funding pursuant to a formula that balances federal, state and local revenue sources and is intended to fully fund the legal requirements for and meet the educational needs of all Colorado students.
- SR5** New legislation must expressly consider cost at the state and local levels and be fully funded before it may be enforced by the state.
- SR6** Existing mandates that are ineffective or that have a larger cost than benefit must be rescinded so local boards may dedicate those financial resources to better use.

Student Academic Growth and Achievement

- SR7** CASB supports a system of accountability that stresses local measures that inform instruction and separately acknowledges a need for a statewide system that allows measurement of school and district effectiveness and comparison between school districts.
- SR8** CASB opposes any state mandates beyond the federal minimums with respect to assessment and educator licensure to assure local boards' flexibility to allocate instructional time and place the best teacher in every classroom.
- SR9** Colorado school boards' constitutional authority includes the right to develop schools and programs to supplement current programs and ensure student access to diverse learning opportunities.

2019 Legislative Session Resolutions

Submitted by local boards of education or CASB's Legislative Resolutions Committee, the following resolutions adopted in 2018 form the basis of the CASB Legislative Advocacy platform at both the state and federal levels.

Local Governance

- LR1** CASB supports allowing local boards of education to meet in executive session with school district staff for the purpose of determining positions with respect to employee negotiations.
- LR2** CASB supports repeal of the Claire Davis School Safety Act.
- LR3** CASB supports elimination of the state required high school social studies exam.
- LR4** CASB urges the Colorado General Assembly, the Colorado Department of Education and the Colorado State Board of Education to support legislation that requires review and assessment of the effectiveness of existing K-12 education laws and programs to determine whether the laws and programs should be continued, revised, or rescinded. The scope of this review should include the effectiveness of the program, associated costs of the program and ultimately whether the program has advanced the educational outcomes of Colorado students. The review should include participation by school administrators and teachers.
- LR5** CASB supports the authority of local boards of education to hold accountable multidistrict online charter schools operating within their boundaries and to make decisions, including continued operation or closure, based on achievement standards that align with state law and the needs of the local community.
- LR6** CASB urges the United States Congress to amend the Drug Free Schools and Communities Act to include an exception for the administration of non-psychoactive cannabinoid oils to students on school grounds under medical supervision when recommended by a treating physician.

- LR7** CASB supports a change in existing law to provide that new oil and gas operations should be placed no closer than 1,000 feet from school outdoor activity areas. The local board of education should have control over whether to designate certain parts of its school properties as school outdoor activity areas.
- LR8** CASB encourages the Colorado General Assembly to eliminate portions of Colorado's Student Data Transparency and Security Act that are unduly burdensome and impractical for school districts and supporting organizations to implement.
- LR9** CASB urges the Colorado General Assembly to develop legislation that prohibits use of cell phones (both voice and text) while operating a motor vehicle in school zones unless in a legally parked vehicle or not in a vehicle (persons on foot in safe pedestrian areas).
- LR10** The Colorado Department of Education (CDE) should establish an office, with the directive and funding, to support the recruitment and hiring of teachers in small and rural school districts within the state. The current process of referring prospective teaching candidates to Teachers-Teachers.com may be cost-effective for the individual, but is often prohibitive for Local Education Agencies due to budgetary constraints, disproportional concentration of teachers in specific regions of the state, and a general lack of exposure for the communities in greatest need of new professionals to the marketplace. The advent of job hiring sites like Glassdoor, Indeed.com, ZipRecruiter, and others has been beneficial to the cause, however, a direct liaison between job seekers and the locations that need them the most is the next logical progression. Many administrators feel this connection should be augmented by CDE and its resource capability.
- LR11** CASB supports revising SB 191 teacher evaluation requirements to allow for evaluating non-probationary teachers in alternating years.

Finance

LR12 CASB recognizes that a structural change is needed in how the state funds K-12 education and other critical state and local programs. This structural change includes addressing the negative impacts of constitutional provisions like TABOR and Gallagher, which have put significant strain on the state budget. This has caused the Colorado General Assembly to subject K-12 education to significant budget cuts through the mechanism formerly known as the “negative factor.” Such budget cuts are contrary to the voters’ intent in passing Amendment 23, which called for the state to sustain K-12 education funding at a level equal to the growth in inflation plus enrollment. These budget cuts also significantly threaten the ability for K-12 educators to provide every Colorado child with a thorough and uniform education.

We therefore support actively advocating for the adoption of policies and legislation to provide the Colorado General Assembly with greater flexibility in setting the state budget.

Specifically, we support policies that address the structural imbalance within the state budget created by the current constraints of our state constitution.

LR13 CASB supports full federal funding and full funding of the state portion of the Individuals with Disabilities Education Act.

LR14 CASB supports legislation requiring the Colorado Department of Education to collaborate with district and charter school boards of education and superintendents (as well as their professional associations, CASE and CASB respectively), to develop a system for counting student enrollment that is more equitable than the current single-day “October-count” model.

LR15 CASB believes the provisions in HB 17-1375, which create a so-called “mill levy equalization fund,” must be repealed or made subject to a new funding source approved by Colorado voters. HB 17-1375 uses general fund revenues to fund this “mill levy equalization fund.” The Budget Stabilization Factor (BSF) is above \$600 million and any general fund money diverted to benefit the students in the Charter School Institute (CSI) schools could and should be used to benefit all Colorado students through a buydown of the BSF. Moreover, about one-third of Colorado school districts also do not have any mill levy override (MLO) funding and providing funds only to CSI schools to

compensate for the lack of MLO funds is unfair and inequitable to the many public schools which do not have access to MLO funds.

- LR16** CASB urges the Colorado General Assembly, the Congress of the United States and the Colorado Department of Education to pursue funding to assist Colorado school districts with funds/programs to defray the costs associated with recycling of electronic equipment.
- LR17** CASB will advocate, upon the approval of Amendment 73 by Colorado voters, consideration for up to 50 percent of the first six months of the 2019 tax collections paid to districts based on per pupil count to be used for facilities to support desperately needed school capital construction projects.
- LR18** CASB will advocate for changes in state law to require that a minimum of an additional \$5 million per year be allocated during each of the next 10 budget years, from marijuana excise tax collections or other streams of revenue that may become available, to allow the Building Excellent Schools Today (BEST) program to continue multi-year financing of large-scale capital facilities improvement projects for schools and districts in dire need, thereby allowing the BEST program to continue awarding multi-year financed projects until current Certificates of Participation payments are made in full and such funds become available to continue the financing of projects.
- LR19** CASB advocates the Building Excellent Schools Today program be given authority to spend down all reserves in excess of their one-year requirement.
- LR20** CASB encourages the Colorado General Assembly to continue to fund and expand social-emotional health supports (preventative and reactive) within Colorado, specifically for P-12 school-age youth.
- LR21** CASB urges the Colorado General Assembly to continue the additional funding of rural schools that was approved in SB 17-267, called the “Sustainability of Rural Colorado.”
- LR22** CASB urges the Colorado General Assembly to continue to fund educator preparation programs as well as educator recruitment and retention programs in order to reduce and eventually eliminate current and future educator shortages. Additionally, CASB urges the Colorado General Assembly to implement financial incentives such as loan forgiveness to those educators choosing to teach in small and rural school districts.

Student Academic Growth and Achievement

- LR23** CASB supports modernizing the seat time requirements for student funding to allow for a more streamlined approach for funding of blended learning (learning which takes place both in class and online).
- LR24** CASB urges the Colorado State Board of Education and Colorado Department of Education to change the School Performance Frameworks to implement a fairer school and district scoring system by recommending:
- Replacing “curve and percentile” based cut points with straight “percentage” based final assessment scoring.
 - Providing equity statewide for homogeneous and non-homogeneous student populations.
 - Modifying the definition of post-secondary success to account for traditional and non-traditional matriculation pathways.
- LR25** CASB encourages revisions in state law and rules to allow the Colorado Department of Education flexibility to adjust current timelines for Academic Standard Review. Currently, all 10 content areas are updated in one year, followed by a two-year implementation period; for a total of six years for the entire cycle.
- LR26** CASB believes that it is imperative for the state of Colorado to adopt an official definition of dyslexia as defined by the National Institute of Health in agreement with the International Dyslexia Association. We support early screening, professional development for educators, and additional funding to support the needs of these students.

Mission Statement

*Advancing excellence in public education through effective leadership
by locally elected boards of education.*

Vision Statement

*The Colorado Association of School Boards through leadership,
service, training and advocacy prepares local boards of education to
advance a system of public schools where all students are challenged
to meet their full potential.*



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