

MINUTES
SPECIAL BOARD OF EDUCATION MEETING
October 23, 2019
Immediately following the Work Session
Education Service Center – Board Room

1.00 Call to Order and Roll Call

A regular meeting of the Board of Education was called to order at 6:30 p.m. by the President, *Marie La Vere-Wright*. The following board members were present: Mr. *Butcher*, Mr. *Cruson*, Mr. *Fry* and Mrs. *La Vere-Wright*. Mr. *Graham* was absent with prior notice.

2.00 Welcome and Pledge of Allegiance

President *La Vere-Wright* welcomed those in attendance and invited them to join the Board in the Pledge of Allegiance.

3.00 Approval of Agenda

It was moved by *Cruson*, seconded by *Fry* to approve the agenda.

The motion was put and carried with Butcher, aye; Cruson, aye; Fry, aye; La Vere-Wright, aye. Motion carried 4-0.

4.00 Consent Agenda – see attachments

- 4.01 Action on Minutes of Regular Board of Education Meeting 9/12/2019 – 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
- 4.05 Action on Matters Relating to Extra Curricular Personnel –Evans
- 4.06 Action on Minutes of Special Board of Education Meeting 9/25/2019 - Garza
- 4.07 District Accountability Advisory Committee (DAAC) Membership – Hall

5.00 Open Forum (3-minute time limit for each speaker-TOPIC MUST BE ON AGENDA)

6.00 Action Items - see attachments

- 6.01 Action on Accreditation of Schools - Whetstine
- 6.02 Action on New and Revised Student Participation Fees - Gilbert/Sprinz
- 6.03 Action on Policy and Procedure Review – Garza
 - a. EBCB Safety Drills
 - b. GBEC Alcohol & Drug Free Workplace
 - c. JHB Truancy
 - d. JHCA Open/Closed Campus
 - e. JICB Care of School Property by Students
 - f. JICI Weapons in Schools
 - g. JIHB Parking Lot Searches
 - h. JLC Student Health Services and Records
 - i. JLCA Physical Examinations of Students
 - j. JLCB Immunization of Students
 - k. JRCA Sharing of Student Records
 - l. KI Visitors to Schools
- 6.04 Action on Proposed Job Description for a Director of Data and Performance – Chief Officer Team
- 6.05 Action on New Job Descriptions - Fletcher
 - a. Central Registrar-Charter Support
 - b. BASE49 Administrative Assistant

- 6.06 Action on Revised Job Descriptions - Fletcher
 - a. BASE49 Assistant Manager
 - b. BASE49 Manager
 - c. BASE49 Site Aide
 - d. BASE49 Site Assistant
 - e. BASE49 Site Leader
- 6.07 Action on New Job Description: Facilities Project Manager – Almeida
- 6.08 Action on Transportation Policy Review - Pietraallo
 - a. EEA Student Transportation
 - b. EEAEA District Employee/Driver Requirements, Training and Responsibilities
 - c. EEAEAA Drug and Alcohol Testing for Commercial Drivers/Licensed Employees
 - d. EEAEAG Use of Wireless Communication Devices while Operating a District Vehicle
 - e. EEAG Student Transportation in Private Vehicles
- 6.09 Action on Meal Price Increases - Deines-Henderson
- 6.10 Action on New Course Proposals - Stuart
 - a. Quantitative Literacy with Math Capstone
 - b. Student Council Leadership (Honors)
- 6.11 Action on Revised Policy BEDH Public Participation at Board Meetings – Hilts
- 6.12 Action on Addition of Business Office Staff – Payroll Technician – Ridgway
- 6.13 Items Removed from Consent Agenda
- 7.00 Information Items – see attachments**
- 7.01 Process Improvement Update - Garza
 - a. EBCB-R Safety Drills
 - b. JICF-R Secret Societies/Gang Activities
 - c. JLCB-E Immunization of Students
- 7.02 Expulsion Information - Lemmond
- 7.03 Student Study Trips – Seeley
- 7.04 Current Legal Issues – Ridgway/Hathaway
- 7.05 Board Sub-Committee Minutes – Garza
- 7.06 Job Descriptions-Administrative Revisions – Andersen

10.00 Other Business

BOARD RECESSED AT 6:38 P.M.

BOARD RETURNED TO THE SPECIAL MEETING AT 7:53 P.M.

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

It was moved by Cruson, seconded by Fry to go into Executive Session pursuant to C.R.S. 24-6-402(4)(f)(I) for discussion of performance of a specific staff member with prior written notification for Chief Education Officer evaluation and review. *The motion was put and carried with Butcher, aye; Cruson, aye; Fry, aye; La Vere-Wright, aye. Motion carried 4-0.*

The Board went into Executive Session at 7:53 p.m. with the following people present: Marie La Vere-Wright, President; Joshua Fry, Director; Dave Cruson, Secretary; Kevin Butcher, Treasurer; Peter Hiltz, Chief Education Officer; and Donna Garza, Executive Assistant.

It was moved by Cruson and seconded by Fry to return to regular session at 8:07 p.m. *The motion was put and carried with Butcher, aye; Cruson, aye; Fry, aye; La Vere-Wright, aye. Motion carried 4-0.*

11.00 Adjournment

It was moved by Cruson, seconded by Fry to adjourn at 8:07 p.m.

The motion was put and carried with Butcher, aye; Cruson, aye; Fry, aye; La Vere-Wright, aye. Motion carried 4-0.

Respectfully submitted by Donna Garza,



Marie La Vere-Wright, President



Dave Cruson, Secretary

**SPECIAL BOARD OF EDUCATION MEETING 10-23-19
TOPIC MUST BE RELATED TO AN AGENDA ITEM**

OPEN FORUM

"Please provide your name, relation to the district and the topic of comment for this open forum. Just as we hold our students to high standards of speech and respect for others, we expect your comments to follow these same standards. **Please limit your comments to three minutes.** Thank you."

Name	Please indicate your Relation to the district	Please indicate the relevant topic or agenda item.	Please indicate your position on the issue, if any.
1.	<input type="checkbox"/> Employee <input type="checkbox"/> Community <input type="checkbox"/> Parent <input type="checkbox"/> Student		<input type="checkbox"/> Support <input type="checkbox"/> Inform <input type="checkbox"/> Oppose <input type="checkbox"/> Other
2.	<input type="checkbox"/> Employee <input type="checkbox"/> Community <input type="checkbox"/> Parent <input type="checkbox"/> Student		<input type="checkbox"/> Support <input type="checkbox"/> Inform <input type="checkbox"/> Oppose <input type="checkbox"/> Other
3.	<input type="checkbox"/> Employee <input type="checkbox"/> Community <input type="checkbox"/> Parent <input type="checkbox"/> Student		<input type="checkbox"/> Support <input type="checkbox"/> Inform <input type="checkbox"/> Oppose <input type="checkbox"/> Other
4.	<input type="checkbox"/> Employee <input type="checkbox"/> Community <input type="checkbox"/> Parent <input type="checkbox"/> Student		<input type="checkbox"/> Support <input type="checkbox"/> Inform <input type="checkbox"/> Oppose <input type="checkbox"/> Other
5.	<input type="checkbox"/> Employee <input type="checkbox"/> Community <input type="checkbox"/> Parent <input type="checkbox"/> Student		<input type="checkbox"/> Support <input type="checkbox"/> Inform <input type="checkbox"/> Oppose <input type="checkbox"/> Other
6.	<input type="checkbox"/> Employee <input type="checkbox"/> Community <input type="checkbox"/> Parent <input type="checkbox"/> Student		<input type="checkbox"/> Support <input type="checkbox"/> Inform <input type="checkbox"/> Oppose <input type="checkbox"/> Other
7.	<input type="checkbox"/> Employee <input type="checkbox"/> Community <input type="checkbox"/> Parent <input type="checkbox"/> Student		<input type="checkbox"/> Support <input type="checkbox"/> Inform <input type="checkbox"/> Oppose <input type="checkbox"/> Other
8.	<input type="checkbox"/> Employee <input type="checkbox"/> Community <input type="checkbox"/> Parent <input type="checkbox"/> Student		<input type="checkbox"/> Support <input type="checkbox"/> Inform <input type="checkbox"/> Oppose <input type="checkbox"/> Other

**SPECIAL BOARD OF EDUCATION MEETING 10-23-19
TOPIC MUST BE RELATED TO AN AGENDA ITEM**

9.	<input type="checkbox"/> Employee <input type="checkbox"/> Parent	<input type="checkbox"/> Community <input type="checkbox"/> Student		<input type="checkbox"/> Support <input type="checkbox"/> Oppose	<input type="checkbox"/> Inform <input type="checkbox"/> Other
10.	<input type="checkbox"/> Employee <input type="checkbox"/> Parent	<input type="checkbox"/> Community <input type="checkbox"/> Student		<input type="checkbox"/> Support <input type="checkbox"/> Oppose	<input type="checkbox"/> Inform <input type="checkbox"/> Other

OPEN FORUM STATEMENT

Open Forum Statement: "We appreciate and welcome comments on school operations and programs in District 49 as part of tonight's open forum. Please speak into the microphone and state your name before beginning. We ask that your comments be made in a respectful and orderly manner. Personal complaints against any individual connected with the school system are prohibited. Follow-up action items may be assigned to the appropriate chief officer depending on the nature of the comments. In accordance with Board policy BEDH, public participation is limited to three (3) minutes per person. Thank you for participating in our open forum."

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

BOARD MEETING OF: October 23, 2019

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

TITLE OF AGENDA ITEM: Approval of Minutes of Regular Board of Education Meeting
9/12/19

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 September 12th regular board of education meeting.

APPROVED BY: Dave Cruson, Board Secretary

DATE: October 11, 2019

Cruson moved to approve the consent agenda; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

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

BOARD MEETING OF: October 23, 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 Hiltz, Chief Education Officer; Brett Ridgway, Chief Business Officer

DATE: October 11, 2019

Cruson moved to approve the consent agenda; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

El Paso County Colorado School District 49
Approval of Matters Relating to Administrative Personnel
October 10, 2019

Be it resolved, that the following matters relating to professional/technical personnel be approved as recommended by the Chief Officers:

Appointments to New Positions:

Name	Position	Location	Effective Date
Ferguson, Grace	Portfolio of Schools Coordinator	iConnect Zone	October 28, 2019

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

BOARD MEETING OF: October 23, 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: October 11, 2019

Cruson moved to approve the consent agenda; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

El Paso County Colorado School District 49
Approval of Matters Relating to Licensed Personnel
October 10, 2019

Be it resolved, that the following matters relating to professional/technical personnel be approved as recommended by the Chief Officers:

Appointments to Existing Positions:

Name	Position	Location	Effective Date
Wood, Karen	INR Math Interventionist (.5 FTE)	Evans International Elementary School	September 11, 2019
Michele Mandel	School Counselor	Falcon High School	September 30, 2019
D'Ambrogio, Susan	INR Special Education Generalist	Rocky Mountain Classical Academy	September 11, 2019

Appointments to New Positions:

Name	Position	Location	Effective Date
Espe, Brian	School Social Worker	District Wide	September 23, 2019
Glackman, JoAnna	INR 1st Grade Teacher	Inspiration View Elementary School	September 11, 2019
Nelson, Laurie	INR 3rd Grade Teacher	Inspiration View Elementary School	September 13, 2019
St. John, Nicholas	INR Science Teacher	Vista Ridge High School	September 16, 2019

Transfers:

Name	Position	Location	Effective Date
Dreessen, Shannon	Family Consumer Science Teacher (1.0 FTE)	Vista Ridge High School	September 3, 2019

Resignations:

Name	Position	Location	Effective Date
Hibler, Nicole	2nd Grade Teacher	Odyssey Elementary School	September 23, 2019

Newly Hired Guest Teachers:

Name	Effective Date
Bond, Taylor	September 11, 2019
Cavanaugh, Julie	September 11, 2019
DeWeerd, Amy	September 11, 2019
Goerzen, Kathy	September 11, 2019
Lane, Amber	September 11, 2019
Propst, Kelly	September 11, 2019
Thrasher, Ronald	September 11, 2019
Glass, Paula	September 26, 2019
Peters, Leah	September 26, 2019
Schlauch, Connie	September 26, 2019
Stoutt, Julien	September 26, 2019

Name	Effective Date
Branson, Tonya	September 11, 2019
Cowden, Megan	September 11, 2019
Domanowski, Jennifer	September 11, 2019
Herrera-Rosales, Melissa	September 11, 2019
Mimmo, Nicholas	September 11, 2019
Rios, Relaina	September 11, 2019
Woudstra, James	September 11, 2019
Lieberman, Edward	September 26, 2019
Plummer, Terri	September 26, 2019
Sims, Margaret	September 26, 2019
Vaughn, Luke	September 26, 2019

Newly Hired Support Substitutes:

Name	Effective Date
Lawson, Keri	September 17, 2019
Akers, Deborah	September 11, 2019
Mason, Joseph	September 11, 2019
Reed, Jill	September 11, 2019

Name	Effective Date
Gentry, Yajaira	September 17, 2019
Espinoza Perez, Crystal	September 11, 2019
McKnight, Christine	September 11, 2019
Snider, Cynthia	September 11, 2019

Whitlock, Jessie	September 11, 2019
Bryan, Lisa	September 26, 2019
Olson, Kimberly	September 26, 2019
Merritt, Amanda	September 26, 2019

Shaw, Sydnei	September 11, 2019
Buller, Mikayla	September 26, 2019
Sebestyen, Atika	September 26, 2019

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

BOARD MEETING OF: October 23, 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: October 11, 2019

Cruson moved to approve the consent agenda; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

El Paso County Colorado School District 49

Approval of Matters Relating to Educational Support Personnel
October 10, 2019

Be it resolved, that the following matters relating to extra-curricular personnel be approved as recommended by the Chief Officers:

Appointments to Existing Positions:

Name	Position	Location	Effective Date
Armenta, Naomi	Preschool Para Educator	Stetson Elementary School	September 3, 2019
Beccia, John	Bus Driver	Transportation	August 29, 2019
DeVries, Linda	General Education Para Educator – Gifted and Talented	Stetson Elementary School	September 23, 2019
Eriksen, Hunter	Building Custodial Technician	Ridgeview Elementary School	September 19, 2019
Gonzalez, Melissa	BASE49 Site Assistant	Odyssey Elementary School	September 3, 2019
Ham, Melinda	Certified Occupational Therapist Assistant	District Wide	September 19, 2019
Hattabaugh, Alexis	Temporary General Education Para Educator	Odyssey Elementary School	September 3, 2019
Hurtado, Lea-Anne	Nutrition Services Assistant	Falcon Middle School	September 16, 2019
Johnson, Amber	Special Education Para Educator – Program Based AN	Remington Elementary School	September 23, 2019
Kiger, Caitlyn	Preschool Para Educator	Remington Elementary School	September 19, 2019
Kosley, Steven	Grounds Technician	Facilities	September 10, 2019
Mathewson, Lyndsey	Special Education Para Educator – Program Based SSN	Odyssey Elementary School	September 3, 2019
Mendoza, Rosa	Preschool Para Educator	Stetson Elementary School	September 19, 2019

Miller, Jacqueline	Temporary K-12 Blended Learning Coach	Evans International Elementary School	September 3, 2019
Morris, Billy	Bus Driver	Transportation	September 18, 2019
Murray-Cameron, Elise	Bus Paraprofessional	Transportation	September 4, 2019
Norton, Sara	Nutrition Services Assistant	Falcon Middle School	September 3, 2019
Paschal, Justin	Grounds Technician	Facilities	October 1, 2019
Rivera, Victoria	Special Education Para Educator – Program Based Generalist	Woodmen Hills Elementary School	September 23, 2019
Sennett, Derek	Bus Driver	Transportation	August 26, 2019
Shiverdecker, Gates	Secretary, School Support	Vista Ridge High School	September 24, 2019
Simpson, Susan	Health Room Paraprofessional	Stetson Elementary School	September 12, 2019
Tatman, Ashly	Crossing Guard	Woodmen Hills Elementary School	September 3, 2019
Weeman, Casey	Nutrition Services Assistant	Sand Creek High School	September 05, 2019
Weissgarber, Joline	Special Education Para Educator – Program Based SSN	Vista Ridge High School	July 31, 2019

Appointments to New Positions:

Name	Position	Location	Effective Date
Alonzo, Daniel	Bus Driver	Transportation	July 22, 2019
Chadwick, Robert	Bus Driver	Transportation	August 26, 2019
Elliott, Shianne	Special Education Para Educator – Program Based Generalist	Power Technical Early College	September 3, 2019

Fields, Brenda	Special Education Para Educator – Program Based Generalist	Falcon Middle School	September 23, 2019
Himschoot, Robert	Bus Driver	Transportation	August 26, 2019
Horton, Brooke	Special Education Para Educator – Generalist	Inspiration View Elementary School	September 3, 2019
Hurley, Annie	Speech and Language Pathology Assistant (SLPA)	District Wide	September 13, 2019
Johnson, Lisa	Bus Paraprofessional	Transportation	July 22, 2019
Jolly, Jeri	Bus Driver	Transportation	July 22, 2019
Levonchuck, Anayansi	Bus Paraprofessional	Transportation	July 22, 2019
Peters, Emily	BASE49 Site Assistant	Springs Ranch Elementary School	July 31, 2019
Pukansky, Hailey	Special Education Para Educator – Program Based Generalist	Liberty Tree Academy	September 18, 2019
Sepulveda, Sandra	Bus Paraprofessional	Transportation	July 22, 2019
Silva, Kyleigh	Special Education Para Educator – Program Based SoCo	Remington Elementary School	September 19, 2019
Slawson, Pootthachart	Culturally and Linguistically Diverse Education (CLDE) Para Educator	Inspiration View Elementary School	September 12, 2019
Trapp, Natasha	Special Education Para Educator – Program Based SSN	Vista Ridge High School	September 16, 2019
Weigel, Mary	Bus Driver	Transportation	July 22, 2019
Wilhelmy, Edmund	Crossing Guard	Inspiration View Elementary School	September 19, 2019

Transfers:

Name	Transfer From	Transfer To	Effective Date
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Butts, Adriyana	Behavior Support Technician District wide	Special Education Para Educator – Program Based PEAK Programs at PEAK Education Center	September 10, 2019
Harding, Shannon	Special Education Para Educator – Program Based AN at Sand Creek High School	Special Education Para Educator – Program Based CSN at Sand Creek High School	September 16, 2019
Loos, Mark	Bus Driver at Transportation	Building Custodial Technician at Ridgeview Elementary School	October 1, 2019
Murphy, Ava	Campus Security Officer at Falcon High School	Campus Security Officer at Falcon Middle School	September 5, 2019
Rodarte-Vasquez, Lino	Building Custodial Technician at Sand Creek High School	Building Custodial Technician at Remington Elementary School	September 9, 2019
Swistak, Nathan	Campus Security Officer at Horizon Middle School	Lead Campus Security Officer at Sand Creek High School	September 26, 2019

Reclassifications:

Name	Reclassify From	Reclassify To	Effective Date
Pietraallo, Heather	School Secretary, Attendance at Horizon Middle School	School Registrar at Horizon Middle School	August 1, 2019

Resignations:

Name	Position	Location	Effective Date
Armenta, Naomi	Preschool Para Educator	Stetson Elementary School	September 3, 2019
Arnold, Larry	Lead Campus Security Officer	Sand Creek High School	September 6, 2019
Carter, Bradley	Campus Security Officer	Vista Ridge High School	September 17, 2019
Engle, Natallee	Crossing Guard	Remington Elementary School	September 10, 2019

Garcia, Karen	Nutrition Services Assistant	Sand Creek High School	September 20, 2019
Garrison, Tashaneika	Special Education Para Educator – Program Based AN	Falcon Middle School	September 20, 2019
Gentry, Yajaira	Special Education Para Educator – Generalist	Inspiration View Elementary School	September 12, 2019
Lawson, Keri	Special Education Para Educator – Program Based CSN	Falcon Middle School	September 11, 2019
Long, David	Building Manager	Ridgeview Elementary School	September 25, 2019
Mason, Linda	Lunch Monitor	Inspiration View Elementary School	September 25, 2019
Nix, Bruce	Bus Driver	Transportation	September 6, 2019
Rader, Nicole	Crossing Guard	Inspiration View Elementary School	September 18, 2019
Rader, Nicole	Nutrition Services Assistant	Inspiration View Elementary School	September 9, 2019
Suliman, Tanzania	Nutrition Services Assistant	Falcon Middle School	September 6, 2019
Tettenhorst, Darlene	Special Education Para Educator – Program Based Generalist	Falcon Elementary School of Technology	September 13, 2019
Vargas, Isabella	Special Education Para Educator – Program Based AN	Falcon Middle School	September 19, 2019

Resigned Prior to Starting:

Name	Position	Location	Effective Date
Richardson, Angelina	BASE49 Site Aide Rover	Falcon Zone	September 3, 2019

Terminations:

Name	Position	Location	Effective Date
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Atencio, Viana	Bus Paraprofessional	Transportation	September 13, 2019
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Position Elimination:

Name	Position	Location	Effective Date
Peterson, Lyndsay	Special Education Para Educator – Program Based AN	Sand Creek High School	September 13, 2019

BOARD OF EDUCATION ITEM 4.05 MINUTES
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Nicole Evans, Human Resources Manager

TITLE OF AGENDA ITEM: Approval of Matters Relating to Extra-Curricular 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: October 11, 2019

Cruson moved to approve the consent agenda; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

El Paso County Colorado School District 49

Approval of Matters Relating to Extra-Curricular Personnel
October 10, 2019

Be it resolved, that the following matters relating to extra-curricular personnel be approved as recommended by the Chief Officers:

Appointments:

Name	Position	Location
Goodman, Tony	Head Boys Golf Coach	Falcon High School
Bonynge, Scott	Athletic Director	Skyview Middle School
Moore, Don	Athletic Director	Skyview Middle School
Allen, Devin	Head Boys Golf Coach	Vista Ridge High School
Amaya, Daniel	Regular Support Cross Country Coach	Vista Ridge High School
Anderson, Megan	Advance Support Softball Coach	Vista Ridge High School
Cauley, Jason	Head Football Coach	Vista Ridge High School
Clayton, Marla	Athletic Trainer	Vista Ridge High School
Dalton, Gabriella	Assistant Support Softball Coach	Vista Ridge High School
Dobbins, Matthew	Assistant Support Football Coach	Vista Ridge High School
Drake, Jason	Head Boys Soccer Coach	Vista Ridge High School
Glivar, Justin	Regular Support Boys Soccer Coach	Vista Ridge High School
Gonzalez, Gabriel	Head Softball Coach	Vista Ridge High School
Gonzalez, Robert	Assistant Support Cross Country Coach	Vista Ridge High School
Haas, Jesse	Assistant Support Football Coach	Vista Ridge High School

Isbell, David	Assistant Support Football Coach	Vista Ridge High School
Loudon, Justin	Strength and Conditioning Coach	Vista Ridge High School
Lucchesi, Robert	Regular Support Football Coach	Vista Ridge High School
Mcfail, Trevis	Advance Support Football Coach	Vista Ridge High School
Mock, Lindsay	Head Cross Country Coach	Vista Ridge High School
Nelson, Dayna	Advance Support Cheer Coach	Vista Ridge High School
Sanchez, Marissa	Regular Support Cheer Coach	Vista Ridge High School
Schaap, Jennifer	Head Volleyball Coach	Vista Ridge High School
Smith, Melvin	Regular Support Football Coach	Vista Ridge High School
Spruill, Briana	Advance Support Volleyball Coach	Vista Ridge High School
Vrana, Michael	Advance Support Football Coach	Vista Ridge High School
Weir, Nikkole	Head Cheer Coach	Vista Ridge High School
Watson, Latrisha	Regular Support Boys Soccer Coach	Vista Ridge High School

BOARD OF EDUCATION ITEM 4.06 MINUTES
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: October 23, 2019

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

TITLE OF AGENDA ITEM: Approval of Minutes of Special Board of Education Meeting
9/25/19

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 September 25th special board of education meeting.

APPROVED BY: Dave Cruson, Board Secretary

DATE: October 11, 2019

Cruson moved to approve the consent agenda; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 4.07 MINUTES
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Deb Hall, Administrative Assistant to Culture & Services

TITLE OF AGENDA ITEM: District Accountability Advisory Committee Appointments

ACTION/INFORMATION/DISCUSSION: Consent Agenda - Action

BACKGROUND OR RATIONALE:

The District 49 District Accountability Advisory Committee (DAAC) Bylaws state that the membership of the DAAC will be appointed by or elected through a process created by the Board of Education.

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

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

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

The enclosed membership applications include the name of one DAAC member for the 2019- 2021 school years for your approval. At a minimum they are required to review the District Improvement Plan, charter school applications, recommend the prioritization of expenditures of school district funds, review district assessments and report on the educational and safety performance of the district.

RELEVANT DATA AND EXPECTED OUTCOMES:

Recommended DAAC members: Rick Dahlman-BLR, Melanie Holts-FES, Beverly Oliver-RMCA, Janna Colburn-RES, Katie Newbill-FHS, Shawn Healy-MRES, Gina Bodenhausen-SES, Gabriel Cardenas-GPA, Tabatha Higgins-SSAE, Jennifer Penny- RES, Kathleen Tavernier-DAAC Admin. Rep-Charter, Dr. Christopher Linksi- DAAC Admin. Rep-Elementary, Lauren Stuart- DAAC Admin. Rep-High School, DAAC members have already committed to the responsibilities of their charge through state statue and will report out their accomplishments until they are unable to do so or a new member is appointed.

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	<p>Rock #1—Establish enduring <u>trust</u> throughout our community</p> <p>Rock #2—Research, design and implement programs for intentional <u>community</u> participation</p> <p>Rock #3— Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u></p> <p>Rock #4— Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive</p> <p>Rock #5— Customize our educational systems to <u>launch each student toward success</u></p>	<p>The DAAC is the primary system of formal accountability to our community.</p> <p>Community participation on the DAAC gives senior leaders input from all stakeholders.</p>
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RECOMMENDED COURSE OF ACTION/MOTION REQUESTED I move to approve the appointments of the members of the District Accountability Advisory Committee listed as recommended by the administration.

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: October 11, 2019

Cruson moved to approve the consent agenda; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.01 MINUTES
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: October 23, 2018

PREPARED BY: Amber Whetstine, Executive Director of Learning Services

TITLE OF AGENDA ITEM: Accreditation of Schools

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

The Colorado Department of Education recently released Preliminary District and School Performance Framework reports to districts in Colorado. Frameworks include indicators of performance in the areas of Finance, Safety, Test Participation, Academic Achievement, Academic Growth, and Post-Secondary Work Force Readiness. The district's and each school's preliminary rating assigns a Unified Improvement Plan type for continuous improvement planning and accountability purposes. Districts are accredited by the State Board of Education with distinction, or with a performance, improvement, priority improvement or turnaround plan type. Schools are assigned a performance, improvement, priority improvement or a turnaround plan type, but are accredited by the local Board of Education.

RATIONALE:

Accrediting our schools in purposeful ways that meet the needs of a diverse portfolio of distinct and exceptional schools, community values and stakeholder expectations aligns with our cultural and strategic priorities.

RELEVANT DATA AND EXPECTED OUTCOMES:

Supporting documents provide a detailed description of each school's performance, as measured by the Colorado School Performance Framework.

INNOVATION AND INTELLIGENT RISK:

The Board is obligated to accredit its schools on an annual basis by October 15th. Each local BOE is responsible for accrediting its operated schools and authorized charter schools including alternative education campuses and online schools. Should the BOE decide not to accredit its schools, the BOE would be out of compliance with its accreditation contractual obligation with the State Board of Education.

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

Culture	Inner Ring—How we treat each other	Accreditation increases responsibility of our schools aligned with community values.
	Outer Ring—How we treat our work	The accreditation process allows zones and schools the opportunity to consider innovation and purposeful risk related to school performance.
Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	A meaningful accreditation system, aligned with community values, helps build trust among our community stakeholders.
	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>	Accreditation rating recommendations serve to provide some measure of performance for each school within D49's portfolio.

BOE Special Meeting October 23, 2019
Item 6.01 continued

Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	Specific indicators of performance support measuring achievement from firm foundations in the primary grades through post-secondary (career and college) readiness.
Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

BUDGET IMPACT: N/A

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to action.

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: September 27, 2019

Cruson moved to accredit schools as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.02 MINUTES
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Brett Ridgway, Chief Business Officer
Ron Sprinz, Director of Finance

TITLE OF AGENDA ITEM: New and Revised Student Participation Fees for 2019/20 School
Year

ACTION/INFORMATION/DISCUSSION: Discussion/Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

There are a number of program offerings in the district that are either extracurricular in nature (i.e. not part of a core academic program), or they are academic in nature but are beyond a standard or 'normal' academic program. In either case, it has been and continues to be appropriate to assign participation fees for such program offerings so that the standard academic program does not overly subsidize choices that some students make significantly more favorably than students that do not make similar choices.

We admit that this is a 'fine line' distinction. The underlying motivation is very altruistic, however; that being the intention that each student has the opportunity to gain as much benefit as they can from their relative share of Per-Pupil revenue (PPR). If a fee program did not exist, that ideal would be severely compromised.

For some time, we have been changing business practices to enable the district to more accurately and more completely identify program costs for extracurricular and specific-choice academic programs so that fee determinations can be well-presented and defended.

With such an endeavor, however, also comes a greater need and therefore greater emphasis on the collection of fees assigned in the structure then derived. If fees are assigned without collection, then the intention of ensuring maximum benefit to every student for their relative share of PPR is compromised, almost from the beginning.

In the vein of continuous improvement, D49 Administration now wishes to focus on ensuring equitable student participation by recognizing the difference in, and putting guidelines in place, for fees vs. fundraising.

With the beginning of the 18/19 School year, some new programs that were not included in the initial approval of fees (May Board Meeting) have started and now require approval from the Board.

RATIONALE:

Being more complete, more accurate, and more intentional about fee programs also better supports those students we serve with economic difficulties. Board policy provides assistance to cover fees for students and participants that have a documented status of economic need.

Participation fees that are not fully presented to students and parents can become a barrier to equitable participation. In addition, a program that skews its resourcing too far toward fundraising can be received as manipulative by a contributing public that is approached many, many times a year with fundraising needs.

Pursuing a 'fully loaded' fee schedule will give students and parents a clear picture from the beginning of what the true costs of running a particular program are, and it gives the Board of Education appropriate oversight as the voice of the community as to what is appropriate and necessary to participate in an activity. Furthermore, fully loaded fees allow a greater offset of fee requirements through lunch and fee assistance programs through the District.

RELEVANT DATA AND EXPECTED OUTCOMES:

We expect schools to be transparent and completely forthcoming and intentional about program design and the costs associated. We expect fees to be more and more specific to each program rather than generalized across programs. If these expectations are met, then all students will benefit with our stated intention to ensure that each student receives maximum benefit from the relative share of per pupil revenue.

The primary expected outcome is to provide a complete picture of the parent experience to have their student participating in various extra and co-curricular programs. A participation fee should be all inclusive so that there is little-to-no need for additional funding requests.

In addition, it is intended that school fundraising for programs has some necessary and appropriate parameters. Therefore a certain number of fundraising activities per program and/or an expected range of the mix of total fees to total fundraising for each program should be instituted to reflect cultural and strategic priorities of the district as well as the vision and mission of the organization.

INNOVATION AND INTELLIGENT RISK:

With this pursuit, District 49 is clearly going where other districts have not gone before. However, we are confident that increased transparency will improve trust in the district while supporting the portfolio of schools. The Board of Education needs the opportunity to fulfill its role and responsibility to the community for providing an appropriate educational experience.

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

Culture	Inner Ring —How we treat each other	Ensuring students with economic disadvantage receive equal opportunities.
	Outer Ring —How we treat our work	Pursuing innovative solutions to complex business issues
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community	Providing transparency to program designs
	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 portfolio of schools concept can also be stated as a 'Portfolio of Programs'. Extra and Co-Curricular programs are important parts of the K12 experience for many students – but not all. Ensuring students who do not participate are doing so only due to personal preference and not monetary concerns validates the correct design of the portfolio that is based on need and demand instead of want and wish.
	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>	Ensuring that each student receives maximum benefit for their relative share of per-pupil revenue as possible.

BUDGET IMPACT: The budget impact will be felt mostly in fund 23 and fund 74, with potential increases in revenues and expenses processed through those two funds.

BOE Regular Meeting October 23, 2019
Item 6.02 continued

AMOUNT BUDGETED: Fund 74 & 23 combined = 4.5mm

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: At the October 10, 2019 regular meeting, move to approve the Update to school fees for 2019-20 listed in item 15 as recommended by the administration.

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

DATE: October 11, 2019

Cruson moved to approve the update to school fees for 2019-20 listed in item 6.02 as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.03 MINUTES
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: October 23, 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
6.03a	EBCB	Safety Drills	D Watson	Minor revisions
6.03b	GBEC	Alcohol and Drug-Free Workplace	D Watson P Andersen	Reviewed; no revisions
6.03c	JHB	Truancy	L Fletcher	Minor revisions
6.03d	JHCA	Open/Closed Campus	D Watson	Reviewed; no revisions
6.03e	JICB	Care of School Property by Students	D Watson	Minor revisions
6.03f	JICI	Weapons in Schools	D Watson	Minor revisions
6.03g	JHIB	Parking Lot Searches	D Watson	Reviewed; no revisions
6.03h	JLC	Student Health Services and Records	N Lemmond	Updated to reflect current practice
6.03i	JLCA	Physical Examination of Students	N Lemmond	Reviewed: no revisions
6.03j	JLCB	Immunization of Students	N Lemmond	Reviewed; no revisions Recommend repeal of exhibit-CDE form
6.03k	JRCA	Sharing of Student Records	D Watson	Minor revisions
6.03l	KI	Visitors to School	D Watson	Minor revisions

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	
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BOE Special Meeting October 23, 2019
Item 6.03 continued

Strategy	<p>Rock #1—Establish enduring <u>trust</u> throughout our community</p> <p>Rock #2—Research, design and implement programs for intentional <u>community</u> participation</p> <p>Rock #3— Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u></p> <p>Rock #4— Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive</p> <p>Rock #7— Customize our educational systems to <u>launch each student toward success</u></p>	<p>Updating policy to reflect current laws, regulations and best practices provides a solid foundation to lead the district.</p>
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RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: After board review, move all policies listed in item 13 for action at the next regular board meeting.

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

DATE: October 11, 2019

Cruson moved to approve the revisions to the twelve policies listed in item 6.03 as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.04 MINUTES
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Peter Hilts, Chief Education Officer

TITLE OF AGENDA ITEM: Job Description for a Director of Data and Performance

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

Since beginning to emphasize performance excellence in 2014, District 49 has learned from high-performing organizations about the importance of measuring and reporting performance data. During the same timeframe, the quantity and diversity of performance data generated by our schools and programs has increased exponentially. Across many functions of accreditation, performance reporting, and data management, our data resides in multiple discrete systems both internal and external to the district. In our current configuration, six different directors or coordinators share responsibility to generate and manage organizational data.

RATIONALE:

A Director of Data and Performance will provide leadership to integrate and improve the district's ability to generate and manage organizational performance data.

RELEVANT DATA AND EXPECTED OUTCOMES:

If the board approves the position of Director of Data and Performance, then a newly composed team of data system specialists, managers and analysts will develop common protocols and quality standards for district performance.

INNOVATION AND INTELLIGENT RISK:

Employing a director of data and performance is not particularly innovative for high-performing organizations; however, the position and practice of performance leadership is not as common in public school districts. The risk of creating this position and developing a new team out of existing positions is that current workflows and practices may be disrupted as we navigate the implementation dip before future performance improvements.

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

Culture	Inner Ring—How we treat each other	The proposed position will support existing staff by clarifying expectations and reporting responsibilities.
	Outer Ring—How we treat our work	The proposed organization will elevate the importance of “data work” in District 49.
Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	All of our strategic priorities can be measured, reported and improved. A Director of Data and Performance will enhance our strategic planning and implementation efforts, resulting in improved performance across the board.
	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>	

BOE Special Meeting October 23, 2019
Item 6.04 continued

BUDGET IMPACT: As a director-level position, the new position will require the same range of compensation and benefits as the previous position (Director of CTE) that was recently consolidated into the Director of Applied and Advanced Learning. The long-term budget impact will be neutral, as resources previously dedicated to the CTE department are redeployed to support data and performance.

AMOUNT BUDGETED: Total compensation per the administrator salary schedule

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: We recommend the board discuss and then approve the job description and reorganization as proposed. The chief officers will then develop a timeline to hire a director, consolidate the department and transition existing data team members to the new organization over the 2019-2020 school year.

APPROVED BY: Pedro Almeida, Peter Hilts, and Brett Ridgway

DATE: October 11, 2019

Cruson moved to approve the job description for a Director of Data and Performance and reorganization as proposed in item 6.04 as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.05A MINUTES
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Dr. Louis Fletcher, Director of Culture and Services

TITLE OF AGENDA ITEM: Central Registrar – Charter Support

ACTION/INFORMATION/DISCUSSION: Action/Discussion

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

The charter population in D49 has increased with the addition of charter schools each year. Some charter schools are on the districts SIS and others are not, which creates potential data integrity for state reporting. Charter staffs also require additional training and support with respect to data formats, data accountability, and state reporting.

RATIONALE:

The addition of a registrar who provides routine training support to charter schools serves to mitigate issues caused by a misunderstanding of D49's local requirements in support of state reporting. Additionally, this specialized registrar will mediate any issues that charter parents experience during the district's registration process and expedite approved charter registrations to help facilitate the charter school enrollment process.

RELEVANT DATA AND EXPECTED OUTCOMES:

This position will give the charter schools and identifiable resource to contact when they have need with respect to registration. This position will refine the process for getting data in the appropriate format for state reporting. This position will help new charter schools to set up the "D49 way" from the start, which prevents scrap and rework.

INNOVATION AND INTELLIGENT RISK:

The District 49 portfolio includes a significant number of charter schools, which grow in number each year. The charters are governed by different boards and management structures with varying levels of student information management experience. D49 previously accepted the risk of the charters' SIS data operations with limited insight; however, this innovation will increase the district's insight and leadership in managing/reporting SIS information.

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

Culture	Inner Ring —How we treat each other	Data security and integrity provides peace of mind to all district stakeholders.
	Outer Ring —How we treat our work	Enabling proactive and responsive protocol allows all stakeholders to be confident in the availability of student data, which empowers them to do their jobs.
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community	Reinforcing data integrity, information security, and system availability builds trust and increases return on investment.
	Rock #2 —Research, design and implement programs for intentional <u>community</u> participation	The Student Information System (SIS) is the district's most accessed data asset; therefore, implementing mission assurance measures directly supports the community's participation.
	Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	Distinct and exceptional 21 st century schools employ Student Information Systems (SIS) to create digital records of each student's academic and behavioral development.

BOE Special Meeting October 23, 2019
Item 6.05a continued

Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	Maintaining reliable data facilitates accurate analysis of student behavioral trends and academic growth gaps, which establishes an evidence-based foundation for learners to thrive.
Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	Student data accuracy and availability empowers educators to differentiate instruction and assess behavioral interventions, which launches each student toward success.

BUDGET IMPACT: This position is paid slightly more than other central registrars (\$14.60 per hour for 260 days) due to the additional training and support requirements, but the cost is shared between the district (20%) and the charter schools (80%).

AMOUNT BUDGETED: The funds to support this position are already budgeted.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: This a validated requirement framed in conjunction with iConnect Zone Leader, which both reinforces charter school SIS data operations and the integrity of D49's state reporting; therefore, Culture & Services recommends approval of this position.

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

DATE: October 11, 2019

Cruson moved to approve the Central Registrar- Charter Support job description as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.05B MINUTES
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Louis Fletcher, Director of Culture & Services

TITLE OF AGENDA ITEM: BASE49 Administrative Assistant

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

The former title and duties of the Kid's Corner "Office Assistant" do adequately characterize the expected duties of the administrative support position at BASE49; therefore, the title and compensation level require realignment.

RATIONALE:

The budget responsibility and other administrative support exceeds the Office Assistant role; therefore, the shift to Administrative Assistant classification is warranted to ensure that the employee is fairly compensated for their labor.

RELEVANT DATA AND EXPECTED OUTCOMES:

The job description specifies pertinent information that allows applicants and incumbents to understand the requirements and compensation range of the job. Consistent compensation for similar jobs reinforces perceptions of fairness with respect to compensation.

INNOVATION AND INTELLIGENT RISK:

Standardizing compensation schedules for similar jobs across the district provides transparency and sets a verifiable standard for what the district considers fair compensation for employee labor.

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

By revising the BASE49 job descriptions there are not any direct impacts to the District mission.

Culture	Inner Ring —How we treat each other	Consistent pay for similar positions builds trust among the workforce.
	Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community	Having accurate job descriptions signifies to our community that the BASE49 program is committed to finding the best candidates to work for the program who fully understand the duties and responsibilities of the positions BASE49 has to offer.
	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>	

BOE Special Meeting October 23, 2019
Item 6.05b continued

BUDGET IMPACT: There is not any direct budget impact to the general fund. There is approximately \$4,300 impact to BASE49 revenue annually.

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: With board consensus, move the revised job descriptions in item 8.b forward for action at the next regular board meeting.

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

DATE: October 11, 2019

Cruson moved to approve the BASE49 Administrative Assistant job description as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.06 MINUTES
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Louis Fletcher, Director of Culture & Services

TITLE OF AGENDA ITEM: Revised Job Descriptions

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

Since the rebranding of Kids Corner to BASE49, it is important the job descriptions accurately represent the program, in both the name as well as the job descriptions and expectations.

RATIONALE:

As the program has expanded to all the public Elementary Schools in District 49, it is important for the new name to be used in all aspects related to the program, to keep uniformity throughout the program.

RELEVANT DATA AND EXPECTED OUTCOMES:

It is professionally best for accurate job descriptions when selecting potential candidates and evaluating their performance. The job description specifies necessary information for applicants to understand the full requirements of the job.

INNOVATION AND INTELLIGENT RISK:

By providing the correct names on the job descriptions we are proving to our community that we care about the information we are providing to be correct to the best of our knowledge. This adjustment does not create any risk.

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

By revising the BASE49 job descriptions there are not any direct impacts to the District mission.

Culture	Inner Ring —How we treat each other	It is best to create accurate job descriptions, allowing current employees and potential applicants to be fully knowledgeable of the expected duties and responsibilities for the position in which they are applying for.
	Outer Ring —How we treat our work	
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community	Having accurate job descriptions signifies to our community that the BASE49 program is committed to finding the best candidates to work for the program who fully understand the duties and responsibilities of the positions BASE49 has to offer.
	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	

BOE October 23, 2019
Item 6.06 continued

Rock #5 — Customize our educational systems to launch each student toward success	
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BUDGET IMPACT: There is not any direct budget impact.

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: With board consensus, move the five revised job descriptions in item 7.06 forward for action at the next regular board meeting.

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

DATE: October 11, 2019

Cruson moved to approve the five revised job descriptions in item 6.06 as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.07 MINUTES
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Pedro Almeida, Chief Operations Officer

TITLE OF AGENDA ITEM: Facilities Project Manager – New Position

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY: District 49 created the temporary position of Mill Levy Override (MLO) 3B Director in 2016, with the intent that the position would sunset after approximately 3 years. The MLO 3B Director position will be removed around the end of 2019. The creation of this Facilities Project Manager position will both address the long term need of continued MLO project planning and management, as well as the need for supervision of other major construction or capital projects

RATIONALE: District 49 experienced about 4% student population growth in School Year 2018/2019 over the previous school year, and is projected to maintain a high rate of student growth for many years as a result of significant housing development in the District's geographic footprint. This student population growth will result in a steady stream of new construction projects (either new schools or school additions, or both). Additionally, the district will periodically receive Mill Levy Override funds to use for refurbishing and refreshing our existing schools. Both of these efforts, as well as annual capital projects, require the staff capacity to direct and manage them to ensure that the District efficiently and effectively manages the projects within approved budget and time constraints.

RELEVANT DATA AND EXPECTED OUTCOMES: The creation of this position will improve long term effectiveness in facilities project and construction project management, thereby improving the District's ability to complete projects on time and within approved budget constraints.

INNOVATION AND INTELLIGENT RISK: The position will reduce overall District risk by emplacing experienced, direct supervision over the management of the execution of high dollar projects.

IMPACTS ON THE DISTRICT'S CULTURAL & STRATEGIC PRIORITIES—THE RINGS:

Culture	Inner Ring—How we treat each other	
	Outer Ring—How we treat our work	

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

Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	<i>Build community trust by (1) ensuring that the investment into high dollar projects is well managed for maximum financial benefit to the district, as well as (2) ensuring project schedules are met in order to serve students, staff, and the community on a forecasted schedule which allows for planning and preparation.</i>
	Rock #2—Research, design and implement programs for intentional <u>community</u> participation	

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Item 6.07 continued

Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	<i>This position will be key for continued expansion of the District's portfolio of schools to accompany student growth projections.</i>
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: As a Prof-Tech Range 3, this position will require funding between \$54,900 to \$73,692 per year – depending on experience for a successful external candidate. A successful internal candidate may bring additional steps that could push that cost higher.

AMOUNT BUDGETED: To this point, we resource this role from the Mill Levy Override program and that would likely continue for the full 2019/20 fiscal year. For 2020/21, we intend to bring the role into the general fund.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Recommend that the BOE review and discuss this topic at the BOE Work Session Sept 25, 2019, with a follow on action to approve the position at the Oct 10, 2019 regular BOE meeting.

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

DATE: October 11, 2019

Cruson moved to approve the new position and job description for a Facilities Project Manager as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.08 MINUTES
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Jack Pietraallo, Director of Transportation

TITLE OF AGENDA ITEM: Transportation Policy Review

ACTION/INFORMATION/DISCUSSION: Action Transportation Policy Review

BACKGROUND OR RATIONALE

All BOE policies must be reviewed regularly to ensure they are up to date with current laws and regulations and to align practices that best serve our district.

RELEVANT DATA AND EXPECTED OUTCOMES:

- a. EEA Student Transportation- minor revision
- b. EEAEA District Employee/Driver Requirements, Training and Responsibilities-no revisions
- c. EEAEAA Drug and Alcohol Testing for Commercial Drivers/Licensed Employees- no revisions
- d. EEAEAG Use of Wireless Communication Devices while Operating a District Vehicle- no revisions
- e. EEAG Student Transportation in Private Vehicles- Suggested Repeal, supporting documents

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	Current and clear policies support a culture of trust, respect and responsibility to our staff.
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>	Updating policies to reflect current laws, regulations and best practices provides a solid foundation to lead the district.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: I recommend the Board move to approve the five updated policies in item 7.05 as recommended by the administration.

APPROVED BY: Pedro Almeida, Chief Operations Officer

DATE: October 11, 2019

Cruson moved to approve the five updated policies in item 6.08 as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.09 MINUTES
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Monica Deines-Henderson, Director of Nutrition Services

TITLE OF AGENDA ITEM: Meal Price Increase

ACTION/INFORMATION/DISCUSSION: Acion

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

Approval of meal price increase to offset in the financial impact of the minimum wage and PERA increases while keeping the District in compliance with the Section 205; Equity in School Lunch Pricing of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296).

Price Increase of \$0.35 for lunches and \$0.10 for breakfasts. Bringing the meal prices to:

Elementary:

Breakfast \$1.65

Lunch \$2.70

Secondary:

Breakfast \$1.85

Lunch \$3.00

Adult (without milk)

Breakfast \$2.20

Lunch \$3.90

RATIONALE:

To offset the minimum wage and PERA increases along with maintaining compliance with the Healthy Hunger Free Kids Act. By raising the meal prices \$0.35 for lunch and \$0.10 for breakfast the District will stay in compliance with Section 205 while supporting a financially responsible Nutrition Services Department.

RELEVANT DATA AND EXPECTED OUTCOMES:

Keep District in compliance with section 205 of the Healthy Hunger Free Kids Act and maintaining a financially sound Nutrition Services Department.

INNOVATION AND INTELLIGENT RISK:

N/A

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	Major Impact
Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	Major Impact
	Rock #2—Research, design and implement programs for intentional <u>community</u> participation	Major Impact

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Item 6.09 continued

Rock #3 — Grow a robust <u>portfolio</u> of 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: This is revenue generating and without approval it puts the Department at risk for depleting its Fund Balance.

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve Nutrition Services' recommended price increases for meals as presented.

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

DATE: October 11, 2019

Cruson moved to approve Nutrition Services' recommended price increases for meals as presented in item 6.09; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.10A MINUTES
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Lauren Stuart, Math Teacher

TITLE OF AGENDA ITEM: SCHS Course Proposal – Quantitative Literacy with Math Capstone

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

Seeking approval of the Quantitative Literacy with Math Capstone course for Juniors or Seniors who do not meet the mastery requirement.

RATIONALE:

Students may not reach mastery through a standardized test. This capstone gives them an option to show mastery through multiple means: presentations, exploration, research, and real world math calculations and computations.

RELEVANT DATA AND EXPECTED OUTCOMES:

Students must complete 2 projects in addition to their coursework in the classroom. Students that complete each project with a 75% score or higher on both projects will obtain mastery in mathematics.

INNOVATION AND INTELLIGENT RISK:

The capstone provides the opportunity for students to demonstrate mastery of math standards through a series of projects that coincide with the curriculum. A teacher will monitor students within a class to make sure they are progressing through the requirements of the projects and submitting the appropriate and accurate material to meet mastery.

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	
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	Provide students with the opportunity to demonstrate mastery of math standards in a variety of ways through capstone projects.
	Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	Math mastery will be demonstrated on a personalized level with the advisement of a teacher.

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Item 6.10a continued

BUDGET IMPACT: There is no budget impact. Current math teachers will monitor and grade capstone progress.

AMOUNT BUDGETED: No funding needs to be budgeted at this time.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: With board consensus, move to approve Quantitative Literacy with Math Capstone course at Sand Creek High School.

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: October 11, 2019

Cruson moved to addition of the Quantitative Literacy with Math Capstone course at Sand Creek High School as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.10B MINUTES
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Lauren Stuart, Student Council Advisor

TITLE OF AGENDA ITEM: SCHS Honors Course Proposal – “Student Council Leadership (Honors)”

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

Seeking approval of an honors course through a leadership capstone project in the sophomore, junior and senior year of Student Council.

RATIONALE:

Students elected to student council are some of the highest performers in the school. Students’ GPA is impacted by participating in Student Council. These students spend the majority of their school year volunteering, organizing service projects, and serving the community, staff and students of Sand Creek High School. SCHS would like to offer a leadership capstone project each year to allow them to earn honors credit upon completion.

RELEVANT DATA AND EXPECTED OUTCOMES

Students must complete and submit a portfolio that aligns with the National Student Council Standards to show their growth in leadership and their demonstration of service and civic engagement. If students complete the requirements per semester, they would earn an honors credit of .5 per semester.

INNOVATION AND INTELLIGENT RISK:

SCHS wants to honor and reward our students who go above and beyond for their local and school community. Many students do not run for student council because they are focused on their GPA and know it will lower their rank in the class. The student council advisors (teachers) will monitor the progress of students who elect to be in the honors course and will award credit based on completion of the appropriate items.

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	Students in Student Council are committed to serving their local and school community by organizing events, planning service projects and letting the voice of the student be heard when coordinating things that affect their day to day in the school.
	Outer Ring —How we treat our work	Student Council is often tasked with putting on events in the school; it is essential that we do this with pride and always representing SCHS and D49 well. From posters to prom, everything we do must be done to the best of our ability.
S t r a t	Rock #1 —Establish enduring <u>trust</u> throughout our community	Students who give up their time, energy and ideas should be rewarded for making progress in leadership and their dedication to service.
	Rock #2 —Research, design and implement programs for intentional <u>community</u> participation	The “leadership capstone project” would require each student to engage the community in projects as well as

BOE Special Meeting October 23, 2019
Item 6.10b continued

e g y		organize civic engagement that would positively affect our student body as well as the greater community.
	Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	After applying to be a nationally recognized Student Council, SCHS will be one of the select few in the city that is recognized as such. This high level course will help develop students to become the best leaders they can be.
	Rock #4 — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	To provide the opportunity for honors credit to reward and recognize students for their accomplishments and the positive additions they make to Sand Creek High School.
	Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	To attract and retain high performers to student council to positively influence the culture and climate of Sand Creek High School.

BUDGET IMPACT: There would be no budget impact.

AMOUNT BUDGETED: There are no funds needed to support this proposal.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve the Student Council Leadership Course (Honors) at Sand Creek High School as recommended by the administration.

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: October 11, 2019

Cruson moved to approve the addition of the Student Council Leadership Course (Honors) at Sand Creek High School as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.11 MINUTES
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: Peter Hilts

TITLE OF AGENDA ITEM: Policy BEDH Public Participation

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND OR RATIONALE

The board has a long tradition of inviting public input during an open forum agenda item at regular meetings. That tradition includes reasonable limitations on time and content to balance the efficiency of the meeting agenda with preserving the privilege of public input while balancing protections for individuals who might be a subject of public comment. This revision makes the protection of individuals more explicit.

RELEVANT DATA AND EXPECTED OUTCOMES:

The expected outcome is that the board chair will have greater clarity about framing public comments and intervening if the forum becomes a venue for personal attacks against individual staff members.

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

The revision attempts to set a more optimal balance between our values of trust, respect, care and learning.

Culture	<p>Inner Ring—How we treat each other</p> <p>Outer Ring—How we treat our work</p>	<p>The proposed revision increases the practice of care without undermining the value of trust.</p> <p>The proposed revision increases the efficiency and clarity of our work.</p>
Strategy	<p>Rock #1—Establish enduring <u>trust</u> throughout our community</p> <p>Rock #2—Research, design and implement programs for intentional <u>community</u> participation</p> <p>Rock #3— Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u></p> <p>Rock #4— Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive</p> <p>Rock #5— Customize our educational systems to <u>launch each student toward success</u></p>	<p>The proposed revision maintains our strategic priority of community engagement.</p>

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: We recommend that the board approve revisions to policy BEDH.

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: October 11, 2019

Cruson moved to approve revisions to policy BEDH Public Participation at Board Meetings as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 6.12 MINUTES
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: October 10, 2019

PREPARED BY: Brett Ridgway, Chief Business Officer

TITLE OF AGENDA ITEM: Addition to Business Office Staff – Payroll Technician

ACTION/INFORMATION/DISCUSSION: Special Meeting Action

BACKGROUND OR RATIONALE We have known for some time of the excellent effectiveness and efficiency of the D49 Payroll Department – achieving extremely high results for each. We have also known that the level of efficiency and effectiveness was sustainable only as the exact pairing of staff members dedicated to that role remains constant. Unfortunately for D49 (fortunately for her), Paula Townsend, our Payroll Technician has announced plans to retire effective 12/31/2019. While she intends to request the ability to return and work some time in 2020 under a PERA-110 day arrangement, this necessitates that we plan and react sooner rather than later. A retirement arrangement, such as this requires a one-month moratorium before the retiree can enter in to a PERA-110 arrangement. This means that Ms. Townsend would not be available to participate in payroll processing during January 2020.

RELEVANT DATA AND EXPECTED OUTCOMES:

We request to add an additional payroll technician to the Business Office staff with sufficient overlap to learn from Ms. Townsend so that the new technician can contribute well to the January 2020 process. Since Ms. Townsend's eventual departure from D49 regular employ is now basically scheduled, we also need to maintain the additional role going forward, moving the total staff dedicated to payroll processing from two to three.

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>Intentionality and Purpose – making this change now serves to protect our most vital process to our most important resource.</i>
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>	<i>Payroll processing is one of the Firm Foundations of Business Office processes. Acting appropriately to protect and preserve the functionality of this process reaffirms our recognition and commitment to that strategic priority.</i>

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve the addition of staff to the Business Office of one Payroll Technician.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: October 17, 2019

Cruson moved to approve the addition of staff to the Business Office of one Payroll Technician as recommended by the administration; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

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

BOARD MEETING OF: October 23, 2019

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

TITLE OF AGENDA ITEM: Process Improvement Update

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND OR RATIONALE

We seek to continuously improve our processes in the district.

RELEVANT DATA AND EXPECTED OUTCOMES:

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

No.	Designation	Title	Reviewed by	Recommendations
8.01a	EBCB-R	Safety Drills	D Watson	Minor revisions
8.01b	JICF-R	Secret Societies/Gang Activities	D Watson	Minor revisions
8.01c	JLCB	Immunization of Students	N Lemmond	Reviewed; no revisions Recommend repeal of exhibit-CDE form

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 #5 — Customize our educational systems to <u>launch each student toward success</u>	

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Information only

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

DATE: October 17, 2019

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Item 7.01 continued

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
COMMENTED					
	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 7.02 Minutes
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: October 23, 2019

PREPARED BY: N. Lemmond, Executive Director of Individualized Education

TITLE OF AGENDA ITEM: Expulsion Information

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND OR RATIONALE

See attached confidential sheet for list of expulsions in September 2019 per board policy.

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	Ensures compliance with all Colorado Revised Statutes. Provide alternative pathways to students that align with 49 Pathways Initiative.
	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: Peter Hilts, Chief Education Officer

DATE: October 17, 2019

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
COMMENTED					
	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 7.03 MINUTES
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: October 23, 2019

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

TITLE OF AGENDA ITEM: Student Study Trips

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND OR RATIONALE

FHS

CU Madrigal Festival

Depart-11/5/19 Return-11/5/19

37 Students will attend this trip.

Cost of the trip is 0 and will include transportation.

FHS Chamber Choir students will experience preparing music that will be sung with approx. 20 other high school choirs. The festival has the feel of an auditioned honor choir but includes the entire FHS Chamber Choir class.

Students will also perform one song of their own for the other choirs.

Fundraising will not be part of this trip.

FMS

Madrid, Paris & Rome trip

Depart-3/15/21 Return-3/26/21

20 Students will attend this trip.

Cost of this trip will be \$3,900 per student and includes transportation, meals, lodging, insurance and tours.

This trip is designed to:

Explore international destinations to gain awareness of global perspectives and connections.

Promote international understanding, respect for different cultures, language learning and global citizenship.

Align school curricula to bring subjects, people and events to life.

Provide global settings to sharpen key 21st century skills - critical thinking, problem solving, communication, collaboration and global competence.

Develop interpersonal and leadership skills necessary to navigate new experiences with confidence and adaptability.

Fundraising will not be part of this trip.

WHES

Washington DC trip

Depart 10/13/20 Return-10/16/20

20 Students will attend this trip.

Cost of the trip will be \$1,889 per student and includes transportation, meals, lodging, insurance and tours.

Students will experience US History with interactive hands on activities at actual historical sites, museums, and memorials.

I will have periodic parent meetings to prepare for the trip.

All tours will be educational and students will complete journals.

Fundraising will not be part of this trip.

VRHS

Old West Show Choir Competition in Scottsbluff, NE

Depart-11/1/19 Return-11/3/19

50 Students will attend this trip.

Cost of this trip will be \$75 and includes transportation, meals and lodging.

Students will work together competitively to perform the show we produced, choreographed, and learned all the music for. It's challenging physically because they dance for 30 minutes straight while singing. They also compete against 25 other schools so they have the opportunity to watch other work and self-evaluate and critique themselves in hopes to continue to improve their performance. It teaches grit because they can't give up regardless of judge comments. Having a judge critique teaches kids that we always have something to improve on and in some cases, teaches how to embrace rejection if they don't place. The can then ask themselves how to improve which is a life skill we hope kids leave high school with

Fundraising will be part of this trip.

SRES

Camp Elim Trip to Woodland Park, CO

Depart-4/29/20 Return-5/1/20

100 Students will attend this trip.

Cost of the trip will be \$135 per student and includes transportation, meals, lodging and insurance.

Students will participate in many activities where they will be taught skills such as teamwork, perseverance, and creative thinking skills. These activities include STEM activities taught by the teachers as well as outdoor activities (climbing wall, high ropes course, etc.) taught by the camp staff.

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: October 11, 2019

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
COMMENTED					
	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

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

BOARD MEETING OF: October 23, 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. ****No changes from last month.****

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: October 11, 2019

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
COMMENTED					
	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

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

BOARD MEETING OF: October 23, 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: October 11, 2019

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
COMMENTED					
	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

BOARD OF EDUCATION ITEM 7.06 Minutes

BOARD MEETING OF:	October 23, 2019
PREPARED BY:	Paul Andersen, Director of Human Resources
TITLE OF AGENDA ITEM:	Job Description Administrative Revisions
ACTION/INFORMATION/DISCUSSION:	Information Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Per policy GBJD, all positions in the district shall be established initially by the Board of Education. The Board delegates to the chief officers or designee(s) the task of writing job descriptions, which will include a statement of purpose, the essential functions of the position, requisite knowledge, skills and abilities, along with the physical demands and work environment factors required. The Board shall approve all job descriptions for new positions recommended by the chief officers.

RATIONALE: From time to time, the administration will identify the need to modify an existing job description. The Board delegates to the chief officers or designee(s) the authority to approve certain modifications to job descriptions. Other modifications require approval of the Board. Approval requirements for job description changes are as follows:

Changes Requiring Board Approval

- Change in job title
- Change in FLSA status (exempt vs non-exempt)
- Move from one pay range to another pay range
- Move from one salary schedule to another
- Change in reporting relationships
- Change in budgeted calendar days
- Major modifications to essential duties and responsibilities, qualifications or other work factors



Changes Within Administrative Discretion

- Formatting and template modifications
- Minor modifications to essential duties and responsibilities, qualifications, or other work factors
- Revisions to reflect shifts in the district’s lexicon

All administrative revisions must be approved by the Director of Human Resources. The administrative revision date will be noted in the board-approved job description and will be notated as an “Administrative Revision”.

RELEVANT DATA AND EXPECTED OUTCOMES: The presentation of administratively modified job descriptions serves to keep the board informed of changes and demonstrates transparency to stakeholders.

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

Culture	Inner Ring —How we treat each other	Accurate and up-to-date job descriptions promote respect and responsibility by providing clarity to the employee. This clarity positively impacts purpose, learning and teamwork.	
	Outer Ring —How we treat our work		
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community	Our thoughtful, transparent job description development and approval process promotes trust with stakeholders.	
	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>		

BOE Special Meeting October 23, 2019
Item 7.06 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>	

FUNDING REQUIRED: No

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Information only; no action requested.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: October 11, 2019

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
COMMENTED					
	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					

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

BOARD MEETING OF: October 23, 2019

PREPARED BY: Donna Garza, Executive Assistant to the BOE

TITLE OF AGENDA ITEM: Executive Session: Pursuant to C.R.S. § 24-6-402(4)(f)(I) for discussion of a specific staff member with prior written notification for Chief Education Officer evaluation and review

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND OR RATIONALE

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: I move to enter into executive session pursuant to C.R.S. § 24-6-402(4)(f)(I) for discussion of a specific staff member with prior written notification for Chief Education Officer evaluation and review.

APPROVED BY: Marie La Vere-Wright, Board President

DATE: October 16, 2019

Cruson moved to enter into Executive Session pursuant to C.R.S. § 24-6-402(4)(f)(I) for discussion of a specific staff member with prior written notification for Chief Education Officer evaluation and review; seconded by Fry. The motion passed 4-0.

	BUTCHER	CRUSON	FRY	GRAHAM	LA VERE-WRIGHT
VOTED AYE	X	X	X	Absent	X
VOTED NAY					
COMMENTED					

	HILTS	RIDGWAY	ALMEIDA		
COMMENTED					