

AGENDA
REGULAR BOARD OF EDUCATION
MEETING

December 12, 2019

Fantastic 49 - 6:00 p.m.

Business Meeting – 6:30 p.m.

Education Service Center – Board Room

Fantastic 49

- **Falcon Education Foundation Mini Grants**
- **Learning Services Employee Achieves Excellent Customer Service**
- **Falcon High School Math Teacher Exemplifies Leadership**

1.00 Call to Order and Roll Call

2.00 Welcome and Pledge of Allegiance

3.00 Action of Agenda

4.00 Consent Agenda

4.01 Action on Minutes of Regular Board of Education Meeting 11/7/2019 – **Garza**

4.02 Action on Matters Relating to Administrative Personnel – **White**

4.03 District Accountability Advisory Committee (DAAC) Membership – **Hall**

4.04 Action on Matters Relating to Licensed Personnel – **White**

4.05 Action on Matters Relating to Educational Support Personnel – **Evans**

4.06 Action on Matters Relating to Extra Curricular Personnel – **Evans**

4.07 Action on Minutes of Special Board of Education Meeting 11/20/2019 – **Garza**

4.08 Action on Minutes of Special Board of Education Meeting 12/2/2019 – **Garza**

5.00 *Board Update*

5.01 *Chief Officer Update*

5.02 *Student Board of Representatives Update*

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

7.00 Action Items

7.01 Action on Policy and Procedure Review – **Garza**

a. GBJ Personnel Records and Files

7.02 Action on Certification of Mill Levies for Property Tax Year 2019 – **Ridgway**

7.03 Action on Revised Job Descriptions - **White/Andersen**

a. Attendance and Substitute Specialist

b. HR Reporting Specialist

7.04 Action on IT Vendor Change – Related Staffing Changes - **Chief Officer Team**

a. Proposed New Job Description, Technology Service Manager- Infrastructure

b. Proposed New Job Description, Technology Service Manager - End Users

7.05 Action on New/Revised Job Descriptions (5 minutes) **Sprinz**

a. Accounting Process Manager

b. Financial Reporting and Fund Analyst

c. Senior Accountant

7.06 Action on Land Use Agreement with Mountain View Academy (5 minutes) **Franko**

7.07 Items Removed from Consent Agenda

8.00 Information Items

- 8.01 Process Improvement Update - **Garza**
 - a. GBJ-R Personnel Records and Files
- 8.02 Job Descriptions-Administrative Revisions – **Andersen**
- 8.03 Student Study Trips – **Seeley**
- 8.04 Current Legal Issues – **Hathaway**
- 8.05 Board Sub-Committee Minutes – **Garza**

9.00 Discussions Items

- 9.01 2016 3B Projects Update (10 minutes) **Lee/Almeida**
- 9.02 District Accountability Advisory Committee Annual Report (10 minutes) **Newbill/Rex/Fletcher**
- 9.03 Automotive Institute of Science & Technology Update (5 minutes) **Franko**
- 9.04 Amended Budget and Enrollment Update (10 minutes) **Sprinz**
- 9.05 Annual Planning Summit Preview: External Partners and Vendors Report (10 minutes) **Rohr**
- 9.06 Course Proposals at Sand Creek High School (5 minutes) **Yeager**
 - a. Pre-Medical 100, Pre-Medical 200 and Pre-Medical 300
- 9.07 2020-2021 School Family Calendar and Preliminary Approval of 2021-2022 School Family Calendar (5 minutes) **Whetstine**
- 9.08 Update on In Progress School Accreditation Designations (5 minutes) **Whetstine**
- 9.09 Policy and Procedure Review (5 minutes) **Garza**
 - a. BC-R-1 School Board Member Financial Disclosure
 - b. BEC Executive Sessions
 - c. BEDA Notification of Board Meetings
 - d. CBF Chief Officers' Conduct
- 9.10 Board Annual Planning Summit Agenda (10 minutes) **Chief Officers**
- 9.11 Board Committee and Liaison Assignments (5 minutes) **BOE**
- 9.12 Upcoming Legislation Preview (10 minutes) **Ridgway**

10.00 Other Business

11.00 Adjournment

DATE OF POSTING: December 5, 2019

Donna Garza
Executive Assistant to the Board of Education

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

BOARD MEETING OF: December 12, 2019

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

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

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 November 7, 2019 regular board of education meeting.

APPROVED BY: Dave Cruson, Board Secretary

DATE: November 21, 2019

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

BOARD MEETING OF: December 12, 2019

PREPARED BY: Melanie White, Human Resources Manager

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

ACTION/INFORMATION/DISCUSSION: Consent - Action

BACKGROUND OR RATIONALE

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

RELEVANT DATA AND EXPECTED OUTCOMES:

By addressing these actions, the Board of Education is approving the necessary actions that allow the district to continue its' function of hiring and other associated personnel activities that impact student achievement.

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

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

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

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

DATE: November 21, 2019

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

BOARD MEETING OF: December 12, 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: Patricia Gioscia-DAAC Admin Rep.-Middle School, Trisha Leitzel-SSAE, Maria Cortez – RVES, Maria Hoffman-LTA, Amy Willis -OES , Melissa Mayfield – EIES, Jaylynne Koch – EIES, Michelle Bolander – SRES, DAAC members have already committed to the responsibilities of their charge through state statute 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	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>	The DAAC is the primary system of formal accountability to our community. Community participation on the DAAC gives senior leaders input from all stakeholders.

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:** December 2, 2019

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

BOARD MEETING OF: December 12, 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: November 21, 2019

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

BOARD MEETING OF: December 12, 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: November 21, 2019

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

BOARD MEETING OF: December 12, 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: November 21, 2019

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

BOARD MEETING OF: December 12, 2019

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

TITLE OF AGENDA ITEM: Approval of Minutes of Special Board of Education Meeting
11/20/19

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 November 20, 2019 special board of education meeting.

APPROVED BY: Dave Cruson, Board Secretary

DATE: November 21, 2019

BOARD OF EDUCATION ITEM 4.08
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: December 12, 2019

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

TITLE OF AGENDA ITEM: Approval of Minutes of Special Board of Education Meeting
12/2/19

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 December 2, 2019 special board of education meeting.

APPROVED BY: Dave Cruson, Board Secretary

DATE: December 2, 2019

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

BOARD MEETING OF: December 12, 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
9.a	GBJ	Personnel Records and Files	P Andersen	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	
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: After board review at the previous work session, move to approve revisions to policy GBJ as listed in item 7.01.

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

DATE: November 21, 2019

Title	Personnel Records and Files
Designation	GBJ
Office/Custodian	Business/Director of Human Resources

The ~~D~~irector of ~~H~~uman ~~R~~esources is authorized to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel ~~record folder~~ for each ~~administrative, licensed, and education support~~ employee shall be accurately maintained in the district administrative office. Personnel records shall include home addresses, telephone numbers, ~~salary pay~~ and benefit information and other information maintained because of the employer-employee relationship.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The ~~D~~irector of ~~H~~uman ~~R~~esources or designees shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the ~~D~~istrict on a confidential basis by universities, colleges or persons not connected with the ~~D~~istrict.
4. Personnel records shall be available upon request to members of the ~~B~~oard of ~~E~~ducation. While ~~B~~oard members have legal authorization under state law to access school district records, the ~~B~~oard believes that it is in the best interests of the district for the ~~B~~oard to act as a whole when accessing district records and for individual Board members to access district records when the records will assist the Board in performance of its responsibilities.
5. The following information in personnel records and files shall be available for public inspection:
 - a. Applications of past or current employees
 - b. Employment agreements
 - c. Any amount paid or benefit provided incident to termination of employment
 - d. Performance ratings except for evaluations of licensed personnel as noted below
 - e. Any compensation including expense allowances and benefits
6. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law. Portions of the Chief Officers' evaluations shall be open to public inspection, in accordance with state law.
7. District employees' home addresses and telephone numbers shall not be released for general public or commercial use.
8. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and ~~d~~District ~~B~~oard policy.

- Adopted: April 21, 1977
- Revised to conform with practice: date of manual adoption
- Revised to conform with practice: date of manual revision
- Revised: August 4, 1994
- Reviewed: May 11, 2000

- Revised: January 11, 2001
- Revised: December 9, 2010
- Revised: September 8, 2011
- Revised: January 10, 2013
- Revised: March 13, 2014
- Revised: May 14, 2015
- ~~Reviewed: July 14, 2016~~
- Revised: December 12, 2019

LEGAL REFS:

- C.R.S. 22-9-109 (*licensed personnel evaluations - exemption from public inspection*)
- C.R.S. 22-32-109.1(9) (*immunity provisions in safe schools law*)
- C.R.S. 24-19-108(1)(c) (*exceptions to public records*)
- C.R.S. 24-72-201 et seq. (*Colorado Open Records Act*)

CROSS REFS:

- CBB, Recruitment of Superintendent
- GCF, Professional Staff Recruiting/Hiring
- KDB, Public's Right to Know/Freedom of Information

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

BOARD MEETING OF: December 12, 2019

PREPARED BY: Brett Ridgway, Chief Business Officer

TITLE OF AGENDA ITEM: Certification of Mill Levies for Property Tax Year 2019

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY: Each year, the District must certify to the El Paso County Commissioners, the property tax mill levy. The Mill Levy to be assigned is for the tax year 2019 that will be collected in 2020 as part of the District's 2019-20 fiscal year. A School District Mill Levy can have many components, but for District 49, there are only three components: Total Program (District General Fund) Voter-Approved Override (District MLO funds 14 & 16) & Abatement (immaterial, but in the District General Fund)

RATIONALE: The Total Program (General Fund singular) portion of the Mill Levy is set by the Colorado Department of Education according to the School Finance Act of 1994 and so there is no 'decision' to be made. The Abatement portion of the Mill Levy is directed by another section of statute that requires abatements issued in one tax year to be covered by property owners in the subsequent tax year. The abatements are quantified and communicated by El Paso County so, again, there is no 'decision' to be made. The Mill Levy Override is necessary to fulfill the terms of Voter-approved ballot measures related to building construction, and the cost to service the related financing instruments (Certificates of Participation) as well as providing additional funds for operational priorities for the District.

In November 2018, the voters of District 49 approved a measure put forth by the District (2018-4C) that combined the prior mill levy override authorizations of 2014-3A and 2016-3B, and set a fixed mill rate of 18.500 mills going forward, all while maintaining the priorities set for in those prior election cycles. The approval of 2018-4C vastly simplifies this process, although that is a clear by-product to the material benefits to District 49.

The General, Abatement, and Override portions of the Mill Levy combine to determine the total General Funds' (plural) Mill Levy.

RELEVANT DATA AND EXPECTED OUTCOMES: The Total Program Levy should be 24.459 mills, the Abatement Levy should be 0.230 mills, the Override Levy should be 18.500 mills; all applied to a Gross Assessed Value of property in the district of \$ 1,049,145,210.

It is also interesting and appropriate to note that the 'what if' assessment that considers what the total assessment would be in the absence of state support would project to 211.910 mills – an amount approximately 5x the proposed actual assessment?

INNOVATION AND INTELLIGENT RISK: District 49's innovation is on full display with this assessment. Having refinanced and redesigned our previous bonded borrowings and overrides into a single, multi-priority, mill levy override, D49 now is only assessing a General Funds levy rather than past assessments that were broken into separate General Funds and Bond levies. This consolidation allows taxpayers not to feel 'nickel-dimed' with the potential of six separate levies.

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

Cul

Inner Ring—How we treat each other

BOE Regular Meeting December 12, 2019
Item 7.02, continued

	Outer Ring —How we treat our work	
	Rock #1 —Establish enduring <u>trust</u> throughout our community	<i>Explaining and having clarity on assessing taxes to our constituents.</i>
	Rock #2 —Research, design and implement programs for intentional <u>community</u> participation	
Strategy	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: \$414,481 increase; 61% of which is absorbed in program formula funding, thereby reducing the level of state equalization and resulting in no increased funding to D49. The remaining 39% represents increased funding to Mill Levy Override priorities established and memorialized in BoE policy DAA.

AMOUNT BUDGETED: Total of \$44,059,020, increasing to \$45,552,836

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to certify, to the El Paso County Commissioners, a Mill Levy to property owners within the district totaling 43.189 mills, comprised entirely of General Funds Levy.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: December 3, 2019

EL PASO COUNTY SCHOOL DISTRICT 49

2019-2020 PROPOSED AMENDED BUDGET



ASSESSED VALUATION - MILL LEVIES

	Residential Assessment Rate	Overall Assessment Rate	MILL LEVIES							Authorized Funded Pupil Count	Local Funded Pupils per Mill	
			Market Valuation	Assessed Valuation	General Fund	2005-3A / 2014-3A Mill Levy Override	Abatements (SB 184 Adjustment)	Bond Redemption Fund	2016-3B / 2018-4C Mill Levy Override			Total Mills
01-02	9.15%	12.130%	\$1,992,598,328	\$241,704,580								
02-03	9.15%	11.907%	\$2,308,493,944	\$274,881,510								
03-04	7.96%	10.877%	\$2,901,805,617	\$315,635,430								
04-05	7.96%	10.769%	\$3,351,226,947	\$360,878,890	28.847		0.124	14.310		43.281	9,544.50	220.52
05-06	7.96%	10.581%	\$4,274,218,543	\$452,258,300	24.459	9.802	0.093	12.494		46.848	10,132.50	216.28
06-07	7.96%	10.396%	\$4,853,147,177	\$504,523,250	24.459	9.800	0.076	11.212		45.547	11,580.50	254.25
07-08	7.96%	10.511%	\$5,899,026,417	\$620,028,470	24.459	9.800	0.324	11.212		45.795	12,221.50	266.87
08-09	7.96%	10.597%	\$6,195,485,589	\$656,524,910	24.459	9.800	0.203	11.212		45.674	12,984.30	284.28
09-10	7.96%	10.689%	\$6,544,920,650	\$699,610,580	24.459	9.800	0.101	11.212		45.572	13,697.98	300.58
10-11	7.96%	10.613%	\$6,632,924,756	\$703,938,280	24.459	9.800	0.321	11.212		45.792	14,027.84	306.34
11-12	7.96%	10.690%	\$6,200,983,265	\$662,871,630	24.459	9.800	0.371	11.212		45.842	14,201.66	309.80
12-13	7.96%	10.506%	\$6,317,740,713	\$663,717,810	24.459	9.800	0.114	11.212		45.585	14,572.86	319.69
13-14	7.96%	10.513%	\$6,321,813,966	\$664,597,320	24.459	9.800	0.146	11.212		45.617	17,932.98	324.46
14-15	7.96%	10.459%	\$6,594,766,136	\$689,724,560	24.459	9.800	0.325	11.212		45.796	18,598.20	334.98
15-16	7.96%	10.275%	\$7,318,389,792	\$751,972,470	24.459	9.800	0.217	10.159		44.635	19,533.26	346.55
16-17	7.96%	10.238%	\$7,649,045,141	\$783,104,780	24.459	9.577	0.222	5.980	4.179	44.417	19,699.60	358.99
17-18	7.20%	9.460%	\$8,885,347,862	\$840,574,750	24.459	8.922	0.108	-	10.159	43.648	20,316.68	378.80
18-19	7.20%	9.403%	\$9,389,791,154	\$882,952,990	24.459	8.341	0.086	-	10.159	43.045	21,377.70	406.50
19-20	7.15%	9.066%	\$11,572,795,889	\$1,049,145,210	24.459	-	0.230	-	18.500	43.189	23,939.00	439.32

chg from 06-07:

-12.8%

238.5%

207.9%

-7.8%

163.8%

103%

chg from LY:

-0.6%

23.25%

18.82%

var to 06/07 max.
(excl. GOAL)

Summary of Values as of:

8/24/2018

actual, increased by

25.09%

/ budgeted
< growth in residen
\ market value

Assess Rate	Market	Assessed	Share %
29.00% Vacant Land	\$183,142,020	\$53,114,840	1.6% / 5.1%
7.15% Residential	10,558,643,184	755,037,290	91.2% / 72%
29.00% Commercial	715,354,265	207,452,670	6.2% / 19.8%
29.00% Industrial	36,905,432	10,702,550	0.3% / 1%
29.00% Agricultural	4,121,213	1,195,220	0% / 0.1%
29.00% Natural Resources	532,085	154,310	0% / 0%
29.00% Producing Mines	0	0	0% / 0%
29.00% Oil & Gas	0	0	0% / 0%
29.00% State Assessed	74,097,690	21,488,330	0.6% / 2%
9.07% Taxable Property	\$11,572,795,889	\$1,049,145,210	
Resident Pupils		16,800	
AV / Resident Pupils		\$62,449.12	
26.29% Exempt Property	481,990,708	126,712,760	
9.75% Total Property	\$12,054,786,597	\$1,175,857,970	

Changes 2018/19 to 2019/20	Amount	Percentage
Assessed Valuation	\$166,192,220	18.82%
Market Valuation	\$2,183,004,735	23.25%
Funded Pupil Count (Gross)	2,561.30	11.98%

Full Funding Mill Levy Pro-forma		Mills
State Share Component	\$ 203,514,523	193.981
Specific Assessments shown above		43.189
'what if' total assessment equivalent		237.170
		5.5 x assessed rate

Assessed Value per Pupil ranks 167th of 178 CO school districts. All lower ranked districts are much smaller than D49

The 2018-4C Mill Levy subsumed the 2014-3A (which subsumed 2005-3A) and 2016-3B into new single Mill Levy Override at a fixed rate of 18.500 mills.

Certification of Mill Levies
Property Tax Year 2019

<u>EL PASO</u>		<u>DISTRICT 49</u>
County		School District
CATEGORY	Colorado Department of Education (CDE) Mill Levy Calculated as of August 30, 2019	School District Final Mill Levy Certified as of December 13, 2019
1. Total Program	24.459	24.459
2. Categorical Buyout	0.000	0.000
3. Overrides:		
a. Voter-approved	7.148	18.500
b. Hold harmless	0.000	0.000
c. Excess hold harmless	0.000	0.000
4. Abatement	0.230	0.230
5. Total General Fund	31.837	43.189
6. Bond Redemption Fund		
7. Transportation Fund	0.000	0.000
8. Special Building and Technology Fund	0.000	0.000
9. Full Day Kindergarten Fund	0.000	0.000
10. Other (Loan, Charter School)	0.000	0.000
11. Total	31.837	43.189
Assessed Valuation	As of August 30, 2019	As of December 13, 2019
Gross Assessed Valuation	1,049,186,680	1,049,145,210
Tax Increment Financing	0	0
Net Assessed Valuation	1,049,186,680	1,049,145,210
Abatements	241,481.63	240,674
(Total across all counties)		
Information for certification to county treasurer:		
Full Funding mill levy	211.902	211.910
Funding received from state	180,833,184	180,833,184

Brett Ridgway

Form completed by

719.495.1103

Phone Number

COMPLETE AND RETURN TO TIM KAHLE BY DECEMBER 20, 2019:

Division of School Finance and Operations
Colorado Department of Education
201 E. Colfax Avenue; Room 206
Denver, CO 80203
kahle_t@cde.state.co.us

Scanned and emailed copies are acceptable. It is not necessary to mail original copy.



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

BOARD MEETING OF: December 12, 2019

PREPARED BY: Melanie White, HR Manager
Paul Andersen, HR Director

TITLE OF AGENDA ITEM: Job Description Revisions for Human Resources Positions

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

As the district continues to grow and the number of employees we support increases, the human resources (HR) department's ability to provide excellent service is tested. HR department leadership has identified an opportunity to increase department capacity without increasing headcount. For several years, two HR specialist positions have been budgeted at .75 FTE; the opportunity at hand is to increase these two part-time positions to 1.0 FTE. Additional departmental duties will be dispersed to these two positions and are reflected in the revised job descriptions.

After consultation with the Director of Finance, we propose making this change effective January 1, 2020. If approved, the two incumbent's calendars will be adjusted for the remainder of the fiscal year.

RATIONALE:

This increase will provide the HR department with an additional .5 FTE, which will assist with distributing the current workload. This increase to FTE and shifting of duties will help to decrease the number of overtime hours utilized during peak hiring seasons. The HR department continues to focus on increasing efficiency and capacity and on growing expertise in HR's areas of service.

RELEVANT DATA AND EXPECTED OUTCOMES:

District 49 uses job descriptions to articulate work to be performed and to provide clarity to applicants for and employees in each position. As departments within the organization change, so does the work performed. It is good practice to periodically review job descriptions to ensure they accurately portray the work being performed.

INNOVATION AND INTELLIGENT RISK:

This proposal is an opportunity to increase capacity within the department by fully utilizing existing team members. Increasing departmental capacity allows the HR team to more effectively meet the needs of the district's growing workforce.

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	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.
Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	Our thoughtful, transparent job description development and approval process promotes trust with our community.
	Rock #2—Research, design and implement programs for intentional <u>community</u> participation	

BOE Regular Meeting December 12, 2019
Item 7.03 continued

Rock #3 — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	This modest increase in capacity will help us continue to support our portfolio of schools.
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: For the remainder of the 2019/2020 fiscal year, the budget impact will be approximately \$11,500 (salary plus benefits). This will be reflected in the amended budget.

AMOUNT BUDGETED: Budgeted funds for this increase to FTE already exist for these positions. Because the HR department is currently trending lower in Personnel spend, the extra cost would be covered for the final six months of the fiscal year. For upcoming years, the increase will be incorporated in normal growth for the district.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move the amended job descriptions forward for action at the next regular board meeting.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: November 5, 2019

ATTENDANCE AND SUBSTITUTE STAFFING SPECIALIST

Job Title:	Attendance and Substitute Staffing Specialist
Initial:	November 1, 2006
Revised:	April December 12, 2018 ⁹
Work Year:	203 Days Full Year
Office:	Business
Department:	Human Resources
Reports To:	Human Resources Manager
FSLA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 12

Related Organization Chart



POSITION SUMMARY: The Attendance and Substitute Staffing Specialist is responsible for the onboarding of substitutes, ensuring timely placement of substitutes into the substitute management system. Other responsibilities include maintaining district employee attendance and sick bank records. As a member of the Human Resources (HR) team, the Attendance and Substitute Staffing Specialist provides backup to other HR functions as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Administers the employee substitute management system to ensure the system is functioning properly.
- Accurately inputs employee attendance; works with building staff and payroll to ensure attendance is correct.
- Answers phones and questions from prospective and current employees.
- Monitors and maintains attendance and substitute management system daily, weekly, monthly, and annually.
- Serves as primary contact for any substitute concerns for schools (i.e. attendance-related issues).
- Responds to a variety of inquiries and requests via phone or email for substitute employees from other district personnel for the purpose of gathering or providing information relating to substitute placement and eligibility.
- Processes all reports concerning substitutes and attendance to administration, schools and payroll (weekly, monthly, annually).
- Processes all reports concerning sick bank and dock days to administration and payroll.
- Maintains contact with Colorado Department of Education concerning background checks and licensing on

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

substitutes and pay.

- Reviews substitute applications in order to validate qualifications for vacant positions.
- Conducts pre-employment orientation with substitutes. Records substitute pay, maintains all substitute files, updates HRIS with necessary transactions (i.e. new hires, terms, etc.), reports days worked and amount paid to payroll on a monthly basis.
- Monitors employee attendance for planned absences and off-site activities in order to ensure classroom coverage and efficient processing of substitute employees.
- Prepares monthly Board of Education consent documents regarding personnel transactions.
- Maintains all historical information pertaining to employee attendance and certified substitutes.
- Conducts all annual procedures pertaining to substitutes (i.e. end-of-year letter to return) and employee attendance in HRIS (i.e. rollover of leave days).
- Processes substitute and volunteer fingerprint certifications and related information (e.g. updates database; ~~etc.~~) in order to ensure compliance with district policies and legal mandates.
- Fingerprints individuals for background check purposes, collects fingerprint money and issues receipts.
- Creates identification badges.
- Provides front desk relief as needed.
- Handles department filing and maintenance of personnel records, to include orderliness of the file room.
- Serves as backup for processing resignations for the licensed workforce.
- Serves as backup for verifications of employment, to include active and inactive employees and requests for sexual misconduct inquiries.
- Serves as backup for processing requests for file copies and subpoenas.
- Performs other duties as assigned.

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

Budget Responsibility: This position has no budget responsibilities.

QUALIFICATIONS

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

Education & Training:

- High school diploma or equivalent.

Experience:

- One year of experience in an office or clerical setting; experience in Human Resources preferred.

Knowledge, Skills & Abilities:

- Oral and written communication skills.
- Strong interpersonal relations and teamwork skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.

-
- Ability to manage multiple tasks with frequent interruptions.
 - Operating knowledge of and experience with various software ~~packages~~ applications including Microsoft Office and Google Suite.
 - Operating knowledge of general office equipment.
 - Ability to ~~diff~~use and manage volatile and stressful situations.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.

OTHER WORK FACTORS

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

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

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

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

HUMAN RESOURCES REPORTING SPECIALIST

Job Title:	Human Resources Reporting Specialist
Initial:	August 29, 2013
Revised:	April December 12, 2018 ⁹
Work Year:	203 days Full Year
Office:	Business
Department:	Human Resources
Reports To:	Human Resources Manager
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 12

Related Organization Chart



POSITION SUMMARY: The Human Resources Reporting Specialist is responsible for collecting, organizing, and reviewing data necessary for the preparation of state reports, to include the December staff count. This position works with the Colorado Department of Education ([CDE](#)) and district stakeholders to ensure all data is gathered and compiled in a timely manner in order to meet all State reporting expectations. This position also performs staffing specialist duties for administrative ~~and professional technical~~ positions. As a member of the Human Resources (HR) team, the Human Resources Reporting Specialist provides backup to other HR functions as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Conducts the annual monitoring for the CDE report, working as liaison between the district, school administration and office staff for reporting of their staff on the District CDE report. This includes sending out a request for documentation, setting appropriate deadlines and monitoring for compliance.
- Performs a monthly review of all supporting documentation for licensure requirements. Monitor this paperwork to ensure that each staff member meets requirements for “in-field status”, if applicable, and that all information is filled out properly and accurately.
- Reviews new hires to ensure licensure requirements have been met, working with the schools to develop a plan of action to achieve “in-field” status, and following up in a timely manner.
- Collaborates with other HR staff to enter all district and charter employees on to the CDE reporting forms.
- Collaborates with other HR staff to ensure that any reporting issues are corrected and resolved in a timely manner.

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

- Maintains personnel files to include the removal of staff no longer associated with the district and the addition of newly-hired staff.
- Processes personnel requisitions, job postings, and recommendations for hire for administrative positions. Performs new hire orientation for administrators.
- Assists with new hire orientations and training as needed.
- Assists with processing personnel paperwork and updating the Human Resources Information System (HRIS).
- Prepares monthly Board of Education consent documents regarding personnel transactions.
- Coordinates ordering and distribution of annual service awards.
- Fingerprints individuals for background check purposes, collects fingerprint money and issues receipts.
- Creates identification badges.
- Provides front desk relief as needed.
- Serves as backup for onboarding the licensed workforce.
- Maintains and reconciles department cash bag.
- Processes department budget on a monthly basis, reconciling receipts and invoices as necessary.
- Maintains department supply inventory and places orders for supplies when inventory is low.
- Maintains Schoology distribution lists/membership.
- Tracks completion and receipt of performance evaluations for the administrative workforce.
- Provides general support to the HR department as needed.
- Performs other duties as assigned.

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

Budget Responsibility: This position has no budget responsibilities.

QUALIFICATIONS

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

Education & Training:

- High school diploma or equivalent.

Experience:

- One year of experience in an office or clerical setting; experience in Human Resources preferred.
- Previous experience working with Excel and/or data entry preferred.

Knowledge, Skills & Abilities:

- Oral and written communication skills.
- Strong interpersonal relations and teamwork skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.

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

-
- Operating knowledge of and experience with various software ~~packages~~ applications including Microsoft Office and Google Suite.
 - Operating knowledge of general office equipment.
 - Ability to ~~diff~~use and manage volatile and stressful situations.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire

OTHER WORK FACTORS

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

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

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

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

BOARD OF EDUCATION ITEM 7.04

OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

<u>BOARD MEETING OF:</u>	December 12, 2019
<u>PREPARED BY:</u>	Brett Ridgway, Chief Business Officer
<u>TITLE OF AGENDA ITEM:</u>	IT Vendor Change – Related Staffing Changes
<u>ACTION/INFORMATION/DISCUSSION:</u>	Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY: As discussed during the course of this fall, and acted upon at the November 7, 2019 regular meeting, D49 has recommitted to outsourcing a majority of our Information Technology support needs, but did change vendors from Colorado Computer Support (CCS) to Sentinel Technologies – effective 1/1/2020. Part of the strategy for reviewing IT support was to allow for increased spend in this area so that decisions would not be strictly constrained by cost concerns. As a result, the 2019/20 adopted budget included additional monies over prior years for IT support. Through the RFP process that was completed earlier this fall, we discovered that increased services and resources from the outsourced vendor would not require a significant increase in cost that would exhaust the additional budget monies allocated. Therefore, looking at additional needs and opportunities, the Chief Officer Team, in conjunction with the Technology Quality Assurance Manager are recommending an addition to employed staff to complete this redesign and re-resourcing of IT support.

RATIONALE: The RFP process revalidated our inclination to outsource a majority of IT support services. The IT support skillset is too universal to all industries and education, then, has to compete with influential and well-funded business in the private sector and too often comes up short in that competition. Using an outsourced vendor allows D49 to have regular access to highly skilled individuals, whose expertise can be distributed among many clients of the service provider. With that said, however, there are elements of IT service management (particularly strategic and deliberative priorities) that need internal resourcing and influence so that the external experts can effectively and efficiently be applied to appropriate tasks in proper sequence. The Chief Officer team and TQAM, together, believe that hiring an additional staff member (that is essentially a 2nd TQAM role) is appropriate to fully serve those strategic and deliberative needs.

RELEVANT DATA AND EXPECTED OUTCOMES: We expect that brining on the new vendor and hiring one additional will still result in savings to the 2019/20 budget for staff and staff equivalent spending. We further believe that increasing employed staff by one will allow for a good division of duties with the current TQAM and result in a better overall IT experience for our students and staff.

The Chief Officer team is presenting for discussion job descriptions that, if approved and hired, will support the recommended direction.

INNOVATION AND INTELLIGENT RISK: The strategy of outsourcing the vast majority of IT support services continues to set D49 apart from other school districts. We believe this gives us a better opportunity to have a good balance between effective and efficient spend for IT support relative to other districts.

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

Culture	<div style="border: 1px solid black; padding: 10px;"> <p>Inner Ring—How we treat each other</p> </div>	<p><i>The burden of strategic and deliberative work on the current, lone TQAM has been overwhelming and addressing that burden is showing respect and care for that individual and accepting responsibility to make the necessary corrections.</i></p>
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BOE Regular Meeting December 12, 2019
Item 7.04 continued

	Outer Ring —How we treat our work	<i>We continue to learn and innovate through teamwork with purpose in the area of providing efficient and effective IT support services to our students and staff.</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	<i>Technology and effective access to it is a foundational item for our education delivery. Wise and appropriate decisions here support the need for a firm foundation.</i>
	Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

BUDGET IMPACT: Hiring a second TQAM will increase staffing by approximately \$100k.
This should be funding by savings in the Purchased Professional Services.

AMOUNT BUDGETED: \$4.6mm total in the IT services program

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: After review at the previous work session, move to approve the two proposed job descriptions in item 7.04 and hiring an additional staff member for IT service support.

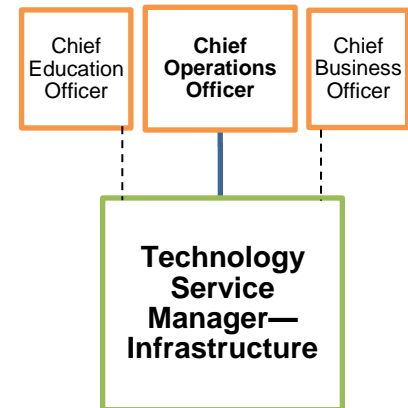
APPROVED BY: Brett Ridgway, Chief Business Officer
Pedro Almeida, Chief Operations Officer
Peter Hilts, Chief Education Officer

DATE: November 21, 2019

TECHNOLOGY ~~QUALITY SERVICE ASSURANCE~~ MANAGER—INFRASTRUCTURE

Job Title:	Technology Quality Service Assurance Manager—Infrastructure
Initial:	July 13, 2017
Revised:	July November 120, 2019 December 12, 2019
Work Year:	261 days Full Year
Office:	Operations – lead for all Offices
Department:	Operations – lead for all Offices
Reports To:	Chief Operations Officer
FLSA Status:	Exempt
Pay Range:	Professional-Technical Range 4

Related Organization Chart



POSTION SUMMARY: The Technology ~~Quality Service Assurance~~ Manager (TQA-TSM) -Infrastructure Manager provides oversight of the district information technology (IT) to include the IT contractor, network infrastructure, ~~IT help desk, and assessment & instruction personnel~~. The ~~TQA-TSM-I Manager~~ serves as a liaison between the IT Contractor, ~~assessment & instruction~~, district personnel and the chief officers. The ~~TQA-TSM-I Manager~~ supports and communicates the resolution of technology quality assurance and data integrity issues to the chief officers including periodic audit reports on the efficacy of all IT processes and procedures, including customer and user satisfaction. The TSM-I collaborates with the TSM-End User to author, update, and report on the district technology master plan.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Ensure data integrity across all district software systems, as assigned by the chief officers, to reduce redundancy and support continuity and accuracy across district data.
- Audit and analyze help desk requests and services provided by the IT contractor to ensure efficiency, accurate reporting, and proper routing of requests in routine reporting to chief officers.
- Write Collaborate with the TSM-End User to; review, revise and ensure the fidelity of implementation of the Technology Master Plan.
- Lead the district's cybersecurity and data privacy initiatives.
- Lead service quality for the district's phone systems and providers.

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

-
- Serve as a liaison in technology matters between senior leaders, the IT contractor, and education technology leaders, as requested by the chief officers. Coordinate and oversee the regular measurement of the district technology inventory to include, but not limited to, hardware equipment and software licensing.
 - Monitor district technology to ensure efficient use of resources and support of enhanced student learning.
 - Ensure hardware and software support vendors are operating in compliance with board policy as it relates to technology.
 - Evaluate annually the levels of technology service and recommend the proper blend of internal and outsourced services.
 - Stay current with technology professional practices in the state of Colorado and the K-12 education field.
 - Make oral and written reports to the chief officer team, senior leaders, and board of education when requested.
 - Review, edit, and advise on Board of Education policies related to technology and data issues as assigned.
 - Perform other job-related related duties as assigned.

Supervision & Technical Responsibilities:

- This position will not have supervisory responsibilities.

Budget Responsibility:

- This position has no direct budget responsibilities.

QUALIFICATIONS

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

Education & Training:

- Must hold a bachelor's degree.
- An advanced degree or equivalent advanced training in relevant fields is preferred.

Experience:

- Minimum five years' management/experience, to include strategic planning and project management experience.
- Experience with or working knowledge of data information systems, help desk functions, business and operations information systems.

Knowledge Skills & Abilities:

- Excellent and demonstrated oral and written communication and interpersonal relation skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational and project management skills
- Management skills
- Ability to defuse and manage volatile and stressful situations.
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and software applications on major platforms including Windows, Apple, Google and Kindle devices
- Familiarity with HIPAA, FERPA, CORA, and CDE data privacy & security

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

Certificates, Licenses, & Registrations:

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

OTHER WORK FACTORS

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

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

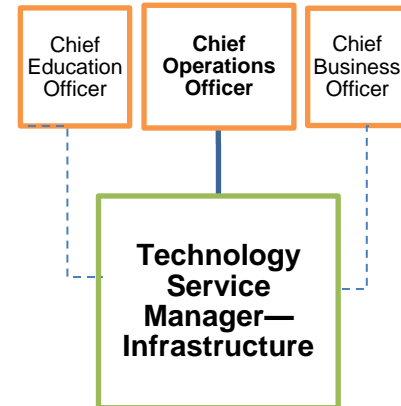
Work Environment: The noise level in the work environment is usually moderate.

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

TECHNOLOGY SERVICE MANAGER—INFRASTRUCTURE

Job Title:	Technology Service Manager—Infrastructure
Initial:	July 13, 2017
Revised:	December 12, 2019
Work Year:	Full Year
Office:	Operations – lead for all Offices
Department:	Operations – lead for all Offices
Reports To:	Chief Operations Officer
FLSA Status:	Exempt
Pay Schedule:	Professional-Technical Range 4

Related Organization Chart



POSTION SUMMARY: The Technology Service Manager-Infrastructure (TSM-I) provides oversight of the district information technology (IT) to include the IT contractor and network infrastructure. The TSM-I serves as a liaison between the IT Contractor, district personnel and the chief officers. The TSM-I supports and communicates the resolution of technology quality assurance and data integrity issues to the chief officers including periodic audit reports on the efficacy of all IT processes and procedures, including customer and user satisfaction. The TSM-I collaborates with the TSM-End User to author, update, and report on the district technology master plan.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Ensures data integrity across all district software systems, as assigned by the chief officers, to reduce redundancy and support continuity and accuracy across district data.
- Audits and analyzes help desk requests and services provided by the IT contractor to ensure efficiency, accurate reporting, and proper routing of requests in routine reporting to chief officers.
- Collaborates with the TSM-End User to write, review, revise and ensure the fidelity of implementation of the Technology Master Plan.
- Leads the district's cybersecurity and data privacy initiatives.
- Leads service quality for the district's phone systems and providers.
- Serves as a liaison in technology matters between senior leaders, the IT contractor, and education technology leaders, as requested by the chief officers.

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

-
- Coordinates and oversees the regular measurement of the district technology inventory to include, but not limited to, hardware equipment and software licensing.
 - Monitors district technology to ensure efficient use of resources and support of enhanced student learning.
 - Ensures hardware and software support vendors are operating in compliance with board policy as it relates to technology.
 - Evaluates annually the levels of technology service and recommend the proper blend of internal and outsourced services.
 - Stays current with technology professional practices in the state of Colorado and the K-12 education field.
 - Makes oral and written reports to the chief officer team, senior leaders, and board of education when requested.
 - Reviews, edits, and advises on Board of Education policies related to technology and data issues as assigned.
 - Performs other job-related duties as assigned.

Supervision & Technical Responsibilities:

- This position will not have supervisory responsibilities.

Budget Responsibility:

- This position has no direct budget responsibilities.

QUALIFICATIONS

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

Education & Training:

- Must hold a bachelor's degree.
- An advanced degree or equivalent advanced training in relevant fields is preferred.

Experience:

- Minimum five years' management experience, to include strategic planning and project management experience.
- Experience with or working knowledge of data information systems, help desk functions, business and operations information systems required.

Knowledge Skills & Abilities:

- Excellent and demonstrated oral and written communication and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational and project management skills.
- Management skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and software applications on major platforms including Windows, Apple, Google and Kindle devices.
- Familiarity with HIPAA, FERPA, CORA, and CDE data privacy & security.

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

Certificates, Licenses, & Registrations:

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

OTHER WORK FACTORS

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

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate. The employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

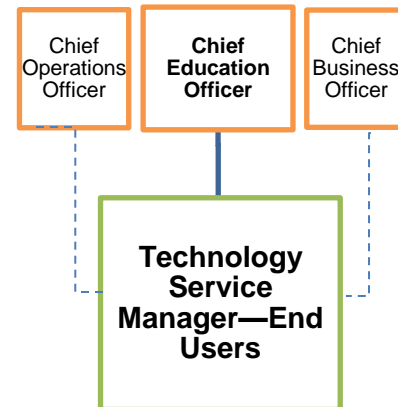
Work Environment: The noise level in the work environment is usually moderate.

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

TECHNOLOGY SERVICE MANAGER—END USERS

Job Title:	Technology Service Manager—End Users
Initial:	December 12, 2019
Revised:	N/A
Work Year:	Full Year
Office:	Education – lead for all Offices
Department:	Education– lead for all Offices
Reports To:	Chief Education Officer
FLSA Status:	Exempt
Pay Schedule:	Professional-Technical Range 4

Related Organization Chart



POSTION SUMMARY: The Technology Service Manager-End Users (TSM-EU) provides support and oversight for end users of the district’s information technology (IT) by optimizing the IT help desk and supporting educational and support users. The TSM-EU serves as a liaison between the IT contractor, end users, district leaders and the chief officers. The TSM-EU supports and communicates the status of technology user issues to the chief officers including periodic audit reports on the efficacy of all end user support processes and procedures, including customer satisfaction. The TSM-EU collaborates with the TSM-Infrastructure to author, update, and report on the district technology master plan.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Ensures appropriate data permissions for all district end users, to increase reliable access and support continuity of operations for all district users. (This responsibility includes oversight of the IT provider’s implementation of Lightweight Directory Access Protocol (LDAP) and Active Directory services.)
- Audits and analyzes help desk requests and services provided by the IT contractor to ensure efficiency, accurate reporting, and proper routing of requests in routine reporting to chief officers.
- Collaborates with the TSM-Infrastructure to review, revise and ensure the fidelity of implementation of the Technology Master Plan.
- Supports the district’s cybersecurity and data privacy initiatives.
- Develops and implements plans to support and oversee software purchasing and installation protocols.
- Collaborates with TSM-I to write, review, revise and ensure the fidelity and implementation of the Technology Master Plan.

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

-
- Serves as a liaison in technology matters between senior leaders, the IT contractor, and education technology leaders, as requested by the chief officers—especially pertaining to user support and experience.
 - Monitors district technology to ensure efficient use of resources and support of enhanced student learning.
 - Ensures hardware and software support vendors are operating in compliance with board policy as it relates to technology.
 - Evaluates annually the levels of technology service and recommends the proper blend of internal and outsourced services.
 - Stays current with technology professional practices in the state of Colorado and the K-12 education field.
 - Makes oral and written reports to the chief officer team, senior leaders, and board of education when requested.
 - Reviews, edits, and advises on Board of Education policies related to technology and data issues as assigned.
 - Performs other job-related related duties as assigned.

Supervision & Technical Responsibilities:

- This position will not have supervisory responsibilities.

Budget Responsibility:

- This position has no direct budget responsibilities.

QUALIFICATIONS

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

Education & Training:

- Must hold a bachelor's degree.
- An advanced degree or equivalent advanced training in relevant fields is preferred.

Experience:

- Minimum five years' management experience, to include strategic planning and project management experience.
- Experience or working knowledge of data information systems, help desk functions, business and operations information systems required.

Knowledge Skills & Abilities:

- Excellent and demonstrated oral and written communication and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Management skills.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and software applications on major platforms including Windows, Apple, Google and Kindle devices.
- Familiarity with HIPAA, FERPA, CORA, and CDE data privacy & security.

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

Certificates, Licenses, & Registrations:

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

OTHER WORK FACTORS

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

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate. The employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

Work Environment: The noise level in the work environment is usually moderate.

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

BOARD OF EDUCATION ITEM 7.05
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: December 12, 2019

PREPARED BY: Ron Sprinz – Director of Finance

TITLE OF AGENDA ITEM: New/Updated Job Descriptions

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY: Changes within the Finance Dept including the recent add of a payroll tech, allows for a review and reorganization of the department's structure, and/or a shift in position responsibilities.

RATIONALE: With the loss of an Admin position, responsibilities this position performed will be distributed amongst the suggested job descriptions.

RELEVANT DATA AND EXPECTED OUTCOMES: These jobs will allow for a smooth transition of job duties as we lose the Accounting Group Manager role with little to no cost impact to the department budget.

INNOVATION AND INTELLIGENT RISK: Every staffing transition provides opportunity for innovation to address changing realities in process, design and functionality.

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

Culture	Inner Ring—How we treat each other	Handling staffing transitions with care and respect.
	Outer Ring—How we treat our work	Handling staff design changes with a spirit of purpose and innovation.
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>	

BUDGET IMPACT: Minimal if any

AMOUNT BUDGETED: Finance Budget - \$1.2M

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Forward Job descriptions for action consideration for the December 12, 2019 regular meeting

APPROVED BY: Brett Ridgway – Chief Business Officer

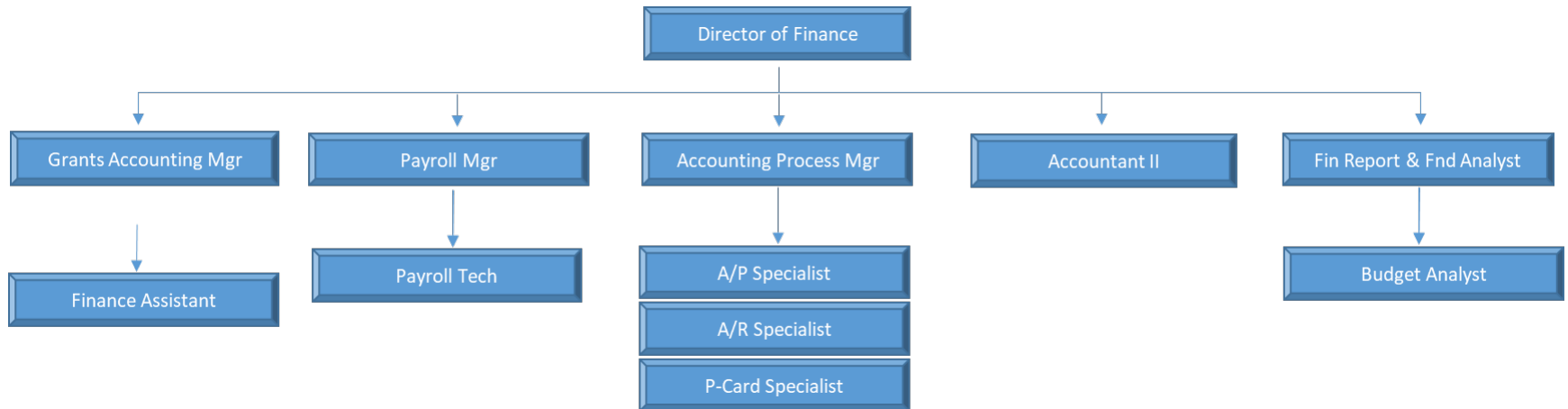
DATE: November 21, 2019



Recommended Finance Restructuring Changes

Ron Sprinz – Director of Finance

Finance Org Chart



Reason for recommendation:



- Implementation of Business + completed, through the first year operation and in more of a normal state of business.
- Increased level of communication and collaboration.
- One team working towards one goal.
- Leveraging and Utilizing skills within the Finance group.

Job Description Summary

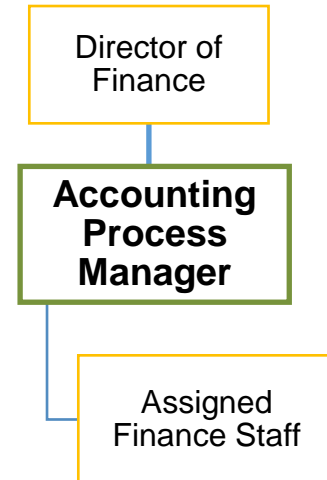


- Accounting Process Mgr – Responsible for key processes in Finance; Accounts Payable, Accounts Receivable and Purchasing Cards.
- Accountant II – Responsible for non-grant related District accounting. Cash and other Balance Sheet reconciliations.
- Financial Reporting & Fund Analyst – Responsible for monthly financial reporting, CAFR, and Overall analysis of all funds.

ACCOUNTING PROCESS MANAGER

Job Title:	Accounting Process Manager
Initial:	December 12, 2019
Revised:	N/A
Work Year:	Full Year
Office:	Business
Department:	Finance
Reports To:	Director of Finance
FLSA Status:	Exempt
Pay Schedule:	Professional-Technical Range 3

Related Organization Chart



POSITION SUMMARY: The Accounting Process Manager establishes and maintains sound accounting for routine process subsets of the district's fiscal environment. This includes basic accounting philosophy and controls, and supervision of major processes related to accounts payable and cash management. The Accounting Process Manager works with and leads accounting staff and designated staff in Education and Operations Departments to ensure they are well-trained in their responsibilities and execute those responsibilities appropriately.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, and frequency may vary depending upon building assignments and other factors.

- Establishes and maintains fiscal record keeping systems for all funds and projects.
- Evaluates, establishes and maintains processes associated with accounts receivable, accounts payable and purchasing cards.
- Provides excellent customer service.
- Monitors daily purchase orders to ensure the proper use of district funds.
- Acts as authorized fiscal representative for the district.
- Supervises, directs and evaluates assigned staff.
- Provides assistance, support and training for district staff.
- Maintains knowledge of legal and regulatory changes.
- Ensures compliance with state/federal fiscal laws, regulations and board policies.
- Assists in the overall success of the finance department.
- Performs other duties as assigned.

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

DISTRICT #49 JOB DESCRIPTION

Supervision & Technical Responsibilities: Directly supervises assigned finance staff. Carries out supervisory responsibilities in accordance with district policies and applicable laws. Supervisory responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating and managing employee performance; addressing concerns and resolving problems.

This position requires application of position knowledge to efficiently assist others with accounting issues and follow/comply with grant guidelines. Work is guided by district policies and procedures, Colorado Statute, and relevant regulatory agencies and professional standards (e.g. Generally Accepted Accounting Principles (GAAP), Government Auditing Standards (GAS), Enterprise Monitoring and Management of Accounts (EMMA) etc.). Decision-making requires collaboration with other finance staff, grant writers, teachers and co-workers.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

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

Education & Training:

- Minimum of Bachelor's degree or advanced training and experience in Accounting.

Experience:

- Minimum ten years of experience in a professional setting.
- Experience supervising other employees preferred.

Knowledge Skills & Abilities:

- Ability to efficiently assist others with accounting issues and follow/comply with grant guidelines.
- Ability to effectively apply knowledge of Colorado Statute, and relevant regulatory agencies and professional standards (e.g. GAAP, GAS, EMMA, etc.).
- Ability to collaborate with other finance staff, grant writers, teachers and co-workers.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, other administrators, teachers, other staff members, students, and parents.
- Demonstrated knowledge of computer and web applications including Microsoft Office Suite and Google Suite. Must demonstrate advanced proficiency with Microsoft Excel.
- Operating knowledge of and experience with personal computers and software, basic office equipment.

Certificates, Licenses, & Registrations:

- CPA certificate or equivalent preferred, minimum of eligibility for such certification based on education and experience criteria.
- Criminal background check required for hire.

OTHER WORK FACTORS

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

Physical Demands: While performing the duties of this job, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is regularly required to sit, stand or walk. The employee must regularly lift and/or move up to 10 pounds frequently.

DISTRICT #49 JOB DESCRIPTION

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office environment.

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

FINANCIAL REPORTING AND FUND ANALYST

Job Title:	Financial Reporting and Fund Analyst
Initial:	December 12, 2019
Revised:	N/A
Work Year:	Full Year
Office:	Business
Department:	Finance
Reports To:	Director of Finance
FLSA Status:	Exempt
Pay Schedule:	Professional-Technical Range 3

Related Organization Chart



POSITION SUMMARY: The Financial Reporting and Fund Analyst establishes and maintains sound accounting reporting and fund analysis for the district. This includes basic accounting philosophy and controls, and supervision of the Budget Analyst. The Financial Reporting and Fund Analyst will work with, and lead, accounting staff to ensure they are well-trained in their responsibilities and execute those responsibilities appropriately.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, and frequency may vary depending upon building assignments and other factors.

- Provides excellent customer service.
- Establishes and maintains fiscal record keeping systems for all funds and projects.
- Establishes budgets with program administrators. Coordinates cost factors, receipts and budget administration.
- Maintains a knowledge of legal and regulatory changes.
- Establishes, maintains and evaluates processes associated with monthly and yearly financial reporting and audit compliance.
- Acts as the representative for the district with financial auditors.
- Acts as an authorized fiscal representative for the district.
- Supervises, directs and evaluates assigned staff.
- Provides assistance, support and training for district staff.
- Ensures compliance with state/federal fiscal laws, regulations and board policies.
- Assists in the overall success of the finance department.
- Performs other duties as assigned.

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

DISTRICT #49 JOB DESCRIPTION

Supervision & Technical Responsibilities: Directly supervises assigned finance staff. Carries out supervisory responsibilities in accordance with district policies and applicable laws. Supervisory responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating and managing employee performance; addressing concerns and resolving problems.

This position requires application of position knowledge to efficiently assist others with accounting issues and follow/comply with grant guidelines. Work is guided by district policies and procedures, Colorado Statute, and relevant regulatory agencies and professional standards (e.g. Generally Accepted Accounting Principles (GAAP), Government Auditing Standards (GAS), Enterprise Monitoring and Management of Accounts (EMMA) etc.). Decision-making requires collaboration with other finance staff, grant writers, teachers and co-workers.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

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

Education & Training:

- Minimum of Bachelor's degree or advanced training and experience in Accounting.

Experience:

- Minimum ten years of experience in a professional setting.
- Experience supervising other employees preferred.

Knowledge Skills & Abilities:

- Ability to efficiently assist others with accounting issues and follow/comply with grant guidelines.
- Ability to effectively apply knowledge of Colorado Statute, and relevant regulatory agencies and professional standards (e.g. GAAP, GAS, EMMA, etc.).
- Ability to collaborate with other finance staff, grant writers, teachers and co-workers.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, other administrators, teachers, other staff members, students, and parents.
- Demonstrated knowledge of computer and web applications including Microsoft Office Suite and Google Suite. Must demonstrate advanced proficiency with Microsoft Excel.
- Operating knowledge of and experience with personal computers and software, basic office equipment.

Certificates, Licenses, & Registrations:

- CPA certificate or equivalent preferred, minimum of eligibility for such certification based on education and experience criteria.
- Criminal background check required for hire.

OTHER WORK FACTORS

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

Physical Demands: While performing the duties of this job, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is regularly required to sit, stand or walk. The employee must regularly lift and/or move up to 10 pounds frequently.

DISTRICT #49 JOB DESCRIPTION

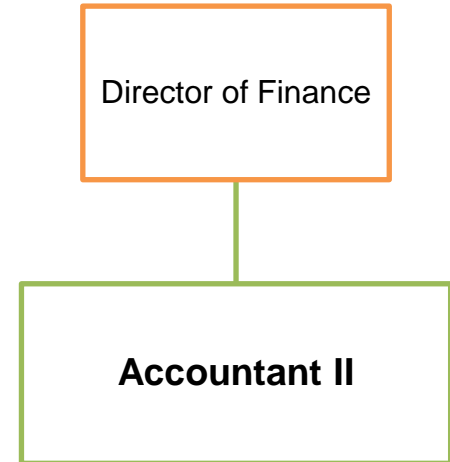
Work Environment: While performing the duties of this job, the employee will work primarily in a usual office environment.

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

~~SENIOR ACCOUNTANT (ACCOUNTANT II)~~

Job Title:	Senior Accountant (Accountant II)
Initial:	July 7, 2004
Revised:	August 25, 2009 December 12, 2019
Work Year:	261 days Full Year
Office:	Business
Department:	Finance
Reports To:	Chief Business Officer Director of Finance
FLSA Status:	Exempt
Pay Range:	Professional-Technical Range 2

Related Organization Chart



POSITION SUMMARY: ~~The Accountant II~~ Establishes and maintains sound accounting processes for various subsets of the District's fiscal environment. ~~Monitor budgets and cash flow to assure funds are being received and expended appropriately. Establish budgets with program administrators. Coordinate cost factors, receipts and budget administration. Ensure compliance with state and federal laws and regulations and Board policies. Audit and review monthly reconciliations regarding activity accounts. Maintain knowledge of legal and regulatory changes.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Provides excellent customer service
- Establishes and maintains fiscal record keeping systems for all projects.
- Monitors budgets and cash flow to assure funds are being received and expended appropriately.
- Acts as authorized fiscal representative for the district.
- Provides assistance, support and training for district staff.
- Establishes budgets with program administrators.
- Coordinates cost factors, receipts and budget administration. Audits and reviews monthly reconciliations regarding activity accounts.
- Establishes and maintains month-end closing processes.
- Performs cash & other balance sheet account reconciliations.
- Monitors interfund balances and makes transfers as necessary.
- ~~Establish budgets with program administrators. Coordinate cost factors, receipts and budget administration.~~

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

- Ensures compliance with state/federal fiscal laws, regulations and Board policies. Maintains knowledge of legal and regulatory changes.
- Assists in the overall success of the Finance Department.
- Performs other duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.
- May supervise subordinate accountants and technicians as required. This position currently supervises the accounts payable department consisting of two technicians. Acts as a resource for various accounting issues, including training, demonstrating and answering questions.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

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

Education & Training:

- Bachelor's degree or equivalent preferred or advanced training in accounting.

Experience:

- Accounting and/or grant accounting experience preferred.

Knowledge Skills & Abilities:

~~Writing, communication, basic math, interpersonal, decision-making, analytical and accounting skills. Knowledge of accounting procedures, externally funded programs and accounting requirements. Demonstrated ability to use spreadsheets (MS Excel) and database (MS Access) software. Operating knowledge of other computer software such as Word, Outlook, Adobe Acrobat and accounting systems preferred.~~

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Access, Google Suite, Adobe Acrobat, PowerPoint and accounting systems.

Certificates, Licenses, & Registrations:

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

OTHER WORK FACTORS

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

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

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

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office environment.

Mental Functions: -While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate. ~~**JUDGMENT AND DECISION MAKING** Work is assigned by District Senior Accountant and other senior finance staff. This position requires application of position knowledge to efficiently assist others with accounting issues and follow/comply with grant guidelines. Work is guided by Falcon School District 49 policies and procedures. Decision-making requires collaboration other Finance Staff, Director of Finance, grant writers, teachers and co-workers.~~

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

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

~~**WORK ENVIRONMENT** The noise level in the work environment is usually very quiet.~~

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

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

BOARD MEETING OF: December 12, 2019

PREPARED BY: Andy Franko - iConnect Zone Leader
 Melissa Andrews – Strategic Planning and Construction Manager

TITLE OF AGENDA ITEM: Mountain View Academy - Land Request

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

Mountain View Academy is a proposed charter school with an application approved on July 12, 2019 and a charter contract approved on September 12, 2019. The charter school intends to build a K-8 school facility on a parcel currently dedicated to and received by District 49 in Claremont Ranch. MVA and its operator, National Heritage Academies, are interested in purchasing the property from District 49 and build a privately bonded building at the location.

RATIONALE:

District 49 has long held the rights to the property in Claremont Ranch. District administration received an appraised value of the property and finds value to the district and the charter school to sell the property at the appraised value price. The property is unlikely to be developed by the district and would likely be sold at a later date.

RELEVANT DATA AND EXPECTED OUTCOMES:

District administration is seeking to gain approval from the board to negotiate a sales agreement with Mountain View Academy and National Heritage Academies. An affirmative will allow administration to work with the buyer to finalize an agreement that will allow the school to begin the construction process on a property that is owned outright by the charter, thus relieving the district of further obligation and involvement in the building process.

INNOVATION AND INTELLIGENT RISK:

District 49 has extended similar land lease agreements to charter schools and has found success in the process. This agreement is significantly different in that it is not a lease agreement, but an agreement to sell the property. Doing so now ensures the district will receive a fair price for the property and the buyer will utilize the property for public education use.

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

Culture	Inner Ring—How we treat each other	District administration and the MVA board have worked together to communicate needs and options respectfully and collaboratively.
	Outer Ring—How we treat our work	Both District 49 and MVA are working together to find positive solutions.
Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	District 49 builds trust throughout our community by ensuring public dollars are spent on students and appropriate school facilities to enhance their learning.
	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>	Consideration of this request moves our district in a direction of optimizing our portfolio of distinct and exceptional schools.

BOE Regular Meeting December 12, 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>	Students at Mountain View Academy will access education at a school facility that ensures the school is launching students toward success.

BUDGET IMPACT: The sale of the land will increase revenue to the District.

AMOUNT BUDGETED: The appraisal value of 2120 Meadowbrook Parkway is \$900,000. The appraisal value is the intended sale price for the property.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to approve the administration's request to negotiate a sales agreement based on the appraisal value of \$900,000 for the property located at 2120 Meadowbrook Parkway.

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

DATE: December 2, 2019

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

BOARD MEETING OF: December 12, 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	GBJ-R	Personnel Records and Files	P Andersen	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	
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 policy to reflect current laws, regulations and best practices provides a solid foundation to lead the district.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Information only

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

DATE: November 21, 2019

Title	Personnel Records and Files
Designation	GBJ-R
Office/Custodian	Business/Director of Human Resources

Who may access a personnel file?

Human Resources staff working in their capacity as records custodian have access to the personnel files. Others who may access are as follows:~~listed below. Any review of the personnel file must be made under the immediate supervision of a Human Resources representative.~~

- ~~4. The individual employee.~~
 1. The individual employee.
 2. A member of the supervisory chain.
 3. Board of Education (acting in official capacity as a group through a Chief Officer).

Any review of the personnel file must be made under the immediate supervision of a Human Resources representative. Human Resources will not release confidential personnel information to any unauthorized party. All files will be maintained in the human resources office or appropriate storage facility.

What records are contained in the personnel file?

Documents used to describe an individual employee's job performance, qualifications, and conduct, including performance appraisal documents, written corrective communications, attendance records, training records, official documents describing an employee's education and experience, the application, and mandated forms. Parent and student comments are not considered personnel records and will not be housed in the personnel file.

Retention of records

Personnel records are maintained for the duration of employment and for an additional ten (10) years after retirement or separation from the district.

Removal of information procedure

All items placed in a personnel file will remain intact, with the possible addition of documentation from the employee on an item of contrary opinion. Only in situations where a specific timeline for removal or deletion has been outlined by a supervisor and employee will any item be deleted. It becomes the employee's obligation to review their file to ensure the deletion of any material which has a specific timeline for deletion.

If, in the course of its work, Human Resources discovers records in a file that do not meet the definition of a personnel record, Human Resources will remove the record, notify the employee of the removal and, if appropriate, return the document to the employee.

Appeal process

An individual who disagrees with the procedure or decision of the Director of Human Resources with respect to personnel records may appeal to a Chief Officer for relief. The Chief Officer's decision will be final.

Individual inspection

An employee may inspect his/her personnel files upon request. To request an inspection, employees shall submit a written request to the Director of Human Resources. Human Resources shall then arrange for a review by the employee within ~~five ten~~ (105) business days. An employee may review his/her personnel file up to one time per fiscal year.

Right to copy

At any time an individual may ask to have items copied by the Human Resources Department for their personal use. Applicable charges may apply at the current rate for copies. Human Resources shall provide the requested copies within five (5) business days.

- Adopted: October 7, 1993
- Reviewed: May 11, 2000
- Revised: January 11, 2001
- Revised: December 9, 2010
- Revised: September 8, 2011
- Revised: May 14, 2015
- Revised: July 14, 2016
- Revised: December 12, 2019

BOARD OF EDUCATION ITEM 8.02

BOARD MEETING OF:	December 12, 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 Regular Meeting December 12, 2019
Item 8.02 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.

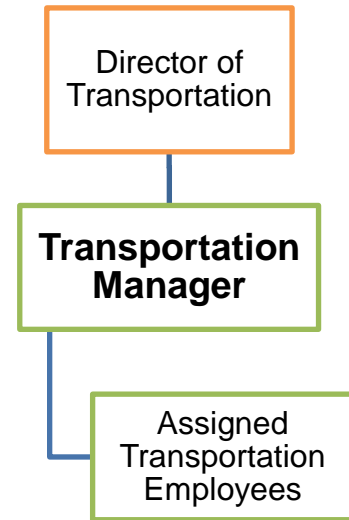
APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: December 4, 2019

TRANSPORTATION MANAGER

Job Title:	Transportation Manager
Initial:	July 1, 2009
Revised:	May 26, 2010 December 4, 2019 (Administrative Revision)
Work Year:	261 Days Full Year
Office:	Operations
Department:	Transportation
Reports To:	Director of Transportation
FLSA Status:	Exempt
Pay Range:	Professional-Technical Range 3

Related Organization Chart



SUMMARY: The Transportation Manager ~~Assists~~ the Director of Transportation in the management of all transportation operations within the district. Performs and coordinates ad hoc projects for the district's transportation department related to transportation operations.

NOTE: This position is designated as "essential". On district delayed opening or closure days this position may be required to report for work due to operational necessity. This position has periodic required "on call" duties, including weekend on call duty as scheduled.

In addition, this position is subject to alcohol and drug testing prior to hire, post-accident, for reasonable suspicion and random testing.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Authorizes purchases in accordance with budgetary limitations and district rules.
- Completes and dispatches insurance reports.
- Demonstrates confidentiality as related to job.
- ~~• Oversee the fleet maintenance and directly supervise the mechanics~~
- ~~• Oversee implementation of fleet preventative maintenance program based on time rather than mileage.~~
- ~~• Oversee scheduled and non-scheduled preventative and on going maintenance on all school district vehicles and equipment.~~

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

- ~~• Ensure that the fleet meets all D.O.T., C.D.L., and C.D.E. requirements and inspections.~~
- ~~• Oversee inventory, purchasing equipment including buses, and maintaining the fleet pro database.~~
- Serves as acting Director of Transportation in his/her absence.
- Attends appropriate committee and staff meetings.
- Advises Director of Transportation on road hazards for decisions on school closings during inclement weather by driving assigned roads.
- Assists in maintaining records, and prepares reports as required.
- ~~• Assist the Director of Transportation in maintaining records with student management concerns, investigations, and mediating with parents.~~ Ensure that the transportation department complies with all special needs transportation requirements and laws.
- Oversees daily operations of routing, dispatch, and fee for service.
- ~~• Develop a mentoring program to support new employees in student management and transportation procedures.~~
- Assists in investigating and reporting accidents. ~~Help to d~~Develops an accident prevention program and review committee.
- Administers all programs relating to Department of Transportation regulations, including drug testing.
- Fills in as a substitute bus driver, as needed, to ensure route coverage.
- ~~• Performs duties as a transportation bus paraprofessional, as needed.~~
- Performs other related duties as assigned. ~~or requested.~~

Supervision & Technical Responsibilities:

- Directly supervises the transportation department office support staff, bus drivers and bus paraprofessionals ~~driver trainers, and mechanics~~. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing and resolving complaints.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

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

Education & Training:

- Bachelor's degree or equivalent experience in transportation supervision.
- Professional development classes/training within the previous three (3) years in student transportation operations, business, and/or human resources preferred

Experience:

- Minimum of 5 years of experience in Pupil Transportation Operations.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.

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

- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to work harmoniously with others and communicate effectively with various stakeholders.
- Ability and willingness to be on call and/or respond to calls 24/7.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Ability to be punctual and follow a strict time schedule.
- Ability to read a map and follow verbal or written navigation instructions.
- Ability to understand and obey traffic laws.
- Operating knowledge of wheelchair lift, wheelchair restraints, safety vests and securements.
- Knowledge of and ability to recognize the importance of safety in the workplace.
- Ability to follow safety rules and practice safety in the workplace.
- Operating knowledge of district school buses and white fleet vehicles required before operating them.
- Operating knowledge of current GPS vehicle and student tracking systems within one month of hire.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.
- ~~Operating knowledge and experience with office equipment, personal computers, computer software.~~
- ~~Operating knowledge of and experience with personal computers and hardware.~~
- ~~English language skills required.~~

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Commercial License (CDL) (B) with "S" endorsement
- Current First Aid and CPR card within 90 days of hire

OTHER WORK FACTORS

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

Physical Demands: While performing the duties of this job, the employee is regularly required to sit and hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; talk. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; smell or taste. The employee must regularly lift and/or move up to 50 pounds frequently lift and occasionally lift and/or move up to 100 pounds. Employee must have the ability to and physically be able to perform bus evacuations in an emergency. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. ~~While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. There are no special vision abilities required by this job.~~

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

Work Environment: While performing the duties of this job, the employee will typically work in an office environment. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions and vehicle vibration.

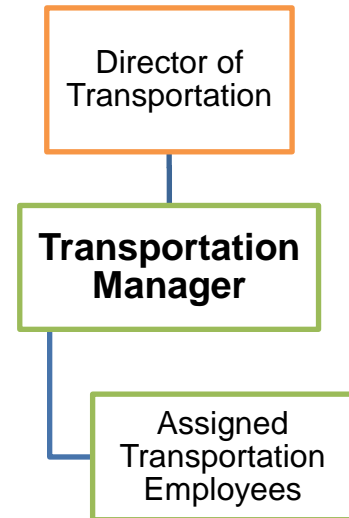
Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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

TRANSPORTATION MANAGER

Job Title:	Transportation Manager
Initial:	July 1, 2009
Revised:	December 4, 2019 (Administrative Revision)
Work Year:	Full Year
Office:	Operations
Department:	Transportation
Reports To:	Director of Transportation
FLSA Status:	Exempt
Pay Range:	Professional-Technical Range 3

Related Organization Chart



SUMMARY: The Transportation Manager assists the Director of Transportation in the management of all transportation operations within the district. Performs and coordinates ad hoc projects for the district's transportation department related to transportation operations.

NOTE: This position is designated as “essential”. On district delayed opening or closure days this position may be required to report for work due to operational necessity. This position has periodic required “on call” duties, including weekend on call duty as scheduled.

In addition, this position is subject to alcohol and drug testing prior to hire, post-accident, for reasonable suspicion and random testing.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- Authorizes purchases in accordance with budgetary limitations and district rules.
- Completes and dispatches insurance reports.
- Demonstrates confidentiality as related to job.
- Serves as acting Director of Transportation in his/her absence.
- Attends appropriate committee and staff meetings.
- Advises Director of Transportation on road hazards for decisions on school closings during inclement weather by driving assigned roads.

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

-
- Assists in maintaining records, and prepares reports as required.
 - Ensure that the transportation department complies with all special needs transportation requirements and laws.
 - Oversees daily operations of routing, dispatch, and fee for service.
 - Assists in investigating and reporting accidents. Develops an accident prevention program and review committee.
 - Administers all programs relating to Department of Transportation regulations, including drug testing.
 - Fills in as a substitute bus driver, as needed, to ensure route coverage.
 - Performs duties as a transportation bus paraprofessional, as needed. Performs other related duties as assigned.

Supervision & Technical Responsibilities: Directly supervises the transportation department office support staff, bus drivers and bus paraprofessionals. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing and resolving complaints.

Budget Responsibility: This position does not have any direct budget responsibility.

QUALIFICATIONS

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

Education & Training:

- Bachelor's degree or equivalent experience in transportation supervision.
- Professional development classes/training within the previous three (3) years in student transportation operations, business, and/or human resources preferred

Experience:

- Minimum of 5 years of experience in Pupil Transportation Operations.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to work harmoniously with others and communicate effectively with various stakeholders.
- Ability and willingness to be on call and/or respond to calls 24/7.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Ability to be punctual and follow a strict time schedule.
- Ability to read a map and follow verbal or written navigation instructions.

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

-
- Ability to understand and obey traffic laws.
 - Operating knowledge of wheelchair lift, wheelchair restraints, safety vests and securements.
 - Knowledge of and ability to recognize the importance of safety in the workplace.
 - Ability to follow safety rules and practice safety in the workplace.
 - Operating knowledge of district school buses and white fleet vehicles required before operating them.
 - Operating knowledge of current GPS vehicle and student tracking systems within one month of hire.
 - Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Commercial License (CDL) (B) with "S" endorsement
- Current First Aid and CPR card within 90 days of hire

OTHER WORK FACTORS

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

Physical Demands: While performing the duties of this job, the employee is regularly required to sit and hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; talk. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; smell or taste. The employee must regularly lift and/or move up to 50 pounds frequently lift and occasionally lift and/or move up to 100 pounds. Employee must have the ability to and physically be able to perform bus evacuations in an emergency. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: While performing the duties of this job, the employee will typically work in an office environment. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions and vehicle vibration.

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

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

BOARD OF EDUCATION ITEM 8.03

BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: December 12, 2019

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

TITLE OF AGENDA ITEM: Student Study Trips

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND OR RATIONALE

VRHS

WYOMING AFJROTC DRILL COMPETITION IN CHEYENNE, WY

DEPART-4/18/19

20 STUDENTS WILL ATTEND THIS TRIP

STUDENTS WILL NOT SEE A COST FOR THIS TRIP AND IT WILL INCLUDE TRANSPORTATION AND MEALS

THIS COMPETITION WILL ALLOW OUR STUDENTS TO COMPETE AGAINST OTHER DRILL TEAMS FROM COLORADO AND WYOMING.

FUNDRAISING WILL NOT BE PART OF THIS TRIP.

VRHS

EXPERIENCE JAPAN

DEPART-3/13/21 RETURN-3/28/21

18 STUDENTS WILL ATTEND THIS TRIP

COST OF THIS TRIP WILL BE \$4,285 PER STUDENTS AND INCLUDES TRANSPORTATION, MEALS, LODGING, INSURANCE AND TOURS.

STUDENTS WILL EXPERIENCE CULTURAL IMMERSION AS A FORM OF LEARNING. STUDENTS WILL CONSIDER HOW VARIOUS PERSPECTIVES OF SEEING THE WORLD ARE LINKED TO ONE'S CULTURAL CONTEXT. THE TRIP WILL BE STRUCTURED THROUGH LOOKING AT THE CULTURE OF TRADITIONAL AND CONTEMPORARY EUROPEAN CULTURES; LOOKING TO HISTORICAL TRADITIONS AND PRESENT POPULAR CULTURES OF MODERN EUROPE. STUDENTS WILL ENTER INTO THE TRIP WITH A SELF-AUTHORED SET OF GUIDING QUESTIONS THAT WILL REQUIRE THEM TO INTERACT WITH THE PEOPLE THEY MEET; GOING BEYOND SURFACE-LEVEL LEARNING THAT CAN TAKE PLACE BY USING GOOGLE. VETERAN TOUR GUIDES WILL HELP MEDIATE THE EXPERIENCE STUDENTS UNDERGO THROUGHOUT THE COURSE OF THE TRIP. NIGHTLY REFLECTIVE CONVERSATIONS AROUND OUR EXPERIENCES AND REVELATIONS WILL BE CONDUCTED.

FUNDRAISING WILL NOT BE PART OF THIS TRIP.

FHS

FESTIVAL OF THE WINDS IN PUEBLO

DEPART-2/13/20 RETURN-2/15/20

15 STUDENTS WILL ATTEND THIS TRIP.

COST OF THIS TRIP WILL BE \$120 PER STUDENT AND INCLUDES TRANSPORTATION AND LODGING.

HONOR FESTIVAL FOR STUDENTS ACROSS COLORADO.

FUNDRAISING WILL NOT BE PART OF THIS TRIP.

FHS

EF TOURS-ATHENS AND THE ISLANDS

DEPART-3/19/20 RETURN-3/28/20

5 STUDENTS WILL ATTEND THIS TRIP.

COST OF THE TRIP WILL BE \$3,500 PER STUDENT AND INCLUDES TRANSPORTATION, MEALS, LODGING, AND TOURS.

THIS EVENT WILL BE IMPORTANT TO THE STAFF AND STUDENTS ATTENDING BECAUSE IT WILL ALLOW BOTH TO EXPERIENCE THE CULTURE, FOOD, MUSEUMS, CASTLES, AND HISTORY OF COUNTRIES THAT WE TYPICALLY ONLY

LEARN ABOUT IN BOOKS. IN ADDITION, OUR STUDENTS WILL LEARN TO BE GLOBAL CITIZENS, RATHER THAN JUST AMERICAN CITIZENS.
FUNDRAISING WILL NOT BE PART OF THIS TRIP.

FHS

CHSAA STATE CHEER COMPETITION IN DENVER

DEPART-12/6/19 RETURN-12/7/19

22 STUDENTS WILL ATTEND THIS TRIP.

STUDENTS WILL NOT SEE A COST FOR THIS TRIP AND IT WILL INCLUDE TRANSPORTATION, LODGING AND MEALS. THIS IS A GREAT OPPORTUNITY FOR THE CHEER PROGRAM TO PERFORM AT THE HIGHEST LEVEL OF COMPETITION IN THE STATE. THE TEAM HAS SET HIGH GOALS TO ACHIEVE ON THE MAT AS THEY RETURN FROM A 2ND PLACE FINISH LAST YEAR. WE LOOK FORWARD TO REPRESENTING FALCON HIGH SCHOOL AND D49 WITH THE HIGHEST LEVEL OF SPIRIT AND PRIDE AS THE TEAM.
FUNDRAISING WILL NOT BE PART OF THIS TRIP.

FHS

WELD CENTRAL GIRLS BASKETBALL TOURNAMENT IN BRIGHTEN, CO

DEPART-12/12/19 RETURN-12/14/19

23 STUDENTS WILL ATTEND THIS TRIP.

STUDENTS WILL NOT SEE A COST FOR THIS TRIP AND IT WILL INCLUDE TRANSPORTATION, LODGING AND MEALS. WE WILL BE PARTICIPATING IN AN ATHLETIC EVENT AS PART OF OUR REGULAR SEASON SCHEDULE.
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	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.
	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: December 3, 2019

BOARD OF EDUCATION ITEM 8.04
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: December 12, 2019

PREPARED BY: Shannon Hathaway, Risk & Benefits Manager

TITLE OF AGENDA ITEM: Current Legal Issues

ACTION/INFORMATION/DISCUSSION: Information - Confidential

BACKGROUND OR RATIONALE

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

RELEVANT DATA AND EXPECTED OUTCOMES:

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

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

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

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

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: November 21, 2019

BOARD OF EDUCATION ITEM 8.05
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: December 12, 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: November 21, 2019



Regular Meeting of EDUCATION reENVISIONED BOCES

Held in Excellence Lab of Creekside Success Center

3850 Pony Tracks Drive, Colorado Springs, CO 80922

Tuesday Evening, September 17, 2019 at

Board President Don Griffin in the Chair, and Annette Ridgway acting as Secretary

Guests/Staff in Attendance: Ken Witt, Annette Ridgway, Brad Miller, Nicole Tiley, Kindra Whitmyre, John Graham

Guest/Staff on Conference Call: Amy Attwood

Board of Directors Roll Call:

	Drosendahl	Griffin	Harris	LaVere-Wright	Richard	Snowberger
Here	X	X	X	X		
NOT Here					X	X

Approval for the Agenda:

Motion: Drosendahl, to approve agenda.

Second: LaVere-Wright

Motion Passed: 4-0

	Drosendahl	Griffin	Harris	LaVere-Wright	Richard	Snowberger
Voted AYE	X	X	X	X		
Voted NAY						
Not at mtg.					X	X
Abstain						

Approval for Consent Agenda:

Motion: Drosendahl, to approve minutes from August 27, 2019

Second: LaVere-Wright

Motion Passed: 4-0

	Drosendahl	Griffin	Harris	LaVere-Wright	Richard	Snowberger
Voted AYE	X	X	X	X		
Voted NAY						
Not at mtg.					X	X
Abstain						

Approval to Adjourn at 4:28pm:

Motion: Drosendahl, approval to adjourn

Second: LaVere-Wright

Minutes Respectfully Submitted by: Annette Ridgway, Acting Secretary

SBOR Meeting
11/5/19
Creekside

Attendance: Rachel Washburn (SCHS), Mikayla Lee (SCHS), Ki'Arey Love (SCHS), Hailee Duke (SCHS), Rylee Carroll (SSAE), Jordan Reynolds (FHS), Jocelyn Mullen (PPEC), Ava Stoller (PPEC), Samuel Aragon (GOAL), Mercy Kibet (BLPA), Colton Walker (BLPA), Peter Hiltz, Lauren Stuart

1. Latest Happenings at Your School

- a. SSAE: Starting planning their spring dances, raised \$1400 with butter braids; beginning Harvest of Love
- b. BLPA: Refining HOUSE (student and teacher's opinion on it),
- c. SCHS: Harvest of Love (NHS), Soctober (FBLA), March of Dimes (FBLA) is hosting a breakfast to raise awareness about prenatal care
- d. FHS: HOSA Blood Drive, working to get more mental health info during advisory or important history that isn't covered in history classes

2. Leadership Inventory Coming Soon

3. CASB Conference Info

4. Agenda from Work Session

- a. Concurrent Enrollment
- b. Senior Capstone

5. Agenda for Board Meeting

- a. Armed Security Guard
- b. Budget and Enrollment Update

District Wellness Advisory Council Meeting Minutes

November 5, 2019

Names of attendees:

Rachel Duerr: District Health and Wellness Coordinator

Jenny Best: El Paso County Health Dept.

Tony Marino: SMS

Kim Boyd: Director of Community Care

Lori Dion: RVES

Melissa Ardolf: FES

Izzy Vladislav: D49

Shannon Hathaway: Human Resources

Jill Miller: Adapted PE

Brian Newman: PHS

Amy Stach: Peak Vista FES SBHC

Pam Rogers: SCHS coach

Randall Seeman: Peak Vista FES SBHC

Rocio Padilla: RES

Aaron Villescas: Communications

- Welcome & Introductions - used WeConnect cards for introductions and everyone shared updates from their location on wellness
- Mental Health- The council chose to focus on mental health this year so Kim Boyd presented to the council what we are currently doing, what we can do and asked what the council would like us to do?
- Ideas that were brought up to as concerns and possible class. Screengers, make sure coaches get info in Mental health, Make sure to hand out info on EAP to all, maybe have a video to play at the staff meeting.
- Rocio from RES- presented Mind Yeti and they are politing this at their school, so far working well - mindfulness activity break
- Woohoo we have a D49 wellness logo- Thanks to Aaron
- Talked about communications and using less emails instead directing them to use the team website
- Launch: 180 days of self care book study- what ideas do we have for self care
- Partner updates: there is a group working on a ballot measure to raise the tobacco age to 21 in Colorado Springs



Regular Meeting of EDUCATION reENVISIONED BOCES

Held in Excellence Lab of Creekside Success Center

3850 Pony Tracks Drive, Colorado Springs, CO 80922

Tuesday Evening, October 15, 2019 at 4:00pm

Board Vice President Marie LaVere-Wright in the Chair, and Annette Ridgway acting as Secretary

Guests/Staff in Attendance: Ken Witt, Annette Ridgway, Brad Miller, Nicole Tiley, Kindra Whitmyre, Renae Roth, Sarah Schuchard

Guest/Staff on Conference Call: Amy Attwood

Board of Directors Roll Call:

	Drosendahl	Griffin	Harris	LaVere-Wright	Richard	Snowberger
Here	X	X (left meeting before adjournment vote)	X	X		
NOT Here					X	X

Approval for the Agenda:

Motion: Drosendahl, to approve agenda.

Second: Griffin

Motion Passed: 4-0

	Drosendahl	Griffin	Harris	LaVere-Wright	Richard	Snowberger
Voted AYE	X	X	X	X		
Voted NAY						
Not at mtg.					X	X
Abstain						

Approval for Consent Agenda:

Motion: Drosendahl, to approve minutes from September 17, 2019

Second: Griffin

Motion Passed: 4-0

	Drosendahl	Griffin	Harris	LaVere-Wright	Richard	Snowberger
Voted AYE	X	X	X	X		
Voted NAY						
Not at mtg.					X	X
Abstain						



Approval for Agenda Action Items:

A. Resolution for Conditional School Approval

Motion: Drosendahl, to approve presented resolution of conditional authorization

Second: Griffin

Motion Passed: 4-0

	Drosendahl	Griffin	Harris	LaVere-Wright	Richard	Snowberger
Voted AYE	X	X	X	X		
Voted NAY						
Not at mtg.					X	X
Abstain						

B. Waivers Application

Motion: Drosendahl, to authorize the BOCES Executive Director to pursue innovation status for the BOCES through the CDE application process

Second: Griffin

Motion Passed: 4-0

	Drosendahl	Griffin	Harris	LaVere-Wright	Richard	Snowberger
Voted AYE	X	X	X	X		
Voted NAY						
Not at mtg.					X	X
Abstain						

C. Bereavement Policy

Motion: Griffin, to revise the Education reEnvisioned Employee Handbook to include the presented Bereavement Leave Policy

Second: Drosendahl

Motion Passed: 4-0

	Drosendahl	Griffin	Harris	LaVere-Wright	Richard	Snowberger
Voted AYE	X	X	X	X		
Voted NAY						
Not at mtg.					X	X
Abstain						



Approval to Adjourn at 4:24pm:

Motion: Drosendahl, approval to adjourn

Second: Harris

Motion Passed: 3-0

	Drosendahl	Griffin	Harris	LaVere- Wright	Richard	Snowberger
Voted AYE	X		X	X		
Voted NAY						
Not at mtg.		X			X	X
Abstain						

Minutes Respectfully Submitted by: Annette Ridgway, Acting Secretary

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

BOARD MEETING OF: December 12, 2019

PREPARED BY: Ron Lee, Director of 3B MLO

TITLE OF AGENDA ITEM: 3B MLO Project Update

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND OR RATIONALE

Discussion item, 3B project updates.

RELEVANT DATA AND EXPECTED OUTCOMES:

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

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

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

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

APPROVED BY: Pedro Almeida, Chief Operations Officer

DATE: November 21, 2019

Project Update Report

Project Name:

District 49 Schools – P2, P3 & P4 Projects

Wember Inc. Project Number:

2016.63

Issue Date:

November 22, 2019

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

Budget Key

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

Other Definitions

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

Overall P2 Budget Summary

			C Current Budget	G Committed Cost	I Remaining Funds	J Incurred Costs
<u>A</u>	Falcon Zone		\$6,146,500.00	\$6,044,468.87	\$102,031.13	\$6,041,276.85
	<u>A.1</u>	FHS - Falcon High School	\$1,378,000.00	\$1,299,974.31	\$78,025.69	\$1,299,405.29
	<u>A.2</u>	FMS - Falcon Middle School	\$2,463,000.00	\$2,463,000.00	\$0.00	\$2,463,000.00
	<u>A.3</u>	FES - Falcon Elementary School of Technology	\$1,039,500.00	\$1,038,549.82	\$950.18	\$1,035,926.82
	<u>A.4</u>	MRE - Meridian Ranch Elementary School	\$571,000.00	\$561,985.45	\$9,014.55	\$561,985.45
	<u>A.5</u>	WHE - Woodmen Hills Elementary School	\$695,000.00	\$680,959.29	\$14,040.71	\$680,959.29
<u>B</u>	Power Zone		\$4,783,000.00	\$4,398,069.37	\$384,930.63	\$4,395,649.82
	<u>B.1</u>	VRH - Vista Ridge High School	\$1,167,500.00	\$1,040,097.35	\$127,402.65	\$1,040,097.35
	<u>B.2</u>	SMS - Skyview Middle School	\$1,549,500.00	\$1,414,872.83	\$134,627.17	\$1,414,872.83
	<u>B.3</u>	OES - Odyssey Elementary School	\$384,000.00	\$381,300.79	\$2,699.21	\$381,300.79
	<u>B.4</u>	RVE - Ridgeview Elementary School	\$680,500.00	\$671,440.91	\$9,059.09	\$670,190.91
	<u>B.5</u>	SES - Stetson Elementary School	\$1,001,500.00	\$890,357.49	\$111,142.51	\$889,187.94
<u>C</u>	Sand Creek Zone		\$7,546,500.00	\$7,075,420.71	\$471,079.29	\$7,021,563.95
	<u>C.1</u>	SCH - Sand Creek High School	\$3,311,500.00	\$3,001,472.55	\$310,027.45	\$2,955,117.79
	<u>C.2</u>	HMS - Horizon Middle School	\$1,538,500.00	\$1,538,500.00	\$0.00	\$1,538,500.00
	<u>C.3</u>	EES - Evans International Elementary School	\$1,230,500.00	\$1,109,550.62	\$120,949.38	\$1,109,365.62
	<u>C.4</u>	RME - Remington Elementary School	\$791,500.00	\$781,571.11	\$9,928.89	\$781,571.11
	<u>C.5</u>	SRE - Springs Ranch Elementary	\$674,500.00	\$644,326.43	\$30,173.57	\$637,009.43
<u>D</u>	I Connect Zone		\$1,404,000.00	\$1,386,698.00	\$17,302.00	\$1,386,698.00
	<u>D.1</u>	SSAE - Springs Studio for Academic Excellence	\$75,500.00	\$71,272.43	\$4,227.57	\$71,272.43
	<u>D.2</u>	FLC - Falcon Legacy Campus	\$1,240,000.00	\$1,232,886.69	\$7,113.31	\$1,232,886.69
	<u>D.3</u>	MOH -Mohawk (Home School Program)	\$88,500.00	\$82,538.88	\$5,961.12	\$82,538.88
<u>E</u>	Charter Schools		\$1,037,000.00	\$806,020.77	\$0.00	\$806,020.77
	<u>E.1</u>	BLA - Banning Lewis Ranch Academy	\$444,000.00	\$249,339.77	\$0.00	\$249,339.77
	<u>E.2</u>	ICA - Imagine Classical Academy	\$258,500.00	\$258,500.00	\$0.00	\$258,500.00
	<u>E.3</u>	PPS - Pikes Peak School or Expeditionary Learning	\$209,000.00	\$209,000.00	\$0.00	\$209,000.00
	<u>E.4</u>	RMCA - Rocky Mountain Classical Academy	\$125,500.00	\$89,181.00	\$0.00	\$89,181.00
	Total		\$20,917,000.00	\$19,710,677.72	\$975,343.05	\$19,651,209.39

Falcon High School Financial

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$269.00	\$269.00	\$0.00	\$0.00	\$269.00
B	Professional Services	\$713,266.76	\$713,266.76	\$0.00	\$0.00	\$713,266.76
C	Construction	\$4,688,844.08	\$4,688,844.08	\$0.00	\$0.00	\$4,688,844.08
D	Permits & Fees	\$16,570.55	\$16,570.55	\$0.00	\$0.00	\$16,570.55
E	Furniture, Fixtures & Equip	\$24,346.10	\$24,346.10	\$0.00	\$0.00	\$24,346.10
F	Technology	\$75,230.98	\$75,230.98	\$0.00	\$0.00	\$75,230.98
G	Contingencies & Escalation	\$131,472.53	\$0.00	\$0.00	\$131,472.53	\$0.00
	Total	\$5,650,000.00	\$5,518,527.47	\$0.00	\$131,472.53	\$5,518,527.47

Vista Ridge High School Financial

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B	Professional Services	\$873,988.40	\$873,988.40	\$0.00	\$0.00	\$873,988.40
C	Construction	\$5,822,271.90	\$5,822,271.90	\$0.00	\$0.00	\$5,822,271.90
D	Permits & Fees	\$17,099.99	\$17,099.99	\$0.00	\$0.00	\$17,099.99
E	Furniture, Fixtures & Equip	\$103,530.15	\$103,530.15	\$0.00	\$0.00	\$103,530.15
F	Technology	\$51,612.74	\$51,612.74	\$0.00	\$0.00	\$51,612.74
G	Contingencies & Escalation	\$131,496.82	\$0.00	\$0.00	\$131,496.82	\$0.00
	Total	\$7,000,000.00	\$6,868,503.18	\$0.00	\$131,496.82	\$6,868,503.18

Sand Creek High School Financial

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B	Professional Services	\$663,188.87	\$663,188.87	\$0.00	\$0.00	\$663,188.87
C	Construction	\$3,780,062.67	\$3,780,062.67	\$0.00	\$0.00	\$3,780,062.67
D	Permits & Fees	\$16,529.95	\$16,529.95	\$0.00	\$0.00	\$16,529.95
E	Furniture, Fixtures & Equip	\$316,123.11	\$316,123.11	\$0.00	\$0.00	\$316,123.11
F	Technology	\$29,250.34	\$29,250.34	\$0.00	\$0.00	\$29,250.34
G	Contingencies & Escalation	\$44,845.06	\$0.00	\$0.00	\$44,845.06	\$0.00
	Total	\$4,850,000.00	\$4,805,154.94	\$0.00	\$44,845.06	\$4,805,154.94

Bennett Ranch Elementary Financials

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$559.00	\$559.00	\$0.00	\$0.00	\$559.00
B	Professional Services	\$3,145,617.00	\$3,145,617.00	\$0.00	\$0.00	\$3,145,617.00
C	Construction	\$18,066,612.00	\$18,066,612.00	\$0.00	\$0.00	\$18,059,387.00
D	Permits & Fees	\$435,576.29	\$435,576.29	\$0.00	\$0.00	\$435,576.29
E	Furniture, Fixtures & Equip	\$1,073,457.84	\$1,073,457.84	\$0.00	\$0.00	\$1,073,457.84
F	Technology	\$536,638.13	\$536,638.13	\$0.00	\$0.00	\$536,638.13
G	Contingencies & Escalation	\$41,539.74	\$0.00	\$0.00	\$41,539.74	\$0.00
	Total	\$23,300,000.00	\$23,258,460.26	\$0.00	\$41,539.74	\$23,251,235.26

- All contracts, invoices, and documents to date are available on Owner Insite
<http://app.owner-insite.com/User/Project/Accounting/TotalProjectBudget.aspx?project=8128>

Inspiration View Elementary Financials

		C Current Budget	G Committed Cost	H Projected To Complete	I Projected (Over)/Under	J Incurred Costs
A	Land & Lease Cost	\$1,000.00	\$269.00	\$0.00	\$731.00	\$269.00
B	Owners Requirements	\$1,977,849.00	\$1,973,663.00	\$0.00	\$4,186.00	\$1,904,291.15
C	Construction	\$19,794,345.43	\$19,791,606.36	\$0.00	\$2,739.07	\$19,561,286.23
D	Permits, Utilities & Fees	\$304,443.00	\$241,888.53	\$0.00	\$62,554.47	\$236,114.53
E	Furniture, Fixture and Equipment	\$1,157,485.12	\$1,131,210.82	\$0.00	\$26,274.30	\$1,086,336.80
F	Technology	\$542,514.88	\$538,308.41	\$0.00	\$4,206.47	\$522,043.13
G	Contingencies & Escalation	\$622,362.57	\$0.00	\$100,000.00	\$522,362.57	\$0.00
	Total	\$24,400,000.00	\$23,676,946.12	\$100,000.00	\$623,053.88	\$23,310,340.84

- All contracts, invoices, and documents to date are available on Owner Insite
<http://app.owner-insite.com/User/Project/Accounting/TotalProjectBudget.aspx?project=8151>

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

BOARD MEETING OF: December 12, 2019

PREPARED BY: David Rex, DAAC Chairperson

TITLE OF AGENDA ITEM: DAAC Annual Report

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND OR RATIONALE

The D49 DAAC is a legislatively sanctioned body that is recognized by the state of Colorado, which empowers community engagement across the school district's community. The DAAC reports its activities and future initiatives to the D49 BOE to underscore community challenges, opportunities, and outcomes.

RELEVANT DATA AND EXPECTED OUTCOMES:

Community engagement is a proven factor in improving educational outcomes for students. The DAAC advises the BOE to enhance the BOE's alignment with community needs.

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

Communication between the school district and the community fosters shared vision and unity of purpose, which creates better outcomes for every student.

Culture	<p>Inner Ring—How we treat each other</p> <p>Outer Ring—How we treat our work</p>	<p>Community engagement informs how we treat each other as well as how we treat our work. The DAAC operationalizes the state legislature's guidance for school districts to engage with the community in meaningful ways.</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>Community engagement fosters community-wide trust. The DAAC gives the community a voice in shaping the school district. DAAC involvement provides insight into the community's desired portfolio of schools. DAAC members are part of the community; therefore, their recommendations are valuable elements of proposed strategies. As the voice of the community, the DAAC has a vested interest in launching every student toward success using customized educational systems.</p>

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: For Information Only

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: November 21, 2019



District Accountability Advisory Committee (DAAC) Annual Report

Mr. David Rex
Mr. John Newbill
DAAC Chairpersons

The Best Choice to Learn, Work and Lead

District Accountability: Senate Bill 13-193



District Accountability Committees were created to;

Increase Parent Involvement:

- Solicit parent participation on school and district accountability committees (SACs and DACs), including parents that represent the student population.
- Incorporate strategies on the Unified Improvement Plan to increase parent engagement in schools (Priority Improvement and Turnaround Schools).
- Each school district board of education shall adopt a district policy for increasing and supporting parent engagement in the public and charter schools of the district.
- Districts shall identify a family partnership point of contact for family engagement training and resources.

In District 49 we are getting the job done through our DAAC subcommittees

The Best Choice to Learn, Work and Lead

District Accountability: Subcommittee Activity



- Budget subcommittee
- Bylaws subcommittee
- Charter Subcommittee
- Parent Engagement subcommittee
- Restorative Practices subcommittee
- Improvement Planning subcommittee
– formerly UIP subcommittee

Accountability: Initiatives



- DAAC Sustainability
 - Biennial SAC-DAAC Training from CDE
 - Equipping SACs to Recruit Effectively
- Evaluating Funding Requests (MLO)
 - Assessing MLO Projects/Outcomes
 - Prioritizing MLO Projects/Outcomes
- Further Distinguishing SAC Budget Priority Inputs from Building Principal Inputs

Questions?

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

BOARD MEETING OF: December 12, 2019

PREPARED BY: Andy Franko, iConnect Zone Leader

TITLE OF AGENDA ITEM: Automotive Institute of Science and Technology

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

The Automotive Institute of Science and Technology (AIST) was approved by the D49 BOE on July 11, 2018 for a Fall of 2020 opening. The charter school has been in the pre-opening stages with the district for a period of 18 months and is working toward meeting conditions established within the application approval and charter contract.

RATIONALE:

The discussion item creates the opportunity for the iConnect Zone to update the board of the charter school's status in meeting pre-opening conditions.

RELEVANT DATA AND EXPECTED OUTCOMES:

The AIST application approval and charter contract described a number of conditions to include:

- Provide evidence of a suitable facility with a Letter of Intent to D49 by January 1, 2019. Include information regarding the financial partner, building square footage, estimated annual cost through the term of the agreement, a detail of any escalating costs, project timeline, and estimated completion date.
- Verify the school site meets all requirements of the State of Colorado, City of Colorado Springs, and/or El Paso County.

Since approval, the AIST has altered the location of the school site. The charter school is again proposing a new location for a temporary opening as the permanent facility has not yet been secured and will not open on time in the fall of 2020.

INNOVATION AND INTELLIGENT RISK:

The new site proposal significantly changes that which was approved by the D49 BOE in July of 2018. The proposed changes will inhibit the number of students the school can serve at opening, will alter the proposed budget, and to some degree will change the way in which AIST instructs students. There is risk in moving forward with an abbreviated opening in the Fall of 2020, but in some ways, the change may allow the school to start slower yet stronger in the long run.

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

Culture	Inner Ring —How we treat each other	District administration and the AIST have worked together to communicate needs and options respectfully and collaboratively.
	Outer Ring —How we treat our work	Both District 49 and AIST are working together to find positive solutions.
Strategy	Rock #1 —Establish enduring <u>trust</u> throughout our community	
	Rock #2 —Research, design and implement programs for intentional <u>community</u> participation	

BOE Regular Meeting December 12, 2019
Item 9.03 continued

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	Ensuring a strong opening for a charter school creates the necessary structure to provide a firm foundation for all learners.
Rock #5 — Customize our educational systems to <u>launch each student toward success</u>	

BUDGET IMPACT: None

AMOUNT BUDGETED: None

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: December 2, 2019

The Automotive Institute of Science and Technology has been working diligently to meet the conditional approval milestones set out by D49 over the last year and a half. One of the largest components for AIST asking for a two year opening window was to support the school being able to obtain necessary facilities and have them primarily funded by the automotive industry. As discussed at a previous D49 board meeting, AIST's original prospective space has been changed to the vacant box store (previously Kmart) on the corner of Palmer Park and Powers. Over the last 6 months AIST has been in the process of designing the indoor/outdoor spaces and acquiring the funding needed to go under contract to purchase the space. Currently, we have acquired around 70% of the needed financing to move forward with the project. Unfortunately, there is not enough time to have this facility ready for students by Fall of 2020, so we were challenged to find a temporary facility for one year or to request a postponement of opening until Fall of 2021.

After meeting with prospective families and looking at possible temporary facilities, we determined it would be best to keep the opening date of Fall of 2020. Hilltop Baptist Church is excited to host AIST for one year. They have rented their space to schools in the past. With a decrease in projected enrollment for year one, AIST will be able to effectively utilize the space for its program as well. The following attachments outline how the some of the smaller classrooms will be utilized as more traditional feeling spaces for Humanities projects, and other smaller classrooms will be used as specialized breakout/makers spaces. The AIST class schedules show the block schedule and projects offered each semester.

AIST founders and administration has worked to adapt the budget to serve 120 9-10th grade students. This includes 5-7% PPR for rent proposed by Hilltop and extra for possible needed upgrades. The staffing plan has been reduced to facilitate the decreased enrollment as well.

Thank you for all of your continued support. We look forward to serving students Fall 2020.

Space Available at Hilltop Baptist

Full Size Gymnasium

Large Classroom

Humanities Class/
Elective (1)

Small Classrooms:

Electrical/ Suspension
Makers Space (5)

Humanities Class/
Elective (2)

Engineering/ CAD Lab
& Makers Space (6)

Humanities Class/
Math Elective (3)

Engineering/ CAD Lab
& Makers Space (7)

Study Hall (4)

Science Lab (8)

Staff Spaces:

Admin Offices

Teacher Workroom

Storage

AIST Class Schedule 2020-21 Sem 1

Homeroom 8:10-8:45

All teachers

Homeroom 8:10-8:45

All teachers

1st 8:50-10:15

Health Share Gym	Tech/ Study Hall Room 4
Public Speaking Share Gym break out Rooms 1/2	World History I SS Room 3

Electricity Auto / Science Large & break out room 5
--

8:50-10:15 5th

Health PE Share Gym	Tech/ Study Hall Room 4
Public Speaking Share Gym break out Rooms 1/2	World History I SS Room 3

2nd 10:25-11:50

Gym Share Gym
Tech/ Study Hall Room 4

Electricity Auto / Science Large & break out room 5
PLTW Engineering / Para Share Gym & break out rooms 6/7
Math Project Room 3

10:25-11:50 6th

Gym Share Gym
Tech/ Study Hall Room 4

3rd 12:25-1:50

Elective Science Room 8	Tech/ Study Hall Room 4
Elective Auto Room 5	Math Project Room 3

Who Killed the World English / SS Large
PLTW Engineering / Para Gym & break out rooms 6/7

12:25-1:50 7th

Elective Science Room 8	Tech/ Study Hall Room 4
Elective Auto Room 5	Math Project Math Room 3

4th 2:00-3:30

Gym Gym	Tech/ Study Hall Room 4	
World History I SS Room 3	Elective English Room 1	Elective Para Room 2

Math / Engineering Project Large & break out rooms 6/7
--

2:00-3:30 8th

Gym Gym	Tech/ Study Hall Room 4	
Elective Para Room 2	World History I SS Room 3	Elective English Room 1

AIST Class Schedule 2020-21 Sem 2

Homeroom 8:10-8:45

All teachers

Homeroom 8:10-8:45

All teachers

1st 8:50-10:15

Health PE Share Gym	Tech/ Study Hall Room 4
Elective Science Room 5	

RC Suspension Math / Auto Large & break out room 5
PLTW Engineering / Para Share Gym & break out rooms 6/7

8:50-10:15 5th

Tech/ Study Hall Room 4	Gym PE Share Gym
	Elective Science Room 5

2nd 10:25-11:50

Gym Gym	Tech/ Study Hall Room 4
World History II Room 3	Public Speak Room 1
	Elective Para Room 2

RC Suspension Math / Auto Large & break out room 5

10:25-11:50 6th

Gym Gym	Tech/ Study Hall Room 4
Elective Para Room 2	World History II Room 3
	Public Speak English Room 1

3rd 12:25-1:50

Elective English In Gym	Tech/ Study Hall Room 4
Elective Auto Room 5	Elective SS Room 2

Immigration to Mars Science / Engineering Large & Break out room 6/7
Math Project Room 3

12:25-1:50 7th

Elective English In Gym	Tech/ Study Hall Room 4
Elective Auto Room 5	Elective SS Room 2

4th 2:00-3:30

Gym Share Gym	Tech/ Study Hall Room 4
World History II Room 3	Shark Tank Share Gym break out room 1/2

Immigration to Mars Science / Engineering Large & Break out room 6/7

2:00-3:30 8th

Gym Share Gym	Tech/ Study Hall Room 4
World History II Room 3	Shark Tank Share Gym break out room 1/2

BOARD OF EDUCATION ITEM 9.04
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: December 12, 2019

PREPARED BY: Brett Ridgway, Chief Business Officer
 Ron Sprinz, Finance Group Manager

TITLE OF AGENDA ITEM: Enrollment and Amended Budget Update

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND OR RATIONALE”

Under current statute, Colorado school districts’ program formula funding is largely based on the ‘October Count’ of full time equivalent students (sFTE). Like many districts, we monitor how enrollment is trending as compared to the adopted budget. sFTE is the largest variable in determining program formula funding and since program formula funding accounts for 94% of our total general fund revenue budget, and since we are continuing to move toward a full student-based funding model, it is very appropriate to monitor sFTE early in the school year to determine what issues may come from fluctuations to the adopted budget in terms of sFTE by school.

RELEVANT DATA AND EXPECTED OUTCOMES:

The actual October Count result will be the driving factor in compiling the amended budget, to be approved by the Board of Education prior to January 31, 2020. Estimates of how the October Count will unfold, and how that will affect each school and zone in turn, in terms of financial impacts, will be used in strategic decisioning throughout the course of the fall semester.

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>	<i>Presenting such information in an open and transparent manner validates the importance placed on community trust.</i> <i>Informed decision making and organizational agility are key strategies we continue to pursue.</i>

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: N\A

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: November 21, 2019

Operated Portfolio - Student Count 19/20



			FY '19		FY '20	FY '20	Zone Normalized		Potential Exp Δ
Pupil Counts			Actual-Final		Budget	Oct Count	Act vs. Bud	19/20 Revenue	\$ Diff vs. Budget
Coordinated Schools			Change over LY						schools @ (5/6) PPR
Falcon Innovation Zone									
	Principal								
132	Falcon Elementary School	Michael Roth	286.16	23.00	309.16	291.00	(18.16)	\$ 6,413.20	(116,463.71)
134	Meridian Ranch Elementary School	Sheehan Freeman-Todd	617.88	47.00	664.88	656.50	(8.38)	\$ 6,413.20	(53,742.62)
137	Woodmen Hills Elementary School	Angela Rose	523.36	40.00	563.36	581.00	17.64	\$ 6,413.20	113,128.85
141	Bennett Ranch Elementary School	Amanda Maranville	277.42	22.00	299.42	328.00	28.58	\$ 6,413.20	183,289.26
220	Falcon Middle School	Brian Smith	986.00	0.00	986.00	1,021.00	35.00	\$ 6,413.20	224,462.00
310	Falcon High School	Darryl Bonds	1,246.64	(0.00)	1,246.64	1,215.09	(31.55)	\$ 6,413.20	(202,336.46)
312	Total Zone	Susan Holmes	3,937.46	132.00	4,069.46	4,092.59	23.13	Zone (Risk)/Op	148,337.32
				3.4%					
Sand Creek Innovation Zone									
131	Evans International Elementary Schl	Michelle Slyter	638.78	45.94	684.72	636.50	(48.22)	\$ 6,798.47	(327,822.22)
135	Remington Elementary School	Lisa Fillo	566.48	46.44	612.92	620.00	7.08	\$ 6,798.47	48,133.17
138	Springs Ranch Elementary School	James Kyner	517.66	37.62	555.28	551.50	(3.78)	\$ 6,798.47	(25,698.22)
225	Horizon Middle School	Dustin Horras	744.50	0.00	744.50	768.50	24.00	\$ 6,798.47	163,163.28
315	Sand Creek High School	APEX Team	1,158.18	0.00	1,158.18	1,099.21	(58.97)	\$ 6,798.47	(400,905.78)
317	Total Zone	Sean Dorsey	3,625.60	130.00	3,755.60	3,675.71	(79.89)	Zone (Risk)/Op	(543,129.77)
				3.6%					
POWER Zone									
136	Ridgeview Elementary School	Kim Moore	673.12	(97.81)	575.31	628.00	52.69	\$ 6,406.60	337,563.75
139	Stetson Elementary School	Beth Dowdy	517.76	(2.29)	515.47	489.00	(26.47)	\$ 6,406.60	(169,582.70)
140	Odyssey Elementary School	Sarah McAfee	432.50	(18.28)	414.22	440.50	26.28	\$ 6,406.60	168,365.45
142	Inspiration Elementary School	Kristy Rigdon			300.00	359.00	59.00	\$ 6,406.60	377,989.40
143	ALLIES Elementary School	Rebecca Thompson	113.50	16.50	130.00	121.00	(9.00)	\$ 6,406.60	(57,659.40)
230	Skyview Middle School	Cathy Tinucci	1,051.00	0.00	1,051.00	1,057.00	6.00	\$ 6,406.60	38,439.60
320	Vista Ridge High School	Bruce Grose	1,581.18	0.00	1,581.18	1,595.70	14.52	\$ 6,406.60	93,023.83
322	Total Zone	Mike Pickering	4,369.06	(101.88)	4,567.18	4,690.20	123.02	Zone (Risk)/Op	788,139.93
				-2.3%					
iConnect Innovation Programs									
510	Patriot High School	Steven Gard	165.00	0.00	165.00	165.00	-	\$ 7,281.05	-
464	SSAE	Dave Knoche	409.00	0.00	409.00	401.00	(8.00)	\$ 7,281.05	(58,248.40)
340	PPEC	Rochelle Kolhouse	175.00	0.00	175.00	176.00	1.00	\$ 7,281.05	7,281.05
525	Homeschool Program	Kathryn Boal	134.00	1.00	135.00	210.50	75.50	\$ 7,281.05	549,719.28
522	Total Zone	Andy Franko	883.00	1.00	884.00	952.50	68.50	Zone (Risk)/Op	498,751.93
				0.1%					
Internal Service & Vendor Groups									
	Total Coordinated Schools	Peter Hilts	12,815.12	161.12	13,276.24	13,411.00	134.76	\$ 2,312.86	304,670.47
									1,196,769.87

The Best Choice to Learn, Work and Lead



District Budget

Select a Location:	District
Pupil Count	13,276.24
	Budget
	13,411.00
	Actual
	Diff
	134.76
Oct Count Inc/(Dec)	\$ 1,196,769.87

Total Expense Budget: \$ 119,595,771.68

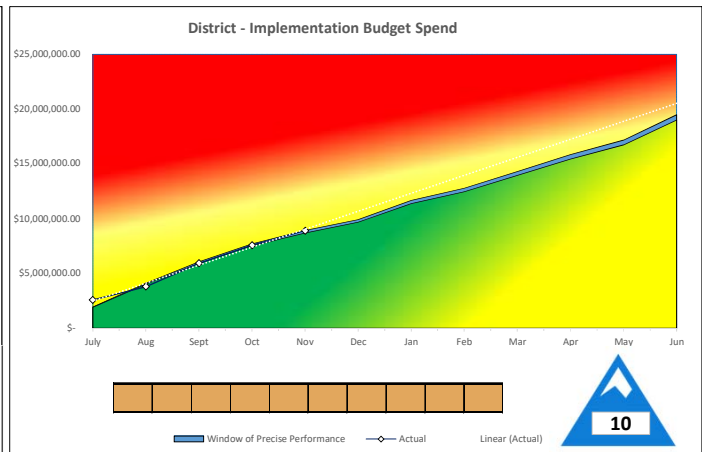
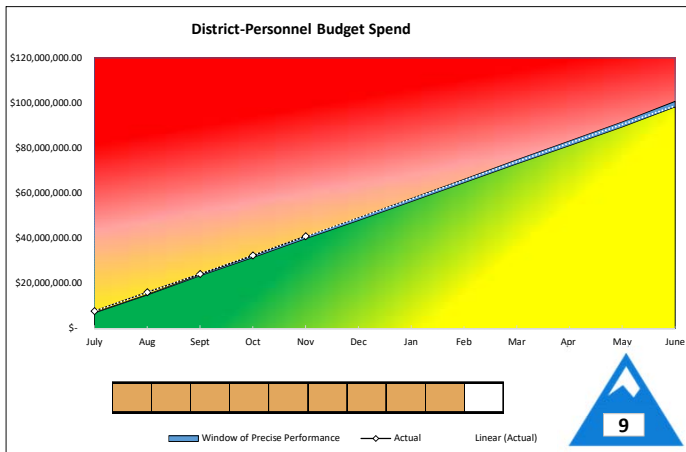
Total Personnel Budget:

\$ 100,216,735.90 84%

Total Implementation Budget:

\$ 19,379,035.78 16%

Total Base Pay Budget		Total Benefit Budget		Total Other Pay Budget		Total Facility Budget		Total Extra Curricular		Total Dept Spend Budget			
\$ 71,263,172.73		71%	\$ 23,993,917.17		24%	\$ 4,959,646.00		5%	\$ 3,687,629.09		\$ 300,665.00	\$ 15,693,971.82	
Admin	\$ 7,724,566.31	11%	\$ 2,545,108.60	\$ 62,670.63	→	Utilities	\$ 2,258,718.11	→	Athletic	\$ 292,412.50	→	Instructional	\$ 5,065,830.75
	Teachers					\$ 46,734,154.79	66%		\$ 15,833,740.77	\$ 2,516,978.81		Maintenance	\$ 1,159,397.24
Prof/Tech	\$ 2,731,992.62	4%	\$ 926,158.12	\$ 29,798.10	→	Grounds	\$ 269,513.74	→			→	Worker's Comp	\$ 651,504.47
Para Professional	\$ 5,727,075.86	8%	\$ 1,904,346.03	\$ 244,270.74									
Off/Admin Support	\$ 3,179,423.95	4%	\$ 1,047,209.53	\$ 177,308.59									
Crafts/Trades/Svs	\$ 5,165,959.20	7%	\$ 1,737,354.12	\$ 428,619.13									





Internal Services Budget

Select a Location:	Internal Services	
Pupil Count	13,276.24	13,370.00
	Budget	Actual
	Diff	93.76
Oct Count Inc/(Dec)	\$	72,003.93

Total Expense Budget: \$ 21,350,956.63

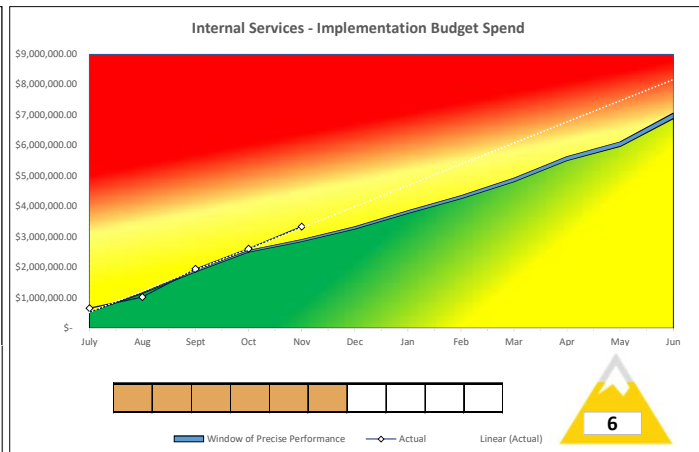
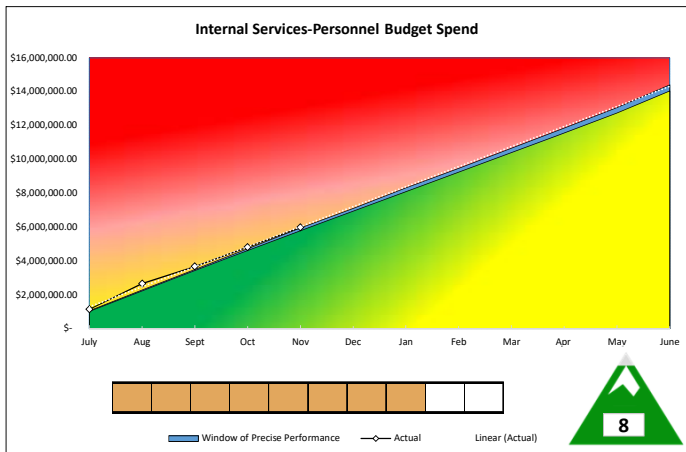
Total Personnel Budget:

\$ 14,322,743.88 67%

Total Implementation Budget:

\$ 7,028,212.75 33%

	Total Base Pay Budget		Total Benefit Budget		Total Other Pay Budget		Total Facility Budget		Total Extra Curricular		Total Dept Spend Budget	
	\$ 10,383,599.53	72%	\$ 3,501,180.73	24%	\$ 437,963.62	3%	\$ 225,101.51		\$ -		\$ 6,731,107.31	
Admin	\$ 1,594,203.70	15%	\$ 494,546.17		\$ 44,100.00		Utilities	\$ 140,500.00	Athletic	-	Instructional	\$ 1,991,657.41
	Maintenance						\$ 76,757.06	Non-Athletic	-	Non-Instructional	\$ 4,649,528.55	
Teachers	\$ 4,580,598.59	44%	\$ 1,527,285.77		\$ 263,058.95		Grounds	\$ 7,844.45			Worker's Comp	\$ 49,574.35
Prof/Tech	\$ 2,100,140.76	20%	\$ 713,913.89		\$ 29,555.00							
Para Professional	\$ 809,376.71	8%	\$ 317,214.68		\$ 27,389.67							
Off/Admin Support	\$ 1,169,080.35	11%	\$ 393,064.52		\$ 59,520.00							
Crafts/Trades/Svs	\$ 130,199.42	1%	\$ 55,155.70		\$ 14,340.00							





Internal Vendors Budget

Select a Location:	Internal Vendors
Pupil Count	13,276.24
	13,370.00
	Budget Actual
Diff	93.76
Oct Count Inc/(Dec)	\$ 143,930.04

Total Expense Budget: \$ 9,359,919.36

Total Personnel Budget:

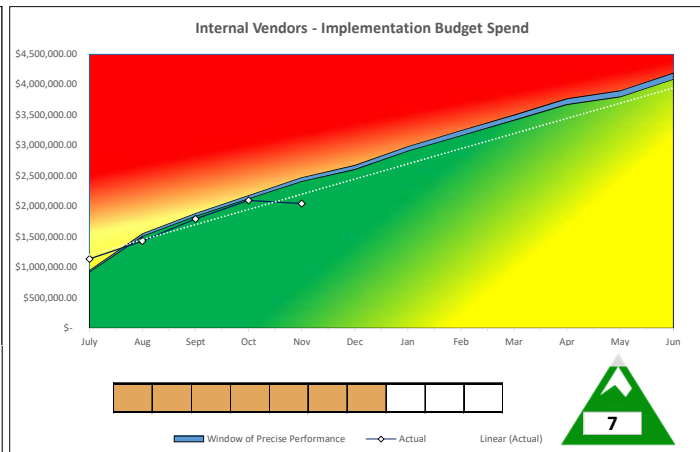
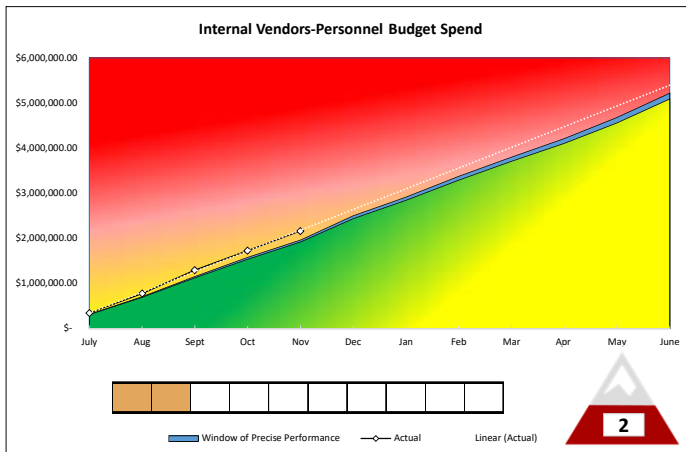
\$ 5,190,059.65 55%

Total Implementation Budget:

\$ 4,169,859.71 45%

	Total Base Pay Budget	\$ 3,600,836.31 69%	Total Benefit Budget	\$ 1,219,773.34 24%	Total Other Pay Budget	\$ 369,450.00 7%
Admin	\$ 486,618.00 14%	\$ 167,535.33	\$ 7,200.00			
Teachers	\$ -	\$ -	\$ -			
Prof/Tech	\$ 431,655.06 12%	\$ 149,433.01	\$ (7,645.00)			
Para Professional	\$ 306,001.96 8%	\$ 108,900.98	\$ 48,600.00			
Off/Admin Support	\$ 123,969.20 3%	\$ 44,118.50	\$ 13,100.00			
Crafts/Trades/Svs	\$ 2,252,592.09 63%	\$ 749,785.52	\$ 308,195.00			

	Total Facility Budget	\$ 249,178.30	Total Extra Curricular	\$ -	Total Dept Spend Budget	\$ 3,776,751.37
Utilities	\$ 96,130.27		Athletic	\$ -	Instructional	\$ -
Maintenance	\$ 77,048.03		Non-Athletic	\$ -	Non-Instructional	\$ 3,686,775.66
Grounds	\$ 76,000.00				Worker's Comp	\$ 115,525.71



Falcon Zone Budget

Select a Location:	Falcon Zone
Pupil Count	4,069.46
Budget	4,092.59
Actual	
Diff	23.13
Oct Count Inc/(Dec)	\$ 148,337.32

Total Expense Budget:

\$ 26,278,354.93

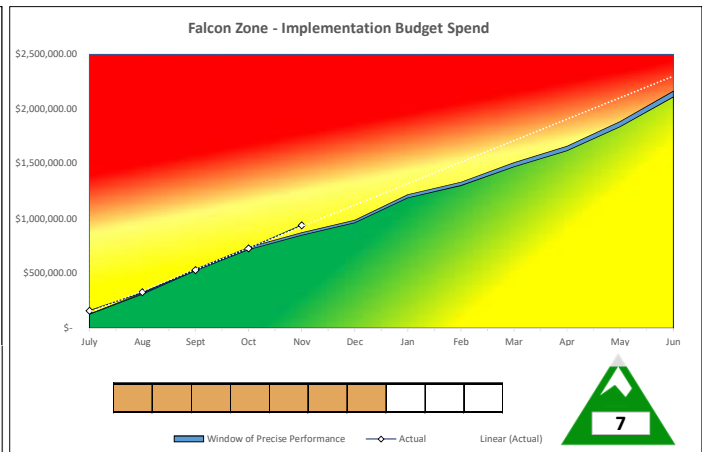
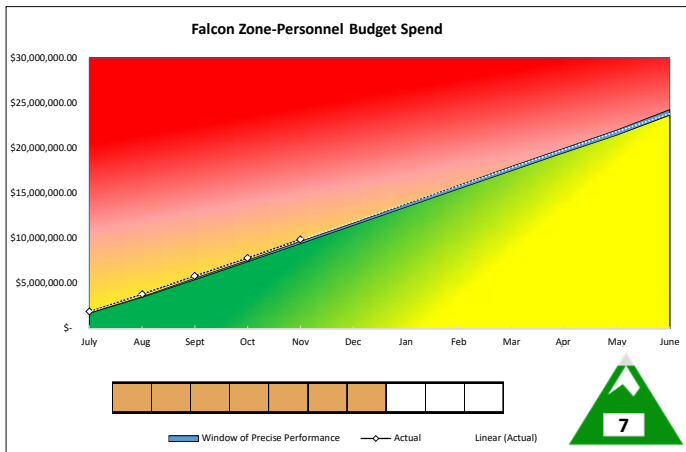
Total Personnel Budget:

\$ 24,126,071.14 92%

Total Implementation Budget:

\$ 2,152,283.79 8%

	Total Base Pay Budget \$ 17,122,289.66	Total Benefit Budget \$ 5,857,577.64	Total Other Pay Budget \$ 1,146,203.84	Total Facility Budget \$ 1,216,753.56	Total Extra Curricular \$ 124,675.00	Total Dept Spend Budget \$ 1,162,517.91
Admin	\$ 1,571,186.38	\$ 528,743.99	\$ 4,858.55	Utilities \$ 788,426.41	Athletic \$ 122,872.50	Instructional \$ 611,616.80
Teachers	\$ 12,895,839.60	\$ 4,436,405.00	\$ 523,407.71	Maintenance \$ 352,877.15	Non-Athletic \$ 1,802.50	Non-Instructional \$ 473,871.11
Prof/Tech	\$ -	\$ -	\$ -	Grounds \$ 75,450.00		Worker's Comp \$ 161,430.00
Para Professional	\$ 1,305,395.16	\$ 438,187.43	\$ 64,822.42			
Off/Admin Support	\$ 541,206.55	\$ 182,125.82	\$ 16,067.59			
Crafts/Trades/Svs	\$ 808,661.97	\$ 272,115.40	\$ 37,047.57			



Sand Creek Zone Budget

Select a Location:	Sand Creek Zone	
Pupil Count	3,755.60	3,675.71
	Budget	Actual
Diff	(79.89)	
Oct Count Inc/(Dec)	\$ (543,129.77)	

Total Expense Budget: \$ 25,026,859.54

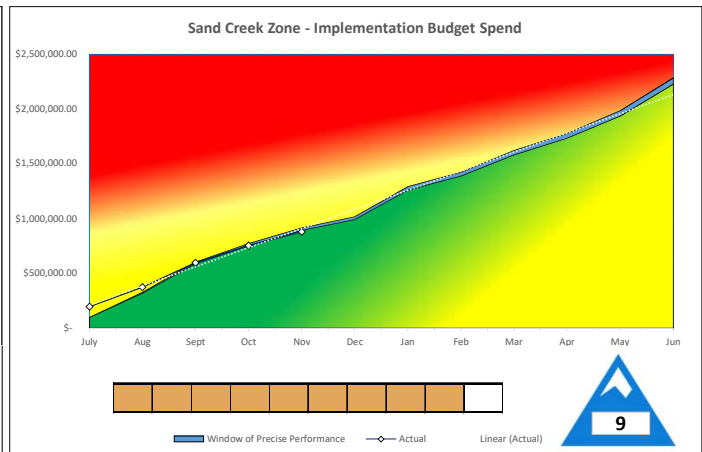
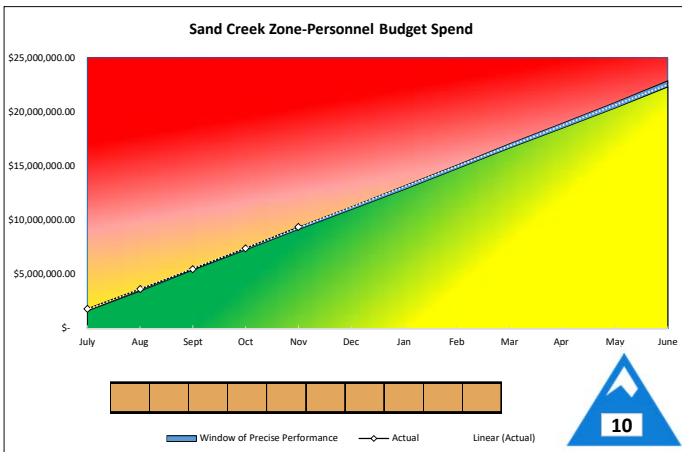
Total Personnel Budget:

\$ 22,754,191.18 91%

Total Implementation Budget:

\$ 2,272,668.36 9%

	Total Base Pay Budget \$ 16,217,694.37	Total Benefit Budget \$ 5,519,889.65	Total Other Pay Budget \$ 1,016,607.16	Total Facility Budget \$ 1,305,285.07	Total Extra Curricular \$ 106,150.00	Total Dept Spend Budget \$ 1,404,363.06
	71%	24%	4%			
Admin	\$ 1,370,529.71 8%	\$ 461,095.56	\$ 65,877.93	Utilities \$ 828,393.00	Athletic \$ 103,750.00	Instructional \$ 551,444.90
Teachers	\$ 12,009,246.08 74%	\$ 4,105,774.34	\$ 762,928.57	Maintenance \$ 414,547.07	Non-Athletic \$ 2,400.00	Non-Instructional \$ 800,629.63
Prof/Tech	\$ 115,211.20 1%	\$ 38,761.14	\$ 7,888.10	Grounds \$ 62,345.00		Worker's Comp \$ 128,105.60
Para Professional	\$ 1,508,049.13 9%	\$ 505,603.78	\$ 82,800.00			
Off/Admin Support	\$ 514,285.36 3%	\$ 173,024.14	\$ 37,001.00			
Crafts/Trades/Svs	\$ 700,372.89 4%	\$ 235,630.69	\$ 60,111.56			





Power Zone Budget

Select a Location:	Power Zone
Pupil Count	4,567.18
Budget	4,690.20
Actual	
Diff	123.02
Oct Count Inc/(Dec)	\$ 788,139.93

Total Expense Budget:

\$ 30,164,044.45

Total Personnel Budget:

\$ 28,141,565.11

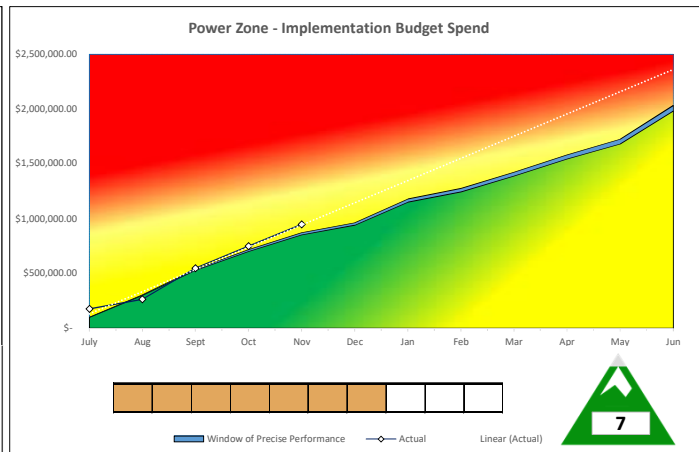
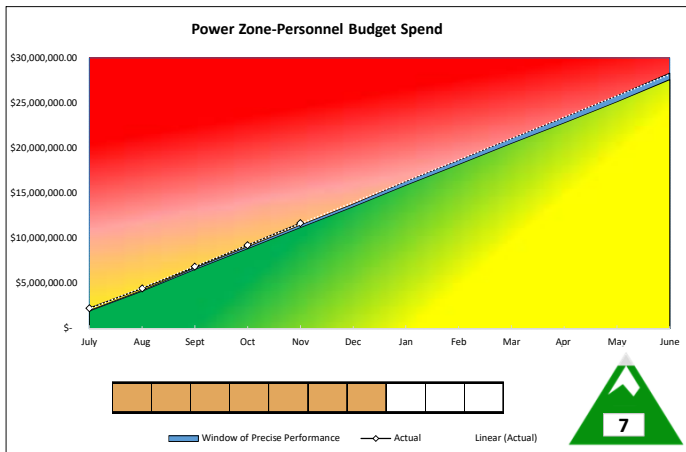
93%

Total Implementation Budget:

\$ 2,022,479.34

7%

	Total Base Pay Budget \$ 20,311,605.36	Total Benefit Budget \$ 6,878,928.91	Total Other Pay Budget \$ 951,030.84	Total Facility Budget \$ 573,158.27	Total Extra Curricular \$ 69,840.00	Total Dept Spend Budget \$ 741,341.14
	72%	24%	3%			
Admin	\$ 1,859,036.50	\$ 624,896.03	\$ (106,227.07)	Utilities \$ 342,861.05	Athletic \$ 65,790.00	Instructional \$ 768,081.40
Teachers	\$ 14,967,893.18	\$ 5,090,943.42	\$ 839,617.91	Maintenance \$ 197,432.93	Non-Athletic \$ 4,050.00	Non-Instructional \$ (103,155.26)
Prof/Tech	\$ -	\$ -	\$ -	Grounds \$ 32,864.29		Worker's Comp \$ 169,869.00
Para Professional	\$ 1,710,602.54	\$ 567,653.79	\$ 16,600.00			
Off/Admin Support	\$ 660,184.07	\$ 221,126.44	\$ 47,040.00			
Crafts/Trades/Svs	\$ 1,113,889.07	\$ 374,309.23	\$ 4,000.00			





iConnect Zone Budget

Select a Location:	iConnect Zone
Pupil Count	884.00 Budget 952.50 Actual
	Diff 68.50
Oct Count Inc/(Dec)	\$ 498,751.93

Total Expense Budget: \$ 7,231,772.02

Total Personnel Budget:

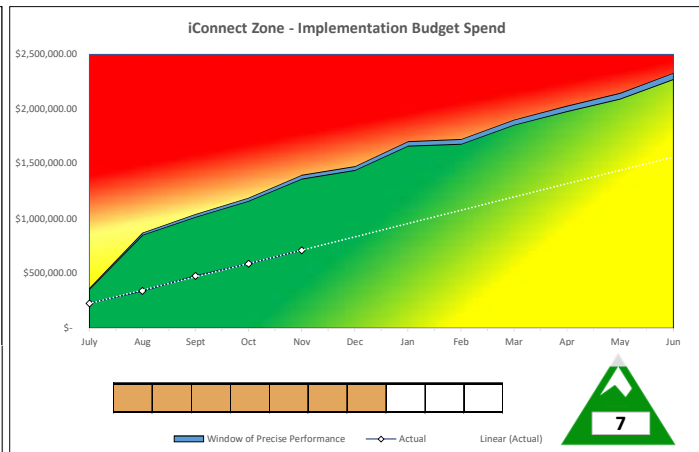
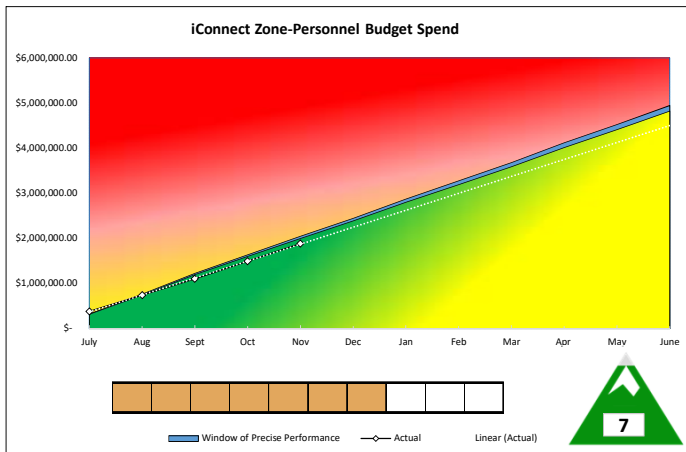
\$ 4,916,901.15 68%

Total Implementation Budget:

\$ 2,314,870.87 32%

	Total Base Pay Budget \$ 3,559,489.62 72%	Total Benefit Budget \$ 1,169,920.99 24%	Total Other Pay Budget \$ 187,490.54 4%
Admin	\$ 775,334.14 22%	\$ 244,541.34	\$ 45,961.22
Teachers	\$ 2,280,577.34 64%	\$ 763,221.67	\$ 127,965.67
Prof/Tech	\$ 84,985.60 2%	\$ 25,178.42	\$ -
Para Professional	\$ 87,650.36 2%	\$ 32,004.25	\$ 4,058.65
Off/Admin Support	\$ 170,698.42 5%	\$ 54,617.73	\$ 4,580.00
Crafts/Trades/Svs	\$ 160,243.76 5%	\$ 50,357.58	\$ 4,925.00

	Total Facility Budget \$ 118,152.38	Total Extra Curricular \$ -	Total Dept Spend Budget \$ 1,697,966.56
Utilities	\$ 62,407.38	Athletic	\$ -
Maintenance	\$ 40,735.00	Non-Athletic	\$ -
Grounds	\$ 15,010.00		
		Instructional	\$ 1,143,030.24
		Non-Instructional	\$ 544,176.32
		Worker's Comp	\$ 26,499.81



BOARD OF EDUCATION ITEM 9.05
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: December 12, 2019

PREPARED BY: Jim Rohr, Purchasing & Contracts Manager

TITLE OF AGENDA ITEM: 2018/19- External Partners and Vendors Report

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY: As the Board of Education gathers information each year in advance of its Annual Planning Summit, a key component of district spend is that which is devoted to paying for goods and services. Accordingly, we proudly present this 'External Partners and Vendors Report' for consumption by the BoE, the community, staff, and other interested stakeholders.

RATIONALE: Providing complete information that was hinted at in the Adopted budget package, is appropriate follow-up so that interested persons can have informed opinions if, and when, they are called on to make decisions on vendor utilization and vendor selection.

RELEVANT DATA AND EXPECTED OUTCOMES: The report will expand on the Adopted Budget presentation of the top 27 vendors used in SY18/19, with description and analysis of what that vendor did for the district. The report will also cover summary information on other vendor contracts in the district.

INNOVATION AND INTELLIGENT RISK: The amount of contracts in the district has been growing each year. In order to manage this growth, a contracts database was developed by the purchasing department. This has provided timely information regarding terms, conditions, scope of work, and cost to those that need the information.

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>Gauging customer satisfaction so that purchasing decisions have good purpose.</i>
Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	<i>We strive to hire vendors that will provide the best value to our stakeholders. Increasing transparency is always a positive to that end.</i>
	Rock #2—Research, design and implement programs for intentional <u>community</u> participation	
	Rock #3— Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	
	Rock #4— Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	
	Rock #5— Customize our educational systems to <u>launch each student toward success</u>	

BUDGET IMPACT: No change

AMOUNT BUDGETED: Funds are already budgeted.

BOE Regular Meeting December 12, 2019
Item 9.05 continued

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Information only

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: 12/2/2019



External Partners and Vendors Report

Jim Rohr

Purchasing and Contract Manager

December 12, 2019

SY 18/19 External Vendor 70% of spend report

Informational Context for Implementation Costs (i.e. Vendor Management)

Top 70% of spend



VENDORS RANKED BY YTD SPEND	YTD \$	% of Tot	FOR CAPITAL &/or CONSTRUCTION	FOR RISK / BENEFIT PROGRAM	GENERAL SPENDS	GEN SPEND BASIS SERVICE or CONTRACT?
NUNN CONSTRUCTION INC	16,589,475.44	26%	16,589,475.44			
G E JOHNSON CONSTRUCTION INC	7,808,033.67	12%	7,808,033.67			
COLORADO COMPUTER SUPPORT	1,729,660.41	3%			1,729,660.41	Contract
RXBENEFITS INC.	1,715,130.67	3%		1,715,130.67		
McCANDLESS INTERNATIONAL	1,546,920.46	2%			1,546,920.46	Contract
PIKES PEAK COMMUNITY COLLEGE	1,101,499.81	2%			1,101,499.81	Contract
COLORADO SPRINGS UTILITIES	991,303.61	2%			991,303.61	Svc
AXA	877,843.99	1%		877,843.99		
CB INSURANCE LLC	871,181.00	1%		871,181.00		
US FOODSERVICE INC	853,422.05	1%			853,422.05	Contract
UNITED FLOOR CO	825,936.00	1%			825,936.00	Contract
AMERICAN FIDELITY ASSURANCE COMPANY	770,298.87	1%		770,298.87		
STEALTH PARTNER GROUP	752,464.64	1%		752,464.64		
DELTA DENTAL OF COLORADO	751,235.55	1%		751,235.55		
WELLS & WEST GENERAL CONTRACTO	743,063.49	1%	743,063.49			
OFFICE SCALES	684,548.77	1%			684,548.77	Svc
CDW GOVERNMENT	682,615.48	1%			682,615.48	Svc
PINNACOL ASSURANCE COMPANY	600,993.77	1%		600,993.77		
DLR GROUP INC	575,615.04	1%	575,615.04			
POWERSCHOOL	567,937.51	1%			567,937.51	Contract
GILLEM SPEECH LANGUAGE PATHOLO	531,674.50	1%			531,674.50	Contract
ZSPACE INC	490,094.64	1%			490,094.64	Contract
MOUNTAIN VIEW ELECTRIC	484,471.40	1%			484,471.40	Svc
PERFORMANCE RECREATION	468,338.07	1%	468,338.07			
ACCESS ENERGY SOLUTIONS LLC	450,116.29	1%			450,116.29	Contract
AMAZON	446,721.78	1%			446,721.78	Svc
WELLS FARGO VENDOR FINANCIAL S	445,395.49	1%	445,395.49			
TOP VENDORS 27 VENDORS 1%	44,355,992.40	69%	26,629,921.20 60%	6,339,148.49 14%	11,386,922.71 26%	
			6 Vndrs 37%	7 Vndrs 26%	14 Vndrs 63%	
'SMALL' VENDORS 3,182 VENDORS 99%	19,524,973.85	31%				
ALL VENDORS 3,209 VENDORS 100%	63,880,966.25	100%				
YTD SPEND BY TRANSACTION TYPE						
ACCOUNTS PAYABLE SPENDS	31,904,024.25	50%				
ELECTRONIC PAYMENTS	25,437,106.04	40%				
PURCHASING CARD SPENDS	6,539,835.96	10%				
ALL VENDORS	63,880,966.25					

Construction & Risk/Benefit Vendor Relationships are, by nature, always managed on a contractual basis.

GENERAL SPENDS	GEN SPEND BASIS SERVICE or CONTRACT?
1,729,660.41	Contract
1,546,920.46	Contract
1,101,499.81	Contract
991,303.61	Svc
853,422.05	Contract
825,936.00	Contract
684,548.77	Svc
682,615.48	Svc
567,937.51	Contract
531,674.50	Contract
490,094.64	Contract
484,471.40	Svc
450,116.29	Contract
446,721.78	Svc
11,386,922.71	26%
14 Vndrs	63%
by #:	
9 Vndrs 41%	Contract
5 Vndrs 59%	Svc
by \$:	
8,097,261.67 71%	Contract
3,289,661.04 29%	Svc
11,386,922.71	

D49 Purchasing & Contracts Department

	# Ctrcts	\$ Value
Current Contracts Under Management	254	\$ 21,648,145

Contracts Term Distribution

Annual	127	254
2-3 yr	55	
4+ yr	10	
project duration	11	
One Time Only	51	

Key Multi-year Contracts Maturing FY 2019/20

CCS
Nunn Construction
GE Johnson
United Floor
Wells and West General Contractors
Performance Recreation

Key RFP's planned FY 2019/20

IT Support (completed in Oct) Sentinel Tech will be new vendor
Architect and Engineer Pre-qualification (will complete in January 2020)
Door access card reader upgrade (complete in November 2019)
GC for Construction of new middle school (TBD)
Boiler Upgrades for FMS and HMS
District Push-bar lock conversions
Sand Creek HS Parking Lot

SY 18/19 External Vendor Descriptions (1 of 2)



NUNN CONSTRUCTION INC	Nunn Construction is a General Contractor based out of COS. They were interviewed and hired in 2017 to build Inspiration View and the addition at SCHS. Projects were completed in 2019	AMERICAN FIDELITY ASSURANCE COMPANY	American Fidelity provides employee benefits
G E JOHNSON CONSTRUCTION INC	GE Johnson is a General Contractor based out of COS. They were interviewed and hired in 2017 to build Bennett Ranch and the additions at FHS and VRHS. Projects were completed in 2018.	STEALTH PARTNER GROUP	Stealth Partner Group provides Stop Loss Insurance for health insurance
COLORADO COMPUTER SUPPORT	CCS has been the District's IT support company for seven years. The contract will expire on Dec 31, 2019. Sentinel Technologies will assume IT support duties on Jan 1, 2020.	DELTA DENTAL OF COLORADO	Delta Dental provides the district with dental insurance coverage.
RXBENEFITS INC.	RX Benefits provides the district with prescription drug coverage.	WELLS & WEST GENERAL CONTRACTO	Wells and West is a general contractor that has completed renovations to many of the schools in the district. They most recently finished a classroom and bathroom upgrade at Evans Elementary.
McCANDLESS INTERNATIONAL	Our new buses are purchased thru McCandless, and we purchase many or most of our factory parts from them. They are the only bus company in this area that provides warranty coverage and factory replacement parts for buses. They also provide us with our electronic diagnostic programs.	OFFICE SCAPES	Office Scapes provide classroom and office furniture. They won the bid to supply Bennett Ranch and Inspiration View which is the bulk of the spend in the report
PIKES PEAK COMMUNITY COLLEGE	We partnered with Pikes Peak Community College as part of our concurrent enrollment courses. This relationship will continue into the future.	CDW GOVERNMENT	CDWG is one of our main suppliers for technology. They
COLORADO SPRINGS UTILITIES	CSU is the electrical and gas utility that serves many of our schools. We are looking forward to the cost savings due to our large investment in LED lights over the past few years.	PINNACOL ASSURANCE COMPANY	Pinnacol provides our employees with worker's comensation insurance.
AXA	AXA provides employee voluntary investments (not from the district budget)	DLR GROUP INC	DLR is an architectrual firm that designed the additions at ??, Inspiration View and is currently designing the new building at Springs Studio
CB INSURANCE LLC	They provide property, auto, and liability insurance	POWERSCHOOL	Powerschool provides our Student Information System (SIS) software and our accounting software (Business Plus). They took over from Infinite Campus in 2016.
US FOODSERVICE INC	This vendor provides our kitchens with food and other kitchen necessities.	GILLEM SPEECH LANGUAGE PATHOLO	Gillem provides the District with speech and language pathology support. They provide support as needed--usually on an annual basis.
UNITED FLOOR CO	United Flooring is a flooring contractor that won the bid to provide flooring for the MLO projects. Their contract will be complete when they finish flooring in the modulars at FMS over Christmas Break.	ZSPACE INC	As a hardware and software solution, zSpace delivers a stunning interactive experience by integrating the latest AR/VR technology in an all-in-one computer and laptop.
		MOUNTAIN VIEW ELECTRIC	Mountain View is the electrical utility that serves many of our schools. We are looking forward to the cost savings due to our large investment in LED lights over the past few years.

SY 18/19 External Vendor Descriptions (2 of 2)



PERFORMANCE RECREATION	Performance Recreation installs playgrounds and turf. They won the MLO contract for all the schools upgrading their playgrounds. They completed their MLO projects in 2019.
ACCESS ENERGY SOLUTIONS LLC	Access energy was hired from a state contract. They have been upgrading several buildings in the district to LED lights. They finished their MLO projects this past summer.
AMAZON	Amazon Business provides the district with various goods including office supplies, furniture, appliances, and electronics.
WELLS FARGO VENDOR FINANCIAL S	Wells Fargo held the lease for the Apple equipment used throughout the district

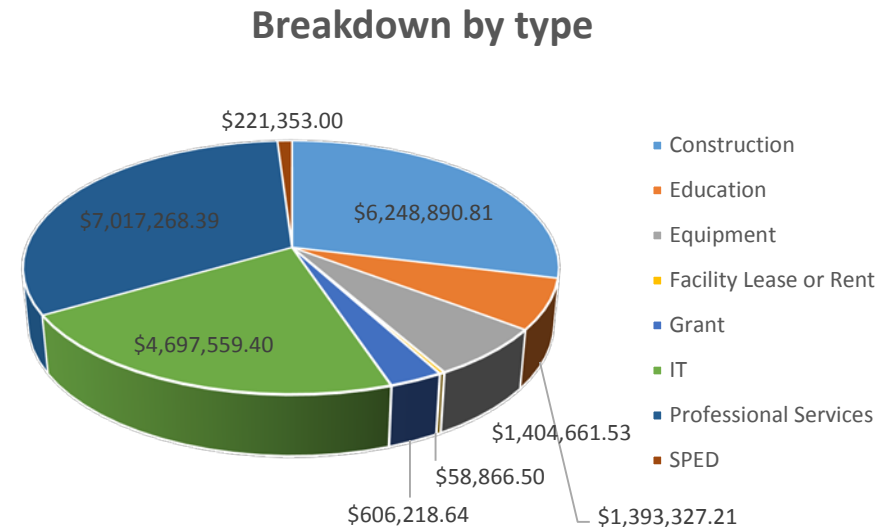
Key Contracts Expiring in SY 19/20

- CCS expires Dec 31
 - Sentinel will assume contract on Jan 1
- Nunn Construction
 - Completed IVES in June
- GE Johnson
 - Completed Bennett Ranch, VRHS/FHS Additions
- United Floor
 - Completed nearly \$2 million in flooring upgrades with MLO
- Wells and West General Contractors
 - Completed many renovations including safe entries, classroom and bathroom upgrades
- Performance Recreation
 - Completed many playground and turf upgrades throughout the district

Current External Vendors Report Executive Summary



- 254 Current Contracts
- 7 Types (Construction, Education, Equipment, Facility Lease or Rent, IT, Professional Services, SPED)
- 166 Distinct Vendors
 - 44 vendors with 2 or more contracts
- Total Contracted value over \$21 million





Current Contracts--Construction

Current Contracts--Construction					
Vendor	Option End	Contract Type	Contract Amount	Term	Customer
38North Construction Group	30-Apr-20	Construction	\$20,000.00	One-Time Only	Falcon High School
All Seasons	30-Jun-20	Construction	\$149,050.00	One-Time Only	Facilities
CO Department of Public Health	31-Dec-19	Construction		One-Time Only	Sand Creek High School
Colorado State Electrical and Security	26-Jun-20	Construction	\$213,500.00	One-Time Only	District Wide
DLR GROUP INC	01-Sep-20	Construction	\$336,150.00	Duration of Project	Springs Studio for Academic Excellence
GH Phipps	30-Jun-20	Construction	\$5,002,623.00	Duration of Project	Springs Studio for Academic Excellence
GH Phipps Construction Companies	30-Jun-21	Construction	\$43,111.00	Duration of Project	Springs Studio for Academic Excellence
Housing and Building Association	30-Jun-20	Construction		One-Time Only	CTE Admin
MARTIN MARIETTA MATERIALS INC.	30-Jun-20	Construction	\$141,370.00	Annual	District Wide
Nunn Construction	31-Dec-19	Construction	\$0.00	One-Time Only	Inspiration View Elementary
Nunn Construction	30-Dec-19	Construction	\$134,168.81	One-Time Only	Inspiration View Elementary
VIKING LOCK & SAFE	30-Jun-20	Construction	\$75,000.00	Duration of Project	District Wide
WELLS & WEST GENERAL CONTRACTORS INC	30-Jun-20	Construction	\$75,446.00	One-Time Only	Facilities
WELLS & WEST GENERAL CONTRACTORS INC	30-Jun-20	Construction	\$58,472.00	One-Time Only	Facilities
			\$6,248,890.81		
				As of:	12/2/2019

Current Contracts—Education (1 of 2)



Current Contracts--Education					
Vendor	Option End	Contract Type	Contract Amount	Term	Customer
Achieve3000	30-Jun-21	Education	\$23,010.00	Multi-Year 3YR	Falcon Middle School
Achieve3000	30-Jun-20	Education	\$11,205.00	Annual	Falcon Elementary
AMERICAN READING COMPANY	30-Jun-20	Education	\$10,065.00	Annual	Bennett Ranch Elementary
Capella University	30-Jun-20	Education		Multi-Year 3YR	District Wide
Colorado Christian University	30-Jun-23	Education		Multi-Year 3YR	District Wide
COLORADO SPRINGS CONSERVATORY	17-Apr-20	Education	\$937.00	Annual	District Wide
Colorado State University-Pueblo	01-Sep-20	Education		Multi-Year 3YR	District Wide
COMMUNITY PARTNERSHIP FOR CHILD DEV	30-Jun-20	Education	\$33,000.00	Annual	District Wide
Defined Learning	30-Jun-20	Education	\$1,295.00	One-Time Only	Odyssey Elementary
DISCOVERY EDUCATION	02-Jan-20	Education	\$1,600.00	Annual	Evans Elementary
DISCOVERY EDUCATION	02-Aug-20	Education	\$1,600.00	Annual	Meridian Ranch Elementary
DISCOVERY EDUCATION	02-Jan-20	Education	\$1,600.00	Annual	Falcon Middle School
Discovery Education	20-May-20	Education	\$1,600.00	Annual	Falcon Middle School
DISCOVERY EDUCATION	20-Sep-20	Education	\$3,595.00	Annual	Falcon Elementary
Earth Networks	30-Jun-21	Education	\$2,898.00	Multi-Year 3YR	Falcon High School
Emily Griffith Technical College	30-Jun-21	Education		Multi-Year 3YR	District Wide
FALCON AERO LAB	30-Jun-20	Education	\$3,200.00	Multi-Year 3YR	I Connect Innovation Zone
FOLLETT SCHOOL SOLUTIONS INC.	30-Jun-21	Education	\$927.86	Annual	Inspiration View Elementary
FOLLETT SCHOOL SOLUTIONS INC.	30-Jun-20	Education	\$968.22	One-Time Only	Bennett Ranch Elementary
FOLLETT SCHOOL SOLUTIONS INC.	30-Jun-20	Education	\$1,048.90	Annual	Bennett Ranch Elementary
Front Range Community College	30-Jun-24	Education	\$10,000.00	Multi-Year 5YR	District Wide
Front Range Community College	30-Jun-22	Education		Multi-Year 5YR	District Wide
FRONTLINE TECHNOLOGIES GROUP LLC	30-Jun-20	Education	\$32,400.00	Annual	SPED Admin
FUEL EDUCATION LLC	14-May-20	Education		Annual	Springs Studio for Academic Excellence
GENERATION SCHOOLS NETWORK INC.	30-Jun-20	Education	\$140,000.00	Multi-Year 2YR	Patriot High School
GOAL ACADEMY	30-Jun-20	Education		Annual	Falcon Legacy Campus
Huron Studer	31-Jul-22	Education	\$38,000.00	Multi-Year 3YR	Sand Creek Innovation Zone
ILLUMINATE EDUCATION EDUCLIMBER LLC	30-Jun-21	Education	\$71,397.25	Multi-Year 3YR	District Wide
ILLUMINATE EDUCATION EDUCLIMBER LLC	30-Jun-20	Education	\$147,221.40	Annual	District Wide
International Salon and Spa	30-Jun-20	Education	\$152.00	Annual	District Wide
International Towne	09-Jan-20	Education	\$2,000.00	One-Time Only	Falcon Middle School
IXL Learning	30-Jun-22	Education		Multi-Year 3YR	District Wide
MCGRAW-HILL COMPANIES INC	30-Jun-20	Education	\$10,800.00	Annual	Springs Studio for Academic Excellence
MCGRAW-HILL COMPANIES INC	30-Jun-20	Education	\$1,350.00	Annual	Patriot High School
MCGRAW-HILL COMPANIES INC	30-Jun-20	Education	\$2,160.00	Annual	Pikes Peak Early College
Mind Spark	31-Dec-19	Education	\$11,300.00	One-Time Only	District Wide

Current Contracts—Education (2 of 2)



MODERN TEACHER LLC	31-May-20 Education	\$29,500.00 Annual	District Wide
Morgan Community College	30-Jun-22 Education	Duration of Project	District Wide
MORGAN COUNTY SCHOOL DISTRICT RE-3	30-Jun-20 Education	\$141.00 One-Time Only	District Wide
MyOn	15-Jul-21 Education	\$213,500.00 Multi-Year 3YR	District Wide
National Math and Science Initiative	30-Jun-20 Education	Annual	District Wide
Pear Deck	30-Jun-20 Education	\$1,900.00 Annual	Meridian Ranch Elementary
PEARSON EDUCATION	30-Jun-22 Education	\$28,500.00 Multi-Year 3YR	District Wide
PEARSON EDUCATION	30-Jun-20 Education	Annual	District Wide
Peyton School District	21-May-20 Education	\$2,500.00	District Wide
Pikes Peak Business and Education Alliance	01-Jun-22 Education	\$222,800.00 Annual	District Wide
Pikes Peak Community College	30-Jun-20 Education	Annual	CTE Admin
Pikes Peak Community College	30-Jun-24 Education	Multi-Year 5YR	Learning Services
Pikes Peak Community College	30-Jun-22 Education	\$142,857.96 Duration of Project	Central Registry
Reach Collaborative Management	30-Jun-20 Education	\$3,276.00 Annual	District Wide
Red Rocks Community College	30-Jun-22 Education	Duration of Project	District Wide
RENAISSANCE LEARNING INC	31-Dec-19 Education	\$1,500.00 One-Time Only	I Connect Innovation Zone
RENAISSANCE LEARNING INC	30-Jun-20 Education	\$450.00 One-Time Only	Learning Services
RENAISSANCE LEARNING INC	30-Jun-20 Education	\$7,642.40 Annual	I Connect Innovation Zone
Rosetta Stone	30-Jun-20 Education	\$48,000.00 Multi-Year 2YR	Evans Elementary
Rossetta Stone	30-Jun-20 Education		District Wide
Starbase Adademy	30-Jun-20 Education	Annual	District Wide
State of Colorado	30-Jun-21 Education	\$89,484.12 Multi-Year Over 5	Creekside Success Center
Teach United	30-Jun-20 Education	\$4,800.00 Annual	Springs Studio for Academic Excellence
Teaching Strategies	30-Jun-20 Education	\$10,925.10 Annual	District Wide
TECHSMARTKIDS INC.	10-Jul-20 Education	\$17,000.00 Annual	Pikes Peak Early College
UCCS	31-Aug-20 Education	Multi-Year 2YR	District Wide
University of Colorado Colorado Springs	30-Jun-20 Education	Annual	District Wide
Whetstone	30-Jun-20 Education	\$720.00 Annual	I Connect Innovation Zone
Zaner-Bloser	30-Jun-21 Education	Multi-Year 2YR	District Wide
ZEARN INC.	30-Jun-20 Education	\$2,500.00 Annual	ALLIES
		\$1,393,327.21	

As of: 12/2/2019

Current Contracts—Equipment



Current Contracts--Equipment					
Vendor	Option End	Contract Type	Contract Amount	Term	Customer
APPLE INC	15-Jul-21	Equipment	\$165,800.00	Multi-Year 3YR	Springs Studio for Academic Excellence
BUSINESS SOLUTIONS LEASING	30-Jun-22	Equipment	\$2,196.36	Multi-Year 3YR	Creekside Success Center
BUSINESS SOLUTIONS LEASING	30-Jun-20	Equipment	\$225,000.00	Multi-Year 3YR	District Wide
Gobin's Inc	30-Jun-20	Equipment	\$206.92	Multi-Year 3YR	Patriot High School
GOBINS INC.	15-Jul-22	Equipment	\$183.00	Multi-Year 3YR	Creekside Success Center
GOBINS INC.	30-Jun-22	Equipment	\$366.06	Multi-Year 3YR	Inspiration View Elementary
GOBINS INC.	12-Jun-22	Equipment		Multi-Year 3YR	Creekside Success Center
GOBINS INC.	12-Jun-22	Equipment		Multi-Year 3YR	Vista Ridge High
GOBINS INC.	30-May-22	Equipment	\$366.06	Multi-Year 3YR	Inspiration View Elementary
Hewlett Packard	01-Jul-21	Equipment	\$67,265.13	Multi-Year 3YR	Stetson Elementary
KS STATE BANK	24-Jun-25	Equipment	\$683,133.00	Multi-Year Over 5	Transportation
Total Office Solutions	31-Dec-19	Equipment	\$260,000.00	Annual	District Wide
Under Armour	01-Jun-22	Equipment		Multi-Year 3YR	District Wide
WAREHOUSE OPTIONS	30-Jun-20	Equipment	\$145.00	Duration of Project	Inspiration View Elementary
			\$1,404,661.53		
				As of:	12/2/2019

Current Contracts—Facility Lease or Rent



Current Contracts--Facility Lease or Rent					
Vendor	Option End	Contract Type	Contract Amount	Term	Customer
ANTLERS HILTON	10-Apr-20	Facility Lease or Rent	\$12,500.00	One-Time Only	Falcon High School
ANTLERS HILTON	22-May-20	Facility Lease or Rent	\$10,500.00	One-Time Only	Pikes Peak Early College
Broadmoor World Arena	25-May-20	Facility Lease or Rent	\$26,000.00	One-Time Only	District Wide
Crown Castle	30-Jun-30	Facility Lease or Rent		Multi-Year Over 5	District Wide
Great Wolf Lodge	19-Apr-20	Facility Lease or Rent	\$5,500.00	One-Time Only	Falcon High School
LA FORET RETREAT & CONFERENCE CT INC.	14-Dec-19	Facility Lease or Rent	\$675.00	One-Time Only	Springs Studio for Academic Excellence
PEAK VISTA COMMUNITY HEALTH CENTERS	30-Jun-20	Facility Lease or Rent		Annual	District Wide
Pikes Peak Community College	30-Jun-20	Facility Lease or Rent		One-Time Only	Falcon High School
Vertical Bridge	31-May-37	Facility Lease or Rent		Multi-Year Over 5	District Wide
Vertical Bridge	31-May-37	Facility Lease or Rent		Multi-Year Over 5	District Wide
WAREHOUSE OPTIONS	30-Jun-20	Facility Lease or Rent	\$72.50	Duration of Project	Creekside Success Center
YMCA	20-May-20	Facility Lease or Rent	\$1,360.00	Annual	Springs Studio for Academic Excellence
YMCA OF THE ROCKIES	24-Apr-20	Facility Lease or Rent	\$2,259.00	One-Time Only	Evans Elementary
			\$58,866.50		
				As of:	12/2/2019

Current Contracts—IT



Current Contracts--IT					
Vendor	Option End	Contract Type	Contract Amount	Term	Customer
AMPLIFIED IT LLC	30-Jun-20 IT		\$1,041.91	Annual	District Wide
AMPLIFIED IT LLC	30-Jun-20 IT		\$9,500.00	Annual	District Wide
BLACKBOARD INC.	30-Jun-21 IT		\$264,330.00	Multi-Year 3YR	District Wide
BluePoint	30-Jun-20 IT		\$77,667.00	One-Time Only	Sand Creek High School
BookTixNow LLC	30-Jun-23 IT			Multi-Year 5YR	Vista Ridge High
COLORADO COMPUTER SUPPORT INC.	30-Jun-20 IT		\$39,804.61	Multi-Year 3YR	District Wide
COLORADO COMPUTER SUPPORT INC.	31-Dec-19 IT		\$207,651.33	Annual	District Wide
COLORADO COMPUTER SUPPORT INC.	30-Jun-20 IT		\$21,588.00	Annual	District Wide
Falcon Broadband	30-Jun-21 IT		\$452,580.00	Multi-Year 3YR	District Wide
Gobin's Inc	30-Mar-20 IT			Multi-Year 5YR	District Wide
High Point Networks	30-Jun-20 IT		\$43,756.75	Annual	District Wide
IBM CREDIT LLC	30-Jun-21 IT		\$152,000.00	Multi-Year 3YR	District Wide
JAMF SOFTWARE	30-Jun-20 IT		\$44,760.00	Annual	District Wide
Owner Insite	30-Jun-20 IT		\$20,400.00	Annual	District Wide
Power School	21-Dec-19 IT		\$1,184,130.00	Annual	District Wide
Powerschool	30-Jun-20 IT		\$334,248.00	Multi-Year 2YR	District Wide
Sentinel Technologies	14-Oct-21 IT		\$1,802,772.00	Multi-Year 2YR	
Simpleworks	31-Jan-20 IT		\$41,329.80	One-Time Only	Stetson Elementary
			\$4,697,559.40		
				As of:	12/2/2019

Current Contracts—Professional Services (1 of 3)



Current Contracts--Professional Services					
Vendor	Option End	Contract Type	Contract Amount	Term	Customer
24 Hour Fitness	30-Jun-20	Professional Services		One-Time Only	District Wide
ADVANCED BURGLAR ALARM CO INC	30-Jun-20	Professional Services	\$7,885.00	One-Time Only	Vista Ridge Innovation Zone
ADVANCED BURGLAR ALARM CO INC	30-Jun-20	Professional Services	\$10.00	One-Time Only	Central Office Complex
ADVANCED BURGLAR ALARM CO INC	30-Jun-20	Professional Services	\$77.50	One-Time Only	Bennett Ranch Elementary
ADVANCED BURGLAR ALARM CO INC	30-Jun-22	Professional Services		Multi-Year 3YR	Bennett Ranch Elementary
ADVANCED BURGLAR ALARM CO INC	30-Jun-20	Professional Services		Annual	Inspiration View Elementary
AMERICAN RED CROSS	24-Sep-22	Professional Services		Multi-Year 3YR	Falcon Middle School
Aspen Point	31-Jul-20	Professional Services		Annual	District Wide
Assistance League	01-Jun-22	Professional Services		Multi-Year 3YR	District Wide
Beyond Feedback	30-Jun-20	Professional Services	\$28,700.00	Annual	Human Resources
Blue Point	30-Jun-20	Professional Services	\$42,626.38	Annual	Inspiration View Elementary
BoardDocs	30-Jun-22	Professional Services	\$15,000.00	Multi-Year 3YR	Central Office Complex
Booster Enterprises	31-May-21	Professional Services	\$1,500.00	Multi-Year 2YR	Ridgeview Elementary
Booster Enterprises	30-Jun-20	Professional Services		One-Time Only	Stetson Elementary
Booster Enterprises	01-Feb-20	Professional Services	\$2,000.00	One-Time Only	Evans Elementary
CB Insurance	30-Jun-20	Professional Services	\$875,000.00	Annual	District Wide
Challenge Day	26-Aug-20	Professional Services	\$10,725.00	One-Time Only	Vista Ridge High
CheckRedi	30-Jun-20	Professional Services	\$1.00	Multi-Year 5YR	District Wide
CITY OF COLORADO SPRINGS	31-Dec-19	Professional Services	\$29,801.64	Annual	District Wide
Corwin Press	05-Aug-20	Professional Services	\$72,000.00	Annual	Sand Creek Innovation Zone
CUMMINS ROCKY MOUNTAIN LLC	30-Jun-20	Professional Services	\$4,737.72	Annual	District Wide
Delta Dental	30-Jun-20	Professional Services	\$760,000.00	Annual	District Wide
Dennis Vigil	01-May-20	Professional Services	\$40,000.00	One-Time Only	Vista Ridge High
DLR GROUP INC	01-Oct-19	Professional Services	\$336,150.00	One-Time Only	Springs Studio for Academic Excellence
Ed Nolan	14-Jan-20	Professional Services	\$5,500.00	One-Time Only	Sand Creek High School
El Paso County DHS	30-Jun-21	Professional Services		Multi-Year 3YR	Transportation
ELITE SERVICE & REFRIGERATION	30-Jun-23	Professional Services	\$90,000.00	Annual	District Wide
ELITE SERVICE & REFRIGERATION	30-Jun-20	Professional Services		Annual	Nutrition Services
Elite Service and Refrigeration	30-Jun-23	Professional Services	\$12,568.00	Multi-Year 5YR	District Wide
Entourage Yearbooks	30-Jun-20	Professional Services	\$12.71	Annual	Pikes Peak Early College
ESRI	31-Jul-20	Professional Services	\$2,000.00	Annual	Planning and Construction
ETECHCO INC.	30-Jun-20	Professional Services	\$4,000.00	Annual	District Wide
Fire Inspection Plus	30-Dec-19	Professional Services		One-Time Only	Falcon High School
FLIPPEN GROUP LLC	30-Apr-20	Professional Services	\$30,000.00	One-Time Only	District Wide
FLIPPEN GROUP LLC	01-Apr-20	Professional Services	\$22,500.00	Duration of Project	Vista Ridge Innovation Zone
FRANKLIN COVEY CLIENT SALES INC	31-May-22	Professional Services	\$46,942.26	Multi-Year 3YR	Odyssey Elementary
HENDERSON CONSULTING & EAP SERVICES	31-Dec-19	Professional Services	\$150.00	Annual	Transportation
Herff Jones	30-Jun-21	Professional Services	\$30,062.26	Multi-Year 3YR	Vista Ridge High

Current Contracts—Professional Services (2 of 3)



HopSkipDrive	30-Jun-20 Professional Services	\$15.00 Annual	Transportation
HopSkipDrive	07-Jan-20 Professional Services	\$15.00 One-Time Only	Transportation
HOT ON YOGA COLORADO SPRINGS LLC	31-Jul-20 Professional Services	\$10,242.00 Annual	District Wide
Huron Consulting Services	30-Jun-20 Professional Services	\$51,000.00 Multi-Year 3YR	Sand Creek Innovation Zone
IMG College	30-Jun-20 Professional Services	\$3,500.00 Annual	District Wide
Interstate studio	30-Jun-20 Professional Services	Multi-Year 3YR	Springs Ranch Elementary
Interstate Studio	30-Jun-20 Professional Services	Annual	Falcon Middle School
Jenny Olson	14-May-20 Professional Services	\$7,500.00 Annual	Falcon Legacy Campus
Jostens	30-Jun-20 Professional Services	Annual	Falcon Middle School
Jostens	30-Jun-20 Professional Services	\$2,077.00 Annual	Bennett Ranch Elementary
Juli Dixon	15-Jan-20 Professional Services	\$31,000.00 One-Time Only	District Wide
Leslie Laud	23-Jan-20 Professional Services	\$31,000.00 One-Time Only	Learning Services
Lifetouch	30-Jun-20 Professional Services	Annual	Evans Elementary
LIFETOUCH NATIONAL SCHOOL STUDIOS INC	30-Jun-20 Professional Services	Annual	Stetson Elementary
LIFETOUCH NATIONAL SCHOOL STUDIOS INC	30-Jun-20 Professional Services	Annual	Springs Studio for Academic Excellence
LIFETOUCH NATIONAL SCHOOL STUDIOS INC	30-Jun-20 Professional Services	Annual	Meridian Ranch Elementary
LIFETOUCH NATIONAL SCHOOL STUDIOS INC	30-Jun-20 Professional Services	Annual	Evans Elementary
LIFETOUCH NATIONAL SCHOOL STUDIOS INC	30-Jun-20 Professional Services	Annual	District Wide
LIFETOUCH NATIONAL SCHOOL STUDIOS INC	30-Jun-20 Professional Services	Annual	Springs Studio for Academic Excellence
Lynn Bartel	31-Dec-19 Professional Services	\$29.50 One-Time Only	District Wide
MARZANO RESEARCH LABORATORY LLC	25-May-20 Professional Services	\$500.00 One-Time Only	Vista Ridge Innovation Zone
MARZANO RESEARCH LABORATORY LLC	30-Jun-20 Professional Services	\$2,150.00 Annual	Ridgeview Elementary
MARZANO RESEARCH LABORATORY LLC	30-Jun-20 Professional Services	\$500.00 Annual	ALLIES
MARZANO RESEARCH LABORATORY LLC	30-Jun-20 Professional Services	\$750.00 One-Time Only	Inspiration View Elementary
MAXIM HEALTHCARE SERVICES INC.	30-Jun-20 Professional Services	Annual	District Wide
Missoula Children's Theatre	16-May-20 Professional Services	\$3,575.00 One-Time Only	Ridgeview Elementary
NFHS School Broadcast	30-Jun-25 Professional Services	\$5,000.00 One-Time Only	Vista Ridge High
Otis Elevator	01-Jun-21 Professional Services	\$5,000.00 Annual	District Wide
OTIS ELEVATOR COMPANY	30-Jun-20 Professional Services	\$10,666.20 Annual	District Wide
OTIS ELEVATOR COMPANY	30-Jun-22 Professional Services	\$12,444.00 Multi-Year 3YR	District Wide
Paul Finch	08-May-20 Professional Services	\$2,200.00 One-Time Only	Curriculum and Instruction
Pepsi	30-Jun-22 Professional Services	Multi-Year 3YR	District Wide
Pinnacol Assurance	30-Jun-20 Professional Services	\$601,000.00 Annual	District Wide
Planet HS	30-Jun-20 Professional Services	\$1,554.00 Annual	Falcon Middle School
Power School	20-Aug-20 Professional Services	\$6,600.00 One-Time Only	District Wide
Power School	26-Jun-20 Professional Services	\$989.43 Annual	District Wide
Power School	30-Jun-21 Professional Services	Multi-Year 2YR	District Wide
Power School	02-Jul-20 Professional Services	\$1,875.00 Annual	District Wide
Power School	30-Jun-21 Professional Services	\$205,738.79 Annual	District Wide
Power School	30-Jun-20 Professional Services	\$8,000.00 One-Time Only	District Wide

Current Contracts—Professional Services (3 of 3)



Powerschool	20-May-20 Professional Services	\$8,000.00 One-Time Only	Student Services
REBEL ATHLETICS INC.	30-Jun-21 Professional Services	\$24,000.00 Multi-Year 2YR	Vista Ridge High
Remind	30-Jun-20 Professional Services	\$2,275.00 Annual	Springs Studio for Academic Excellence
RENAISSANCE LEARNING INC	30-Dec-19 Professional Services	\$1,800.00 One-Time Only	District Wide
RX Benefits	30-Jun-20 Professional Services	\$1,800,000.00 Annual	District Wide
Rycor	30-Jun-20 Professional Services	\$43,654.00 Annual	District Wide
Snap Mobile	30-Jun-22 Professional Services	Multi-Year 3YR	District Wide
Stealth Partner Group	30-Jun-20 Professional Services	\$760,000.00 Annual	District Wide
Trents Team	22-May-20 Professional Services	\$165.00 Annual	SPED Admin
US FOODSERVICE INC	30-Jun-22 Professional Services	\$850,000.00 Multi-Year 3YR	District Wide
WASTE CONNECTIONS INC	30-Jun-21 Professional Services	\$10,000.00 Multi-Year 3YR	District Wide
WASTE CONNECTIONS INC	30-Jun-21 Professional Services	\$28,224.00 Multi-Year 3YR	District Wide
Wellbeats	30-Jun-20 Professional Services	\$14,280.00 One-Time Only	District Wide
WorldPay	30-Jun-22 Professional Services	Multi-Year 3YR	District Wide
YELLOW BUS BEDIA LLC	31-Mar-20 Professional Services	Annual	Transportation
YMCA OF THE ROCKIES	30-Jun-20 Professional Services	Annual	Sand Creek Innovation Zone
YMCA OF THE ROCKIES	30-Jun-20 Professional Services	Annual	Sand Creek Innovation Zone
		\$7,017,268.39	
			As of: 12/2/2019

Current Contracts—SPED



Current Contracts--SPED					
Vendor	Option End	Contract Type	Contract Amount	Term	Customer
AdvancAdvanced Staffing	30-Jun-20 SPED		\$68.00	Annual	SPED Admin
Advanced Staffing	22-May-20 SPED			Annual	District Wide
Advanced Staffing	30-Jun-20 SPED			Annual	SPED Admin
Advanced Staffing	30-Jun-20 SPED			Annual	SPED Admin
AUTISM CONCEPTS INC	30-Jun-20 SPED			Annual	District Wide
Bansbach Academy	29-May-20 SPED			Annual	SPED Admin
Blazerworks	27-May-20 SPED			Annual	SPED Admin
Blazerworks	30-Jun-20 SPED			Annual	SPED Admin
Blazerworks	30-Jun-20 SPED			Annual	SPED Admin
Blazerworks	30-Jun-20 SPED		\$60.00	Annual	SPED Admin
Delta Healthcare Providers	22-May-20 SPED			Duration of Project	SPED Admin
Discover Goodwill	30-Jun-20 SPED		\$65.00	Annual	SPED Admin
Discover Goodwill	30-Jun-20 SPED			Annual	SPED Admin
FOUNDATION FOR SUCCESSFUL LIVING	22-May-20 SPED		\$12.50	Annual	SPED Admin
GILLEM SPEECH LANGUAGE PATHOLOGY SVS	22-May-20 SPED			Annual	District Wide
Griffith Centers for Children	30-Jun-20 SPED			Annual	SPED Admin
IXL Learning	27-Feb-21 SPED		\$88,250.00	Multi-Year 3YR	SPED Admin
Jana Hothan	30-Jun-20 SPED		\$53,550.00	Annual	SPED Admin
Jana Hothan SLP	30-Jun-20 SPED		\$41,820.00	Annual	SPED Admin
Jana Hothan SLP Services	30-Jun-20 SPED		\$29,070.00	Annual	District Wide
Mount Saint Vincent	30-Jun-20 SPED			Annual	SPED Admin
Our House	22-May-20 SPED			Annual	SPED Admin
Our House	22-May-20 SPED			Annual	SPED Admin
Our House	22-May-20 SPED			Annual	SPED Admin
Our House	22-May-20 SPED			Annual	SPED Admin
Our House	22-May-20 SPED			Annual	SPED Admin
Our House	22-May-20 SPED			Annual	SPED Admin
Our House	22-May-20 SPED			Annual	SPED Admin
Our House	22-May-20 SPED			Annual	SPED Admin
Our House	22-May-20 SPED			Annual	SPED Admin
Our House	22-May-20 SPED			Annual	SPED Admin
PPR Education Services	22-May-20 SPED			Duration of Project	SPED Admin
ROUNDUP FELLOWSHIP INC	22-May-20 SPED			Annual	SPED Admin
Teaching Strategies	31-Jul-20 SPED		\$3,880.50	Annual	SPED Admin
Teaching Strategies	30-Jun-20 SPED		\$4,577.00	Annual	SPED Admin
TENNYSON CENTER FOR CHILDREN	29-May-20 SPED			Annual	District Wide
The Resource Exchange	30-Jun-20 SPED			Annual	SPED Admin
			\$221,353.00		
				As of:	12/2/2019

Current Contracts with 4+ year term



Current Contracts--4+year term					
Vendor	Option End	Contract Type	Contract Amount	Term	Customer
BookTixNow LLC	30-Jun-23	IT		Multi-Year 5YR	Vista Ridge High
CheckRedi	30-Jun-20	Professional Services	\$1.00	Multi-Year 5YR	District Wide
Crown Castle	30-Jun-30	Facility Lease or Rent		Multi-Year Over 5	District Wide
Elite Service and Refrigeration	30-Jun-23	Professional Services	\$12,568.00	Multi-Year 5YR	District Wide
Front Range Community College	30-Jun-22	Education		Multi-Year 5YR	District Wide
Front Range Community College	30-Jun-24	Education	\$10,000.00	Multi-Year 5YR	District Wide
Gobin's Inc	30-Mar-20	IT		Multi-Year 5YR	District Wide
KS STATE BANK	24-Jun-25	Equipment	\$683,133.00	Multi-Year Over 5	Transportation
Pikes Peak Community College	30-Jun-24	Education		Multi-Year 5YR	Learning Services
Vertical Bridge	31-May-37	Facility Lease or Rent	Receivable	Multi-Year Over 5	District Wide
Vertical Bridge	31-May-37	Facility Lease or Rent	Receivable	Multi-Year Over 5	District Wide
As of:					12/2/2019

Key RFPs/Contracts Planned SY19/20 and beyond



- IT Service Support
 - RFP in October 2019, Sentinel will begin contract on Jan 1, 2020
- Architect and Engineer Pre-Qualifications
 - January 2020
- New Middle School GC
 - Jan/Feb 2020
- Access Control Upgrades
 - RFP completed in November. Project will complete in June 2020
- Boiler upgrades for FMS and HMS
 - Complete spring break 2020
- District push-bar door upgrades (ability to quickly lock without key)
 - Completed many playground and turf upgrades throughout the district
- Sand Creek High School Parking Lot (field house)
 - Spring 2020
- Replace teacher laptop fleet (2020)
- Additional Buses (2020)
- New Elementary Schools (2021)
- Replace Copier Fleet (2021)

Database Management



Process:

1. Contracts sent via runner or email and reviewed by Contract Manager
2. Contract sent to CBO for signature then returned to Contract Manager.
3. Contract data input into Access Database (vendor, commencement/expiration dates, amount, customer)
4. Contract scanned and uploaded to database and backup file in District share drive.
5. Copy of signed contract sent back to requestor and vendor

How this helps:

1. Provides snapshot of current contracts and when they expire
2. Provide quick access to important contract data
3. Provides easily accessible historical record for use in budgeting of future projects

Database Screenshots (1 of 3)



The screenshot displays the Microsoft Access application window. The title bar reads "D49 P&P Database November2019 : Database- U:\P&P\D49 Contract Database\,D49 P&P Database November2019.accdb (Access 2007 - 2016 file format) - Access". The ribbon includes tabs for File, Home, Create, External Data, Database Tools, and Tell me what you want to do... The left-hand pane shows the "All Access Objects" list, with "Vendors" highlighted under the "Forms" section. The main window displays the "D49 Contracts Navigation Form". On the left side of the form, there is a vertical list of buttons: "Add New Contract", "Add New Vendor", "Customers Report", "Vendor Report", "Current Contracts Query", "Expired Contracts Query", "Expiring in next 30 Days", and "Expiring in next 60 Days". The main area of the form is titled "Add New Contract" and contains several input fields: "Contract Number", "Vendor" (a dropdown menu), "Contract Type" (a dropdown menu), "Original Contract Date", "Original Termination", "Option End", "Days Notice" (a dropdown menu with the value "0"), "Customer Name" (a dropdown menu), "Contract Amount", "Attachments", "Payable or Receivable" (a dropdown menu), "Term" (a dropdown menu), and "Fund" (a dropdown menu). A large yellow rectangular box is positioned over the "Description of Contract" area. A "New Record" button is located at the bottom right of the form. The status bar at the bottom indicates "Record: 14 of 787 of 787" and "No Filter".

The Best Choice to Learn, Work and Lead

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Database Screenshots (3 of 3)

A screenshot of the Microsoft Access application window. The title bar reads "D49 P&P Database November2019 : Database- U:\P&P\D49 Contract Database\D49 P&P Database November2019.accdb (Access 2007 - 2016 file format) - Access". The ribbon includes "File", "Home", "Create", "External Data", and "Database Tools". The "Navigation Form" is open, displaying a list of objects on the left and a form titled "Add New Vendor" on the right. The form has a "General" tab and fields for Vendor information, including POC First Name, POC Last Name, Division Name, Division Number, D49 Vendor #, Phone Numbers, and Address. A large yellow rectangular area is overlaid on the right side of the form, partially obscuring the "Notes" field. The status bar at the bottom indicates "Record: 14 of 100 of 100" and "No Filter".

The Best Choice to Learn, Work and Lead



Thank you!

BOARD OF EDUCATION ITEM 9.06
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: December 12, 2019

PREPARED BY: William Yeager

TITLE OF AGENDA ITEM: SCHS Course Proposal – Pre-Medical 100, Pre-Medical 200, and Pre-Medical 300

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

Seeking approval of Pre-Medical 100, Pre-Medical 200, and Pre-Medical 300 courses.

RATIONALE:

Student data through Advisory indicates SCHS students are interested in pursuing careers in healthcare. These courses will allow students to be exposed to various medial programs and healthcare career fields.

RELEVANT DATA AND EXPECTED OUTCOMES:

Students will be enrolled in courses which will lead students into a healthcare career pathway.

INNOVATION AND INTELLIGENT RISK:

Students will be able to take one or all three courses depending on their personalized career pathway.

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

The Pre-Medical series of courses will provide students with the opportunity to be exposed to various medical careers. Students will practice common medical procedures, therapies, emergency medical responses, as well as use of medical equipment and realistic simulations. Job shadowing and internships will be encouraged.

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	Students will participate in range of medical fields, gaining experience and knowledge in medical content and medical practices.
	Rock #5— Customize our educational systems to <u>launch each student toward success</u>	Pre-Medical 100, 200, & 300 will expose students to a variety of medical careers in the healthcare industry.

BUDGET IMPACT: Use of MLO to jumpstart the Pre-Medical Program with the transition to CTE funds when the program is approved by the state.

BOE Regular Meeting December 12, 2019
Item 9.06 continued

AMOUNT BUDGETED:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move SCHS pre-medical courses for action at the next regular board meeting.

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: December 2, 2019

Goal of Pre-Medical Program: www.yergerscience.org

- Expose students to a variety of medical fields for possible careers or stepping stone jobs in the healthcare field.
- Students will be introduced to various medical programs in the city of Colorado Springs at UCCS, Pikes Peak Community College, Pima Medical Institute, and Colorado Academy of Veterinary Technology which have certification, Associate Degree, and Bachelor of Science programs.

Pre-Medical 100: Grade Level - 10th Grade

Prerequisites: None

Length of Class: 1 semester

Medical Areas of Focus: Search & Rescue, Paramedic, EMT/PCT, Fire Fighting, Physical Therapy, Occupational Therapy.

Course Description: This course focuses on career paths of first responders and search and rescue personnel. There will be an emphasis on the pathophysiology and clinical manifestations of traumatic injuries and emergent conditions of the adult age group. Embedded into the curriculum will be anatomy, physiology, medical terminology, basic pharmacology, ECG Part 1 (electrocardiogram), BLS (Basic Life Support), and ACLS (Adult Cardiac Life Support). In addition to the medical content, students will practice rescuing victims in various environments and weather. There will be a small component of physical and occupational therapy for those students that may be interested rehabilitation aspects of medicine. Students will be assessed with written assignments and tests, practicals, and simulations.

Scope and Sequence:

Basic Life Support (BLS)

Paramedic, EMT/PCT Focus, and Phlebotomy:

- Cardiovascular System (CV): Anatomy & physiology, pathophysiology of cardiovascular conditions, assessment of CV system, electrical conduction of heart, heart arrhythmias part 1, basic ECG rhythms part 1, pharmacology of emergency cardiogenic drugs, drug calculations math, phlebotomy of blood vessels, and medical terminology imbedded into program.
- Respiratory System: Anatomy & physiology, pathophysiology of emergent respiratory conditions, assessment of respiratory system, emergent techniques (different type of intubation, chest seals with decompression, etc.)
- Neurological System: Anatomy & physiology, pathophysiology of traumatic neurological conditions, assessment of neurological system, emergent techniques (c-spine precautions, Glasgow coma scale)
- Musculoskeletal and Gastrointestinal Systems: Anatomy & physiology, pathophysiology of traumatic conditions, basic assessment of both systems, emergent techniques (splinting, securing foreign body, etc.)

Fire Fighting & Search and Rescue Focus:

Fire science, physical training for a fire fighter, rescue knots and harnesses, rescue scenarios (water, incline, and forestry areas)

Physical Therapy and Occupational Therapy Focus:

- Pathophysiology of an assortment of medical conditions (stroke, amputees, neuromuscular disorders, etc.), use medical assistive devices (gait belts, transfer boards, hoyer lifts, etc.), proper body mechanics, and basic rehabilitative therapy techniques.

- Students will be introduced to various programs in Colorado Springs and other areas in the state at the end of the semester. They will look at length of programs, cost, job availability and flexibility, and have representatives from various institutions come and present and answer questions about their programs. There might be the opportunity to job shadow.

Pre-Medical 200: Grade Level - 11th Grade

Prerequisites: None

Length of Class: 1 semester

Medical Areas of Focus: Nursing, Respiratory Therapy, Certified Nursing Assistant, Medical Assistant

Course Description: This course focuses on career paths of nursing personnel in various disciplines, medical assistants in urgent cares, and certified nursing assistants. There will be an emphasis on the pathophysiology and clinical manifestations in pediatrics, obstetrics/labor & delivery, and intensive care units (pediatric ICU, neonatal ICU). Embedded into the curriculum will be anatomy, physiology, medical terminology, basic pharmacology, ECG Part 1 and 2 (electrocardiogram), BLS (Basic Life Support), and PALS (Pediatric Advanced Life Support). Students will be assessed with written assignments and tests, practicals, and simulations.

Scope and Sequence:

Basic Life Support (BLS)

Nursing (Labor & Delivery, Neonates, & Pediatrics) Focus: Includes Medical Assistant and Certified Nursing Assistant job profile

- Cardiovascular System (CV): Anatomy & physiology, pathophysiology of cardiovascular conditions, assessment of CV system, congenital heart conditions, heart arrhythmias part 2, basic ECG rhythms part 2, pharmacology of emergency drugs, drug calculations math part 2, phlebotomy of blood vessels, and medical terminology imbedded into program.
- Respiratory System: Anatomy & physiology, pathophysiology of common respiratory conditions,
- Neurological System: Anatomy & physiology, pathophysiology of congenital neurological conditions, assessment of neurological system, lumbar punctures, glasgow coma scale, etc.,
- Musculoskeletal and Gastrointestinal Systems: Anatomy & physiology, pathophysiology of congenital conditions, in-depth assessments of both systems.
- Neonates: Assessments, vaccinations, growth charts, and common neonatal conditions.

Neonatal and Pediatric Intensive Care:

ICU equipment, central venous pressures, arterial pressures, weight-based drip calculations, pathophysiology of conditions (sepsis, child abuse, trauma, near drownings, etc.), intubation, gastrointestinal tubes, Laboratory draws, running mega-codes, etc.

Respiratory Therapy Focus:

- Use of ventilators and oscillators, blood gases, various, respiratory related illnesses that can lead to intubation.
- Students will have the opportunity to job shadow at various medical institutions in various units. Students will also be introduced to various programs in Colorado Springs and other areas in the state at the end of the semester. They will look at length of programs, cost, tuition reimbursement offered by medical institutions and the military, job availability and flexibility, and have representatives from various institutions come and present and answer questions about their programs. These students

will run outreach medical opportunities for our feeder schools to promote life-saving techniques and the health science program at Sand Creek High School.

Pre-Medical 300: Grade Level - 12 Grade

Prerequisites: None

Length of Class: 1 semester

Medical Areas of Focus: Medical Doctor, Physician Assistant, Nurse Practitioner, Medical Technologist/Lab Technician

Course Description: This course focuses on career paths of licensed medical personnel that can diagnose and treat patients based off of in-depth body assessments and laboratory tests results. There will be an emphasis on the pathophysiology and clinical manifestations of various age groups of internal medicine, surgery, radiology, and infectious disease. Embedded into the curriculum will be anatomy, physiology, emphasis on microbiology, laboratory test values, medical terminology, basic pharmacology, ECG Part 1, 2, and 3 (electrocardiogram), BLS (Basic Life Support), ACLS (Adult Cardiac Life Support), and PALS (Pediatric Advanced Life Support). Students will be assessed with written assignments and tests, practicals, and simulations.

Scope and Sequence:

Basic Life Support (BLS)

Medical Doctor, Nurse Practitioner, Physicians Assistant: (Focus of young adult and elderly)

- In-Depth head-to-toe assessments of all of the following systems by advanced practitioners.
- Cardiovascular System (CV): Anatomy & physiology, pathophysiology of cardiovascular conditions, assessment of CV system, dietary and age-based heart conditions, heart arrhythmias and ECG part 1, 2, and 3, pharmacology of emergency drugs (Full ACLS and PALS), drug calculations math part 1 and 2 phlebotomy of blood vessels, and medical terminology imbedded into program.
- Respiratory System: Anatomy & physiology, pathophysiology traumatic conditions such as flailing chest, pneumothorax, etc., and emergency skills(tracheotomy, chest placement, chest seals, etc.)
- Neurological System: Anatomy & physiology, pathophysiology of neurological conditions (birth defects, infectious disease, & trauma), glasgow coma scale, etc.,
- Musculoskeletal and Gastrointestinal Systems: Anatomy & physiology, pathophysiology of both genetic and acquired conditions (muscular sclerosis, muscular dystrophy, traumatic injury).
- Genitourinary and Endocrine systems: Pathophysiology of conditions and procedures related to those system (catheterization, glucometers, and pharmacology)
- EENT (Eyes Ears Nose & Throat): Examinations with otoscopes and ophthalmoscopes and understanding most common conditions that arise in the adult.

- Radiology: Exposure to reading and interpreting basic X-Rays, CT-Scans, and MRI's.

Medical Technologist:

Microbiology: Basic gram staining organism and identification, use of kits for practice blood cultures and sensitivity tests, blood typing (synthetic), urinary analysis, etc., CBC, Renal Panel, Liver Function Tests, PT, PTT, D-Dimers, etc.

Students that plan on going into the medical field will be **certified in BLS**, which is mandatory for all medical employees to practice. They will also have the opportunity to job shadow at various medical institutions. Students will also be introduced to various programs in Colorado Springs and other areas in the state at the end of the semester. They will look at length of programs, cost, tuition **reimbursement offered by medical institutions and the military**, job availability and flexibility, and have representatives from various institutions come and present and answer questions about their programs. These students will run outreach medical opportunities for our feeder schools to promote life-saving techniques and the health science program at Sand Creek High School.

BOARD OF EDUCATION ITEM 9.07
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: December 12, 2019

PREPARED BY: Amber Whetstine, Executive Director of Learning Services

TITLE OF AGENDA ITEM: D49 School Family Calendars 2020-2021 and 2021-2022

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND OR RATIONALE

Board Policies ICA and ICA-R require the annual adoption of a District calendar by the Board, typically by February of the preceding school year. The calendar shall specify the days during which schools shall be in session and the days on which the district will close in observation of federal holidays and the dates of major breaks. Additionally, the Board will preliminarily approve a calendar for the following school year.

RELEVANT DATA AND EXPECTED OUTCOMES:

The proposed 20-21 and 21-22 School Family Calendars provide for sufficient days to meet the contact hours required by Colorado statute, including a reasonable buffer to account for weather or other emergency delays or closures and include a sufficient number of days to allow the Chief Education Officer and Zone Leaders flexibility in supporting the district's strategic priorities.

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>	Development of Board policies ICA and ICA-R was informed by robust community participation in an extended survey and subsequent conversations with various stakeholder community groups over the past several years. Further, this year, a committee comprised of district leaders and other staff reviewed and proposed modifications to the upcoming school year calendars in accordance with approved Board policy to support additional professional development for increased student learning.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Move to action the 2020-2021 School Family Calendar and the 2021-2022 School Family Calendar for preliminary approval.

APPROVED BY: Peter Hilts, CEO

DATE: December 2, 2019

District 49 2020-2021 School Family Calendar

2020 Fall Semester (81.5 Student Days) 88 Teacher Contract

2021 Spring Semester (86.5 Student Days) 94 Teacher Contract

	Su	Mo	Tu	W	Th	Fr	Sa
July				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
August	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
September	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
October	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
November	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
December	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

JULY
 7/3.....District Closed for July 4th
 7/24.....New Teacher Orientation
 7/29.....Teachers Return

AUGUST
 8/3.....*First Day for K, 6th grade & 9th grade
 8/4.....First day for all Students
 8/10.....First Day for Preschool
 8/14.....*Elementary Assessment Day

SEPTEMBER
 9/4.....Professional Development, No Students
 9/7.....District Closed for Labor Day
 9/25.....Elementary Work Day, No Elem. Students
 9/30.....End of Qtr. 1

OCTOBER
 10/9.....PT Conferences, No Students
 10/12-10/23.....Schools Closed for Fall Break

NOVEMBER
 11/11.....Schools Open for Veteran's Day
 11/23-11/27... Schools Closed, Thanksgiving Break
 11/25-11/27.....District Closed

DECEMBER
 12/11.....*Elementary Assessment Day
 12/17 & 12/18..... High School Finals Schedule
 12/18.....End of Qtr. 2
 Elem. and Middle School Early Release Schedule
 12/21-12/31.....Schools Closed, Christmas Break
 12/24-12/31.....District Closed

JANUARY
 1/1.....District Closed for New Year's Day
 1/1-1/5.....Schools Closed, Christmas Break
 1/6.....Professional Development, No Students
 1/7.....Students Return from Christmas Break
 1/18.....District Closed for MLK Jr Day

FEBRUARY
 2/12.....PT Conferences, No Students
 2/15.....District Closed for President's Day
 2/16..Elementary PD Day, No Elementary Students

MARCH
 3/5.....End of Qtr. 3
 3/12.....Professional Development, No Students
 3/15-3/26.....Schools Closed for Spring Break

MAY
 5/7.....*Elementary Assessment Day
 5/14.....Professional Development, No Students
 5/27 & 5/28.....High School Finals Schedule
 5/28.....End of Qtr. 4
 Elem. and Middle School Early Release Schedule
 5/29.....High School Graduation Ceremonies
 5/31.....District Closed for Memorial Day

JUNE
 6/2.....Last Day for Teachers

	Su	M	T	W	T	Fr	Sa
January						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
February	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
March	28	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
April	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
May	25	26	27	28	29	30	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
June	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

**Elementary school assessment days are used to assess student progress at different points in the school year. See school websites for information on schedule impacts at each campus.*

*First Day	On the first day, only Kindergarten, 6 th and 9 th grade students attend. See school websites for information on schedule impacts at each campus.
Schools Closed:	Schools are closed for students, teachers and building staff. District employees work when schools are closed.
PD Days:	Professional Development days include staff training to meet requirements or enhance professional performance.
PT Conferences:	Parent-Teacher conferences are scheduled each semester to facilitate collaboration and support student success.

District 49 2021-2022 School Family Calendar

2021 Fall Semester (81.5 Student Days) 88 Teacher Contract

2022 Spring Semester (86.5 Student Days) 94 Teacher Contract

	Su	M	T	W	Th	Fr	Sa
July					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
August	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
September	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
October	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
November	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
December	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

JULY

7/5.....District Closed for July 4th
 7/23.....New Teacher Orientation
 7/28.....Teachers Return

AUGUST

8/2.....*First Day for K, 6 grade & 9th grade
 8/3.....First day for all Students
 8/13.....*Elementary Assessment Day

SEPTEMBER

9/3.....Professional Development, No Students
 9/6.....District for Labor Day
 9/24.....Elementary Work Day, No Elem. Students
 9/30.....End of Qtr. 1

OCTOBER

10/8.....PT Conferences, No Students
 10/11-10/22.....Schools Closed for Fall Break

NOVEMBER

11/11.....Schools Open for Veteran's Day
 11/22-11/26.....Schools Closed, Thanksgiving Break
 11/24-11/26.....District Closed

DECEMBER

12/10.....*Elementary Assessment Day
 12/16 & 12/17.....High School Finals Schedule
 12/17.....End of Qtr. 2
 Elem. and Middle School Early Release Schedule
 12/20-12/31.....Schools Closed, Christmas Break
 12/23-12/31.....District Closed

JANUARY

1/1.....District Closed for New Year's Day
 1/1-1/4.....Schools Closed, Christmas Break
 1/5.....Professional Development, No Students
 1/6.....Students Return from Christmas Break
 1/17.....District Closed for MLK Jr. Day

FEBRUARY

2/18.....PT Conferences, No Students
 2/21.....District Closed for President's Day
 2/22.....Elementary PD Day, No Elementary Students

MARCH

3/4.....End of Qtr. 3
 3/18.....Professional Development, No Students
 3/14-4/1.....Schools Closed for Spring Break

MAY

5/6.....*Elementary Assessment Day
 5/13.....Professional Development, No Students
 5/26 & 5/27.....High School Finals Schedule
 5/27.....End of Qtr. 4
 Elem. and Middle School Early Release Schedule
 5/28.....High School Graduation Ceremonies
 5/30.....District Closed for Memorial Day

JUNE

6/1.....Last Day for Teachers

	Su	M	T	W	T	Fr	Sa
January							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
February	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	1	2	3	4	5
March	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
April	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
May	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
June	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

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***First Day** On the first day, only Kindergarten, 6th and 9th grade students attend.
 See school websites for information on schedule impacts at each campus.

Schools Closed: Schools are closed for students, teachers and building staff. District employees work when schools are closed.

PD Days: Professional Development days include staff training to meet requirements or enhance professional performance.

PT Conferences: Parent-Teacher conferences are scheduled each semester to facilitate collaboration and support student success.

BOARD OF EDUCATION 9.08
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: December 12, 2019

PREPARED BY: Amber Whetstine, Executive Director of Learning Services

TITLE OF AGENDA ITEM: Update on In Progress School Accreditation Designations

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/ OPPORTUNITY:

The Colorado Department of Education released Preliminary District and School Performance Framework reports to districts in Colorado in August 2019. With approval by the District 49 Board of Education in October, District 49 administration submitted a request to the department and State Board of Education regarding assigned accreditation ratings for District 49 and Springs Studio for Academic Excellence.

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:

CDE will notify districts regarding the Commissioner's decision on District and School Accreditation Ratings on December 9th. Further, The Commissioner will announce her decision regarding District Accreditation Ratings on December 11th and the State Board of Education will vote on the Commissioner's recommendations of School Plan Type Ratings on the 11th. District Accreditation Ratings and School Plan Types are final at the conclusion of the December 11th meeting and will be published on the CDE SchoolView website.

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.
	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>	Specific indicators of performance support measuring achievement from firm foundations in the primary grades through post-secondary (career and college) readiness.
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BUDGET IMPACT: N/A

AMOUNT BUDGETED: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Discussion, No Action Recommended

APPROVED BY: Peter Hilts, Chief Education Officer

DATE: December 2, 2019

BOARD OF EDUCATION ITEM 9.09
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: December 12, 2019

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

TITLE OF AGENDA ITEM: Policy and Procedure Review

ACTION/INFORMATION/DISCUSSION: Discussion

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
9.09a	BC-R-1	School Board Member Financial Disclosure	D Garza	Revisions per CASB special policy update
9.09b	BEC	Executive Sessions	D Garza	Revisions per CASB special policy update
9.09c	BEDA	Notification of Board Meetings	D Garza	Revisions per CASB special policy update
9.09d	CBF	Chief Officers' Conduct	D Garza	Revisions per CASB special policy update

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: After board review, move four policies in item 9.09 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

BOE Regular Meeting December 12, 2019
Item 9.09 continued

DATE: December 2, 2019

Title	School Board Member Financial Disclosure
Designation	BC-R-1
Office/Custodian	Board of Education/Executive Assistant to the BOE/Legal Counsel

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

Items which must be reported include the following:

1. Any money received including a loan, pledge, advance, guarantee of a loan or any forbearance or forgiveness of indebtedness from any person with a value greater than ~~\$6559~~.
2. Any gift of any item of real or personal property other than money with a value greater than ~~\$6559~~.
3. Any loan of real or personal property if the value of the loan is greater than ~~\$6559~~. "Value of the loan" means the cost saved or avoided by the Board member by not borrowing, leasing, or purchasing comparable property from a source available to the general public.
4. Any payment for a speech, appearance, or publication.
5. Tickets to a sporting, recreational, educational, or cultural event with a value greater than ~~\$6559~~ for any single event.
6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention, fact-finding mission or trip, or other meeting at which the Board member or candidate for the Board is scheduled to deliver a speech, make a presentation, participate on a panel or represent the school district unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB).
7. Any gift of a meal to a fund-raising event of a political party.

To avoid misunderstanding about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given.

Adopted: September 3, 1998
Revised: October 8, 2009
Revised: December 11, 2014
Revised: February 11, 2016
Reviewed: November 9, 2017
Revised: January 9, 2020

LEGAL REFS:
C.R.S. 24-6-201 *et seq.* (Public Official Disclosure Law)

Title	Executive Sessions
Designation	BEC
Office/Custodian	Board of Education/Executive Assistant to the Board of Education

All meetings of the Board shall be open to the public except that at any regular or special meeting the Board may proceed into executive session upon affirmative vote of two-thirds of quorum present.

The Board shall not make final policy decisions nor shall any resolution, policy, or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session.

Prior to convening in executive session, the Board president shall announce the topic of the executive session which shall be reflected in the minutes. The Board shall include the specific citation to statute authorizing it to meet in executive session when it announces the session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.

The Board may hold an executive session for the sole purpose of considering any of the following matters:

1. Purchase, acquisition, lease, transfer, or sale of any real, personal, or other property. However, no executive session shall be held to conceal the fact that a member of the Board has a personal interest in such property transaction. C.R.S. 24-6-402(4)(a).
2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. C.R.S. 24-6-402(4)(b). The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.
3. Matters required to be kept confidential by federal or state law or regulations. C.R.S. 24-6-402(4)(c). An announcement will be made indicating the specific citation to state or federal law which is the reason the matter must remain confidential.
4. Specialized details of security arrangements or investigations C.R.S. 24-6- 402(4)(d).
5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations, including strategy for negotiations relating to collective bargaining or employment contracts, and instruction of negotiators. ~~except that a~~ Discussion of negotiations relating to collective bargaining or employment contracts shall occur in a public meeting, unless an executive session is otherwise allowed. C.R.S. 24-6-402(4)(e).
6. Personnel matters except if an employee who is the subject of an executive session requests an open meeting. C.R.S. 24-6-402(4)(f). If the personnel matter involves more than one employee, all of the employees must request an open meeting. Discussion of personnel policies that do not require discussion of matters specific to particular employees are not considered "personnel matters."

The Teacher Employment, Compensation, and Dismissal Act shall prevail in teacher dismissal hearings. (It provides that a dismissal hearing shall be open unless either the administration or employee requests that the hearing be closed.)

Discussions concerning a member of the Board, any elected official, or the appointment of a Board member are not considered personnel matters.

7. Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act, except that consideration of work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting unless an executive session is otherwise allowed. C.R.S. 24-6-402(4)(g).
8. Discussion of individual students where public disclosure would adversely affect the person or persons involved. C.R.S. 24-6-402(4)(h).

Only those persons invited by the Board may be present during any executive session regardless of the topic of the session (including personnel matters).

The Board shall cause an electronic recording to be made of the executive session in accordance with applicable law. Such record shall be retained by the Board for ninety (90) days following the session.

Adopted: September 19, 1996

Revised: September 3, 1998

Revised: September 2, 1999

Revised: August 9, 2001

Revised: November 3, 2005

Revised: February 11, 2010

Revised: September 11, 2014

Revised: March 12, 2015

Revised: July 12, 2018

Revised: January 9, 2020

LEGAL REFS:

C.R.S. 22-32-108(5) (*meetings of the board*)

C.R.S. 22-32-108(5)(d) (*executive session minutes*)

C.R.S. 22-32-109.4(4) (*board meeting "at which a collective bargaining agreement is discussed" must be open to the public*)

C.R.S. 24-6-402 (*open meetings law*)

CROSS REFS:

BEDG, Minutes

KDB, Public's Right to Know/Freedom of Information

Title	Notification of Board Meetings
Designation	BEDA
Office/Custodian	Board of Education/Executive Assistant to the BOE

The Board shall give full and timely notice to the public of any meeting of three or more Board members at which public business may be discussed or any formal action taken, including special, regular and work session meetings and retreats.

~~Dates of regular meetings of the Board shall be provided in annual announcements and made available in printed and electronic form to the news media and public.~~ At its first regular meeting of the calendar year, the Board shall designate the public place or places at which notice of ~~all~~ Board meetings shall be posted if the Board is unable to post notice of a Board meeting online due to exigent or emergency circumstances such as a power outage or an interruption in Internet service. In the event such action is not taken annually, the designated public places used in the previous year shall continue as the official posting sites.

At a minimum, the Board shall cause notice of regular and special meetings and work sessions to be posted on the district's website ~~at the designated public place~~ no less than 24 hours prior to the meeting. This notice shall include specific agenda information where possible.

~~Copies of the agenda shall be available to representatives of the community and staff and others at the District Administrative Office upon publication and dissemination to the Board.~~

The district shall maintain a list of persons who, within the previous two years, have requested notification of all meetings or of meetings when certain specified policies will be discussed. These individuals will be provided reasonable advance notification of such Board meetings ~~unless the meeting is a special meeting and there is insufficient time prior to the meeting to mail notice to persons on the list.~~

Notice to the Board

The Executive Assistant to the Board shall provide the agenda, meeting materials and the minutes of the last regular meeting to Board members no later than 72 hours before the next regular meeting.

Adopted: September 3, 1998
Revised: November 3, 2005
Revised: February 11, 2010
Revised: July 9, 2015
Reviewed: December 13, 2018
Revised: January 9, 2020

LEGAL REFS:

C.R.S. 22-32-108(2)(3) (*meetings of the board*)

C.R.S. 24-6-402 (2)(c) (*notice of meeting "shall include specific agenda information where possible"*)

C.R.S. 24-6-402 (2)(c)(III) ("full and timely notice" requirement is met if district posts notice of meeting on the district's website no less than 24 hours prior to meeting)

C.R.S. 24-6-402(7) (*district must keep list of persons who have requested notification of meetings when specified policies are discussed and provide reasonable advance notice to such persons*)

CROSS REFS:

BE, School Board Meetings
BEDB, Agenda

Title	Chief Officer's Conduct
Designation	CBF
Office/Custodian	Board of Education/Executive Assistant to the BOE/Legal Counsel

The chief officers shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position or which a chief officer knows or should know is primarily for the purpose of a reward for action taken in which discretionary authority was exercised.
3. Engage in a substantial financial transaction for private business purposes with a person whom a chief officer supervises.
4. Perform any action in which a chief officer has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which there is substantial financial interest or in which a chief officer is engaged as a counsel, consultant, representative, or agent.

The phrase "economic benefit tantamount to a gift of substantial value" includes, but is not limited to, a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for a chief officer to receive:

1. An occasional unsolicited nonpecuniary gift, which is insignificant in value (currently less than ~~\$5965~~, subject to adjustment every four years).
2. A nonpecuniary award publicly presented by a nonprofit organization in recognition of public service.
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which a chief officer is scheduled to participate.
4. Reimbursement for the cost of food or beverages consumed at or admission to a social function or meeting where the chief officer appears to speak or answer questions as part of a scheduled program.
5. Payment for speeches, appearances, or publications reported as honorariums.

It shall not be considered a breach of conduct for a chief officer to:

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

Adopted: September 3, 1998

Reviewed: December 10, 2009

Revised: April 10, 2014

Revised: April 13, 2017

Revised: January 9, 2020

LEGAL REFS:

C.R.S. 18-8-308 (*disclosure of pecuniary conflicts of interest*)

C.R.S. 22-32-110 (1)(k) (*power to adopt conduct rules*)

C.R.S. 24-18-104 (*government employee rules of conduct*)

C.R.S. 24-18-109 (*local government employee rules of conduct*)

Colo. Const. Art. XXIX, § 3

BOARD OF EDUCATION ITEM 9.10
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: December 12, 2019

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

TITLE OF AGENDA ITEM: Board Annual Planning Summit Agenda

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND OR RATIONALE

The Board is mindful of the importance of planning, brainstorming and thoughtful discussion without action.

RELEVANT DATA AND EXPECTED OUTCOMES:

The Board plans to hold an Annual Planning Summit on the first Saturday in February, which shall be open to the public. No action shall be taken during this workshop. Public notice of the workshop, including the topics for discussion and study, shall be provided.

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>	The Annual Planning Summit gives the Board and invited administrators a chance to examine the district's strategic and cultural priorities at a more detailed level.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: The Board and Chief Officer Team should determine agenda topics for the Annual Planning Summit.

APPROVED BY: John Graham, Board President

DATE: December 4, 2019

ANNOUNCEMENT/NOTICE
BOARD OF EDUCATION ANNUAL PLANNING SUMMIT
February 1, 2020
9:00 a.m. – 4:00 p.m.
Creekside Success Center - Excellence Lab

PURPOSE:

1. District 49 Board Development (150 minutes) **Dr. Jim Walker**
2. Annual Performance Review/Strategic Plan/Cultural Compass Review - Peak Planning (30 minutes)
Chief Officer Team
3. VoW Analysis and Observations (20 minutes) **Andersen**
4. Performance Excellence Update/Review and Direction - **Chief Officer Team**
 - VoW Compensation Team Agenda (10 minutes)
 - Strategic Facility Planning (30 minutes)
 - Security Initiatives/ESCAT Update (15 minutes)
 - Local Accountability (30 minutes)
 - Board Recruitment/Community Engagement/Outreach to Stakeholders (10 minutes)
5. Process Improvement around Chief Officer Evaluations (10 minutes) **Chief Officer Team/BOE**
6. BOE Evaluation - Action Plan/Board Goal Setting (30 minutes) **BOE/Chief Officer Team**
7. Board Management (15 minutes) **BOE**
 - a. Committee and Liaison Assignments
 - b. Review BOE Annual Action Calendar
 - c. Policy Process Performance Report
8. Other Business

DATE OF POSTING: January 30, 2020

Donna Garza
Executive Assistant to the Board of Education

BOARD OF EDUCATION ITEM 9.11
BACKGROUND AND DOCUMENTATION FOR CONSENT OR ROUTINE AGENDA ITEMS

BOARD MEETING OF: December 12, 2019

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

TITLE OF AGENDA ITEM: Board Committee and Liaison Assignments

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND OR RATIONALE

The Board is mindful of its role on district committees and chief officer liaisons.

RELEVANT DATA AND EXPECTED OUTCOMES:

The Board will update primary and secondary committee and liaison assignments.

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: Update board committee and liaison assignments.

APPROVED BY: John Graham, Board President

DATE: December 4, 2019

SCHOOL DISTRICT 49

BOARD COMMITTEES & LIAISONS				
	PRIMARY	SECONDARY	FREQUENCY	TIME
DAAC	Fry	Butcher	monthly	6:00 PM
DAAC Budget/MLO Subcommittee	Butcher	Cruson	monthly	4:30 PM
CASB Legislative Assembly, Region 6	Graham	Cruson	Fall	daytime - delegate assembly
CD BOCES	La Vere-Wright	Graham	bi-monthly	4:00 PM
Falcon Community Builders (FCBC)	Butcher	Cruson	quarterly	quarterly 3:30 pm
Falcon Education Foundation	Cruson	Fry/Butcher	monthly	Wednesdays, 5:00 PM
SEAC and ADA Compliance	Graham	Fry	monthly	6:00 PM
Student Board of Representatives	Butcher	Fry	monthly	during school day
Wellness	Cruson	Fry	3 times/year	daytime - 3 hour meetings
Liaisons to Chief Officers				
Almeida	Graham			
Hilts	Fry			
Ridgway	Cruson			

BOARD OF EDUCATION ITEM 9.12
OPPORTUNITY AND RISK: DECISION ANALYSIS FOR MAJOR DISCUSSION AND ACTION ITEMS

BOARD MEETING OF: December 12, 2019

PREPARED BY: Brett Ridgway, Chief Business Officer

TITLE OF AGENDA ITEM: Upcoming Legislation Preview:
“School District Uniform Total Program Mill Levy”

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION: DESCRIPTION OF EXPECTATION/NEED/OPPORTUNITY: Colorado K-12 school finance is regulated by the School Finance Act of 1994, principally held in CRS 22-54-104. Two statewide initiatives have been presented to voters over the last few years and each has failed significantly due to it basically being ‘more of the same’. Colorado voters seem to have clearly responded that a ‘more of the same’ proposal will not be well received and supported. Accordingly, we at D49 have been active in exploring other, better, options to improve the equity and adequacy of Colorado K12 school funding.

In Colorado, we are hampered with several constitutional issues that conflict with each other – namely the TABOR amendment from 1992 and the Gallagher amendment from 1982. The combination of these two articles has left Colorado in a position where local funding (that theoretically supports local control) has been dwindling, forcing more and more burden onto the state budget. Since Colorado must have a balanced budget and since there are many competing priorities beyond K-12 education, the state has not been able to fully fund the prescribed level of funding driven by SFA 1994. As a result, there now exists the ‘negative factor’ aka the ‘budget stabilization factor’ (or BS factor for short).

In approximately 2005, the state legislature froze ‘total program mill leves’ for each district that had ‘de-bruced’ aka ‘de-TABOR’d’. Only four of the 178 districts in the state have not de-TABOR’d. As a result, that portion of each districts total mill levy assessment has not fluctuated for many years. The problem people have recognized is that not all taxpayers, then, are paying a similar rate to support the schools in their geographic area. Therefore, there is no taxpayer equity. Residents of some school districts pay as little as 1.68 mills for total program, while residents of other school districts pay as much as 27.00 mills – a 1,600% different. The pursuit of taxpayer equity, then, can and should come alongside a pursuit of rebalancing state and local share by moving all property owning taxpayers to a common, equitable, appropriate tax rate that does not allow for and, in fact, create wide disparities in funding local school districts.

There is no easy answer, there is no low-hanging fruit to fix the situation. Local contributions to K-12 education must be increased. How to do that has been the question many have been many have been tussling with.

RATIONALE: For literally hundreds of years, property taxes have been the best, and most appropriate, source of funding K-12 public education. This structure helps communities stay connected to the schools in their area and properly influencing the curriculum and education delivery styles through the concept of local control. The concept of local control, however, is difficult to defend when it is not even close to being the majority of the funding source for K-12 public education. At the state level, the 2019/20 fiscal year budget showed only 39% of SFA 1994 funds coming from local share. However, SFA 1994 has not traditionally included the impact of Mill Levy Overrides that individual school districts generate in the measurement of local share. Including MLO\$ in both the total and local share contribution amount changes the ratio to 52-48 – still the majority coming from state share. Finding a way to flip that ratio toward local share has been a focus and desire of many, and D49 has contributed to that discussion.

RELEVANT DATA AND EXPECTED OUTCOMES: Creating taxpayer equity by moving to a Uniform Total Program Mill Levy, that generates additional ‘local share’ funds will solve two issues but leaves a third issue unaddressed – that being Mill Levy Overrides and the disparities that exist in that area. We at District 49 have entered into the

conversation to provide a solution to address this problem as well, by adding an ‘Override Equalization’ component to the proposed legislation.

Technically speaking, the state legislature cannot directly require a local school district to increase their Total Program Mill Levy. What they can do, however, is design funding that assumes local school districts have requested adjustments to the mill levy structure to get to the lower of (1) the standardized rate (27.000 mills) or (2) the number of mills needed to be fully locally funded. Since that is ‘all stick and no carrot’ we, again, have entered into the conversation to simultaneously provide some carrot to local voters and address the disparities in Mill Levy Override funds available to students through their local school district.

INNOVATION AND INTELLIGENT RISK: Working diligently for years to be a trusted and valued resource to members of the state legislature has positioned D49 to be a positive contributor and influencer to the conversation. The political capital built through this endeavor positions us well to be able to contribute a new, innovative idea like Override Equalization with a likelihood of its inclusion in the final draft of legislation to be introduced in the 2nd session of the 72nd General Assembly of Colorado in the spring of 2020.

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

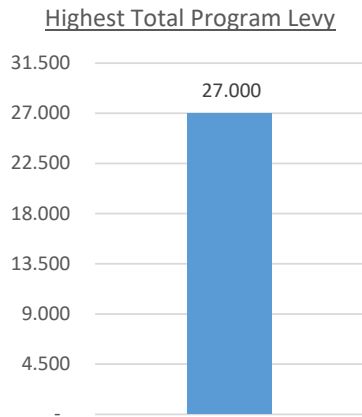
Culture	Inner Ring—How we treat each other	
	Outer Ring—How we treat our work	<i>We have spent many years learning the intricacies and complexities of K-12 education finance and pursued innovative solutions with purpose for a successful outcome and positive change for District 49 students.</i>
Strategy	Rock #1—Establish enduring <u>trust</u> throughout our community	<i>Beginning this process to inform our voting public of the complex but meaningful opportunity that may come before them in the November 2020 general election.</i>
	Rock #2—Research, design and implement programs for intentional <u>community</u> participation	
	Rock #3— Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	
	Rock #4— Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	
	Rock #5— Customize our educational systems to <u>launch each student toward success</u>	

BUDGET IMPACT: As much as \$35mm could be added to the district’s general funds (plural) budget with an investment from resident taxpayers of \$2.5mm (~2.5 mills). That is a 1,300%+ return on investment that would significantly (but not totally) equalize funding for D49 compared to other districts in Colorado.

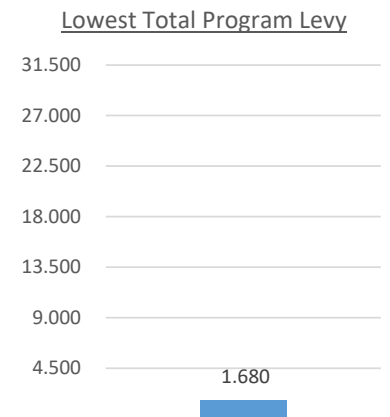
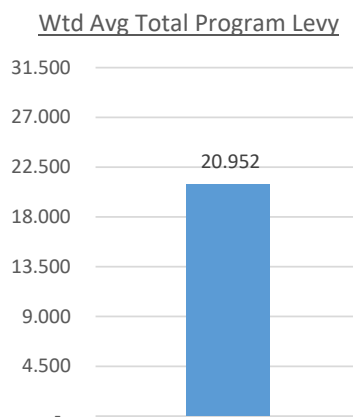
RECOMMENDED COURSE OF ACTION/MOTION REQUESTED: Be informed, provide guidance and insight to communicating this message to stakeholders, consider adopting a resolution of support for the coming legislation, direct Chief Officer staff on a desired, official, level of involvement and visible, vocal, support.

With it all together - Achieve Double Equity Impact with Adequacy Improvement

Taxpayer Equity does not exist in the support of K12 Education Total Program



39 districts levy 27.0 mills

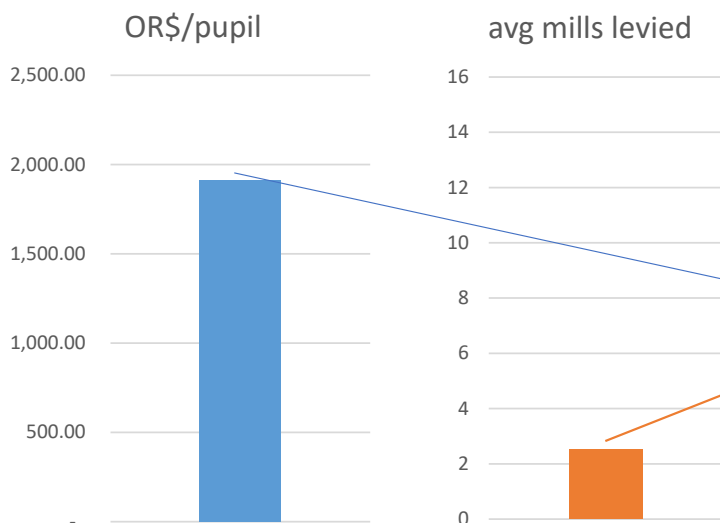


40 districts levy less than 15.0 mills

Correcting Taxpayer Equity with Uniform rate of 27.000 (or full local funding) will improve overall funding by ~ \$430mm

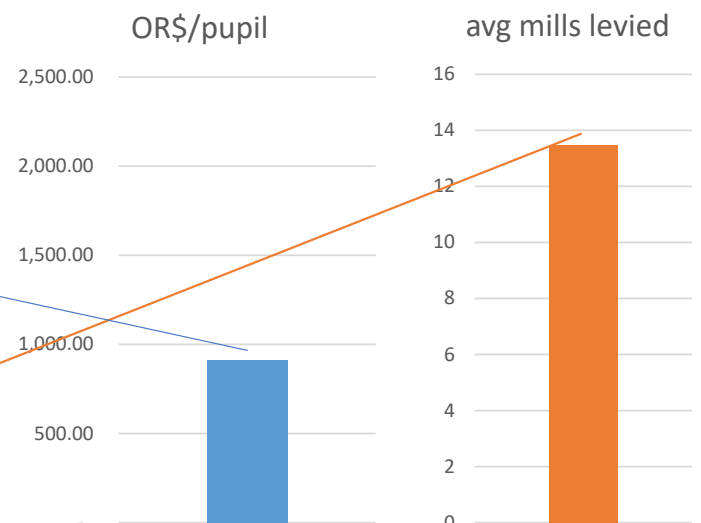
Override funds in K12 Educaiton are a problem - and the opportunity

Top 35 Property Wealth Districts (AV/pupil)



94% of High Property Wealth Districts have an Override

Bottom 35 Property Wealth Districts (AV/pupil)



Only 49% of Low Property Wealth Districts have an Override

High Property Wealth Districts generate over 2x OR\$/pupil for 20% of the cost compared to Low Property Wealth Districts

Improved Override Equity can be achieved by investing \$130mm of uniform mill result and incentivize additional \$300mm of new OR\$



10850 East Woodmen Rd
Falcon, CO 80831

November 20, 2019

Topic: Mill Levy Standardization – abridged version
(for what is known as ‘Total Program’ or ‘General Program’)

There are several good perspectives to Mill Levy Standardization:

1. Legislation will, by necessity, involve voters at the local level, allowing them to make decisions that effect them and only them.
 2. New money that comes from Mill Levy Standardization is locally generated by making tax rates more equitable, not less.
 3. Students cannot and do not get the same experience – the best experience for them, from a funding model that extends local funding disparities to similar, material, funding disparities in Mill Levy Override revenues
- It is incumbent upon all of us to recognize that Mill Levy Override revenues are a material part of a district’s general fund spending resources. In fact, overrides are the second largest funding item (worth \$1.3B in 2018/19) behind only base funding. Overrides haven’t traditionally been viewed as part of the total program, but it can be ignored no longer. By having no means to equalize override revenues, equity is skewed severely, and in a way that cannot be corrected through indirect methods. Therefore, override equalization is a critical and necessary compliment to Mill Levy Standardization.
 - Uneven property taxpayer experiences need to be corrected because it is necessary and appropriate for tax policy to have an honorable definition.
 - State share payment calculations should not facilitate the disparate property taxpayer experience. With the highest current local burden being 27 mills, and with 65% of students attending districts that assess at least 25 mills, that 25-27 range seems an appropriate target to bring all property taxpayers to.
 - Override revenue has become so substantial, that it can no longer be classified as ‘supplemental revenue’. It is a material component of overall education spending and therefore should be equalized appropriately.
 - Pursuing Total Program Mill Levy Standardization, that balances property taxpayer burdens, in a way that uses a portion of the resulting release of state share funds to equalize override revenue is the most logical and most appropriate course of action that can and should be endorsed by virtually all political perspectives.



10850 East Woodmen Rd
Falcon, CO 80831

November 20, 2019

Topic: Mill Levy Standardization – unabridged version
(for what is known as ‘Total Program’ or ‘General Program’)

Issue behind the topic: New money in the right way, from the right sources, for the right reasons

Relevant Truths:

1. Property taxes have been the best source of funding public education for hundreds of years. They continue to be the best source because it reflects the will of the community – the will of the local voters.
2. Property tax rates for local school districts’ Total Program Mill Levy have no strategic distribution, yet the range of the tax rates is wide – resulting in those tax rates seeming arbitrary, unintentionally preferential, and corresponding revenue inadequate to support the conceptual ideal of Local Control.
3. Colorado is a laggard – not a leader, in education funding in the region. Teachers do not leave Wyoming, Kansas, Oklahoma, etc. to come to Colorado to make more money and have a better professional experience – they go the other way instead. Teachers leave Colorado for greener pastures. Colorado has teaching positions that either go unfilled, or get filled by unqualified/ineffective/warm body types that too often perpetuate a cycle of ineffective education delivery.
4. The amount of social programs that infringe upon true education is already overwhelming to education professionals (teachers, principals, etc.) Those social programs/priorities need resources to address appropriately. Without improved resources to cover the social programs/priorities, the delivery of education will continue to suffer as will, then, the performance results of education measures for Colorado.
5. The voters, through the defeats of Amendment 73 (2018) and Amendment 66 (2013) have indicated their reluctance to fund ‘more of the same’. Pursuing options that have well-thought intention that both increase and improve education funding are the natural next steps.
6. Education funding in Colorado is complicated and complex. There is no low hanging fruit, there are no easy answers. Changes and improvements have to tackle the complexity head on with difficult conversations to dissect the issues.



While the relevant truths listed previously may seem overstated to the basic question of Mill Levy Standardization, they are not. There are several good perspectives to Mill Levy Standardization:

1. Legislation will, by necessity, involve voters at the local level, allowing them to make decisions that effect them and only them. This local perspective is a foundational element to TABOR, which keeps getting revalidated by election proposals that seek to modify TABOR and failing to do so.
2. New money that comes from Mill Levy Standardization is locally generated by making tax rates more equitable, not less.

Mill Levy Standardization removes what has long been an inappropriate advantage that some communities have had compared to other, often neighboring, communities by balancing state share against an equalized, appropriate level of local contribution rather than the historical rate.

3. Students cannot and do not get the same experience – the best experience for them, from a funding model that extends local funding disparities to similar, material, funding disparities in Mill Levy Override revenues; monies that supplement total program, per-pupil, funding.
4. Professional educators are being crushed by the demands being placed upon them that dilute their efforts to deliver education. Demands that are more of a social and emotional development nature, while very, very important are simply 'added on' to the traditional education delivery priority. Added demands with no added capacity means previous efforts will be diminished in both quality and quantity.

Hesitations to Mill Levy Standardization and Disparate Impacts

Mill Levy Standardization engenders some hesitation from many corners of the state and in education in general. This is a solution that has one kind of result for the taxpayers of a school district and different kind of result for the school district itself. Those disparate results are not a bad thing – they are necessary to rebalance the state and local share components of program funding.

Understanding the results will take time and effort, considering them from both the local perspective as well as the full state perspective. It will take honest conversation about historical trends, current realities and a direction that is best for the long term.



Cautions to Predictable Reactions

Mill Levy Standardization can bring some pre-postured reactions that need to be resisted in order to dig in and understand the details to see a bigger picture.

1. Increased tax rates/revenues can be automatically seen as a negative.
Instead we could/should focus on the disparate experiences of taxpayers and recognize that those experiences should be more similar. Giving voters an opportunity to correct that issue is an appropriate action to for issues that lack propriety.
2. An action that leads to increasing tax rates can be automatically seen as burdensome to low income taxpayers.
While that is a correct statement, it can be overvalued on a Mill Levy Standardization issue. Mill Levies are applied to property value (i.e. property wealth – not income wealth). While there can and will be some impact, it is not as impactful to low income taxpayers.

Constitutional mandate impacts: Uniform & Thorough

Mill Levy Standardization does a lot to improve adequacy (uniform) as well as improving the balance of state and local share in total program but, on its own, it does not improve equity (thorough-ness) - at all. The related element to Mill Levy Standardization that does impact equity is Mill Levy Overrides.

It is incumbent upon all of us to recognize that Mill Levy Override revenues are a material part of a district's general fund spending resources. In fact, overrides are the second largest funding item (worth \$1.3B in 2018/19) behind only base funding. Overrides haven't traditionally been viewed as part of the total program, but it can be ignored no longer. By having no means to equalize override revenues, equity is skewed severely, and in a way that cannot be corrected through indirect methods. Therefore, override equalization is a critical and necessary compliment to Mill Levy Standardization.

The statistical ratio that is most revealing to the cause and effect of this situation is Assessed Value per Pupil; that is the cumulative value of assessable property in a school district divided by the number of funded students in that district: $AV / sFTE$.

For example, ignoring the large school district and focusing on districts with less than 3,000 sFTE; the 20 best resourced districts (in property wealth) average \$992,569 of AV/sFTE. The 20 lowest resourced districts average \$52,489. That is 94.5% less than their well-resourced brethren. Accordingly, the well-resourced districts average \$1,820 per pupil in override revenues while the low-resourced districts average \$65. That is a 2,818% disparity.



Low AV/sFTE is an 'equal opportunity problem' – meaning it is not a small vs. large district pattern, not a urban vs. rural, not front range vs. western slope. Districts (and therefore students) from every corner, every demographic, every affiliation are effected. Ignoring this disparity is simply unfathomable if one want to speak anything about student funding equity in Colorado. No other issue has the funding disparity of override revenue; not even close.

The correlation to Mill Levy standardization comes from the fact that both issues are based in local mill levies for education. Both issues can and should be corrected simultaneously, with a single, integrated solution that improves taxpayer equity, improves overall funding for all students, and improves the disparities between students in lower resourced districts and those in well resourced districts.

Hesitations to Override Equalization

Pulling the covers back on the funding disparities in override revenues reveals significant competitive advantages in funding that many districts/students have over other districts/students. Hesitations, unfortunately, will come from those seeking to protect that competitive advantage, from those who are scared to compete on equal terms. That protectionism needs to be exposed and identified for what it is, not masked in a concern of increased tax rates related to Total Program Mill Levy standardization.

Summary

Uneven property taxpayer experiences need to be corrected because it is necessary and appropriate for tax policy to have an honorable definition.

State share payment calculations should not facilitate the disparate property taxpayer experience. With the highest current local burden being 27 mills, and with 65% of students attending districts that assess at least 25 mills, that 25-27 range seems an appropriate target to bring all property taxpayers to.

Override revenue has become so substantial, that it can no longer be classified as 'supplemental revenue'. It is a material component of overall education spending and therefore should be equalized appropriately.

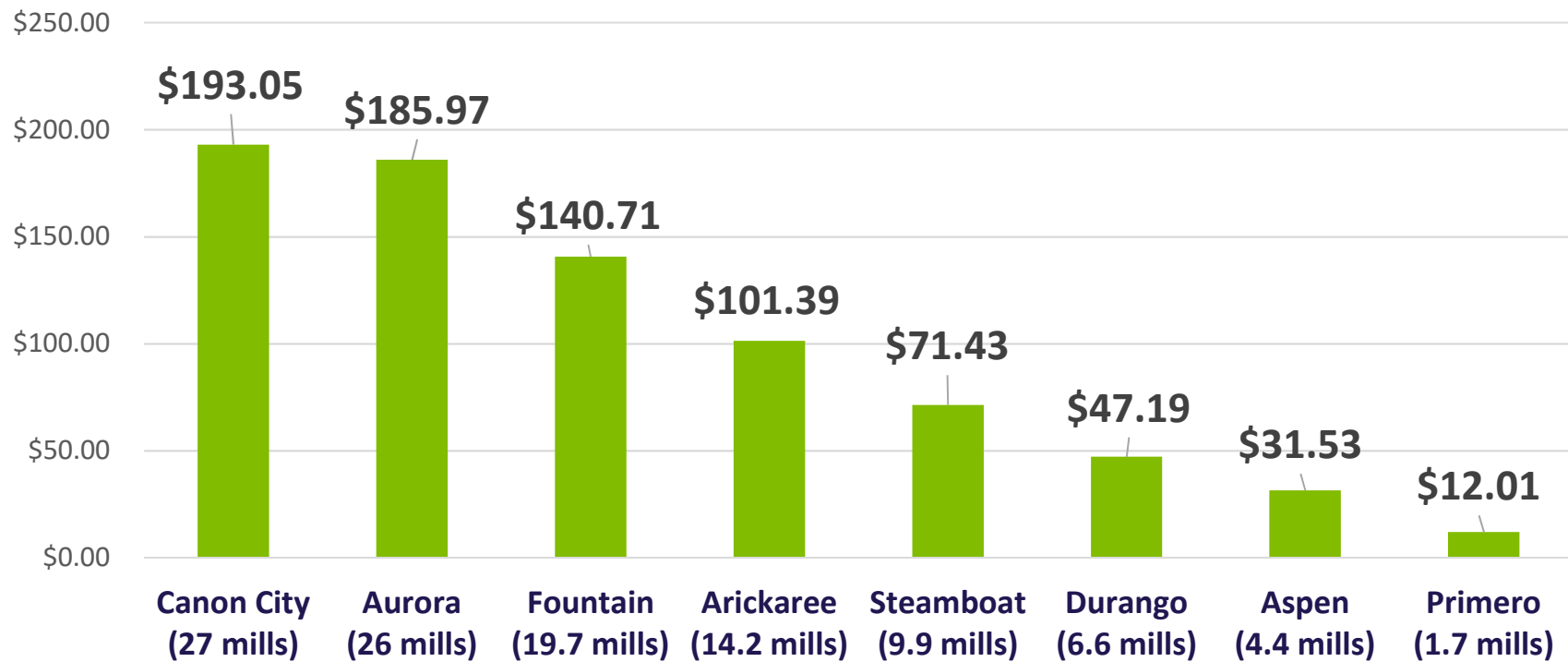
Pursuing Total Program Mill Levy Standardization, that balances property taxpayer burdens, in a way that uses a portion of the resulting release of state share funds to equalize override revenue is the most logical and most appropriate course of action that can and should be endorsed by virtually all political perspectives.

Update from Joint Budget Committee Members on Issues Related to School Finance

School Finance Legislative Interim Committee Meeting
October 21, 2019

Taxpayer inequality in Colorado

Taxpayer Contribution per \$100k of Home Value in 2019*



*Takes into account 2019 Residential Assessment Rate of 7.15%

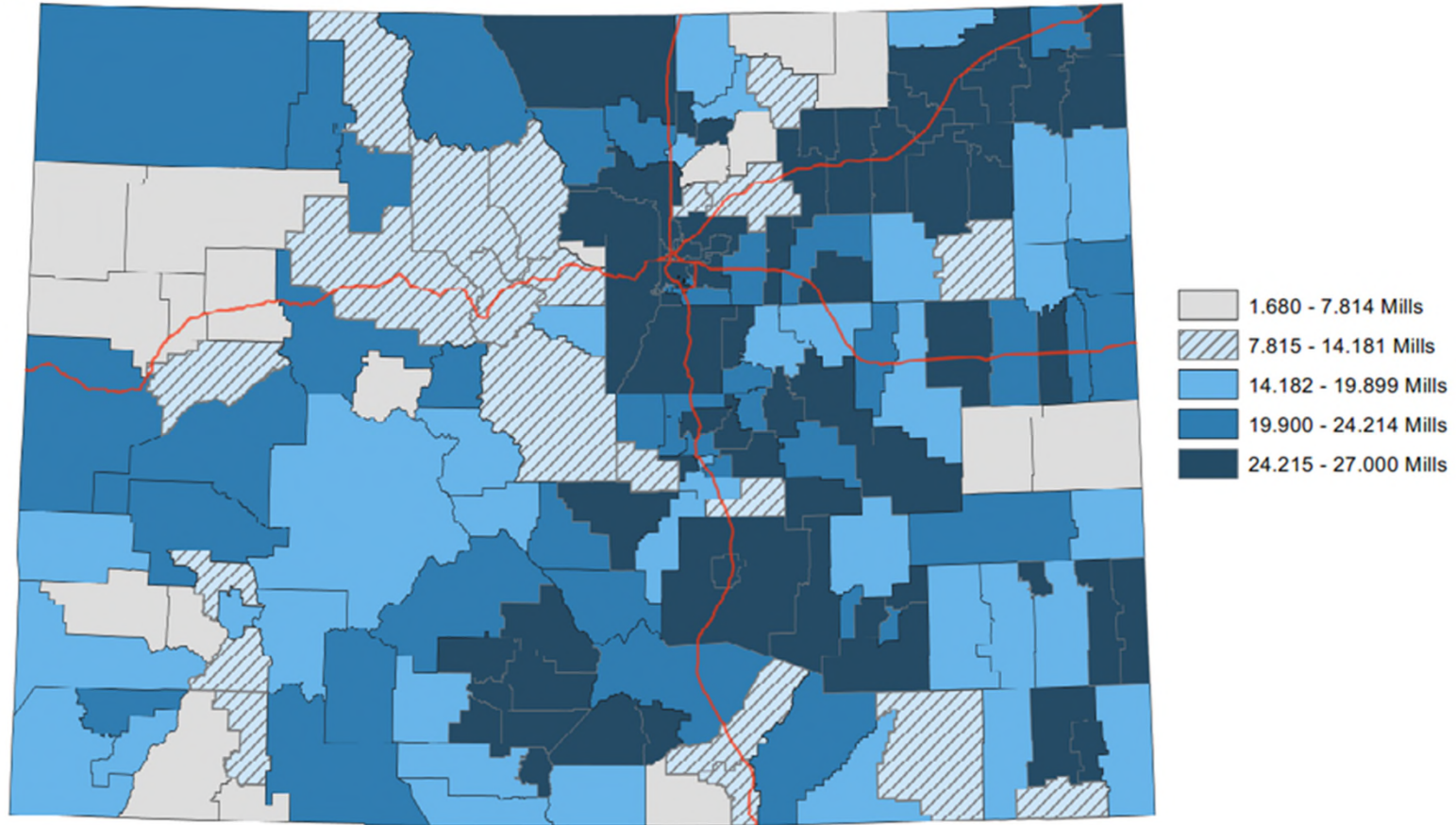
What's a mill levy?

- *Total Program Mill Levy* = Property Tax Rate
- Assessed/Taxable Value (determined by Gallagher) x Mill Levy = Property Tax Amount
 - One mill = 1 / 1000, so 27 mills = .027
 - Each district has its mill levy set each year in statute
 - **TOTAL PROGRAM MILL LEVY \neq MILL LEVY OVERRIDE**
 - TPMLs range from 1.68 mills to a ceiling of 27 in CO

Pueblo Homeowner Example:

\$175,400 (Market Value) x .0715 (7.15% Residential Assessment Rate) x .027 (27 Mills) =
\$338.61 annual payment for K-12 total program

FY 2019-2020 Total Program Mill Levies



Map prepared by Legislative Council Staff.

Disparate levies: How did we get here?

1988: School Finance Act of 1988 instituted a statewide uniform mill levy to equalize local effort and reduce reliance on the local share.

1992: Voters pass TABOR, which constrains local revenues and reduces mill levies to stay under caps. Districts with rapid AV growth see mill levies drop, and they cannot float back up.

1991: By 1991, districts had largely transitioned to a uniform mill levy of 40.08 mills (except for districts fully funded locally at a lower level).

2007: Mill levy freeze (S.B. 07-199) for most districts freezes in place existing inequities.

Why does this matter?

- Impact on taxpayers
 - 16x variation in local investment in K-12 (via the tax rate)
 - Current mill levies tend to be regressive
 - Subsidization of low mill levies through income/sales tax
- Impact on school districts
 - Districts taxed at a higher rate struggle to raise overrides
- Impact on the state budget
 - Local revenue declining over decades has put unsustainable pressure on the budget because of the required backfill of low mill districts

Why take this on?

- A tax system with no intentional design or coherent policy rationale to support it is not a good tax system
- Tax equity should be evaluated at the level of the taxpayer (via the tax rate), and the state's role should be to equalize for inherent differences in tax *base* across the state, not tax *rate*

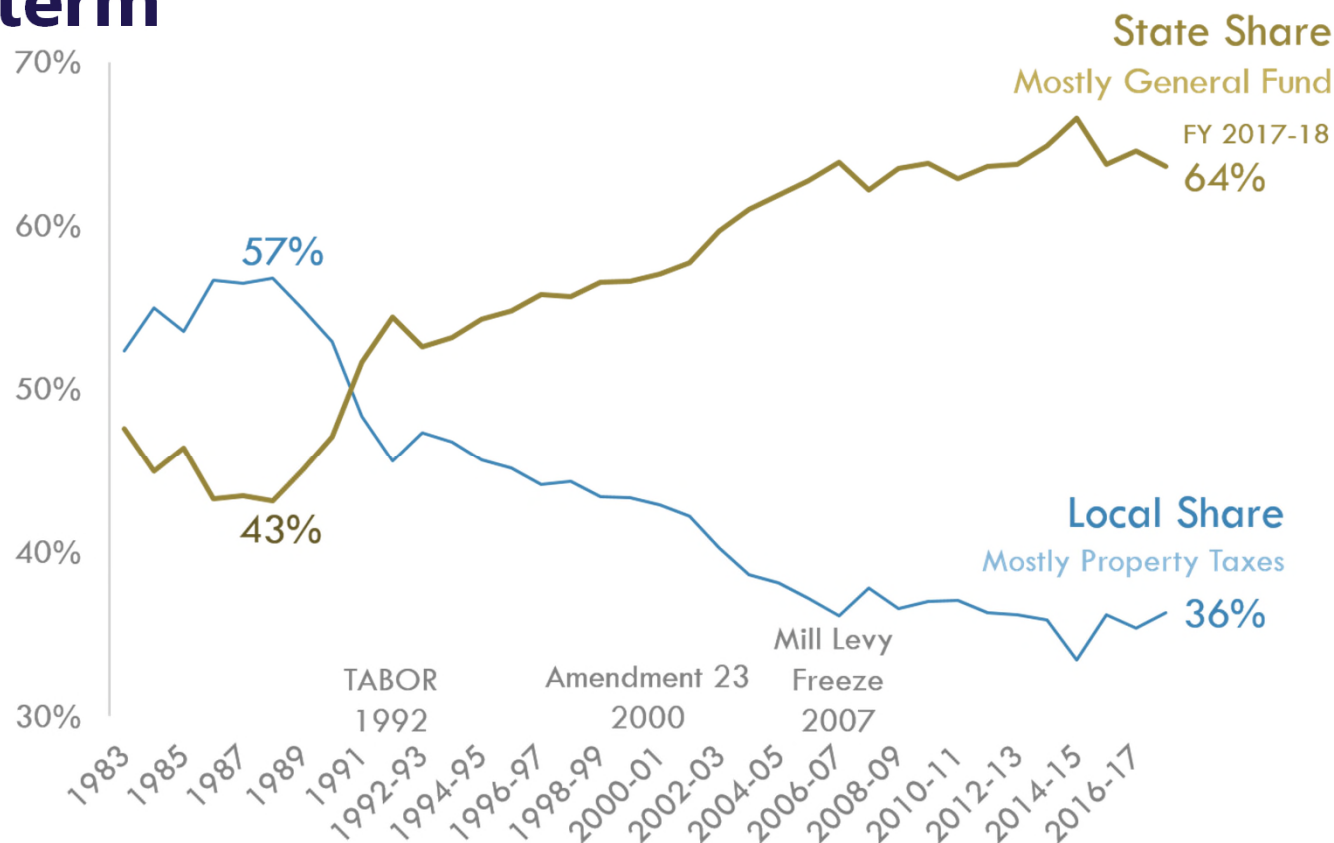
A proposal to equalize property tax rates

- Authorize districts to increase their total program mill levy, with local voter approval, to a level consistent with current high-mill districts
- Institute phase-in period by which districts on track to increase TPML would realize additional revenue; those not on track would gradually see state share of funding reduced
- As an option (not a requirement), allow districts to repurpose voter-approved mill levy overrides as total program mill levies

Goals of uniform total program mill proposal

- Improve *equity between taxpayers* in Colorado
- Improve *equity between districts* by leveling the playing field of investment in education
- Improve school funding *adequacy* by increasing property tax revenue and investing those dollars into education
 - New, sustainable local revenue if all districts at 27 mills or fully funded locally = \$437M
- Improve long-term *sustainability* of K-12 funding by rebalancing local and state share contributions and relieving pressure on the state budget

Unsustainability of K-12 finance over the long-term



Note: Prior to 1993, K-12 funding was allocated on a calendar year basis.

Questions to address

- At what level should the “uniform” mill be set?
 - Discussion has centered on 27 mills or fully funded locally
- What does the on-ramp look like for districts and their voters to get there over time?
 - Possible hybrid option where a majority of districts are given a number of years to get to 27, while those with complicating factors could have a longer phase-in or hold harmless period
- What does the safety net look like for districts with unsupportive voters?
 - No district may fall more than XX% below total program funding

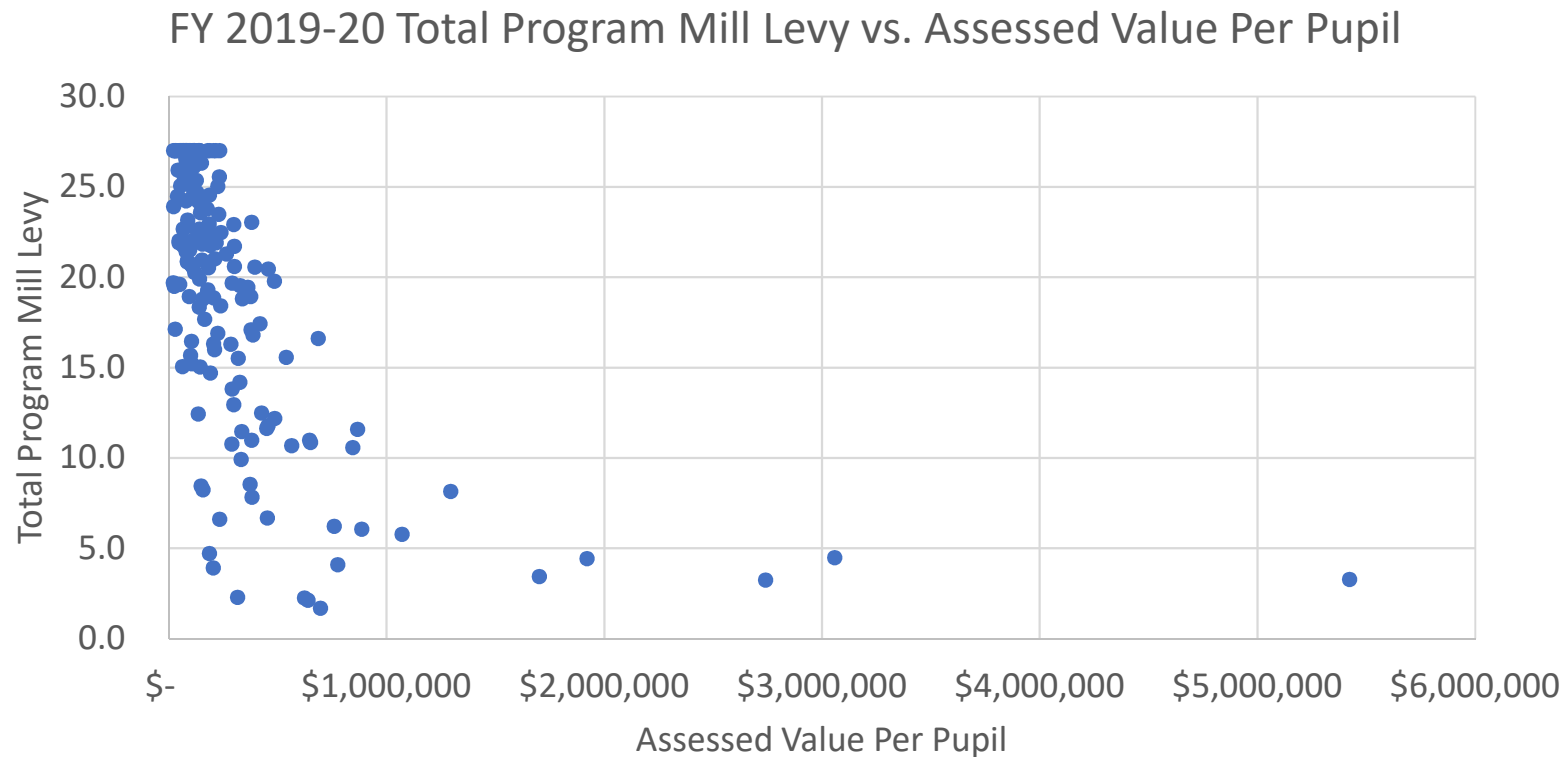
Questions to address

- What incentives can be built in to compel voters to support raising their total program mill levy? Examples:
 - Provide election technical assistance for districts that would have to go to voters
 - Use a portion of the state share that would become available over time to create a “Mill Levy Override Equalization Fund” for districts with low assessed value per pupil
 - Increase the mill levy override cap for districts at 27 or fully funded locally
- How does this proposal fit into the larger picture of statewide efforts to address our Constitutional structure and school funding situation?

Extra Slides (if needed)

Regressive Property Tax Rates

Bottom line: Mill levies are generally regressive – they are higher for districts with lower property values per pupil.

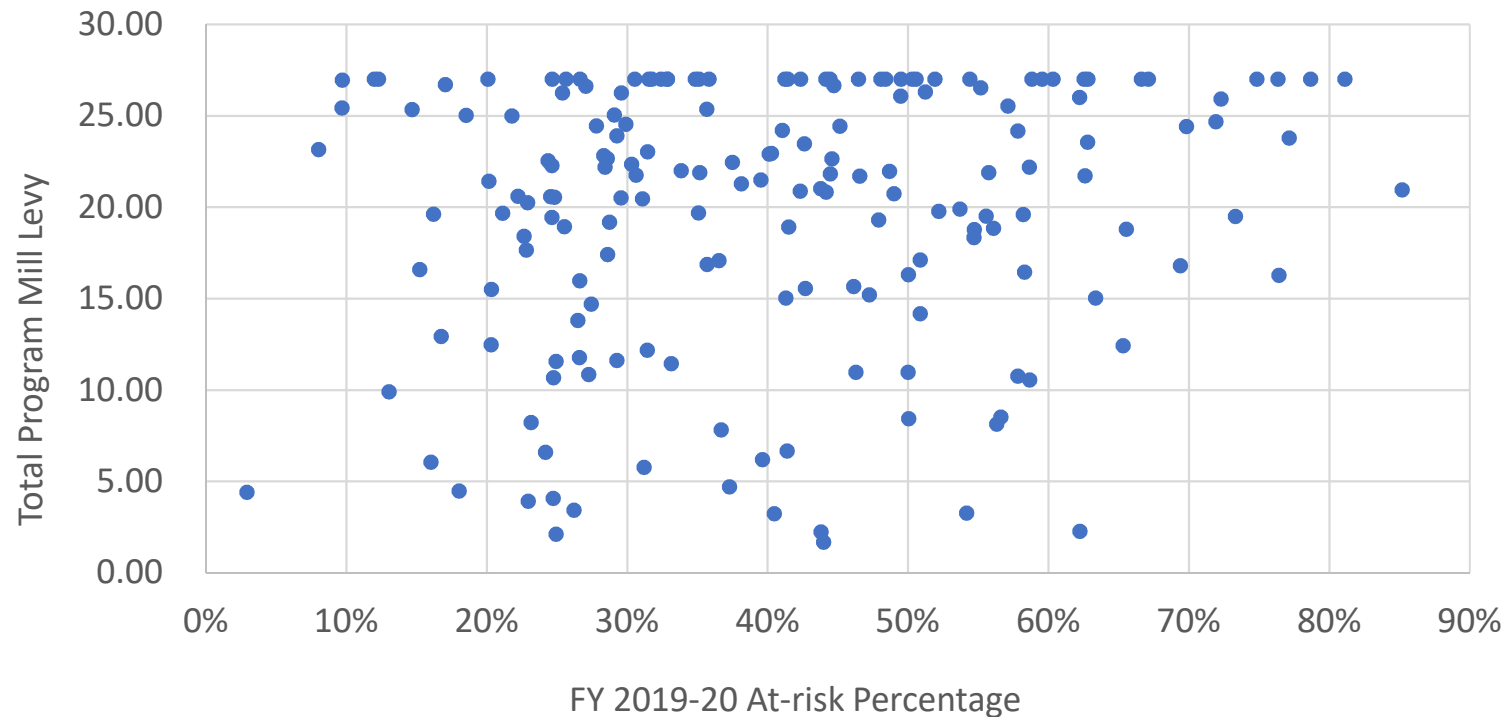


Total Program Mill Levy vs. At-risk

Percentage

Bottom line: Mill levies vary significantly between districts with similar at-risk populations with no discernible pattern/policy rationale.

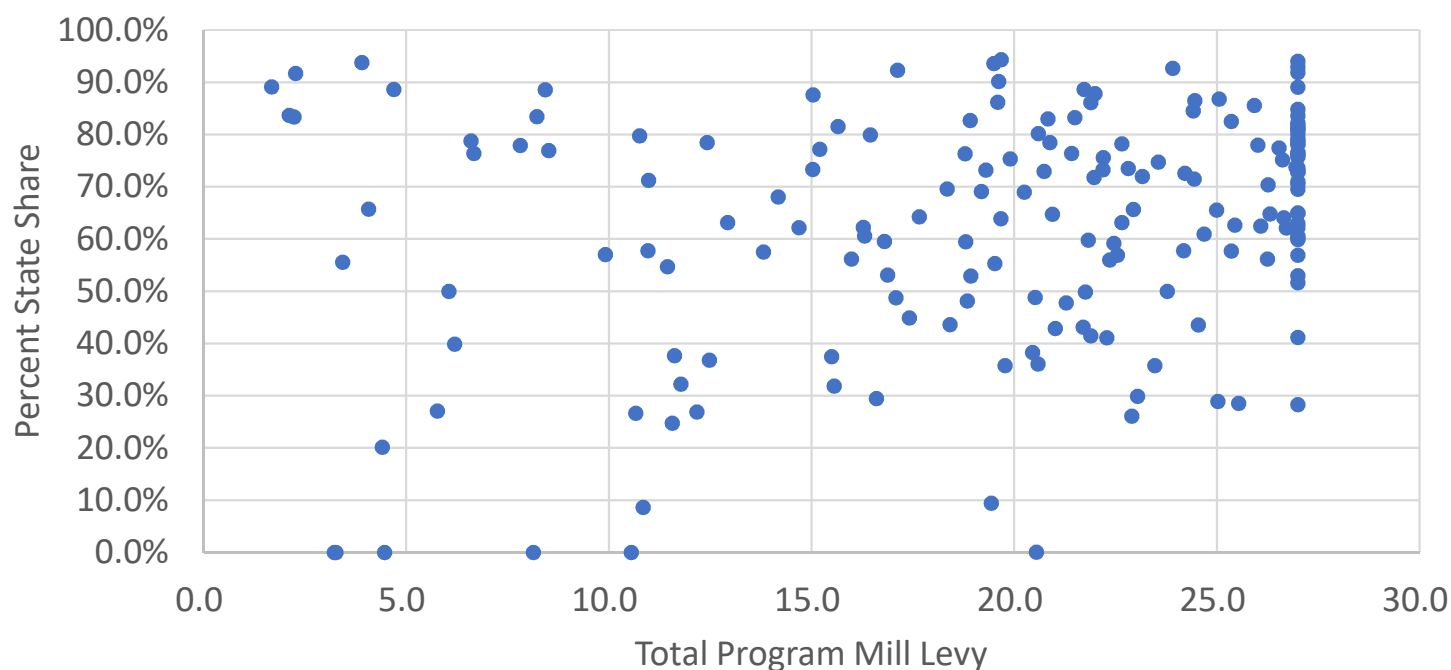
FY 2019-20 Total Program Mill Levy vs. At-risk Percentage



Double Duty

Bottom line: State share subsidizes low mill (and in many cases high capacity) districts.

FY 2019-20 Percent State Share vs. Total Program Mill Levy



TPML interaction with overrides

Bottom line: Higher overrides per pupil where there are lower total program mill levies

