



10850 East Woodmen Road • Falcon, CO 80831  
Tele: 719-495-3601 • Fax: 719-495-0832 • E-mail: d49@d49.org

### **Mission Statement**

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

## **AGENDA**

### **SPECIAL BOARD OF EDUCATION MEETING**

**March 24, 2010**  
**10:00 a.m.**

**Followed by a Board of Education Work Session**  
**Education Service Center – Board Room**

- 1.00**            **Call to Order and Roll Call**
- 2.00**            **Welcome and Pledge of Allegiance**
- 3.00**            **Approval of Agenda**
- 4.00**            **Open Forum**
- 5.00**            **Action Items**
  - 5.01            Approval of February Monthly Financial Update, Regular Board of Education Meeting Minutes February 11, 2010, Special Board of Education Meeting Minutes February 19, 2010 and February 24, 2010 and Board of Education Work Session Minutes February 24, 2010.
  - 5.02            Approval of Matters Relating to Administrative Personnel
  - 5.03            Approval of Matters Relating to Transition Year Personnel
  - 5.04            Approval of Matters Relating to Licensed Personnel
  - 5.05            Approval of Matters Relating to Licensed Personnel (INR Non-Renewal)
  - 5.06            Approval of Matters Relating to Educational Support Personnel
  - 5.07            Approval of Instructional Coach Position
  - 5.08            Approval of Falcon School District Staffing Plan for 2010-2011 school year
- 6.00**            **Adjournment**

DATE OF POSTING: March 19, 2010

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Loretta Branham, BOE Executive Administrative Assistant



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**SPECIAL  
BOARD OF EDUCATION MEETING  
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10:00 a.m.**

**Followed by a Board of Education  
Work Session**

**EDUCATION SERVICE CENTER—  
BOARD ROOM**

Call to Order and  
Roll Call  
1.00

Welcome and  
Pledge of Allegiance  
2.00

Approval of Agenda  
3.00



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Loretta Branham, BOE Executive Administrative Assistant

Open Forum  
4.00

Action Items  
5.00



## **BOARD OF EDUCATION AGENDA ITEM 5.01**

**BOARD MEETING OF:** March 24, 2010

**PREPARED BY:** Joleen Schaake, Chief Financial Officer, Loretta Branham  
Executive Administrative Assistant

**TITLE OF AGENDA ITEM:** Approval of February 2010 Monthly Financial Update, February 11, 2010 Regular Board of Education Meeting Minutes, February 19, 2010 Special Board of Education Meeting Minutes, February 24<sup>th</sup> Special Board of Education Meeting Minutes, and February 24, 2010 Board of Education Work Session Minutes

**ACTION/INFORMATION/DISCUSSION:** Action

### **BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION**

Report to the Board of Education the performance of actual revenues and expenditures versus budgeted revenues and expenditures in all funds with comparison to prior year. Reference the attached spreadsheet: the first column is the list of each fund the District has. The 2009-2010 columns start with the approved budget for the whole year compared to revenues and expenditures through February. Percentages over 100% on a revenue line are good in that we received more revenue than was anticipated. If any of the expenditure lines were higher than the percentage of year concluded, that fund could be an area of possible concern depending upon why it was high.

The 2009-2010 year-end fund balance columns are required by statute. This is showing you the budgeted and anticipated end-of-year fund balance. The 2008-2009 columns are the prior year's total budget and the actual through February 2010. These amounts are provided for comparison to the current year amounts.

### **PROS/CONS AND ALTERNATIVE COURSES OF ACTION**

None

### **COST OR COST ESTIMATION:**

None

**MOTION REQUESTED:**

I move to approve the February 2010 monthly financial update, February 11, 2010 Regular Board of Education Meeting Minutes, February 19, 2010 Special Board of Education Meeting Minutes, February 24<sup>th</sup> Special Board of Education Meeting Minutes, and February 24, 2010 Board of Education Work Session Minutes as presented.

**APPROVED BY:** Brad Schoeppey, Ed. D., Superintendent **DATE:** March 12, 2010



**BOARD OF EDUCATION AGENDA ITEM 5.02**

**BOARD MEETING OF:** March 24, 2010

**PREPARED BY:** Mark McPherson, Executive Director of Human Resources

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

**ACTION/INFORMATION/DISCUSSION:** Action

**BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:**

- To gain Board of Education approval for personnel changes.

**PROS/CONS AND ALTERNATIVE COURSES OF ACTION**

Pros – None  
Cons – None  
Alternatives – None

**COST OR COST ESTIMATION:**

None

**MOTION REQUESTED:**

I move to approve the job title changes, retirements and contract renewals listed on the attached sheets as recommended by the administration.

**APPROVED BY:** Mary Guinn, Ed. D., Deputy Superintendent      **DATE:** March 12, 2010





**BOARD OF EDUCATION AGENDA ITEM 5.03**

**BOARD MEETING OF:** March 24, 2010

**PREPARED BY:** Mark McPherson, Executive Director of Human Resources

**TITLE OF AGENDA ITEM:** Approval of Personnel Matters Relating to Transition Year Requests

**ACTION/INFORMATION/DISCUSSION:** Action

**BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:**

To gain Board of Education approval for request to participate in a transition year.

**PROS/CONS AND ALTERNATIVE COURSES OF ACTION**

Pros – The District will realize a total savings of \$42,994.00 as a result of PERA and benefits savings.

Cons – None

Alternatives – None

**COST OR COST ESTIMATION:**

None

**MOTION REQUESTED:**

I move to approve the recommendation of the administration for personnel requesting to participate in a transition year (110-110) as listed on the attached sheet.

**APPROVED BY:** Brad Schoeppey, Ed. D., Superintendent

**DATE:** March 12, 2010



**BOARD OF EDUCATION AGENDA ITEM 5.04**

**BOARD MEETING OF:** March 24, 2010

**PREPARED BY:** Mark McPherson, Executive Director of Human Resources

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

**ACTION/INFORMATION/DISCUSSION:** Consent-Action

**BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:**

- To gain Board of Education approval for personnel changes.

**PROS/CONS AND ALTERNATIVE COURSES OF ACTION**

Pros – None  
Cons – None  
Alternatives – None

**COST OR COST ESTIMATION:**

None

**MOTION REQUESTED:**

I move to approve the appointments, retirements, and resignations of the attached list of licensed personnel as recommended by the administration.

**APPROVED BY:** Mary Guinn, Ed. D., Deputy Superintendent      **DATE:** March 12, 2010



**BOARD OF EDUCATION AGENDA ITEM 5.05**

**BOARD MEETING OF:** March 24, 2010

**PREPARED BY:** Mark McPherson, Executive Director of Human Resources

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

**ACTION/INFORMATION/DISCUSSION:** Consent-Action

**BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:**

By law, all individuals contracted with INR (Intent to Non-Renew) contracts must have Board Action to notify the individual of their lack of continued employment.

**PROS/CONS AND ALTERNATIVE COURSES OF ACTION**

Pros – None  
Cons – None  
Alternatives – None

**COST OR COST ESTIMATION:**

None

**MOTION REQUESTED:**

I move to approve the attached list and notification of INR (Intent to Non-Renew) licensed staff as recommended by the administration.

**APPROVED BY:** Brad Schoeppey, Ed. D., Superintendent

**DATE:** March 12, 2010



**BOARD OF EDUCATION AGENDA ITEM 5.06**

**BOARD MEETING OF:** March 24, 2010

**PREPARED BY:** Mark McPherson, Executive Director of Human Resources

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

**ACTION/INFORMATION/DISCUSSION:** Consent - Action

**BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:**

To Gain Board Approval for Personnel Changes

**PROS/CONS AND ALTERNATIVE COURSES OF ACTION**

By addressing this action item, the Board allows the district to continue its function of hiring, and other personnel actions.

By not addressing this action item, it would create problems with contracts and service being rendered.

**COST OR COST ESTIMATION:**

None

**MOTION REQUESTED:**

I move to approve the appointments, substitutes, resignations, terminations and leave of absences on the attached list as recommended by the administration.

**APPROVED BY:** Mary Guinn, Ed. D., Deputy Superintendent **DATE:** March 24, 2010



**BOARD OF EDUCATION AGENDA ITEM 5.07**

**BOARD MEETING OF:** March 24, 2010

**PREPARED BY:** Mark McPherson, Executive Director of Human Resources

**TITLE OF AGENDA ITEM:** Approval of Instructional Coach Position

**ACTION/INFORMATION/DISCUSSION:** Action

**BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:**

To Gain Board Approval for Instructional Coach. Falcon D49 is implementing an academic initiative to enhance student achievement by improving skill sets of teachers in the classroom. Instructional coaches will assist teachers with training and increasing best teaching practices.

**PROS/CONS AND ALTERNATIVE COURSES OF ACTION**

By addressing this action item, the Board allows the district to move forward and develop student achievement initiatives.

**COST OR COST ESTIMATION:**

None

**MOTION REQUESTED:**

I move to approve the instructional coach position as recommended by the administration.

**APPROVED BY:** Brad Schoeppey, Ed. D., Superintendent      **DATE:** March 13, 2010

**FALCON SCHOOL DISTRICT 49**  
**ADMINISTRATIVE JOB DESCRIPTION**

**Job Title:** Instructional Coach (Math, Literacy, Science, GT, Sped, ELL)  
**Revised Date:** March 2, 2010  
**Work Year:** 203 days  
**Department:** Learning Services  
**Reports To:** School Improvement Coordinator/Coordinator of Curriculum and Instruction  
**Salary Range:** \$60,610-78,793

**Classification:** Exempt Administrative

**SUMMARY:**

To promote excellence and continuous improvement in student achievement by providing leadership and support at the district and school levels in effective instructional practices through implementation of the written, taught and tested curriculum.

This position is responsible for providing instructional coaching, modeling and effective feedback to teachers, providing professional development aligned with effective instructional practices which support district and school improvement initiatives including professional learning communities and School Improvement Plans.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conduct and / or facilitate professional development activities for D49 staff around effective instructional strategies, curriculum implementation and assessment practices
- Assist in the coordination of district professional development programs (new teacher orientation, induction, and mentoring programs)
- Act as liaison between school buildings and the Service Center to communicate and plan for professional development needs aligned with improvement efforts
- Facilitate teacher learning teams to promote authentic collaboration for improving teaching and learning
- Support schools in the implementation of Effective Schools Correlates
- Model effective instructional strategies, provide on-going coaching and feedback to teachers
- Assist teachers in the implementation of school-improvement plan strategies including differentiated instruction and continual progress monitoring
- Provide support for improving instruction within special programs district-wide (English Language Learning, Special Education, Gifted and Talented Education)
- Assist with instructional planning and identification of resources to meet differentiated student needs
- Analyze and interpret student assessment data to identify target areas for instructional improvement

- Collaborate in the review and transformation of current practices on how instructional time is utilized and the development of consistent expectations for core-subject instruction
- Assist in the continual development and implementation of standards-based, written curriculum to ensure horizontal and vertical alignment throughout the district
- Collaborate in curriculum review and adoption process
- Participate on district committees related to school improvement, curriculum, instruction and assessment
- Perform other duties as assigned

**EDUCATION AND TRAINING:**

Master's degree and additional course work related to content specific requirements or licensure preferred. Colorado Department of Education Principal License preferred.

**Qualifications/Job:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EXPERIENCE AND SKILLS:**

- Minimum of five years highly successful teaching and / or administrator experience
- Demonstrated high student achievement and / or growth
- Ability to implement standards-based instruction, understanding of curriculum design and alignment
- Demonstrated use of assessment and data to drive instructional practices
- Ability to support cross-curricular / interdisciplinary teaching and learning
- Ability to support differentiated instruction to meet the needs of diverse learners such as SPED, GT and ELL students
- Ability to work well with others in a diverse educational community
- Demonstrated experience in providing professional development / coaching adult learners
- Excellent verbal and written communication skills
- Ability to model and support the use of technology as an instructional tool
- Demonstration of computer application skills (i.e. Microsoft Word, Excel, Power Point)
- Knowledge of International Baccalaureate and / or STEM instructional practices

**SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:**

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. Oral and written fluency in second language may be preferred or required based on building assignment.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

Colorado Department of Education Educator License in the area of assignment.

**SUPERVISION/TECHNICAL RESPONSIBILITY: None**

**BUDGET AND/OR RESOURCE RESPONSIBILITY: None**

**PHYSICAL DEMANDS:** 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.

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.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.





**BOARD OF EDUCATION AGENDA ITEM 5.08**

**BOARD MEETING OF:** March 11, 2010

**PREPARED BY:** Mark McPherson, Executive Director of Human Resources

**TITLE OF AGENDA ITEM:** Approval of the Falcon School District Staffing Plan for 2010-2011 school year

**ACTION/INFORMATION/DISCUSSION:** Action

**BACKGROUND INFORMATION, DESCRIPTION OF THE SITUATION, AND RECOMMENDED COURSE(S) OF ACTION:**

To gain Board approval for the 2010-2011 school year staffing plan.

**PROS/CONS AND ALTERNATIVE COURSES OF ACTION**

By addressing this action item, the Board allows the district to move forward and staff buildings for the 2010-2011 school year.

**COST OR COST ESTIMATION:**

None

**MOTION REQUESTED:**

I move to approve the Falcon School District Staffing Plan for the 2010-2011 school year as recommended by the administration.

**APPROVED BY:** Brad J. Schoeppey, Ed. D., Superintendent

**DATE:** March 4, 2010

**FALCON SCHOOL DISTRICT 49  
CORE-STAFFING DOCUMENT FOR SCHOOL YEAR 2010-11**

**School: Elementary**

The district administration has worked with building leaders and department supervisors to determine how best to staff increases/decreases for each academic year. **These ratios are always dependent on funding and may be modified by the Superintendent, put on hold or not filled as the budget is constructed and monitored during any given school year.** Allocation is determined as follows:

**Below the line positions for all elementary schools.** These are not determined or affected by the Core-Staffing ratios:

Principal	Library Media Specialist
Assistant Principal *	Administrative Secretary
.5 Gifted and Talented	School Secretary
Counselor	Health Assistant
	Building Manager
	Custodian

Specials area allocated at 1 specials teacher for every 7 teachers allocated. All elementary are required to provide art, music, and PE.

\*If over 600 students enrolled

**Below the line additions due to increased enrollment:**

School Secretary	Add 2 <sup>nd</sup> Secretary at 750
Counselor	Add 1 at 800

**Above the line determined by Core-Staffing enrollment:**

<i>Target</i>		<i>Add staff</i>
Grade ½ K,	22:1	Add a teacher when ratio is 24:1
Grade Full K,	22:1	Add a teacher when ratio is 24:1
Grade 1-3	23:1	Add a teacher when ratio is 25:1
Grades 4-6	25:1	Add a teacher when ratio is 27:1

Crossing Guards and lunch monitors are determined by location. PT and OT allocations are calculated as FTE/total buildings supported. Title positions are not subject to core staffing.

**FALCON SCHOOL DISTRICT 49  
CORE-STAFFING DOCUMENT FOR SCHOOL YEAR 2010-11**

**School: Middle School**

The district administration has worked with building leaders and department supervisors to determine how best to staff increases/decreases for each academic year. **These ratios are always dependent on funding and may be modified by the Superintendent, but on hold or not filled as the budget is constructed and monitored during any given school year.** Allocation is determined as follows:

**Below the line positions for all middle schools.** Each building is provided the following allocations. These are not determined or affected by the Core-Staffing ratios:

Principal	Administrative Secretary
Assistant Principal	School Secretary
Counselor	In-School Suspension Supervisor
Library Media Specialist	Health Assistant
.5 Gifted and Talented Instructor	Building Manager
	Custodian
	Security
	Lunch Monitor

**Below the line additions due to increased enrollment:**

Dean of Students	Add at 1000
Administrator	Add AP at 800 Add 3 <sup>rd</sup> AP at 1500
Counselor	Add .5 at 500 Change to 2 <sup>nd</sup> at 650 Add 3 <sup>rd</sup> at 1000
School Secretary	Add 2 <sup>nd</sup> at 750 Add 3 <sup>rd</sup> at 1000
Library Aide	Add at 1000

**Above the line determined by Core Staffing:** Regular Education staffing is *targeted* at a 23:1 ratio. PT and OT allocations are calculated as FTE/total buildings supported. Title positions are not subject to core staffing.

**FALCON SCHOOL DISTRICT 49  
CORE-STAFFING DOCUMENT FOR SCHOOL YEAR 2010-11**

**School: High School**

The district administration has worked with building leaders and department supervisors to determine how best to staff increases/decreases for each academic year. **These ratios are always dependent on funding and may be modified by the Superintendent, put on hold or not filled as the budget is constructed and monitored during any given school year.** Allocation is determined as follows:

**Below the line positions for all high schools.** Each building is provided the following allocations. These are not determined or affected by the Core-Staffing ratios:

Principal	Administrative Secretary
Assistant Principal (2)	School Secretary (2)
Library Media Specialist	In-School Suspension Supervisor
Counselor (2)	Security (2)
Athletic/Activities Director	Health Assistant
ROTC *	Building Manager
	Custodian

\*Based on program enrollment

**Below the line additions due to increased enrollment:**

Assistant Principal	Add 3 <sup>rd</sup> at 1500
School Secretary	Add 3 <sup>rd</sup> at 1000 Add 4 <sup>th</sup> at 1250 Add 5 <sup>th</sup> at 1500
Counselor	Add 3 <sup>rd</sup> at 950 Add 4 <sup>th</sup> at 1300 Add 5 <sup>th</sup> at 1650
Library Aide	Add at 1000 Add 2 <sup>nd</sup> at 1800
Security	Add 3 <sup>rd</sup> at 1200 Add 4 <sup>th</sup> at 1600

**Above the line determined by Core-Staffing:** Regular Education staffing is *targeted* at a 25:1 ratio. PT and OT allocations are calculated as FTE/total buildings supported. Title positions are not subject to core staffing.

Adjournment  
6.00