



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 REGULAR BOARD OF EDUCATION MEETING March 11, 2010 6:30 P.M. 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 Consent Agenda**
 - 4.01 Approval of February Monthly Financial Update
 - 4.02 Approval of Matters Relating to Administrative Personnel
 - 4.03 Approval of Matters Relating to Transition Year Personnel
 - 4.04 Approval of Matters Relating to Licensed Personnel
 - 4.05 Approval of Matters Relating to Licensed Personnel (INR Non-Renewal)
 - 4.06 Approval of Matters Relating to Educational Support Personnel
 - 4.07 Approval of New Administrative Position – Instructional Coach
 - 4.08 Approval of Regular Board of Education Meeting Minutes February 11, 2010
 - 4.09 Approval of Special Board of Education Meeting Minutes February 19, 2010
 - 4.10 Approval of Special Board of Education Meeting Minutes February 24, 2010
 - 4.11 Approval of Board of Education Work Session Minutes February 24, 2010
- 5.00 Board/Superintendent Update**
- 6.00 Open Forum**
- 7:00 Action Items**
 - 7.01 Approval of revision to Board of Education Policy BDF-Advisory Committee and BDFA-District Personnel Performance Advisory Council.
 - 7.02 Approval of revision to Board of Education Policy LB-Relations with Other Schools and School Systems and LDA-Student Teaching and Internships, DBD-Determination of Budget Priorities, DJGA-Sales Calls and Demonstrations.
 - 7.03 Approval of adoption, Revision or Repeal of Board of Education Policies EB-Environmental and Safety Program, EBAB- Hazardous Materials, EBAB-R-Hazardous Materials, EBBB-Accident Reports, EBCE-R-School Closings and Cancellations, EDE-Waste Management and Recycling, EEBB-Use of Vehicles for School Business, FA-Facilities Development Goals/Priority Objectives, GBK-Staff Complaints and Grievances, GDQB-Resignation of Support Staff, GCQC/GCQD-Resignation of Instructional Staff/Administrative Staff, GCQC-R/GCQD-R-Resignation of Instructional

Staff/Administrative Staff, IHAK-Character Education, IHAMA-Teaching about Drugs, Alcohol and Tobacco, IKE- Ensuring Students Meet Standards, KEC-Public Concerns/Complaints about Instructional Resources

- 7.04 Approval of 2011-2012 School Year Calendar
- 7.05 Approval of School to Work Alliance Program (SWAP) Contract for 2010- 2011
- 7.06 Course approvals from the District Curriculum Planning Council (DCPC) for school years 2010-2011.
- 7.07 Approval of District Accountability Advisory Committee Membership
- 7.08 Approval of RFP Award for Fire Suppression System for Data Center at Vista Ridge High School
- 7.09 Approval of the Falcon School District Staffing Plan for 2010-2011 school year

8:00 Information Items

- 8.01 Student Field Trips
- 8.02 Expulsion/ Suspension Information

9.00 Discussion Items

10.00 Other Business

11.00 Adjournment

DATE OF POSTING: March 8, 2010

Loretta Branham, BOE Administrative Assistant



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

**REGULAR
BOARD OF EDUCATION MEETING
March 11, 2010
6:30 p.m.**

**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



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 REGULAR BOARD OF EDUCATION MEETING March 11, 2010 6:30 P.M. 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 Consent Agenda**
 - 4.01 Approval of February Monthly Financial Update
 - 4.02 Approval of Matters Relating to Administrative Personnel
 - 4.03 Approval of Matters Relating to Transition Year Personnel
 - 4.04 Approval of Matters Relating to Licensed Personnel
 - 4.05 Approval of Matters Relating to Licensed Personnel (INR Non-Renewal)
 - 4.06 Approval of Matters Relating to Educational Support Personnel
 - 4.07 Approval of New Administrative Position – Instructional Coach
 - 4.08 Approval of Regular Board of Education Meeting Minutes February 11, 2010
 - 4.09 Approval of Special Board of Education Meeting Minutes February 19, 2010
 - 4.10 Approval of Special Board of Education Meeting Minutes February 24, 2010
 - 4.11 Approval of Board of Education Work Session Minutes February 24, 2010
- 5.00 Board/Superintendent Update**
- 6.00 Open Forum**
- 7:00 Action Items**
 - 7.01 Approval of revision to Board of Education Policy BDF-Advisory Committee and BDFA-District Personnel Performance Advisory Council.
 - 7.02 Approval of revision to Board of Education Policy LB-Relations with Other Schools and School Systems and LDA-Student Teaching and Internships, DBD-Determination of Budget Priorities, DJGA-Sales Calls and Demonstrations.
 - 7.03 Approval of adoption, Revision or Repeal of Board of Education Policies EB-Environmental and Safety Program, EBAB- Hazardous Materials, EBAB-R-Hazardous Materials, EBBB-Accident Reports, EBCE-R-School Closings and Cancellations, EDE-Waste Management and Recycling, EEBB-Use of Vehicles

for School Business, FA- Facilities Development Goals/Priority Objectives, GBK-Staff Complaints and Grievances, GDQB-Resignation of Support Staff, GCQC/GCQD-Resignation of Instructional Staff/Administrative Staff, GCQC-R/GCQD-R-Resignation of Instructional Staff/Administrative Staff, IHAK- Character Education, IHAMA-Teaching about Drugs, Alcohol and Tobacco, IKE- Ensuring Students Meet Standards, KEC-Public Concerns/Complaints about Instructional Resources

- 7.04 Approval of 2011-2012 School Year Calendar
- 7.05 Approval of School to Work Alliance Program (SWAP) Contract for 2010- 2011
- 7.06 Course approvals from the District Curriculum Planning Council (DCPC) for school years 2010-2011.
- 7.07 Approval of District Accountability Advisory Committee Membership
- 7.08 Approval of RFP Award for Fire Suppression System for Data Center at Vista Ridge High School
- 7.09 Approval of the Falcon School District Staffing Plan for 2010-2011 school year

8:00 Information Items

- 8.01 Student Field Trips
- 8.02 Expulsion/ Suspension Information

9.00 Discussion Items

10.00 Other Business

11.00 Adjournment

DATE OF POSTING: March 8, 2010

Loretta Branham, BOE Administrative Assistant

Consent Agenda

4.00



BOARD OF EDUCATION AGENDA ITEM 4.01

BOARD MEETING OF: March 11, 2010

PREPARED BY: Joleen Schaake, Chief Financial Officer

TITLE OF AGENDA ITEM: February 2010 Monthly Financial Update

ACTION/INFORMATION/DISCUSSION: Consent Agenda - 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 of all funds as presented.

APPROVED BY: Brad Schoeppey, Ed. D., Superintendent **DATE:** February 26, 2010



BOARD OF EDUCATION AGENDA ITEM 4.02

BOARD MEETING OF: March 11, 2010

PREPARED BY: Mark McPherson, Executive Director of Human Resources

TITLE OF AGENDA ITEM: Approval of Matters Relating to Administrative 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 recommendation of the administration for personnel changes listed on the attached sheet.

APPROVED BY: Mary Guinn, Ed. D., Deputy Superintendent **DATE:** March 1, 2010



BOARD OF EDUCATION AGENDA ITEM 4.03

BOARD MEETING OF: March 11, 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: Consent-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 changes listed on the attached sheet.

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

DATE: March 1, 2010



BOARD OF EDUCATION AGENDA ITEM 4.04

BOARD MEETING OF: March 11, 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 recommendation of the administration for personnel changes listed on the attached sheet.

APPROVED BY: Mary Guinn, Ed. D., Deputy Superintendent

DATE: March 1, 2010



BOARD OF EDUCATION AGENDA ITEM 4.05

BOARD MEETING OF: March 11, 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 recommendation of the administration so individuals on the attached sheet can be notified about their job status for the 2010-2011 school year.

APPROVED BY: Brad Schoeppey, Ed. D., Superintendent **DATE:** February 24, 2010



BOARD OF EDUCATION AGENDA ITEM 4.06

BOARD MEETING OF: March 11, 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 recommendation of the administration for personnel changes for these persons listed on the attached sheet.

APPROVED BY: Mary Guinn, Ed. D., Deputy Superintendent **DATE:** February 26, 2010



BOARD OF EDUCATION AGENDA ITEM 4.07

BOARD MEETING OF: March 11, 2010

PREPARED BY: Mark McPherson, Executive Director of Human Resources

TITLE OF AGENDA ITEM: Approval of New Administrative Position – Instructional Coach

ACTION/INFORMATION/DISCUSSION: Consent -Action

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

To Gain Board Approval for a new administrative position. 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 recommendation of the New Administrative Position - Instructional Coach.

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

DATE: March 3, 2010

4.08
Minutes Regular BOE meeting
2-11-10

4.09
Minutes Special BOE meeting
2-19-10

4.10
Minutes Special BOE meeting
2-24-10

4.11
Minutes BOE Work Session
2-24-1-

**The minutes of these meetings will be posted
on the district web site after approval by the
Board**

Board –
Superintendent
Update
5.00

Open Forum
6.00

Action Items

7.00



BOARD OF EDUCATION AGENDA ITEM 7.01

BOARD MEETING OF: March 11, 2010

PREPARED BY: Loretta Branham, Exec. Assistant to BOE

TITLE OF AGENDA ITEM: Revision to Board of Education Policy BDF-Advisory Committee and BDFA-District Personnel Performance Advisory Council.

ACTION/INFORMATION/DISCUSSION: Discussion

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

A policy should be reviewed on a regular basis to ensure that it is in line with current law and District practices and in clear language that communicates the Board of Education's directives. These policies have not been reviewed since 1998-2000. Some revisions have been made to reflect anticipated practices and District needs.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

COST OR COST ESTIMATION:

N/A

MOTION REQUESTED:

I move to approve the revision to Board of Education Policy BDF-Advisory Committee and BDFA-District personnel Performance Advisory Council as presented.

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

Advisory Committees

The Board of Education of Falcon School District #49 encourages the participation of citizens of the district in decision-making processes. However, the legal responsibility for decision-making in all matters of policy and operation rests with the Board.

1. Board-appointed advisory committees both district wide and at the school level shall function within organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it develop an appropriate constitution and/or by-laws, carry out its functions and coordinate its work with other advisory and staff groups. Only the Board shall have the authority to dissolve committees it has created.
2. School and district-level advisory committees required under federal and state programs shall be formed and shall function in accordance with the requirements pertaining to each specific federal or state program. The Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation and evaluation of such program or project as required by law.
3. Community groups that are neither appointed by the Board nor formed as required under federal or state programs are encouraged to offer suggestions and advice to the Board in order to assist it in the decision-making process. The final responsibility for all decisions, however, rests with the Board of Education alone.

Appointments of citizens to advisory committees shall be approved by the Board. An advisory committee member shall be removed from office by the Board if that member does not attend three consecutive meetings unless the committee by resolution approves any additional absences or unless such absences are due to temporary disability or illness. In addition, the committee by majority vote may request the removal from office of any member. Such removal shall require subsequent Board approval.

All committee meetings shall be open to the public. Meeting notices shall be posted [on the District web site www.d49.org](http://www.d49.org).

Current practice codified: 1992.

Adopted: date of manual revision.

Revised: September 3, 1998.

Revised: August 10, 2000.

Revised:

LEGAL REFS.: C.R.S. 22-7-104 (*accountability programs*)
C.R.S. 22-9-107 (*performance evaluation councils*)
C.R.S. 22-32-109.1 (2) (*community consultation on safe school plan including conduct and discipline code*)
C.R.S. 24-6-402 (*open meeting law*)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
BDFA*, District Personnel Performance Advisory Council
BDFB*, Vocational Advisory Council (And Vocational Program Advisory Committees)
BEDA, Notification of Board Meetings
CBI, Evaluation of Superintendent
CFB, Evaluation of Principals/Building Administrators
GCOA, Evaluation of Instructional Staff
GCOC, Evaluation of Administrative Staff
JIC, Student Conduct
JK, Student Discipline

District Personnel Performance Evaluation Council

The Board of Education shall appoint, pursuant to state law, an advisory school district personnel performance evaluation council which shall, at a minimum, consist of one teacher, one administrator, one principal, one parent, and one person who does not have a child in school.

The council may be composed of any other school district committee having membership as defined above.

The council shall consult with the Board as to the fairness, effectiveness, credibility and professional quality of the ~~licensed/certificated~~ personnel performance evaluation system and its processes and procedures and shall conduct a continuous evaluation of the system.

Adopted: February 27, 1986.

Revised: September 3, 1998.

Revised:

LEGAL REF.: C.R.S. 22-9-107 (*performance evaluation councils*)

CROSS REFS.: CBI, Evaluation of Superintendent

~~CDA, Evaluation of Management Team~~

~~CFB, Evaluation of Principals/Building Administrators~~

GCOA, Evaluation of Instructional Staff

GCOC, Evaluation of Administrative Staff



BOARD OF EDUCATION AGENDA ITEM 7.02

BOARD MEETING OF: March 11, 2010

PREPARED BY: Loretta Branham, Exec. Assistant to BOE

TITLE OF AGENDA ITEM: Revision to Board of Education Policy LB-Relations with Other Schools and School Systems and LDA-Student Teaching and Internships, DBD-Determination of Budget Priorities, DJGA-Sales Calls and Demonstrations

ACTION/INFORMATION/DISCUSSION: Action

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

A policy should be reviewed on a regular basis to ensure that it is in line with current law and District practices and in clear language that communicates the Board of Education's directives. These policies have not been reviewed since 1998-2000. Some revisions have been made to reflect anticipated practices and District needs.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

COST OR COST ESTIMATION:

N/A

MOTION REQUESTED:

Revision to Board of Education Policy LB-Relations with Other Schools and School Systems and LDA-Student Teaching and Internships, DBD-Determination of Budget Priorities, DJGA-Sales Calls and Demonstrations

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

Relations with Other Schools and School Systems

The Board shall cooperate whenever possible with other school districts, with boards of cooperative services, and with other local, state, and regional agencies and organizations in matters of common concern.

This cooperation may extend to such areas as joint educational services, research, exchange of data and information, coordination of curriculum, coordination of school activities and calendars, and cooperative use of school facilities.

Before joining any cooperative programs or participating in joint educational services with other districts, the Board and/or superintendent shall carefully weigh the desirability and feasibility of such cooperation and shall make sure that in all instances the best interests of the district's students are served.

Adopted: date of manual revision.

Reviewed: January 27, 2010.

Revision:

LEGAL REFS.: C.R.S. 22-32-122 (*Contract services, equipment, and supplies*)

CROSS REF.: LBB, Cooperative Educational Programming

Student Teaching and Internships

The district may accept student teachers. However, while recognizing the responsibilities of the district in training student teachers, the first concern is that quality of the educational program is maintained.

Any compensation or tuition waivers from the institution of higher education shall be ~~paid~~given-to the supervising teacher.

Adopted: April 17, 1977.

Revised to conform with practice: date of manual revision.

Reviewed: January 27, 2010.

Revised:

LEGAL REFS.: C.R.S. 22-62-101 through 22-62-105 (*Cooperative Teacher Education Act*)

Determination of Budget Priorities

~~The Superintendent will annually recommend a set of budget priorities based on the goals and objectives of the Board of Education considering input from the administration and the District Accountability Committee (DAC). Each school-level accountability committee shall make recommendations to the principal relative to priorities for expenditures of district funds by the school. A copy of these recommendations shall be sent to the district accountability committee and to the Board. The superintendent shall consider these recommendations when formulating budget requests to be presented to the Board of Education.~~

~~The district accountability committee shall make recommendations to the Board relative to priorities for expenditures of district funds. The Board shall consider these priorities when it adopts the annual budget.~~

~~The 3% Emergency Reserve required by Article X Section 20 of the Colorado Constitution shall be fully funded and recorded in the General Fund of the District.~~

~~The preliminary budget shall be prepared using the Generally Accepted Accounting Principles (GAAP) basis of accounting to ensure full funding of salary, benefit and early retirement liabilities.~~

Adopted: July 19, 1984.

Revised: December 21, 1989.

Revised: November 4, 1999.

Revised:

LEGAL REFS.: ~~C.R.S. 22-7-105~~
 ~~C.R.S. 22-7-207~~

Sales Calls and Demonstrations

~~Vendors or sales persons are welcome to call on the district and make presentations of their goods and services to the superintendent and/or designee by making an appointment for such visits.~~

Vendors or sales persons shall not be permitted to make presentations to employees during working hours without the ~~express written~~ permission of the building administrator or supervisor.

Adopted: July 19, 1984.

Revised to conform with practice: date of manual revision.

Revised: November 4, 1999.

Revised:



BOARD OF EDUCATION WORK SESSION AGENDA ITEM 7.03

BOARD MEETING OF: March 11, 2010

PREPARED BY: Administrative Cabinet

TITLE OF AGENDA ITEM: Adoption, Revision or Repeal of Board of Education Policies EB-Environmental and Safety Program, EBAB- Hazardous Materials, EBAB-R-Hazardous Materials, EBBB-Accident Reports, EBCE-R-School Closings and Cancellations, EDE-Waste Management and Recycling, EEBB-Use of Vehicles for School Business, FA- Facilities Development Goals/Priority Objectives, GBK-Staff Complaints and Grievances, GDQB-Resignation of Support Staff, GCQC/GCQD-Resignation of Instructional Staff/Administrative Staff, GCQC-R/GCQD-R-Resignation of Instructional Staff/Administrative Staff, IHAK-Character Education, IHAMA-Teaching about Drugs, Alcohol and Tobacco, IKE- Ensuring Students Meet Standards, KEC-Public Concerns/Complaints about Instructional Resources

ACTION/INFORMATION/DISCUSSION: Action

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

- Administrative teams and Cabinet members reviewed all of these policies comparing them to district needs and also Colorado Association of School Board recommendations and Cabinet members have reviewed and approved these revisions.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

COST OR COST ESTIMATION:

N/A

MOTION REQUESTED:

I move to approve the Revision of Board of Education Policies EB-Environmental and Safety Program, EBAB- Hazardous Materials, EBAB-R-Hazardous Materials, EBBB-Accident Reports, EBCE-R-School Closings and Cancellations, , EEBB-Use of Vehicles for School Business, FA-Facilities Development Goals/Priority Objectives, IHAMA-Teaching about Drugs, Alcohol and Tobacco, IKE- Ensuring Students Meet Standards, KEC-Public Concerns/Complaints about Instructional Resources. Ado GBK-Staff Complaints and Grievances, GDQB-Resignation of Support Staff, GCQC/GCQD-Resignation of Instructional Staff/Administrative Staff, repeal of regulation GCQC-R/GCQD-R-Resignation of Instructional Staff/Administrative Staff, and the adoption of Policies EDE-Waste Management and Recycling and IHAK-Character Education.

APPROVED BY: Brad J. Schoeppey, Ed. D., Superintendent **DATE:** February 17, 2010

Environmental and Safety Program

It shall be the policy of the Board to guard against accidents by taking reasonable precautions to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events.

The Board shall insist that its staff adhere to recommended safety practices as these pertain to the school plant, special areas of instruction, student transportation, school sports, occupational safety, etc.

The practice of safety also shall be considered a facet of the instructional program of the district schools, and instruction in accident prevention as well as fire prevention; emergency procedures; and traffic, bicycle, and pedestrian shall be provided in the appropriate grades and classes.

Every principal shall be responsible for the supervision of a safety program for ~~his~~-his/her school. The ~~superintendent~~-superintendent's designee shall have overall responsibility for the safety program of the district. It shall be the responsibility of the ~~superintendent~~-superintendent's designee to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Current practice codified: 1980.

Adopted: date of manual adoption.

Revised: May 11, 2000.

Revised:

LEGAL REFS.: C. R. S. 22-1-101 through 9-1-106 (*construction requirements, fire escapes, etc.*)
C.R.S. 22-3-101 through 22-3-104 (*eye protective devices*)
~~C.R.S. 22-32-109(1)(w)~~
C.R.S. 22-32-110(1)(w) (*Board of education-specific powers*)
C.R.S. 22-32-124(2)(3) (*building inspection*)
C.R.S. 24-10-106.5 (*duty of care*)

Hazardous Materials

The Board of Education recognizes its responsibility for providing an environment which is reasonably secure from known hazards. There are many areas of the school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that are hazardous.

ENVIRONMENTAL AND SAFETY COORDINATOR

The superintendent shall appoint an environmental and safety coordinator (hereinafter the "coordinator") who shall: (1) be responsible for the District's compliance with federal, state and local laws concerning hazardous substances; (2) be responsible for the District's compliance with the Falcon School District 49 Crisis Response and Management Manual as it relates to hazardous substances; (3) be responsible for the education and training of District employees and students to ensure compliance with federal, state and local laws concerning hazardous substances, and to ensure compliance with the Crisis Response and Management Manual as it relates to hazardous substances; and (4) serve as the District's liaison with federal, state and local regulators in matters concerning hazardous substance.

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive, or health hazard as more fully defined by law.

~~The Board, through the superintendent,~~The superintendent or superintendent designee shall cause to be created procedures which address the purchase, storage, handling, transportation, and disposal of hazardous materials for all school facilities and operations, including instructional areas. Emergency response actions and evacuation plans also shall be coordinated with the procedures.

The procedures shall comply with all local, state, and federal laws and regulations which pertain to the safe and proper storage, transportation, and disposal of hazardous materials.

The goal of the procedures shall be to set into place an ongoing process by which each location in the district ~~may begin~~must maintain a program of identifying and managing potentially hazardous materials. District personnel shall be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the quantities of such substances stored on school property.

Appropriate school personnel shall be trained to take precautions to prevent accidents and to handle them in the event they do occur.

It is not the intent of the Board to expand or modify the district's potential liability exposure through the adoption of this policy. The district's voluntary compliance with any statute or regulation to which it is not otherwise subject shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation.

Adopted: May 18, 1989.

Revised: February 4, 1999.

Revised:

LEGAL REFS.: 42 U.S.C. §6901 (1982 & Supp. III 1985) (*Resource Conservation and Recovery Act [RCRA] and accompanying regulations*)
42 U.S.C. §9601 (1982 & Supp. IV 1986) (*Comprehensive Environmental Response Compensation and Liability Act [CERCLA] and accompanying regulations*)
49 U.S.C. 1801 (*Hazardous Materials Transportation Act*)
C.R.S. 13-21-108.5 (*persons rendering assistance relating to discharge of hazardous materials immune from civil liability*)
C. R. S. 24-10-106.5 (*duty of care in Colorado Governmental Immunity Act*)
C.R.S. 25-15-101 *et seq.* (*State Hazardous Waste Management Program*)
C.R.S. 29-22-101 *et seq.* (*Hazardous Substance Incidents*)
C.R.S. 42-4-228 (*vehicles transporting explosive or hazardous materials*)
C.R.S. 42-4-234 (3)
C.R.S. 43-6-101 *et seq.* (*Hazardous Materials Transportation Act of 1987*)
6 CCR 1007-3, Part 261 (*identification and listing of hazardous waste*)
8 CCR 1507-1 (*operation of commercial vehicles and transportation of hazardous materials*)

NOTE: Applicable local fire codes will be adhered to at all times.

Hazardous Materials

1. Hazardous Materials Program Supervisor

Overall supervision of the operation of all hazardous materials policies and procedures within the district will be the responsibility of the ~~Director of Business and Auxiliary Services~~ Environmental Safety Coordinator, who will serve as the hazardous materials program ~~supervisor~~ coordinator, referred to throughout these procedures as the "~~supervisor.~~"coordinator.

~~At each location, the lead custodian or his/her designee will be designated as the local hazardous materials coordinator, referred to throughout these procedures as the "coordinator." At each location, there also will be an alternate district employee designated as a backup to the coordinator.~~

The ~~coordinator~~ Environmental Safety Coordinator will be responsible for all aspects of dealing with hazardous materials at the location and will comply with all district policies and procedures and local, state, and federal laws and regulations dealing with hazardous materials. The coordinator also will be responsible for reporting any violations in the district's hazardous materials policy or procedures simultaneously to the ~~supervisor~~ Director of Facilities and the building/~~location~~ administrator.

2. Initial Inventory and Material Identification

The ~~supervisor~~ coordinator will cause an initial inventory of all hazardous materials to be completed throughout the district to identify potentially hazardous substances. The ~~supervisor~~ coordinator will designate a qualified district employee to conduct the inventory of hazardous materials at each location with the assistance of the ~~supervisor and the location~~ building administrator or a designee. ~~This person also will coordinate the identification of hazardous materials.~~

The ~~party conducting the inventory~~ coordinator will work with and provide training in the proper process of identifying hazardous materials to at least one designated district employee at each location ~~(either the coordinator or an individual directly in charge of any of the hazardous materials storage/use areas).~~

At the direction of the coordinator, these trained employees will conduct all future inventories.

The coordinator will arrange for the identification of any unknown suspected hazardous substance through the supervisor.

3. Tracking, Inventory, and Material Safety Data Sheets

~~Each coordinator~~The School designee will be responsible for logging in the receipt of all hazardous materials received at that location. The ~~coordinator~~school designee will track and keep complete written records of the storage, use, and ultimate disposition of the hazardous materials. On or before October 1 of each year, the ~~coordinator~~school designee will provide a copy of the current inventory log and ~~record of~~recommend the disposition of all hazardous materials to the ~~supervisor~~coordinator.

The ~~supervisor~~coordinator will maintain a copy of each location's inventory and documentation of all hazardous materials. This information may be released to appropriate police, fire, and emergency service authorities.

The ~~supervisor~~coordinator will be responsible for establishing and maintaining the material safety data sheets (MSDS) system for the district.

Each operation and location will maintain a set of MSDS ~~in its area for all hazardous materials with which it has~~in the front office and each area where the hazardous material is stored and has contact. These MSDS will be ~~available for review and use by every district employee. The MSDS also will be~~ available for inspection ~~by~~by anyone including appropriate police, fire, health, and emergency service authorities.

The ~~purchasing department and the warehouse~~each coordinator will maintain a set of MSDS for all hazardous materials with which they have had contact.

4. Purchase of Hazardous Materials

In addition to following the district's regular purchasing procedures, an employee may purchase hazardous materials only with the approval of the coordinator for use at a specific location. The purchasing department will not process any purchase order which does not include the appropriate approval.

The ~~supervisor~~coordinator, the purchasing department, and the warehouse will maintain a list of prohibited hazardous materials which will be updated at least once a year.

Hazardous materials will not be purchased through any mechanism other than a purchase order through the purchasing department unless the following conditions are fulfilled:

- a. The requester secures the prior written approval of the supervisor coordinator.
- b. The requester provides written notice of the purchase along with copies of all supporting documents including MSDS and the reason for the purchase to the supervisor coordinator, the location/building administrator and the supervisor of purchasing/district purchasing agent.

All purchase orders for hazardous materials will include a requirement that the shipment of any such materials includes MSDS with any order or portion of the order. Purchase orders also will note that failure to provide MSDS with the shipment may result in either the district's refusing to accept the shipment or the district's conditionally accepting the shipment and refusing to pay for it until the MSDS are provided.

Any unapproved purchase of hazardous materials is beyond the course and scope of the district employee's authority and is forbidden. Such a purchase may be grounds for termination.

The ~~above procedures also will apply to the~~ acceptance of donated hazardous materials. ~~materials is prohibited.~~

5. Storage, Recycling, or Transfer of Hazardous Materials

The supervisor coordinator will designate an area or areas for storage of:

- a. Materials which might become or are hazardous materials.
- b. Hazardous materials which have been declared waste and are being held for disposal.

The supervisor coordinator may designate storage areas at each location if appropriate as well as a central district storage site.

When a coordinator has a material which qualifies as hazardous material ~~at~~ at a that location and which may require disposal, the coordinator will contact the ~~supervisor to arrange for storage, transfer, or vendor for appropriate disposal disposal as appropriate. Materials no longer needed at one location may be available for transfer within the district to other programs or locations.~~

When materials are not needed by a district location, operation, or program, the materials may be declared as waste. Only the supervisor coordinator will be authorized to declare a hazardous material as waste.

Storage of hazardous materials will be in compliance with federal, state, and local law. All hazardous materials will be separated according to physical properties and stored safely in storage areas appropriate to the risk posed by the materials. For example, volatile substances such as petroleum distillates will be stored in approved safety cabinets. Where appropriate, storage cabinets ~~may~~must be locked and access to students or non-authorized staff limited.

All containers for hazardous materials will be labeled to show date of receipt by the district, shelf life, and expiration date. Where space permits, materials will be stored so that the oldest materials are used first (first in-first out).

Transfer of hazardous materials within the district will be accomplished in compliance with Section 7 of these procedures.

6. Disposal of Hazardous Materials

When a ~~coordinator or a location~~/building administrator believes that the location has materials which may qualify as hazardous for which there is no immediate need for program or operation requirements or which may need to be disposed of, the supervisor-coordinator will be contacted. Only the supervisor-coordinator will be authorized to declare materials to be waste, ~~excess, or surplus and to order their disposal.~~

When materials are determined to be ready for disposal, the supervisor-coordinator will arrange for disposal in a manner that complies with all local, state and federal laws and regulations.

Federal and state laws and regulations provide exemptions from certain regulatory requirements for small quantity generators, i.e., those entities or locations that generate waste in amounts below statutory or regulatory threshold amounts. Disposal determinations should preserve small quantity generator status for each location and for any central storage area.

The supervisor-coordinator will maintain written documentation of the disposal of hazardous materials from all locations in the district. This documentation will be retained in permanent form at one additional location.

7. Transportation of Hazardous Materials

Transportation of hazardous materials will meet all local, state, and federal requirements and will be coordinated by the supervisor-coordinator.

~~Federal regulation of the transportation of hazardous materials is extensive and complex, requires significant insurance protection, and involves~~

~~specialized training of staff and special equipment. Because the district cannot meet these requirements economically with current staff, equipment, and training, the district will arrange for qualified third parties to transport any hazardous waste or hazardous materials outside the state.~~

Once a hazardous material is under district control, each location controlling the material will be responsible for the material until it is passed to the control of another district location. The supervisor-coordinator will verify that the transportation used meets all district, local, state, and federal transportation, financial responsibility, and insurance requirements.

Unless specific written approval is received by a district employee from the supervisor-coordinator, no district employee or volunteer will transport hazardous materials owned by or attributed to the district in a personal automobile.

Subject to the same requirement, no student will be permitted by any district employee or volunteer to transport hazardous materials owned by or attributed to the district in any vehicle, including district vehicles.

Any unauthorized transportation of hazardous materials is beyond the course and scope of the district employee's or volunteer's authority and is forbidden.

8. Emergency Response-Spill Plan

The supervisor-coordinator will develop an emergency response-spill plan that will enable any district employee aware of any incident involving hazardous material to take appropriate action to protect students, staff, the general public, and district property.

This plan will comply with all applicable laws and regulations and will be coordinated with the district and the location evacuation plans.

~~In addition, a plan to handle spills and leaks will be developed for each location for all hazardous materials at the location. The plan will address immediate emergency procedures and required notification and clean-up procedure and will comply with all applicable laws and regulations.~~

All information regarding a hazardous materials incident will be released to the media or the public only by the district's communication officer, the superintendent, or their designee. No other district employee is authorized to release information regarding any such incident.

The supervisor-coordinator through the Director of Facilities will coordinate with the district's legal counsel and the superintendent's office any

notification or reports to local, state, and federal authorities as well as the district's appropriate insurance/risk management representative.

9. Evacuation Plan

An evacuation plan will be developed and implemented for each location. In developing the evacuation plan, consideration will be given to the location and the types of hazardous materials present at the location.

An evacuation drill will be held at least once each calendar year at each location. Where possible, this plan will be coordinated with existing fire drills, bomb threat evacuation plans, and tornado drills and may be conducted in conjunction with any of these other drills. Written records of the drill will be maintained by each location.

As appropriate for the location, copies of the evacuation plan will be posted within the buildings. Copies of the evacuation plan will be maintained by the coordinator, the location/building administrator, the supervisor, and any other designated person approved by any of the above-named persons.

Where practical, the evacuation plan will be coordinated with the fire department, police department, and the district's transportation department.

10. Training of Staff and Students

The ~~coordinators~~, administrators, staff members handling hazardous materials, and school nurses/health paraprofessionals will receive training in responding to hazardous materials emergency incidents.

When hazardous materials are used in the classroom, both staff and students will be trained in the handling, storage, and use techniques appropriate to the materials used as part of the curriculum. The staff also will be instructed in emergency procedures, including evacuation, appropriate to the materials.

11. Hazardous Materials Reduction and Substitution Program

Each location and operation shall begin a program of identifying the quantityquantity of hazardous hazardous materials which it uses over the course of the year. Once those quantityquantity requirements have been established, each program or operation will strive to eliminate any excess of those requirements.

12. Asbestos Containing Building Materials

In 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law requiring all non-profit Public and Private schools (K-12) to

inspect for the presence of asbestos containing building material (ACBM). The district has completed the initial inspection on all buildings and continues to monitor the status of any materials found during the inspections. A copy of the inspection, subsequent re-inspections, and the Management plan devised to keep in compliance with applicable regulations is to be kept on file at the main office of the school and also in the Facilities Management Office.

Adopted: May 18, 1989.

Revised: February 4, 1999.

Revised:

CROSS REFS.: DJB, Purchasing Procedures
EBCA, Disaster Plans
EBCB, Safety Drills

Accident Reports

Adequate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or property damage, prompt reports also are vital in assuring the district staff, students and others of insurance coverage.

The Board requires therefore that an accident report be filed on every accident that takes place on school-district property or that involves a school-district vehicle, students or staff on school-sponsored trips, including staff members on authorized school-district business trips. Such reports are required whether or not there is any apparent evidence of injuries or damage to property. District staff must file appropriate worker's compensation form.

The superintendent or designee shall establish procedures for filing accident reports and shall make sure reports include details that:

1. Might be helpful in preventing similar accidents in the future.
2. Are needed for filing insurance claims.
3. Might be important in case of litigation.

District staff must file appropriate accident reporting forms in accordance with all regulations.

Current practice codified 1980.

Adopted: date of manual adoption.

Revised: March 4, 1999.

Revised: October 3, 2002.

Revised:

School Closings and Cancellations

During severe weather times, parents are asked to help by making a decision regarding their own child. If in a parent's ~~judgement~~judgment it is too hazardous to send their child to school, the child should be kept at home. The child will not be penalized for the absence or tardiness and will be given ample opportunity according to the information in the student hand book to make up missed assignments.

If at any time during the day, in the parent's ~~judgement~~judgment, the weather is bad enough that they or a verified adult representing them wants to come to school to pick up the student, the principal will release the student to them. The school will maintain a log of students who are released early and to whom they were released.

Administration should annually review the timelines and procedures that will be utilized for emergency closings, delayed openings, or early releases.

Emergency closings/delayed opening expectations

District #49 will:

Make decisions based on student/employee safety.

Make decisions concerning emergency closings, delayed openings, and early releases as soon as possible.

Make decisions based on input from the ~~auxiliary services director,~~ ~~†~~Transportation supervisor Director or designee, snowplow drivers, weather bureau, El Paso County Department of Transportation, State Highway Department of Transportation, City Street Department and neighboring school districts.

In the event of a closing, cancel all school athletic practices, clubs and activities for the day.

In the event of a closing, cancel all athletic contests except at the high school level if weather conditions improve to a safe condition and the opponent mutually consents to participate.

In the event of closing, transportation will not be provided to any out of district schools or programs.

Have appropriate staff members as designated by building principals or other supervisors remain in the building one hour after the last bus has left the school in order to be present if buses must return to the school.

Parents and staff will be expected to listen to one of the radio or television stations that the District annually designates for closing/delayed opening/early release/storm alert information. The list is published and distributed annually by the district.

District closing will be posted on the District web site. Parents and staff are encouraged to register for Flashnet alerts.

Approved: August 21, 1980.

Revised: - —September 19, 1991.

Revised: _ —September 26, 1991.

Revised: _ —October 7, 1993.

Revised: _ —August 17, 1995.

Revised: _ —March 4, 1999.

Revised:

CROSS REF: ———JLIB, Student Dismissal Precautions

Waste Management and Recycling

Falcon School District 49 shall make resource conservation and waste reduction an integral part of its operations, consistent with the requirements of its academic and extracurricular programs and within the bounds of sound financial management. In this regard, the District shall strive to decrease the amount of waste it generates by:

- Reducing the consumption of materials;
- Fully using all materials prior to disposal;
- Minimizing the use of non-biodegradable products whenever possible; and
- Reusing and recycling all materials to the fullest extent possible.

The District shall cooperate with and participate in applicable recycling efforts of other governmental and private entities to the extent practicable and within the bounds of sound financial management. As systems for the recovery of waste and recycling are developed, the District shall participate in these programs to the extent practicable and within the bounds of sound financial management by appropriately separating and allowing recovery of recyclable waste products.

When financially viable and product quality is acceptable, the District shall purchase recycled products and shall encourage suppliers, both private and public, to make such products available for purchase by the District.

Adopted:

Use of ~~Private~~ Vehicles on School Business

Private Vehicles:

District employees traveling between schools may be granted standing authorization by the superintendent or designee to use their private vehicles on school-related business.

They shall be reimbursed at the approved district mileage rate. Employees who receive a travel allowance are not eligible for mileage reimbursement. ~~incurred within El Paso and Teller counties.~~

Small-Multi-function Vehicle:

All District employees engaged in the transportation of students shall conform to all Colorado Department of Education regulations and guidelines including but not limited to training and requirements for eligibility, issuance and retention of small vehicle operating permits.

Any person receiving a traffic citation while driving a school-owned vehicle shall be responsible for paying any fine or fee associated with such a citation. The driver shall review the circumstances of the citation with his immediate supervisor within three working days. The driver shall also send a copy of the citation to the Transportation Department. Upon consultation with the Transportation Director, the immediate supervisor shall make a recommendation to the superintendent for termination, probation, or no action based on the information gathered by the supervisor.

Prior to transporting students, the District employee shall obtain the appropriate training and certification for use of vehicles used for such transportation.

District employees who have a valid permit from the transportation supervisor to transport students may obtain special permission to transport in a non-district owned vehicle. Such special permission shall not be granted unless the employee and vehicle to be used carry sufficient liability coverage in compliance with State law. A record of such insurance coverage shall be placed on file with the Transportation Department.

Adopted: February 4, 1999.

Reviewed: May 6, 1999.

Revised:

LEGAL REFS.: CDE-4204-R-202.02, School Transportation vehicle operator classifications

CROSS REFS.: DKC, Expense Authorization/Reimbursement
EEAG, Student Transportation in Private Vehicles
EEAEG, Use of Wireless Communication Devices by Bus Drivers
EEBA, School Owned Vehicles (Use of seat belts)

CDE-4204-R-202.02, School transportation vehicle operator
classifications

NOTE: Refer to the "Colorado Rules and Regulations Governing Operation of School
Transportation Vehicles" for information concerning driver permits, physical standards,
experience, training, and other character requirements.

Staff Complaints and Grievances

~~A grievance shall mean a written complaint by an employee or group of employees in the school district that there has been an alleged violation, misinterpretation, or inequitable application of Board of Education policy or practice. The term grievance shall not apply to any matter in which the method of review is prescribed by state or federal law or where the Board is without authority to act.~~

It is the Board's desire that procedures for settling differences provide for prompt and equitable resolution at the lowest possible administrative level and that each employee be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

A "grievance" is defined as an alleged material violation of Board of Education policies or administrative regulations that apply to all employees.

Nothing in this policy shall be construed to imply in any manner the establishment of personal rights not explicitly established by statute or Board policy. Neither shall anything in this policy be construed to establish any condition prerequisite relative to nonrenewal of contracts, transfer, assignment, dismissal or any other employment decision relating to school personnel.

All employment decisions remain within the sole and continuing discretion of the administration and/or Board of Education, as appropriate, subject only to the conditions and limitations prescribed by Colorado law.

An aggrieved person or persons must be employed in Falcon School District #49 at the time the grievance is alleged to have occurred. The grievance process is only available to current employees of the District.

Adopted: date of manual revision.

Reviewed: May 11, 2000.

Revised: January 11, 2001.

Revised:

Resignation of Support Staff

In those cases where a classified employee submits a voluntary resignation, he shall be required to give two weeks' written notice. Failure to comply with this requirement may result in forfeiture of any termination benefits. Exceptions may be granted for extenuating circumstances upon application to and approval by the superintendent or his designee. The Board delegates the authority to accept resignations to the Superintendent.

If an employee resigns for health reasons, a doctor's letter shall be required stating that the reason for quitting is due to a health problem.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning his resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Adopted: August 4, 1993. (*note: there was not a 8/4/93 meeting*)

Revised: August 4, 1994.

Reviewed: May 11, 2000.

Revised:

LEGAL REFS.: C.R.S. 19-3-301 *et seq.* (*Child Protection Act of 1987*)
C.R.S. 22-32-109.7 (*Board of Education – specific duties – employment of personnel*)

Resignation of Instructional Staff/Administrative Staff

In accordance with state statutes, a teacher may cancel a contract prior to the beginning of an academic year by giving written notice on or before July 1, during an academic year by giving at least 30 days written notice, or at any time by mutual agreement with the Board of Education. The Board delegates the authority to accept resignations to the Superintendent.

A teacher who fails to honor a contract, except in accordance with the statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement not to exceed 1/12th of his annual salary. In addition, the teacher's certificate may be suspended.

A teacher who resigns during the term of his contract shall be paid the prorated amount of his annual salary for each day he has been on duty.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning his resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Mandatory reporting requirements

In addition, the superintendent shall immediately notify CDE whenever a licensed employee resigns for any of the following reasons:

1. The individual is convicted, pleads nolo contendere or receives a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children.
2. The individual is convicted, pleads guilty, pleads nolo contendere, or receives a deferred sentence for any of the following offenses:
 - a. any felony, including but not limited to felony child abuse, felony unlawful sexual behavior, a felony offense involving unlawful sexual behavior, and a felony offense involving an act of domestic violence;
 - b. a crime of violence;

- c. indecent exposure;
- d. contributing to the delinquency of a minor;
- e. misdemeanor domestic violence;
- f. misdemeanor sexual assault;
- g. misdemeanor unlawful sexual conduct;
- h. misdemeanor sexual assault on a client by a psychotherapist;
- i. misdemeanor child abuse;
- j. misdemeanor sexual exploitation of children;
- k. misdemeanor involving the illegal sale of controlled substances;
- l. physical assault;
- m. battery; or
- n. a drug-related offense.

3. When the county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the district.

4. When the Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

Current practice codified: 1992.

Adopted: date of manual revision.

Revised: August 4, 1994.

Reviewed: May 11, 2000.

Revised:

LEGAL REFS.: C.R.S. 19-3-301 *et seq.* (*Child Protection Act of 1987*)
C.R.S. 22-32-109.7 (*Board of Education – specific duties – employment of personnel*)
C.R.S. 22-63-202 (*Employment contracts – contracts to be in writing – duration – damage provision*)

~~Resignation of Instructional Staff/Administrative Staff~~

~~If a certificated employee under contract to the district terminates his contract prior to its normal expiration date, the Board of Education may charge the employee for the following in locating and hiring a suitable replacement:~~

- ~~1. Time spent by the personnel director~~
- ~~2. Time spent by the personnel director's secretary~~
- ~~3. Time spent by building principals~~
- ~~4. Time spent by building secretaries~~
- ~~5. Time spent by the superintendent~~
- ~~6. Time spent by the superintendent's secretary~~
- ~~7. Newspaper advertising costs~~
- ~~8. Postage and telephone calls related to advertising and/or interviews~~

~~All costs will be figured on actual time spent times per hours salary of each individual involved. However, the total cost will not be larger than the amount prescribed by law.~~

~~Adopted: June 19, 1986.~~

~~Reviewed: May 11, 2000.~~

~~Repealed:~~

Character Education

The Board of Education believes that while parents are the primary and most important moral educators of their children, the school and community should reinforce parental efforts. Therefore, the Board directs the superintendent or designee to develop, with input from parents and other community members, a character education program.

The program should be designed to help students cultivate skills, habits and qualities of character that will promote an upright, moral and desirable citizenry and better prepare students to become positive contributors to society, including:

- Honesty
- Respect
- Responsibility
- Courtesy
- Respect for compliance with the law
- Integrity
- Respect for parents, home and community
- The dignity and necessity of a strong work ethic
- Conflict resolution skills

Teachers shall strive to model and promote the guidelines of behavior established in the character education program.

Adopted:

LEGAL REFS.: C.R.S. 22-29-101et seq. (*character education program strongly encouraged by state law*)

CROSS REFS.: ADA, School District Educational Objectives

Teaching about Drugs, Alcohol, and Tobacco

In accordance with state and federal law, the district shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs from early childhood (preschool) through grade 12.

The drug and alcohol education program shall address the legal, social, and health consequences of drug and alcohol use. It shall include special instruction as to the effects upon the human system; the emotional, psychological, and social dangers of such use with emphasis on nonuse by school-age children, and the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The objectives of this program, as stated below, are rooted in the Board's belief that prevention requires education and that the most important aspect of the policies and guidelines of the district should be the education of each individual to the dangers of drugs, alcohol, and tobacco.

1. To create an awareness of the total drug problem—prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.
2. To relate the use of drugs and alcohol to physical, mental, social, and emotional practices.
3. To encourage the individual to adopt an appropriate attitude toward pain, stress, and discomfort.
4. To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.
5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
6. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.
7. To develop an interest in preventing illegal use of drugs in the community.

The curriculum, instructional materials, and strategies used in this program shall be recommended by the superintendent and approved by the Board.

To the extent funds are available, each school is encouraged to operate and maintain an educational program to assist students in avoiding and discontinuing use of tobacco. ~~It is permissible to use tobacco on school property in classroom demonstrations to show the health hazards of tobacco.~~

Adopted: November 3, 1977.

Revised to conform with practice: date of manual revision.

Revised: September 2, 1999.

Revised:

LEGAL REFS.: 20 U.S.C. §7117 (*Safe and Drug-Free Schools and Communities Act of 1994*)
C.R.S. 18-18-102 (5)
C.R.S. 22-1-110 (*Effect of use of alcohol and controlled substances to be taught*)
C.R.S. 22-32-109 (1)(bb) (*Board of education – specific duties*)
C.R.S. 25-14-103.5

CROSS REFS.: ADC, Tobacco-Free Schools
IHACA, Law-Related Education
JICG, Use of Tobacco by Students
JICH, Drug and Alcohol Use by Students

Ensuring All Students Meet Standards

The Board believes that early identification of students who are not making adequate progress toward achieving standards and effective intervention are crucial. In accordance with the Board's policy on grading and assessment systems, teachers shall assess the teaching and learning process on a continual basis. Teachers shall identify students as soon as possible who are not making adequate progress toward achieving state and district content standards, based on a body of evidence and may choose to initiate the Response to Intervention (Rtl) process.

The Rtl process shall be followed by the student's teachers with input from the student's parents/guardians and the parents/guardians shall agree in writing to support the process. Neglect by the parents/guardians with regard to participating in development of the process or agreeing to support the process shall not affect implementation of the process.

The process shall address the specific learning needs of the student. Strategies designed to address those needs may include tutoring programs, after-school programs, summer school programs, other intensive programs and other proven strategies. Teachers are encouraged to collaborate in the process and to use a variety of strategies consistent with the student's learning style and needs.

Students in the Rtl process will be progress monitored in the content areas covered by the process.

In order to provide the services necessary to support the process, the superintendent, or designee, shall develop tutoring programs, after-school programs, summer school programs and other intensive programs in the content areas covered by state and district standards. The Board ~~may shall~~ commit resources in the budget to support these programs.

As determined by the principal and in accordance with applicable law, students not meeting applicable state and district content standards and/or making adequate yearly progress may not be promoted to the next grade level or allowed to graduate. When students are retained in the same grade level, the teacher shall evaluate the previous teaching and learning experiences of the student. Based on this evaluation the teacher shall create or modify a plan to ensure that the student's needs will be met and that the student's educational experience from the previous year is not merely repeated.

Retention, due to any reason, shall be used on a very limited basis. After consulting with the student's parents/guardians, teachers and other professional

staff and in accordance with applicable law, the principal shall determine whether it is in the best interest of the student to be retained for such reasons.

Adopted: November 3, 1977
Revised: June 19, 1980
Revised: August 7, 1986
Revised: December 2, 1987
Revised: July 2, 1998
Reviewed: September 2, 1999.

Revised:

LEGAL Ref.: C.R.S. 22-32-109 (1)(hh)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
AEA, Standards Based Education
IA, Instructional Goals and Learning Objectives
IK, Academic Achievement
IKA, Grading Assessment Systems
ILBA, District Program Assessments
ILBB, State Program Assessments
ILBC, Literacy and Reading Comprehension Assessments

Note 1: Pursuant to C.R.S. 23-1-119.2, the Colorado Commission of Higher Education (CCHHE) must send an annual notice concerning college preparatory courses to the parent or legal guardian of any student who takes the ACT or precollegiate exam. The notice will give a detailed description of what constitutes an inadequate score in math, writing or reading based on the CCHHE guidelines for admission to an institution of higher education. The notice will encourage students to take basic precollegiate courses while still in high school to avoid having to pay for remedial courses in college. The notice will also inform them that a student's parent or legal guardian may contact the school in which the student is enrolled and request that the school develop a plan for the student to address the coursework needed to meet CCHHE's higher education admission guidelines. The district should be prepared to develop a plan for academic remediation if requested under these circumstances.

Note 2: A summer school grant program is available to provide intensive reading, writing, or mathematics education to students entering the fifth through eighth grades who received an unsatisfactory proficiency level score in those subjects on the Colorado state assessment program. See C.R.S. 22-7-801 for more information.

Public Concerns/Complaints about Instructional Resources

The Board, though it is ultimately responsible for all curriculum and instructional materials including library books, recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the district's educational philosophy and goals.

The Board has approved principles governing the selection of all instructional materials including library books and has established policies pertaining to the selection process. However, the Board wishes to amplify its principles on the selection of books and other materials that present controversial topics or that for other reasons might be challenged.

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

1. Religion - Factual, unbiased material on all major religions has a place in school libraries.
2. Ideologies - Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material on the level of their students on various ideologies or philosophies that exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education, and other phases of life.
3. Profanity/obscenity - Materials shall be subjected to a test of literary merit **and reality** by media specialists and teachers, who will take into consideration the maturity of students and the standards of the community.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. The Board recognizes the right of an individual parent/guardian to request that his/her child not read a given book. When such a request is presented, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative materials meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials the Board has adopted.
2. The Board shall not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at

times a re-evaluation of certain materials may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:

- a. The person who objects to the book or other material shall be asked to complete and sign the Citizen's Request for Reconsideration of Instructional Materials form.
- b. Following receipt of the formal complaint, the principal will investigate the request by consulting personnel involved and will provide a rationale for the use of the materials in question to the person or group requesting reconsideration within a period of five school days. The principal also will notify in writing the learning services department of the inquiry and response.
- c. If the principal's explanation does not result in a withdrawal of the request, the principal will appoint a chair and a committee with an odd number of members composed of:
 - 1) Department chair/representative and/or library media specialist from the appropriate grade level from outside the building
 - 2) Two teachers in the building from the appropriate grade level or subject matter area
 - 3) Two teachers in the building from a different grade level or subject matter area
 - 4) Students and/or representatives from the official school parent group may be included at the discretion of the principal. One to three committee members may be selected from this group to insure an odd number of members on the committee.

To be present at any or all committee meetings at their own discretion but without a vote are:

- 1) Teacher/library media specialist involved
 - 2) Not more than two individuals or two group representatives requesting the reconsideration
 - 3) Superintendent and/or designee
- d. The reevaluation shall be based on the points offered above as well as the principles governing the selection of all instructional materials. Additionally, the Board wishes to emphasize that:
- 1) Materials shall not be excluded because of the creator's race or nationality or political or religious views.
 - 2) The value of any book or other material shall be judged as a whole, taking into account the purpose of the material rather than individual, isolated expressions, or incidents in the work.

- e. The committee will consider and act on the request for reconsideration of materials. A written copy of the committee's decision will be provided to all parties involved.
 - f. Should the solution be unsatisfactory, interested party may appeal the decision to the Board. The Board will have all information regarding the activities and decisions which occurred prior to the appeal being heard. The Board will then review the preceding decisions before announcing its decision. The Board's decision will be transmitted in writing to all parties involved.
3. At no time during the reconsideration process shall the material in question be withdrawn.

In summary, the Board assumes final responsibility for all books and instructional materials it makes available to students. It holds its professional staff accountable for their proper selection. It recognizes rights of individual parents/guardians with respect to controversial materials used by their own children. It will provide for the re-evaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.

Adopted: July 21, 1983.

Revised: January 6, 2000.

Revised: July 12, 2005.

Revised: March 21, 2007.

Revised:

CROSS REF.: IJ, Instructional Resources and Materials
IJJ, Textbook Selection and Adoption
IJL, Library Materials Selection and Adoption



BOARD OF EDUCATION AGENDA ITEM 7.04

BOARD MEETING OF: March 11, 2010

PREPARED BY: Dr. Mary Guinn, Deputy Superintendent

TITLE OF AGENDA ITEM: 2011-2012 School Year Calendar

ACTION/INFORMATION/DISCUSSION: Action

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

The revised calendar for the 2011-2012 school year has high school students attending 172 days, middle school students attending 173.5 days and elementary school students attending 170.5 days. The first day of school will be Tuesday, August 2, 2011 with the exception of ½ day kindergarten. Their first day will be Wednesday, August 3, 2011. The last day of school for students will be Friday, May 25, 2012. Graduation ceremonies will be held on Saturday, May 26, 2012.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros – Deciding on and releasing a calendar for next school year will allow district 49 families to plan for vacations and high school graduation a year ahead.

Cons – N/A

COST OR COST ESTIMATION:

N/A

MOTION REQUESTED:

I move to approve the 2011-2012 Calendar as recommended by the administration.

APPROVED BY: Mary Guinn, Ed. D., Deputy Superintendent

DATE: March 1, 2010

2011 – 2012 Calendar Narrative

July

7/4 District Closed-Independence Day
7/22 New Teacher Orientation
7/25 New Teacher Orientation
7/26 New Teacher Orientation
7/27 Opening Day Activities AM; Staff Development (Bldg PM)
7/28 Teacher Workday
7/29 Staff Development

August

8/1 Elementary Literacy Day (no elementary students)/6th, 9th grade students and New Secondary Student Orientation (No 7, 8 or 10, 11, 12)
8/2 First day of school all levels (includes full day kindergarten students)-No ½ day kindergarten
8/3 First day for ½ day kindergarten students

September

9/5 District Closed-Labor Day
9/23 Staff Development (1/2 Day Elementary Report Card Prep, ½ Day Staff Development; Full Day Staff Development-secondary)-No students
9/30 End 1st Quarter

October

10/3-7 Elementary P/T Conferences
10/3-7 Secondary P/T Conferences (MS & HS)
10/7 Elementary P/T Conf-No Elementary Students
10/10-21 Fall Break-No classes

November

11/23-25 District Closed- Thanksgiving Break

December

12/15 3 hour early release for HS students-HS Teacher Workday
12/16 End 2nd Quarter; 3 hour early release for students-Teacher Workday
12/19-30 Christmas Break-No classes
12/23-30 District Closed-Christmas Holiday

January

1/2 District Closed-New Year's Day
1/16 District Closed-Martin Luther King Day
1/30-31 Elementary P/T Conferences

February

2/1-3 Elementary P/T Conferences
2/3 Elementary P/T Conf- No Elementary Students
2/20 District Closed-Presidents Day
2/21 Staff Development (1/2 Elementary Report Card Prep, ½ Day Staff Development; Full Day Staff Developmentsecondary)-No students

March

3/2 End 3rd Quarter
3/5-9 Secondary P/T Conferences (MS & HS)
3/19-30 Spring Break-No Classes

April

4/20 Staff Development (Building SIP) – No students/ Snow day make up

May

5/4 Elementary Literacy Day—No elementary students
5/24 3 hour early release for HS students-HS Teacher
Workday
5/25 End 4th Quarter; 3 hour early release for HS students-
HS Teacher Workday
5/26 Graduation
5/28 District Closed-Memorial Day
5/29 Teacher Workday



BOARD OF EDUCATION AGENDA 7.05

BOARD MEETING OF: March 11, 2010

PRESENTED BY: Kathlynn Jackson, Student Support TOSA (SWAP Administrator) and
Kim Gleeson, SWAP Coordinator

TITLE OF AGENDA ITEM: School to Work Alliance Program (SWAP) Contract for 2010/11

ACTION/INFORMATION/DISCUSSION: Action

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

The School to Work Alliance Program (SWAP) is a collaborative initiative between the Colorado Division of Vocational Rehabilitation (DVR) and school districts, which is supported by CDE. The SWAP program provides case management and direct services to youth who have mild to moderate needs in employment, are eligible to receive DVR services, and need short-term support to become competitively employed and to achieve successful community outcomes.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros: More young adults in our district and community are able to make a living wage, thus they are productive citizens. Falcon School District becomes a place for everyone to reach their desired potential. This program has been in place for over 14 years and is an example of a strong collaboration between the Colorado Division of Vocational Rehabilitation (DVR) and the Colorado Department of Education (CDE). This contract comes to you already approved by DVR and is cost neutral to our district.

Cons: There is no other perceived course of action for the District 49 students who are served through SWAP.

COST OR COST ESTIMATION:

District 49 must budget to spend \$86,215.52 (matching funds) over the course of the year (half the amount of the contract).

CDE withholds the other half (\$86,215.52) from our revenue and provides that to DVR to support the program. DVR returns the entire amount (\$172,431.04, divided equally over 12 months) to the District. The end result is that this program costs nothing (self-supporting) since we are reimbursed the amount withheld plus the amount spent.

MOTION REQUESTED:

I move to approve the 2010-2011 School to Work Alliance Program contract.

APPROVED BY: Mary Guinn, Ed. D., Deputy Superintendent

DATE: March 1, 2010



BOARD OF EDUCATION AGENDA ITEM 7.06

BOARD MEETING OF: March 11, 2010

PRESENTED BY: Chris Trask, Executive Director of Curriculum, Instruction and Assessment

TITLE OF AGENDA ITEM: Course approvals from the District Curriculum Planning Council (DCPC) for school years 2010-2011.

ACTION/INFORMATION/DISCUSSION: Action

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

The following courses have been reviewed by the DCPC and were found to meet the requirements for adoption:

1. Pathophysiology
2. Interior Design II
3. Regional and International Cuisine
4. Marching Band

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros – Additional courses provide more options for students.

Cons – The campuses will have to utilize existing personnel units to support these offerings.

COST OR COST ESTIMATION:

Textbook costs will be determined after registration for the classes have been completed. Courses new to a campus that do not relate to a pilot adoption year or core offerings will be supported by the campus.

MOTION REQUESTED:

I move to approve the identified classes to be added to the D49 course selection catalog.

APPROVED BY: Mary Guinn, Ed., D., Deputy Superintendent **DATE:** February 25, 2010

Pathophysiology

Length: Semester Grade: 11-12

Credit: .5 credit Prerequisite:

This course will be for 11th and 12th grade student in the Academy of Health and Sciences and will be in-depth study of disease processes that affect the human body.

Interior Design II

Length: Semester Grade: 10-12

Credit: .5 credit Prerequisite: Interior Design I

Interior Design II is designed to continue to teach in the field of Interior Design by using hands-on interactive approach. Students will be able to explore their creativity and apply the elements and principles of design in residential and commercial interior design. Students will learn how to design and present interior design boards. This course will also look at career and schooling options.

Regional and International Cuisine

Length: Semester Grade: 9-12

Credit: .5 credit Prerequisite: Students must pass
Today's Foods with a
grade of a 'C'

This course introduces students to the contributions that various ethnic groups have made to American and International cuisine. It focuses on the cuisines, customs and food preparation techniques of various regions of the United States and countries around the world. The students will explore culinary history, cultural diversity, food choices, health and social issues as it relates to their impact on people's diet and geographical locations. The student will continue to develop skills in kitchen organization, equipment use, teamwork, problem solving, critical thinking and communication.

Marching Band

Length: Semester Grade: 9-12

Credit: .5 credit Prerequisite: Middle and/or High School
wind and percussion skills

Marching Band provides students with a balanced comprehensive study of music. The semester consists mostly of marching activities. Instruction is designed so that students are enabled to connect, examine, imagine, define, try, extend, refine, and integrate music study into other subject areas.



BOARD OF EDUCATION AGENDA ITEM 7.07

BOARD MEETING OF: February 19, 2010

PREPARED BY: Mary E. Guinn, Deputy Superintendent

TITLE OF AGENDA ITEM: District Accountability Advisory Committee Membership

ACTION/INFORMATION/DISCUSSION: Action

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

The Falcon School 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.

Two additional DAAC members, Karen Hobson and Mark Shook, for the 2009-2010 school year are being submitted for Board approval. At a minimum they are required to review the School Improvement Plans, and 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.

They have already committed to the responsibilities of their charge through state statute, the DAAC will report out their accomplishments in June, 2010.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION None

COST OR COST ESTIMATION: None

MOTION REQUESTED:

I move to approve the appointment of Karen Hobson and Mark Shook as Members at Large on the District Accountability Advisory Committee as recommended.

APPROVED BY: Mary Guinn Ed. D., Deputy Superintendent **DATE:** February 16, 2010



BOARD OF EDUCATION AGENDA ITEM 7.08

BOARD MEETING OF: March 11, 2010

PREPARED BY: Marian Nall, Facilities Director

TITLE OF AGENDA ITEM: RFP Award for Fire Suppression System for Data Center at Vista Ridge High School

ACTION/INFORMATION/DISCUSSION: Action

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

- An RFP went out on March 2, 2010
- The bids are due on March 9, 2010
- Funded through the Capital Funds

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros –This system will protect the IT Data Center at Vista Ridge High School.

Cons – None

Alternatives – None

COST OR COST ESTIMATION: TBD

MOTION REQUESTED: I recommend _____ be approved as installer on the project.

APPROVED BY: Mary Guinn, ED.D., Deputy Superintendent **DATE:** March 3, 2010



BOARD OF EDUCATION AGENDA ITEM 7.09

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.

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 nd 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 rd AP at 1500
Counselor	Add .5 at 500 Change to 2 nd at 650 Add 3 rd at 1000
School Secretary	Add 2 nd at 750 Add 3 rd 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 rd at 1500
School Secretary	Add 3 rd at 1000 Add 4 th at 1250 Add 5 th at 1500
Counselor	Add 3 rd at 950 Add 4 th at 1300 Add 5 th at 1650
Library Aide	Add at 1000 Add 2 nd at 1800
Security	Add 3 rd at 1200 Add 4 th 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.

Informational Items

8.00

Travel Study Trip Request 8.01

Information Item for Falcon School District 49 Board of Education

Travel Study Trip request:

Vista Ridge High School Baseball Team

Baseball Tournament in Cortez, CO

Departing 3/18/10 Returning 3/20/10

15 Students will attend this trip.

Cost of trip-transportation & meals will be provided by parents. Lodging (\$775.08) will be paid for by fundraising.

The goal of this trip is to increase interest in the baseball program and build team unity. Enhancing the level of competition is crucial to the development of the VRHS baseball program.

Fundraising will help defray the cost of this trip.

Travel Study Trip request:

Springs Ranch Elementary

5th Grade Trip to Camp Elim in Woodland Park, CO

Departing 5/19/10 Returning 5/21/10

Approximately 120 students will attend this trip.

Cost of trip-\$110 per student (includes bus transportation, meals (2 breakfasts, 2 lunches & 2 dinners), lodging and use of camp facilities.

The goal of this trip is to learn core subjects in an outdoor educational setting while integrating team building skills and improving self esteem.

Fundraising is not a part of this trip.

Travel Study Trip request:

Vista Ridge High School

College Tour to Denver (CU-Denver), Ft. Collins (CSU) & Wyoming (University of Wyoming)

Departing 4/8/10 Returning 4/9/10

40 Students will attend this trip.

Cost of trip-\$85.00 (Includes transportation, meals, lodging and tours)

The goal of this trip is to expose students to a collegiate atmosphere and create a college bound culture.

Fundraising is not a part of this trip.

Discussion Items

9.00

Other Business
10.00

Adjournment
11.00