



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

Mission Statement

Together we are committed to graduating and preparing all children for success in college and careers.

REVISED AGENDA
REGULAR BOARD OF EDUCATION MEETING
July 9, 2009
6:30 P.M.
Central Administration – 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 June Monthly Financial Update
 - 4.02 Approval of Matters Relating to Administrative Personnel
 - 4.03 Approval of Matters Relating to Licensed Personnel
 - 4.04 Approval of Matters Relating to Educational Support Personnel
 - 4.05 Approval of Contract with Pikes Peak Board of Cooperative Educational Services (PPBOCES) for 2009-10
 - 4.06 Approval of Minutes of March 17, 2009 Board of Education Work Session
 - 4.07 Approval of Minutes of June 4, 2009 Special Board of Education Meeting
 - 4.08 Approval of Minutes of June 17, 2009 Regular Board of Education Meeting
 - 4.09 Approval of Minutes of June 18, 2009 Special Board of Education Meeting
 - 5.00 Board/Superintendent Update**
 - 6.00 Open Forum**
 - 7:00 Action Items**
 - 7.01 Approval to Notify El Paso County Clerk and Recorder regarding Intention to Participate in the 2009 Coordinated Election
 - 7.02 Appointment of Designated Election Official
 - 7.03 Call for Nominations for School Board Director Candidates
 - 7.04 Approval of Contract Addendum #1 – Wells & West General Contractors
 - 7.05 Approval of Independent Inspector, CMU Project
 - 7.06 Superintendent Selection
- Executive Session:** to discuss a personnel matter, as authorized by section 24-6-402 (4) (f) (1) of the Colorado Revised Statute. – Superintendent search background Information review, determining positions relative to matters that may be subject to negotiations; develop strategy for negotiations, and instructing negotiators, as authorized by section 24-6-402(e). – Superintendent Search

8:00 Information Items

8.01 Student Field Trips

9.00 Discussion Items

9.01 PDK Audit

9.02 Fields at Vista Ridge High School – Artificial Turf Proposal

9.03 Revision to Board of Education Policy GCCAA-R Sick Leave Bank

10.00 Open Forum

11.00 Other Business

11.01 **Executive Session:** to discuss the acquisition of interests in real property, as authorized by section 24-6-402 (4) (a) of the Colorado Revised Statutes; to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and instruct negotiators, as authorized by section 24-6-402 (4) (e) of the Colorado Revised Statutes; and to receive legal advice from our attorney on specific legal questions as authorized by section 24-6-402 (4) (b) of the Colorado Revised Statutes. – Road widening project.

12.00 Adjournment

DATE OF POSTING: July 7, 2009

Loretta Branham, BOE Administrative Assistant



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BOARD OF EDUCATION MEETING
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6:30 p.m.**

**CENTRAL ADMINISTRATION—BOARD
ROOM**

Call to Order and
Roll Call

Welcome and
Pledge of Allegiance

Approval of Agenda



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12.00 Adjournment

DATE OF POSTING: July 7, 2009

Loretta Branham, BOE Administrative Assistant

Consent Agenda



BOARD OF EDUCATION AGENDA ITEM 4.01

BOARD MEETING OF: July 9, 2009

PRESENTED BY: Joleen Schaake, Chief Financial Officer

TITLE OF AGENDA ITEM: June 2009 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 2008-2009 columns start with the approved budget for the whole year compared to revenues and expenditures through June. 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 2008-2009 year-end fund balance columns are required by statute. This is showing you the budgeted and anticipated end-of-year fund balance. The 2007-2008 columns are the prior year's total budget and the actual through June 2008. 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 June 2009 monthly financial update of all funds as presented.

APPROVED BY: David Bond, Acting Superintendent **DATE:** June 25, 2009



BOARD OF EDUCATION AGENDA ITEM 4.02

BOARD MEETING OF: July 9, 2009

PRESENTED 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

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: Mark McPherson, Executive Director of Human Resources **DATE:** June 24, 2009



BOARD OF EDUCATION AGENDA ITEM 4.03

BOARD MEETING OF: July 9, 2009

PRESENTED 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

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: Mark McPherson, Executive Director of Human Resources **DATE:** June 24, 2009



BOARD OF EDUCATION AGENDA ITEM 4.04

BOARD MEETING OF: July 9, 2009

PRESENTED 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:

Move to approve the recommendation of the administration for personnel changes for these persons listed on the attached sheet.

APPROVED BY: Mark McPherson, Executive Director Human Resources **DATE:** June 25, 2009



BOARD OF EDUCATION AGENDA ITEM 4.05

BOARD MEETING OF: July 9, 2009

PRESENTED BY: Dr. Chad Wight, Director of Special Education (SPED)

TITLE OF AGENDA ITEM: Approval of Contract with Pikes Peak Board of Cooperative Educational Services (PPBOCES) for 2009-10

ACTION/INFORMATION/DISCUSSION: Consent - Action

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

Falcon School District 49 (D49) has been a member of the Pikes Peak Board of Cooperative Educational Services (PPBOCES) for many years. There are three primary benefits of membership: 1) shared cost of staff and supervision that provides services to students with low incidence disabilities such as vision and deaf and hard-of-hearing; 2) access to specialized staff for “Hard-to-Fill” positions such as autism, speech, physical and occupational therapists; 3) flexibility to add or subtract specialized staff as needed without the stresses of hiring and firing; 4) and access to specialized programs for students with more severe emotional and behavioral management challenges such as autism. Specialized day treatment programs include the Pathways, Phoenix, Liberty and New Directions Programs. The PPBOCES was originally created to provide special education services to smaller districts but has recently renewed contracts with large districts such as Colorado Springs School District 11 due to the benefits outlined above.

The disadvantage of continuing membership is increasing cost of about 7%. The increase results from two factors: 1) PPBOCES gave pay raises to staff; and 2) D49 must bear the full cost of one specialist that was previously being shared with another school district that was paying D49 to serve one student that will no longer be enrolled in D49. That specialist is still needed in D49, but the cost will no longer be shared with another district.

In recent years, most of the cost increases with PPBOCES were offset by decreases in D49 SPED staff costs. Furthermore, whenever possible PPBOCES has provided staff for Hard-to-Fill positions at 40% lower cost than private employment agencies. The statewide shortage of specialists for “Hard-to-Fill” positions continues to drive up costs for many districts. D49 recently adopted a “Differentiated Salary” to improve hiring and retention of such specialists. However, the benefits of this incentive may not be fully realized until the next hiring season. Even then, the other benefits of continuing membership with PPBOCES outweigh the disadvantages. Therefore, it is recommended that D49 renew the contract with PPBOCES for 2009-10 at the cost of \$792,126.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros – 1) shared cost as a member of the cooperative; 2) access to specialized staff at lower than market cost; 3) flexibility of increasing or decreasing staff as needed; and 4) access to day treatment programs for students with severe disabilities.

Cons – 1) 7% cost increase

Alternatives – 1) hire needed specialists permanently; 2) contract with private employment agencies at almost twice the cost; 3) use private day treatment programs such as Cedar Springs and Round-up at approximately \$50,000 per student per year.

COST OR COST ESTIMATION:

\$792,126

MOTION REQUESTED:

“I move to approve the contract with the Pikes Peak Board of Cooperative Educational Services for 2009-10 to provide required services to students with disabilities.”

APPROVED BY: David W. Bond, Acting Superintendent

DATE: July 1, 2009

4.06 Minutes BOE Work
Session 03-17-09

4.07 Minutes Special BOE
meeting 06-04-09

4.08 Minutes Regular BOE
meeting 06-17-09

4.09 Minutes Special BOE
meeting 06-18-09

Board – Superintendent Update

Open Forum

Action Items



BOARD OF EDUCATION AGENDA ITEM 7.01

BOARD MEETING OF: July 9, 2009

PRESENTED BY: David Bond, Acting Superintendent

TITLE OF AGENDA ITEM: Approval to Notify El Paso County Clerk and Recorder regarding Intention to participate in the 2009 Coordinated Election

ACTION/INFORMATION/DISCUSSION: Action

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

The El Paso County Clerk and Recorder's office requests that a special district notify the county clerk by July 24, 2009 if it plans to participate in the Coordinated Election on November 3, 2009. This is so the election office can begin to calculate costs and prepare intergovernmental agreements for the participating political subdivision.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

PROS – Participate in the Coordinated Election and reduce the cost to the district for the Board of Education Director election.

CONS – Not participate in the Coordinated Election and increase the cost to the district for the Board of Education Director election.

COST OR COST ESTIMATION:

The estimated cost of the election will not be known until after the intergovernmental Agreement has been signed and delivered.

MOTION REQUESTED:

I move to notify the El Paso County Clerk and Recorder that the Board of Education of Falcon School District 49 intends to participate in the 2009 Coordinated Election with Director positions.

APPROVED BY: David Bond, Acting Superintendent **DATE** June 26, 2009



BOARD OF EDUCATION AGENDA ITEM 7.02

BOARD MEETING OF: July 9, 2009

PRESENTED BY: David Bond, Acting Superintendent

TITLE OF AGENDA ITEM: Appointment of the Designated Election Official for Falcon School District 49

ACTION/INFORMATION/DISCUSSION: Action

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

The district must designate the primary liaison between the coordinated election official (CEO), who is in this case the County Clerk and Recorder of El Paso County, and the district. This person has the primary responsibility for the election procedures of the district. In 2007 Loretta Branham, Executive Assistant to the Board of Education assumed this roll. It is essential to train and immediately involve the person who will assume this responsibility.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

PROS – Loretta Branham has already received training presented by CASB and is the Administrative Assistant to the Board of Education.

CONS – None noted

COST OR COST ESTIMATION:

None

MOTION REQUESTED:

Move to approve the appointment of Loretta Branham as the Designated Election Official (DEO) for Falcon School District 49 for the 2009 election.

APPROVED BY: David Bond, Acting Superintendent **DATE** June 26, 2009



BOARD OF EDUCATION AGENDA ITEM 7.03

BOARD MEETING OF: July 9, 2009

PRESENTED BY: Loretta Branham, Executive Assistant to the Board of Education

TITLE OF AGENDA ITEM: Approval of Call for Nominations for School Board Director Candidate

ACTION/INFORMATION/DISCUSSION: Action

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

Three school board director seats will be available and on the November 3, 2009 ballot. The Board must formally approve a call for nominations before it can be printed in local publications.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

To comply with state requirement and publish the call for nominations for school board candidates. The call for nominations must be published not more than 90 days or less than 75 days prior to the election. If the call for nominations is approved, it will be published in the Gazette, The Ranch Land News, The Black Forest News, and the New Falcon Herold. If it is approved as presented, candidate nomination material will become available to interested individuals on Wednesday, August 5, 2009.

COST OR COST ESTIMATION:

Approximately \$450 in advertising costs.

MOTION REQUESTED:

Move to approve the Call for Nominations for School Board Director Candidates.

APPROVED BY: David Bond, Acting Superintendent **DATE** June 26, 2009



BOARD OF EDUCATION AGENDA ITEM 7.04

BOARD MEETING OF: July 9, 2009

PRESENTED BY: Jim Walsh, Construction Manager

TITLE OF AGENDA ITEM: Approval of Contract Addendum #1 – Wells & West General Contractors

ACTION/INFORMATION/DISCUSSION: Action

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

Subsequent to commencing construction of the CMU remediation project, various Field Orders, Modification Orders and Requests for Clarification were issued for timely completion of the project. These Contract Changes are summarized in the attachment and represent required changes in response to field conditions or corrections in design discovered during construction; and sometimes involve changes that are not a part of the original contract.

COR #3	Wells & West	Remington - perimeter sealant	\$ 2,616.42
COR #5	Wells & West	Enclose Awnings at 6 buildings	<u>\$ 8,666.79</u>
		Total:	\$11,283.21

The sealant between the sidewalk and the building at Remington has deteriorated, and needs to be replaced. Entrance awnings have a gap between the building and the canopy at eleven entryways. Gap fills with snow, ice; providing a constant maintenance chore and dangerous conditions.

ALTERNATIVE COURSES OF ACTION

The Board could choose not to approve this amendment, in which case the completion of the CMU Remediation project could be delayed.

COST OR COST ESTIMATION:

Firm Quotes have been received and are detailed above. The total cost change is \$11,283.21, to be paid from project Contingency reserves.

MOTION REQUESTED:

Approve Contract Addendum #1 with Wells & West General Contractors for the CMU Remediation Project in the amount of \$ 11,283.21.

APPROVED BY: Mr. David Bond, Acting Superintendent **DATE:** June 25, 2009



BOARD OF EDUCATION AGENDA ITEM 7.05

BOARD MEETING OF: July 9, 2009
PRESENTED BY: Jim Walsh, Construction Manager
TITLE OF AGENDA ITEM: Approval of Independent Inspector, CMU Project

ACTION/INFORMATION/DISCUSSION: Action

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

The state Department of Labor requires independent Third-party inspection of certain construction components to satisfy state Permitting obligations. Building Code Services International has conducted these inspections on the district's behalf in the past, and has been retained to conduct the inspection for the CMU project. The Inspector is Tim Moroney, License # 02-19-09-174.

State regulations require school Board approval of the Inspector, and this Consent item is a routine 'housekeeping' measure.

ALTERNATIVE COURSES OF ACTION

The Board of Education could choose not to consent to this Contract, in which case correction of the CMU conditions could be delayed.

COST OR COST ESTIMATION:

The total of the Cost estimate is \$10,000, across all sites.

MOTION REQUESTED:

Consent to a contract with Building Code Services International to conduct independent inspections for the CMU project.

APPROVED BY: Mr. David Bond, Acting Superintendent **DATE:** June 25, 2009



BOARD OF EDUCATION AGENDA ITEM 7.06

BOARD MEETING OF: July 9, 2009
PRESENTED BY: Board of Education
TITLE OF AGENDA ITEM: Superintendent Finalist Selection
ACTION/INFORMATION/DISCUSSION: Action

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

The Board of Education has been conducting a search for a Superintendent for Falcon School District 49. Four finalists were identified through a rigorous process which included initial applications, background checks, community forums, and site visits. The four finalists participated in face-to-face interviews by the Board of Education. After further reference checks and site visits the number of candidates was reduced to three finalists at the June 18th Special BOE meeting.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

COST OR COST ESTIMATION:

To be determined

MOTION REQUESTED:

I move to

APPROVED BY: Anna Bartha, President, Board of Education

DATE: June 3, 2009

Informational Items

Information Item for Falcon School District 49 Board of Education

Travel Study Trip request:

Falcon High School, Military Child Education Coalition National Conference, Philadelphia, PA

Departing 7/14/09, Returning 7/17/09

Number of students attending trip-2

Cost-Military child education coalition is providing travel arrangements.

Objective-Training for Student 2 student program

Falcon High School, Health Occupation Students of America Spring Conference, Nashville, TN

Departing 6/24/09, Returning 6/28/09

Number of students attending trip-5

Cost-(Transportation-\$260 per person, lodging-\$350 per person, registration-\$75 per person and meals are student responsibility)

Objective-For students to apply the knowledge and skills they have learned in the Academy of Health Sciences classes and to compete against other high school students nationwide. These students were all state finalists.

Fundraising is a part of this program.

Ridgeview Elementary School, Jump Rope Competition, Des Moines, IA

Departing 7/29/09, Returning 8/3/09

Number of students attending trip-14

Cost-\$800 per student which includes; transportation, meals & lodging.

Objective-Participate in the Jr. Olympic Games

Fundraising is not part of this program.

Discussion Items



BOARD OF EDUCATION WORK SESSION AGENDA ITEM 9.01

BOARD MEETING OF: July 9, 2009

PRESENTED BY: Eric Paugh, Chief Academic Officer and Dr. Jan Jacobs, lead auditor for Phi Delta Kappa

TITLE OF AGENDA ITEM: Phi Delta Kappa Curriculum Audit

ACTION/INFORMATION/DISCUSSION: Work Session Information/Discussion

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

The Phi Delta Kappa Curriculum Audit was conducted October 27 – 30. The final report was delivered to Falcon District #49 in February, 2009. Dr. Jan Jacobs, lead auditor, will present the final report to the Board of Education.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros – The audit findings can lead to the development of a comprehensive master plan for curriculum development aligning the written, taught, and tested curriculum.

Cons – None noted at this time.

COST OR COST ESTIMATION:

None

MOTION REQUESTED:

None at this time

APPROVED BY: David Bond, Acting Superintendent

DATE: June 25, 2009



BOARD OF EDUCATION AGENDA ITEM 9.02

BOARD MEETING OF: July 9, 2009
PRESENTED BY: Jim Walsh, Construction Manager
TITLE OF AGENDA ITEM: Approval of Artificial Turf Proposal
ACTION/INFORMATION/DISCUSSION: Discussion

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

The school board has directed that Proposals be solicited for the construction of artificial turf fields at Vista Ridge High School. The soccer and football fields are being considered for upgrade. Bids are due Tuesday, July 7, 2009 at 2:00 pm.

Bids are reviewed for product and installation quality, content, price, delivery dates, references, and other factors. Clarifications to bid details will be sought as required. A Bid Summary will be produced, and a Recommendation for the best contractor for the project will be made by the end of the day on Wednesday, 7/8/09.

ALTERNATIVE COURSES OF ACTION

Each field is being bid independently. The Board can choose one field, two fields, or no fields. The natural turf fields are recovering from their spring drought conditions, and should be available for game use for fall sports programs.

COST OR COST ESTIMATION:

“Turnkey” design/Build Artificial Turf football fields including engineering and subsurface drainage systems have been installed in the region recently at typical costs ranging from \$600 to \$700K. Firm Design/Build pricing including all project components has been solicited in the Request for Proposals, and that full Scope will be presented to the Board for consideration.

MOTION REQUESTED:

I move to approve _____ as the Contractor for the construction of _____ Artificial Turf field(s) for _____ at Vista Ridge High School.

APPROVED BY: Mr. David Bond, Acting Superintendent

DATE: June 25, 2009



BOARD OF EDUCATION AGENDA ITEM 9.03

BOARD MEETING OF: July 9, 2009

PRESENTED BY: Mark McPherson, Executive Director of Human Resources

TITLE OF AGENDA ITEM: Revision of Board of Education Policy Regulation GCCAA-R, Limited Sick Bank Policy

ACTION/INFORMATION/DISCUSSION: Discussion

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

This policy covers our limited sick bank membership and procedures. Changes include defining eligible and non-eligible conditions and setting number of permitted days that may be approved. This policy has been reviewed and approved by the EIC.

ALTERNATIVE COURSES OF ACTION:

The alternate course of action would be that the current policy regulation remains effective with no changes.

COST OR COST ESTIMATION:

There would be no additional cost to the district.

MOTION REQUESTED:

None at this time.

APPROVED BY: Mark McPherson, Executive Director of Human Resources **DATE:** 25 June, 2009

Limited Sick Catastrophic Leave Bank Policy

Falcon School District #49 shall maintain a voluntary Catastrophic Leave Bank for its **participating** employees. The purpose of the Catastrophic Leave Bank is to provide a source of income continuation for a **participating** employee who sustains a catastrophic illness or injury and has not yet qualified for disability benefits or for an employee who needs to care for a family member with a catastrophic illness or injury. The responsibility for this bank with regard to the allotment of days or benefits to those participating is not the responsibility of the District; this is an activity independent of District benefits and was established by those who wish to contribute to help members in the case of catastrophic illness or injuries. Membership under these guidelines is voluntary.

Definition for Catastrophic injury, illness:

The Catastrophic Leave Bank shall be available only for those contributing staff members who meet with the following definition of catastrophic diagnosis.

Catastrophic Illness/Injury: An illness or injury of such magnitude that the employee's life is endangered and/or his/her health is impaired to such an extent that he/she has no option but to seek immediate medical treatment that requires extended time away from the job. The following list is not exhaustive, but identifies some health conditions that are included and excluded as catastrophic under this definition.

Included:	Excluded:
<ul style="list-style-type: none"> • Cancer(s)/Tumor(s) • Heart Attack • Aneurysm • Stroke • Non-Elective Surgery • Debilitating/Immobilizing Injury or Condition • Acute Illness/Disease 	<ul style="list-style-type: none"> • Elective Surgery • Pregnancy/Delivery Without Severe Complications • Recurring Infection (Cold, flu, etc.)

Requires certification by a physician stating that it would be impossible for the employee to perform the basic functions of his/her job.

A. General provisions

1. Days drawn against the Catastrophic Leave Bank are not intended to cover all types of absences which could be covered with sick leave or other provisions of Board policy, but rather may only be used for catastrophic illness or injury **not covered by third party**, to an individual employee or to the employee's spouse and/or dependent children, which prevents the employee from working for reasons beyond the employee's control. **The Catastrophic Leave Bank will not consider worker's compensation, illness or other incidents covered by disability insurance.**

2. Examples of illnesses, injuries or conditions that would not qualify for use of the Sick Catastrophic Leave Bank include, but are not limited to, all forms of elective surgery and common illnesses or conditions such as flu, chicken pox, pregnancy, menopause, sprains, strains or lupus, in ordinary cases where same does not result in unusual complications.

Several major categories of common elective procedures include:

- **Plastic surgery. Cosmetic or reconstructive surgery that improves appearance and in some cases, physical function.**
- **Refractive surgery. Laser surgery for vision correction.**
- **Gynecological surgery. Either medically necessary or optional surgery (e.g., hysterectomy, tubal ligation).**
- **Exploratory or diagnostic surgery. Surgery to determine the origin and extent of a medical problem, or to biopsy tissue samples.**
- **Cardiovascular surgery. Non-emergency procedures to improve blood flow or heart function, such as angioplasty or the implantation of a pacemaker.**
- **Musculoskeletal system surgery. Orthopedic surgical procedures, such as hip replacement and ACL reconstruction.**

The Bank may not be available for an employee injured as a result of ~~voluntary participating in a high risk activity. For example things such as freestyle ski competition or motor sport racing, would not be eligible since the employee is willingly undertaking that risk~~ **but not limited to voluntarily activities outside of the work environment to include Non-District employment.** Similarly, bank days are intended only when the qualifying condition requires the employee to be absent from work either due to the employee's own medical or psychological condition, or the need to serve as a necessary caregiver for the employee's spouse or dependent children.

3. Complications arising out of the conditions described in Paragraph A2 above, could qualify for use of the Sick **Catastrophic** Leave Bank, where serious complications arising out of said conditions require hospitalization or direct care of a physician (Ex: hemorrhaging resulting from elective surgery). In the case of pregnancy, such complications can arise both before and after the birth of the child.
4. In making its determination of the validity of a member employee's request, the committee shall review information presented by member employee and may consider information available from any other source, or request additional information, **a second opinion from another physician at the employee's expense** or verification from a member employee, and shall give consideration to the following factors:
 - a. Member's past conservation and fair use of leave policies;
 - b. The seriousness of past and current illnesses and injuries; and
 - c. Any unusual circumstances involved.

5. An employee who has been granted Catastrophic Leave Bank days will be paid at the daily or hourly rate that he/she normally earns for the days and hours that he/she is normally scheduled to work.
6. Days contributed to the bank shall not be refunded or reimbursed to the contributing employee.
7. Membership in the Catastrophic Leave Bank is voluntary and shall be open to all employees of the district who receive sick days excluding employees on INR contracts.
8. A membership year shall coincide with the member's contract year (July 1-June 30).

B. Enrollment

1. **Eligible employee's with less than one year District work experience are not eligible to apply for membership in the Catastrophic Leave Bank. Otherwise all other eligible employees may apply for membership by submitting an "application for catastrophic leave bank membership". during the bank's open enrollment period from July 1st through August 31st, at the beginning of each school year.**

Employees desiring membership in the Bank will be required to contribute one (1) day of sick leave as an initial contribution.

An employee may enroll in the bank by contributing one (1) sick leave day to the bank. This is done by submitting an "application for Sick ~~Sick~~ **Catastrophic** Leave Bank membership" form within 20 working days of the employee's new hire orientation.

2. Enrollment after the initial enrollment period shall be ~~limited to those times when additional days are requested from members (see section C.1)~~ **held during the open enrollment period at the beginning of the school year.**

C. Maintenance

1. Membership is maintained by contributing additional days to the bank when requested by the Catastrophic Leave Bank committee. If at any time the number of days in the bank drops below .5 days times the number of bank members, members shall be asked to contribute another day to the bank.
2. Members shall have ~~20~~ **30** working days after receipt of such a request to make their contribution.
3. Members who fail to contribute another day when asked to do so shall be deemed to have waived their right to continue as a member of the bank or to use bank days, unless that member is unable to contribute additional days, in which case, that member may maintain membership if the Sick **Catastrophic** Leave Bank committee determines that he/she has shown good cause, in writing, for not being able to contribute an additional day.

- a. Members granted such an exception shall contribute another day to the bank as soon as they have a day to give.
- b. Employees who have waived their right to continue as members must comply with the provisions in Section B.1 and B.2 in order to re-enroll in the bank.
- c. **Employees withdrawing Catastrophic Leave Bank days from the Bank will be required to re-donate (1) day at the beginning of the next school year.**

D. Administration

- 1. A committee shall be established and maintained for the purpose of administering the provisions of this policy and making any determinations necessary.
- 2. The ~~Sick~~ **Catastrophic** Leave Bank committee shall consist of five members of the bank (one administrator, two licensed members, and two classified members). Members shall serve three-year terms. A chairperson shall be elected from among the members, who shall serve a one-year term as chairperson.
- 3. The Executive Director of Human Resources or his/her designee shall be a participant of the committee but shall have no vote in the proceedings of the committee and shall not serve as chairperson.

E. Procedures and limits for withdrawal of days

- 1. Requests for bank days shall be limited to a catastrophic illness or injury to the employee or employee's spouse or dependent children, which requires hospitalization or the direct care of a physician, and which prevents the employee from working. The request must be accompanied by ~~that~~ a physician's signed statement supporting the need for the employee's absence from work. **In some cases a second opinion may be required at the employees expense.**
- 2. Requests for bank days shall be submitted on the "Sick **Catastrophic Sick** Bank Application Form," to the ~~sick catastrophic~~ bank committee whenever it appears that the employee qualifies or will qualify for the benefit but no later than 20 working days after the member returns to work. A member must exhaust his/her accrued sick days prior to being granted days from the bank. **A member must have 5 or more full days of consecutive absences to apply. Days will be granted as follows:**

First Year employees –	0 days
Second Year employees -	20 days
Third Year employees -	30 days
Fourth Year employees-	40 days
Fifth Year employees and above	60 days
(Maximum day allowed are 60.)	

A member may be granted up to 20 days from the bank per request.

3. No member shall be granted more than ~~60 days per membership year~~ **their maximum days that are allowed per the above matrix** per occurrence. In the event that an illness or injury requires an absence in two school years, the maximum number of days still apply per occurrence.
4. Catastrophic Leave Bank days are not available to provide compensation for any time that the employee is eligible to receive income continuation through another disability coverage or plan.

F. Workers' compensation

1. Members who are receiving workers' compensation for job-related illness or injury shall not be eligible to receive Catastrophic Leave Bank days while they are receiving workers' compensation.

Adopted: July 7, 1994.

Revised: December 1, 1994.

Revised: June 7, 2001.

Revised: August 1, 2002 (*emergency approval*).

Revised: August 28, 2002.

Revised: July 12, 2007

Revised:

Open Forum

Other Business

- 11.01 **Executive Session:** to discuss the acquisition of interests in real property, as authorized by section 24-6-402 (4) (a) of the Colorado Revised Statutes; to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations, and instruct negotiators, as authorized by section 24-6-402 (4) (e) of the Colorado Revised Statutes; and to receive legal advice from our attorney on specific legal questions as authorized by section 24-6-402 (4) (b) of the Colorado Revised Statutes. – Road widening project.

Adjournment