



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.

AGENDA
REGULAR BOARD OF EDUCATION MEETING
March 12, 2009
6:30 P.M.
Central Administration – Board Room

- 1.00 Call to Order and Roll Call**
- 2.00 Welcome and Pledge of Allegiance**
Springs Ranch Elementary Presentation
- 3.00 Approval of Agenda**
- 4.00 Consent Agenda**
 - 4.01 Approval of February Monthly Financial Update
 - 4.02 Approval of Matters Relating to Licensed Personnel
 - 4.03 Approval of Matters Relating to Educational Support Personnel
 - 4.04 Approval of Matters Relating to Schedule B Personnel
 - 4.05 Approval of Minutes for Regular Board of Education Meeting February 12, 2009
 - 4.06 Approval of Minutes for Special Board of Education Meeting February 19, 2009
 - 4.07 Approval of Minutes for Special Board of Education meeting February 25, 2009
 - 4.08 Approval of Minutes for Board of Education Work Session February 25, 2009
 - 4.09 Approval of Minutes for Special Board of Education Meeting March 4, 2009
- 5.00 Board/Superintendent Update**
- 6.00 Open Forum**
- 7:00 Action Items**
 - 7.01 Approval of Revision to BOE Policy IKE – Retention of Students
 - 7.02 Approval of Revision to BOE Policy DJB – Purchasing Procedures, DJB-R Purchasing Procedure Regulations and Deletion of BOE Policy DJC – Petty Cash
 - 7.03 Approval of Revision to BOE Policy GBGA – Staff Health (and Physical and Mental Health Examination Requirements) and GBGA-R Regulation
 - 7.04 Approval of Revision to BOE Policy GBGB – Staff Personal Security and Safety
 - 7.05 Approval of Falcon School District Athletic and Activity Eligibility Procedures
 - 7.06 Approval of Falcon School District 49 Textbook Adoptions
 - 7.07 Approval of Change in course name from Medical Ethics in Literature to Ethical and Legal Issues in Health Care.

- 8:00** **Information Items**
- 8.01 Finance Department Monthly Update
- 8.02 Human Resources Department Monthly Update
- 8.03 Information Services Department Monthly Update
- 8.04 Learning Services Department Monthly Update
- 8.05 Operations Department Monthly Update
- 8.06 Falcon School District 49 Field Trips
- 8.07 Expulsion/ Suspension Information
- 9.00** **Discussion Items**
- 9.01 Differentiated Graduation Program (Requirements)
- 9.02 Evans Elementary IB Name Change
- 9.03 Proposal for Elementary Student Fees
- 10.00** **Open Forum**
- 11.00** **Other Business**
- 11.01 **Executive Session:** Discussion of individual students where public disclosure would adversely affect the person or person involved as authorized by section 24-6-402 (4)(h) of the Colorado Revised Statutes - Student Issue
- 11.02 **Executive Session:** Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations, and instructing negotiators as authorized by section 24-6-402-(4) (e) of the Colorado Revised Statutes and to receive legal advice from our attorney, as authorized by section 24-6-402 (b) of the Colorado Revised Statutes. – Facilities Audit Contract
- 11.03 **Executive Session:** Personnel matters – discussion of matters specific to particular employees, not general personnel policies. Does not include discussion of board members or appointment to the Board as authorized by section 24-6-402 (4)(f) of the Colorado Revised Statutes and to receive legal advice from our attorney, as authorized by section 24-6-402 (4)(b) of the Colorado Revised Statutes. – Principal and Assistant Principal Contracts.
- 11.04 **Executive Session:** regarding the superintendent and acting superintendent for the purpose of discussing personnel matters, as authorized by Section 24-6-402(f)(1) of the Colorado Revised Statutes, 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) and to receive legal advice from our attorney, as authorized by section 24-6-402 (b) of the Colorado Revised Statutes.
- 12.00** **Adjournment**

DATE OF POSTING: March 9, 2009

Loretta Branham, BOE Administrative Assistant



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**REGULAR
BOARD OF EDUCATION MEETING
March 12, 2009
6:30 p.m.**

**CENTRAL ADMINISTRATION—
BOARD ROOM**

Call to Order and Roll Call

1.00

Welcome and Pledge of Allegiance

2.00

Approval of Agenda

3.00



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12.00 Adjournment

DATE OF POSTING: March 9, 2009

Consent Agenda

4.00



BOARD OF EDUCATION AGENDA ITEM 4.01

BOARD MEETING OF: March 12, 2008

PRESENTED BY: Joleen Schaake, Chief Financial Officer

TITLE OF AGENDA ITEM: February, 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 February. Percentages over 100% on a revenue line are good in that we received more revenue than we anticipated. If any of the expenditure lines were higher than the percentage of year concluded, that fund would be an area of possible concern depending on why it was high. Please note there are additional expenditure reports created from the accounting system showing detailed spending for each program page listed in the adopted amended budget.

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 February 2009. These amounts are there 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 2009 monthly financial update of all funds as presented.

APPROVED BY: Eric Paugh, Acting Superintendent **DATE:** March 6, 2009



BOARD OF EDUCATION AGENDA ITEM 4.02

BOARD MEETING OF: March 12, 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 Human Resources **DATE:** February 27, 2009



BOARD OF EDUCATION AGENDA ITEM 4.03

BOARD MEETING OF: March 12, 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: 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: Mark McPherson, Executive Director Human Resources **DATE:** February 26, 2009



BOARD OF EDUCATION AGENDA ITEM 4.04

BOARD MEETING OF: March 12, 2009

PRESENTED BY: Tom Seitz, District Athletic Director

TITLE OF AGENDA ITEM: Approval of Matters Relating to Schedule B 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: Tom Seitz, District Athletic Director

DATE: February 27, 2009

Consent Agenda Items

4.05 Regular BOE Meeting Minutes 02-12-09

4.06 Special BOE Meeting Minutes 02-19-09

4.07 Special BOE Meeting Minutes 02-25-09

4.08 BOE Work Session Minutes 02-25-09

4.09 Special BOE Meeting Minutes 03-04-09

Are on the agenda for approval and will be posted after that approval is given.

Board –
Superintendent
Update
5.00

Open Forum
6.00

Action Items
7.00



BOARD OF EDUCATION AGENDA ITEM 7.01

BOARD MEETING OF: March 12, 2009

PRESENTED BY: Erica Mason; Elementary Specialist and Debbie Holt; Secondary Specialist

TITLE OF AGENDA ITEM: Revision of Board of Education Policy IKE – Retention of Students

ACTION/INFORMATION/DISCUSSION: Action

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

In response to concerns regarding clarity of the retention policy and procedures, a group of principals and central office administrators met to revise the current Retention policy. Suggested revisions match those of CASB (Colorado Association of School Boards). The new policy reflects a stronger stance on ensuring students are meeting the Colorado Standards for their grade level and focuses on intervention and placement into the RtI (Response to Intervention) process rather than retention. Retention remains an option on a limited basis. The revised policy has been reviewed by all principals and legal counsel. We also recommend that Retention Policy IKE be named Ensuring Students Meet Standards.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros: Policy requires students not meeting grade level expectations to receive intervention. Retention will be used on a limited basis.

Cons: None

COST OR COST ESTIMATION:

None

MOTION REQUESTED:

Move to approve the revision to Board of Education Policy IKE – Retention of Students as recommended by the administration.

APPROVED BY: Eric Paugh, Acting Superintendent **DATE:** February 26, 2009

Retention of Students
Ensuring All Students Meet Standards

The evaluation of student achievement and progress is based upon individual performance in comparison with individual expectancy. Therefore, student grade placement should not be based on a comparison of achievement or growth with the average or median of the class. When retention is being considered, a review of a student's current academic, personal (including physical development, chronological age, and emotional maturity), and social development is required. It is highly recommended that a student not be retained more than once and the alternatives to retention be considered. The classroom teacher is qualified to interpret the achievement of a student and must be included in the Placement Team.

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 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.

Because the public schools of this district are dedicated to the best total and continuous development of each student enrolled, the professional staff is expected to place students at the grade level best suited to them academically, socially, personally (including physical development and chronological age), and emotionally.

Students will normally progress annually from grade to grade. Exceptions may be made when in the judgement of the professional staff such exceptions are in the best educational interest of the student involved. Exceptions may be made after prior notification and explanation to each student's parents, but the final decision will rest with the school administration.

Middle School students will be expected to "Pass" five out of seven classes (or five out of eight classes if applicable) including three out of four CORE classes.

Any student, who will be 16 on or before the beginning of the school year, will be placed in a high school setting.

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:



BOARD OF EDUCATION AGENDA ITEM 7.02

BOARD MEETING OF: March 12, 2009

PRESENTED BY: Brett Ridgway, Director of Finance

TITLE OF AGENDA ITEM: Revision to Board of Education Policy DJB (Purchasing Procedure, Board of Education Policy Regulation DJB-R (Purchasing Procedure Regulation), and Repeal of Board of Education Policy DJC (Petty Cash)

ACTION/INFORMATION/DISCUSSION: Action

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

Introduction of the Purchasing Card program requires minor modifications to current policies and regulations to address the new program. The modifications include moving the petty cash policy (DJC) into the Purchasing Regulation (DJB-R).

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pro: These policy changes support the implementation of the purchasing card program.

Con: none noted

COST OR COST ESTIMATION:

No additional costs.

MOTION REQUESTED:

I move to approve the Revision to Board of Education Policy DJB (Purchasing Procedure, Board of Education Policy Regulation DJB-R (Purchasing Procedure Regulation), and Repeal of Board of Education Policy DJC (Petty Cash) as recommended by the administration.

APPROVED BY: Joleen Schaake, Chief Financial Officer **DATE:** March 2, 2009

Purchasing Procedures

The recognized method for purchasing in the name of the school district shall be the use of a purchase order signed by the superintendent **or designee, or use of the purchasing card approved by the Purchasing Card Administrator or designee. Petty cash shall be used for small purchases deemed necessary, and only for the efficient operation of the district.** No purchase order shall be issued for any item for which budget funds are not available.

Current practice codified: 1980.

Adopted: date of manual adoption.

Revised: July 19, 1984.

Revised: December 21, 1989.

Revised: November 4, 1999.

Revised:

CROSS REFS.: DJE, Bidding Procedures

Purchasing Procedures (Regulation)

Purchase Orders

Before any purchase order will be issued, a purchase requisition must be completed by the requestor on the form designated by the superintendent and/or designee **Finance office**. If an emergency purchase is necessary and it is impossible to obtain a purchase order, the administrator in charge will report the emergency purchase to the business office the next working day. An emergency is defined as a condition that if not corrected immediately will cause the destruction of school property, endangerment of life, or complete cessation of educational activities.

Purchase orders are not required for mileage, personal reimbursements, and travel claims.

Purchasing Cards

Purchasing cards will be issued to specific employees for the purpose of improving the efficiency of the purchasing process in the district. All purchases will be for district use only. All employees that are purchasing cardholders will comply with district Purchase Card User Agreement and Purchase Card Handbook. Changes to the district Purchase Card User Agreement and Purchase Card Handbook will be maintained by the Purchasing Card Administrator. Purchasing card transaction limits will be determined by the Purchasing Card Administrator and Chief Financial Officer.

Petty Cash

In certain situations, small amounts of money may be needed to immediately facilitate small, cash-oriented purchases. These funds may be expended from petty cash upon approval of the principal or department head. Each principal or department head will determine the amount to be set up as a petty cash fund, but the amount will not exceed \$400.00. The Finance office serves as a petty cash disbursement office for all central administration departments. The Finance office shall maintain a petty cash fund of \$500.00 for that purpose. To replenish a petty cash account, the principal or department head must submit receipts for any individual purchases greater than \$75.00 that are part of the reimbursement request.

Current practice codified: 1980.
Adopted: date of manual adoption.

Revised: July 19, 1984.

Revised: December 21, 1989.

Revised: November 4, 1999.

Revised:

Petty Cash

The Board of Education may establish petty cash accounts as it deems necessary for the efficient operation of the district. One person shall be designated for each petty cash account as being responsible for accounting for the use of the account.

Adopted: August 21, 1980.

Revised: July 19, 1984.

Revised: December 21, 1989.

Reviewed: November 4, 1999.

Revoked:



BOARD OF EDUCATION AGENDA ITEM 7.03

BOARD MEETING OF: 12 March 2009

PRESENTED BY: Mark A. McPherson, Executive Director of Human Resources

TITLE OF AGENDA ITEM: Revision to Board of Education Policy GBGA Staff Health (and Physical Examination Requirements) and Revision to Board of Education Policy Regulation GBGA-R, Staff Health (Staff Members with HIV/AIDS/Communicable Diseases)

ACTION/INFORMATION/DISCUSSION: Action

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

The policy approval of GBGA revision covers Staff Health and required physical examinations. Changes include:

- Allows the Board to require physical examinations as a condition of employment at District expense.
- Requires all employees with a commercial driver's license to maintain current medical examination at district expense. This formalizes in policy the requirement that is already in place.
- This policy has been approved by the Employee Improvement Committee
- Policy is updated for legal sufficiency.

The approval for policy GBGA-R revision covers Staff Health (Staff Members with HIV/AIDS/Communicable Diseases). Changes include:

- Minor verbiage changes
- Adds a requirement for the district to consider the most recent medical information available and the dangers of transmission to others.
- This policy revision has been approved by the Employee Improvement Committee.
- Policy is updated for legal sufficiency.

ALTERNATIVE COURSES OF ACTION: None

COST OR COST ESTIMATION: None

MOTION REQUESTED:

I move to approve the revision of Falcon School District 49 Board of Education policy GBGA, Staff Health (and Physical Examination Requirements) and Revision to Board of Education Policy Regulation GBGA-R, Staff Health (Staff Members with HIV/AIDS/Communicable Diseases) as amended.

APPROVED BY: Eric Paugh, Acting Superintendent

DATE: March 4, 2009

**Staff Health
(and Physical and Mental Health Examination Requirements)**

Through its overall safety program and various policies pertaining to school personnel, the Board of Education shall seek to ensure the safety, encourage its employees **during working hours, and assist them in the maintenance of** to maintain good health. and practice good health habits. There are specific times and situations which will require the employee to submit to testing for continued employment. **It shall encourage all its employees to maintain good health and practice good health habits.**

Under the following circumstances, the Board may require physical examinations of its employees or applicants for employment. The district shall pay for all such physical examinations. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only in limited circumstances.

Routine physical examinations:

Subsequent to a conditional offer of employment and prior to commencement of work, the district may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. The district may condition an offer of employment on the results of such examination if all entering employees in the applicable job category are subject to such examination. A 30-day grace period may be allowed if approved by personnel services.

All employees requiring a commercial driver's license shall be required to maintain a current Medical Examiner's Certificate in compliance with U. S. Department of Transportation regulations. The cost of the physical examination to obtain this certificate will be paid by the district.

District requested Special examinations:

The Board recognizes that an individual's medical diagnosis is privileged information between the patient and medical professionals. However, whenever a staff member's medical condition is such that it interferes with his/her **the** ability to perform his/her **required** duties or there is **a an unacceptable** risk to the health and safety of the employee or others, the district has a responsibility to **shall** take necessary steps to evaluate the employee's condition and make appropriate employment decisions.

The Board may require **request** physical examinations and/or mental **health** examinations of any employee at any time to determine if the employee has a physical and/or mental condition, disease, or illness which may interfere with the

employee's ability to perform required duties or which may pose an unacceptable risk to the health, safety, or welfare of the employee or others. The **school** district shall select the medical professional to conduct such examinations and be responsible for the cost **and shall pay the costs associated with such examination.**

When the employee cannot perform the essential functions of the job with reasonable accommodation or medical evidence establishes d that the employee's condition poses a significant risk to the health, safety, or welfare of the employee or others, the **school** district may take action to suspend and/or terminate the employee in accordance with applicable policies and regulations, **and applicable law.**

Readily-transmitted communicable diseases

An employee with an acute, common communicable disease shall not report to work during the period of time when contagious/infectious. The district reserves the right to require a physician's statement prior to the employee's return to work.

An employee afflicted with a serious, readily-transmissible disease or condition shall be encouraged to report the existence of the condition or illness in case there are precautions that must be taken to protect the health of others.

HIV infection

Any employee who becomes aware of personal infection with the human immunodeficiency virus (HIV), which although life-threatening poses little risk of transmission in a school setting, is encouraged to report to a designated school administrator the **diagnosis of HIV.** affliction with the disease. The administrator shall follow the procedures accompanying this policy to evaluate the employment status of the staff member.

To encourage disclosure, the school district shall endeavor to treat these employees in a fair, nondiscriminatory, and confidential manner consistent with the district's legal obligations. Federal and state law mandate, pursuant to provisions protecting handicapped individuals, **persons with disabilities** that such employees shall not be discriminated against on the basis of their disability and that, if it becomes necessary, some reasonable accommodations **shall** be made to enable qualified individuals **with disabilities** to continue to work. ing.

Confidentiality

In all instances, district personnel shall respect the individual's right to privacy and treat any **information regarding the medical condition or medical history of an medical diagnosis employee or applicant** as confidential information. The superintendent or designee shall initiate **develop** procedures to ensure that all

medical information will be held in strict confidence. Any school staff member who violates confidentiality shall be subject to appropriate disciplinary measures.

Adopted: date of manual revision.

Reviewed: May 11, 2000.

Revised: January 11, 2001.

Revised:

LEGAL REFS.: 29 U.S.C. Sec. 794(1983) (*Sec. 504 of the Rehabilitation Act*)
42 U.S.C. Sec. 1201 et seq. (*Americans with Disabilities Act*)
C.R.S. 8-2-118 (**employer must bear cost of medical exam**)
C.R.S. 22-32-110(1)(k) (**board's power to adopt policy related to safety, conduct and welfare of employees**)
C.R.S. 22-63-301 (**grounds for teacher dismissal**)
C.R.S. 24-34-401 et seq. (**discriminatory or unfair employment practices**)
C.R.S. 25-4-101 et seq. (**disease control and sanitary regulations**)
1CCR 301-26, Rules 4204-R-210 (**regulations regarding operation of school transportation vehicles; requirements of physical exam every two years**)

CROSS REFS.: ACE, Nondiscrimination on the Basis of Handicap/Disability (Compliance with Section 504)
EBBA, Prevention of Disease/Infection Transmission
GBA, Open Hiring/Equal Employment Opportunity and Affirmative Action
GBJ, Personnel Records and Files
GCCCA/GCCBA, Instructional Staff/Administrative Staff Sick Leave
GBGG, Staff Sick Leave
GCQF, Discipline, Suspension, and Dismissal of Professional Staff Members
GDQD, Discipline, Suspension, and Dismissal of Support Staff Members

**Staff Health
(Staff Members with HIV/AIDS/Communicable Diseases)**

The following procedures will shall be followed when evaluating the employment status of an employee infected with human immunodeficiency virus (HIV) including those staff members diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) and those suspected of being infected with HIV.

These procedures also will shall apply whenever a school official has reasonable cause to suspect that a staff member is seriously ill and the illness is affecting the ability to perform job responsibilities or posing an unacceptable risk to the health and safety of **the employee or** others. Reasonable cause may exist in but not be limited to situations where the employee's health is observed to be deteriorating to the point of interfering with the performance of duties, when the employee displays persistent physical symptoms of illness, or where there is similar reasonable evidence of such disease.

Reporting suspected or confirmed cases

The Executive Director of Human Resources will be the staff member responsible for coordinating the school district's effort to evaluate the employment status of an employee in accordance with these procedures. For purpose of these procedures, the Executive Director of Human Resources will be referred to as the "school officer."

It is improper for any employee who has knowledge or reasonable grounds to suspect **that he/she is** infected with of a communicable disease to willfully expose or infect another with such a disease, or to knowingly perform an act or engage in conduct which exposes or infects another person with such a disease.

Any staff member infected with HIV is encouraged to report this fact directly to the school officer.

If a supervisor has been informed or has reasonable cause to believe that an employee is afflicted with **has** an illness that is interfering with job performance or posing an unacceptable health risk to **the employee or** others, the supervisor will shall notify the school officer immediately. The school officer will shall confer individually with the supervisor and the staff member to assess the situation.

Evaluation of employment status

HIV infection is not transmitted casually; therefore, it is not itself a reason to remove a staff member from school. The school officer will determine whether the person who is infected with HIV has a secondary infection such as active

tuberculosis that constitutes a recognized risk of transmission in the school setting. This is a medical question which the school officer will answer by consulting with the infected person's physician, a qualified public health official who is responsible for such determinations, and the infected person.

In determining an appropriate response, the district shall consider the most current and reliable medical information available, with particular reference to the dangers of increased risk of transmission to others, and the health risk to the employee as well as the expected type of interaction with others.

If there is no secondary infection that constitutes a medically-recognized risk of transmission in the school setting, the infected person's job assignment will not be altered **unless a reassignment is requested as a reasonable accommodation.**

If there is no secondary infection that constitutes a medically-recognized risk of transmission in the school setting, the school officer will consult with the physician, public health official, and the infected person. If necessary, they will develop an individually tailored plan for the staff member. Additional persons may be consulted if this is essential for gaining additional information, but the infected staff member must approve of the notification of any additional persons who would know staff member's identity. Utmost confidentiality will be observed throughout this process.

When an employee is determined to be unfit for continued duty because of being incapable of performing the essential functions of the position or poses a direct threat to the health or safety of himself/**herself** or others, the employee will be entitled to use any accumulated sick leave in accordance with Board policies.

When an employee has exhausted all sick leave **and other applicable leave** options and is deemed unfit to resume duties, employment will be terminated through the employee's resignation, retirement, or dismissal in accordance with applicable Board policies **and applicable law.**

The school official will review the case periodically with the infected person and the medical advisors described above.

Confidentiality

All information gained by the district through the application of the accompanying policy and these procedures including the identity of an employee infected with HIV, will **shall** be treated as confidential. Information will be disclosed only as appropriate in connection with these procedures.

Persons who may know the identity of a staff member infected with HIV are those who with the infected person will determine whether the person has a secondary

infection that constitutes a medically-recognized risk of transmission in the school setting. They are the school officer, the personal physician of the infected person, and a public health official who may be able to study the facts of the case sufficiently without needing to know the identity of the staff member to make a decision.

The decision-makers listed above and the infected person will determine whether additional persons such as the school nurse or principal need to know that an infected person works at a specific school. The additional persons will not know the name of the infected person without this person's consent.

All persons will **shall** treat all **medical** information as highly confidential. No information will be divulged directly or indirectly to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings will be kept by the school officer in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected staff member.

To further protect confidentiality, names will not be used in documents except when this is essential. Any document containing the name or any other information that would reveal the identity of the infected person will not be shared with any person, not even for the purposes of work processing or reproduction.

Adopted: date of manual revision.

Reviewed: May 11, 2000.

Revised: January 11, 2001.

Revised:



BOARD OF EDUCATION AGENDA ITEM 7.04

BOARD MEETING OF: March 12, 2009
PRESENTED BY: Mark A. McPherson, Executive Director of Human Resources
TITLE OF AGENDA ITEM: Revision to Board of Education Policy GBGB, Staff personal Security and Safety

ACTION/INFORMATION/DISCUSSION: Action

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

The approval of policy GBGB revision covers the existing policy on Staff Personal Security and Safety. Changes include:

- Delineates the scope of responsibilities that are required when there is a potential student/staff safety issue
- Adds a requirement for the district to consider the most recent medical information available and the dangers of transmission to others.
- This policy revision has been approved by the Employee Improvement Committee.
- Policy is updated for legal sufficiency.

ALTERNATIVE COURSES OF ACTION:

None

COST OR COST ESTIMATION:

None

MOTION REQUESTED:

I move to approve the revision of Falcon School District 49 Board of Education policy GBGB, Staff Personal Security and Safety as amended.

APPROVED BY: Eric Paugh, Acting Superintendent

DATE: March 2, 2009

Staff Personal Security and Safety

Offense against school employees

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or **any** alleged criminal offense **under the “Colorado Criminal Code”** by a student directed towards a teacher or school employee.

These same procedures shall be followed in instances of damage by a student to the personal property of a teacher or school employee occurring on school district premises.

1. The teacher or employee shall file a written complaint with the building principal, the superintendent's office, and the Board of Education.
2. The principal, after receipt both of the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
3. The superintendent or designee shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The superintendent or his designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.
5. A copy of this policy shall be distributed to each student through the Student Conduct and Discipline Code and posted in each building.

Communication of disciplinary information to teachers/counselors

As appropriate, The principal or designee shall communicate **the** discipline information **above** concerning any student enrolled in the district to all employees who have direct contact with that student. Any employee who is assigned a student with known serious behavior problems will be informed of the student's behavior record. Any school employee who is provided this information shall maintain its confidentiality and shall not communicate it to any other person.

LEGAL REFS.: C.R.S. 22-32-109.1 (3) (*policy regarding offenses against school employees required as part of safe schools plan*)
C.R.S. 22-32-109.1 (9) (*immunity provisions in safe schools law*)
C.R.S. 22-32-126 (5)(a) (*communication of disciplinary information*)

CROSS REFS.: ECAC, Vandalism
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students

Current practice codified: 1980.

Adopted: date of manual adoption.

Revised to conform with practice: date of manual revision.

Revised: May 19, 1994.

Revised: July 12, 2001.

Revised:

LEGAL REFS.: C.R.S. 19-3-304(3.5), (4)
C.R.S. 22-32-109(1)(x) (*immunity*)
C.R.S. 22-32-11(4)(b)(11)
C.R.S. 22-32-126
C.R.S. 22-33-106(1)(d)

CROSS REFS: ECAC, Vandalism

JK, Student Discipline

JKD/JKE, Suspension/Expulsion of Students



BOARD OF EDUCATION AGENDA ITEM 7.05

BOARD MEETING OF: March 12, 2009

PRESENTED BY: Tom Seitz, Director of Athletics

TITLE OF AGENDA ITEM: Athletic/Activity Eligibility Procedures

ACTION/INFORMATION/DISCUSSION: Action

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

As requested by the Board, the attached athletic/activity procedures change the eligibility requirement from CHSAA's current standard of no more than one "F" to a D-49 policy of no "F" to remain eligible for all athletics/activities at both the middle and high school level.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION:

N/A

COST OR COST ESTIMATION:

N/A

MOTION REQUESTED:

I move to approve the new eligibility standard for Falcon School District 49 athletics and activities.

APPROVED BY: Eric Paugh, Interim Supt.

Date: March 2, 2009

FALCON SCHOOL DISTRICT 49 ATHLETICS & ACTIVITIES

Eligibility Procedures

Falcon School District 49 believes that extra-curricular athletic and activity programs are an extension of the total education program. Therefore, the administration, teachers and coaches will constantly monitor the students' performance in their classes to determine if they are eligible for participation. District 49 eligibility procedures will be in addition to CHSAA minimum standards and will apply to all students participating in non-academic credit, extra-curricular activities:

1. All seventh grade students shall be eligible upon entering middle school, and all ninth grade students shall be eligible upon entering high school by meeting CHSAA requirements.
2. Each student will be placed on a weekly grade check which will be given to coaches and sponsors each week to insure academic progress.
3. Those students who are failing any class will become ineligible for the next Monday through Saturday period, or during fall and spring break until the next grade check.
4. Students will not be allowed to participate in a game or activity with the team while they are ineligible. They may practice and each school will offer academic support programs to accommodate student needs.
5. Appeals may be made to the Athletic Director to insure that teacher errors are dealt with in a timely manner.
6. If the student removes the "F" by the next weekly grade check and has no other "F"'s he/she will become eligible on the following Monday.
7. A student that is suspended from school is suspended from all athletics and activities. No participation is allowed in practices, games or events during the period of suspension.
8. Coaches/sponsors will be allowed to receive/access grades of participants during the off-season to monitor academic progress. Identification of students at risk shall be determined through the weekly grade checks.



BOARD OF EDUCATION AGENDA ITEM 7.06

BOARD MEETING OF: March 12, 2009

PRESENTED BY: Dr. John M. Weishaar, Executive Director of Curriculum, Instruction, and Assessment

TITLE OF AGENDA ITEM: District Textbook Adoptions

ACTION/INFORMATION/DISCUSSION: Action

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

The following curricular areas are in the process of reviewing textbooks for Board of Education adoption; Social Studies, Foreign Language, Business and Fine Arts to include Music, Drama and Art. Textbook committees have met throughout the school year to evaluate sample materials using the district created textbook evaluation tool. Teachers, administrators and Board of Education members have also reviewed the textbook samples. Cost proposals have been received from the vendors and are currently being evaluated and compared. Textbook selections and cost proposals are attached for Board review.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros – The textbooks will provide our students with new resources and learning opportunities.

Cons – None noted at this time.

COST OR COST ESTIMATION:

Costs involved with the adoption of new textbooks will be based on final selections by each curricular area and budget allocations.

MOTION REQUESTED:

I move to approve the recommend the adoption of the textbooks listed in the attached documents.

APPROVED BY: Eric Paugh, Acting Superintendent

DATE: March 2, 2009



BOARD OF EDUCATION AGENDA ITEM 7.07

BOARD MEETING OF: March 12, 2009

PRESENTED BY: Dr. John Weishaar, Executive Director of Curriculum, Instruction, and Assessment

TITLE OF AGENDA ITEM: Change in course name from *Medical Ethics in Literature* to *Ethical and Legal Issues in Health Care*.

ACTION/INFORMATION/DISCUSSION: Action

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

Two years ago a class was started at Falcon High School called *Medical Ethics in Literature*. This class was originally in the English Department. The recommendation is to condense this class from a year long class into a semester class, to place under the umbrella of the Academy of Health Sciences and to change the name to *Ethical and Legal Issues in Health Care*. This recommendation was presented to the District Curriculum Planning Council and approved on February 19, 2009 pending Board of Education approval.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pro: This will align the class with the Academy of Health Sciences program

Con: none noted

COST OR COST ESTIMATION:

Any cost is borne by the campus.

MOTION REQUESTED:

I move to approve the recommend change of the name of the course from *Medical Ethics in Literature* to *Ethical and Legal Issues in Health Care*, condense the course to a semester course, and place the course into the Academy of Health Sciences program.

APPROVED BY: Eric Paugh, Acting Superintendent **DATE:** March 2, 2009

Informational Items

8.00



MONTHLY DEPARTMENT UPDATE 8.01

Department: Finance

Date: March 4, 2009

Prepared by: Joleen Schaake, Chief Financial Officer

Accomplishments:

- The Purchasing Card program is moving forward. The P-card administrators had an online training yesterday with UMB to go over reconciling and other details in regards to administering the program. We expect the purchasing cards for our pilot group to arrive next week and we'll start training our pilot group within a couple of weeks.
- Cabinet met many times to discuss budget cuts in order to come up with the approximately \$390,000 rescinded amount the State handed down to our District in February. Per the Board's directive, we worked hard to find areas where we might be able to make cuts in support programs in order to keep the cuts away from instructional programs. This was not an easy task due to the fact that we had just finished cutting almost \$250,000 in order to balance the amended budget and the news of the rescission came to us when we were already almost 67% through the fiscal year—when some budgets were already mostly spent. The necessary cuts were eventually made to the IT, HR, Finance, Facilities, Transportation, Construction and Learning Services budgets.
- February was busy in regards to planning next year's budget. Meetings were attended in order to stay informed about funding projections for next year. The Denver-Boulder Consumer Price Index (CPI) came in at 3.9%. Vody Hermann let us know that we should not expect our Per Pupil Revenue (PPR) to grow by that number (plus the 1% funding mandated by Amendment 23) due to the fact that the State does not have the money to give to K-12. Over the next 5 years, the State is expecting property tax revenue to go down \$900 million, specific ownership tax to decline \$50 million, and income tax revenue to decline \$340 million. However, additional revenue from the federal stimulus package will help us fund at-risk and SPED programs in our district. We await final word on our actual funding for next year and are looking at 3 possible funding scenarios. Final word from the State is expected at the end of March or beginning of April.
- In February we paid 1811 people and it totaled \$5,412,055 (including benefits).
- In February we paid out \$1,624,369 to vendors.
- We are finally fully staffed again and things are beginning to run more smoothly.

Issues we are currently addressing:

- Staying on top of next year's budget developments.
- Keeping a close eye on expenditures in light of current budget cuts.
- Financial transparency on the internet.

Important upcoming events:

- We are looking into electronic time clocks as a possible option for next year in order to have more accuracy and control.
- We are undertaking a process, procedure and policy review for the Finance department.
- Setting up meetings with the DAAC finance sub-committee to work on the District budget for next year.

Other:



MONTHLY DEPARTMENT UPDATE 8.02

Department: Human Resources Division

Date: 12 March 2009

Prepared by: Mark McPherson, Executive Director for Human Resources

Accomplishments:

- We participated in a highly successful local job fair at Regis University here in Colorado Springs. Our team consisting of 10 volunteers interviewed over 150 applicants for potential teaching positions. This was an extremely successful event.
- The online application system is working extremely well.
- We continued to provide our every day high level of service in the hiring of new personnel as well as ensuring our staff receives the highest level and quality of support.

Issues we are currently addressing:

- We received our insurance renewal numbers with what is considered a good renewal rate based on the fact that this is our first year under a self-funded model. On a more positive note, no changes will be made to the insurance plans, i.e. co-pays for the upcoming year. The insurance and EIC committees will begin to look at the appropriate break-down of costs.
- We are working on staffing requirements and the district budget process for the next school year.
- We were not selected for the recruitment grant that assists the district in recruiting and retaining highly qualified applicants. We are still attending state and local job fairs with anticipated success.
- Our staff is continuing work to upgrade the current substitute call-in system. The new system is a web-based system that increases the ability to assign/obtain qualified substitutes.

Important upcoming events:

- Job Fairs:
 - Colorado College Job Fair: 3 March
 - University of Colorado, Colorado Springs: 13 March
 - University of Northern Colorado: 26-27 March

Other: None



MONTHLY DEPARTMENT UPDATE 8.03

Department: Information Services

Date: March 5, 2009

Prepared by: David Bond, Chief Information Officer

Accomplishments:

- Launched the new district web site
- Installed new computers in a lab at Sand Creek High School
- Completed packing and shipping of network equipment that was replaced last summer and fall that will be traded-in for approximately \$50,000 under a vendor program
- Began meeting of the IT Advisory Committee to determine the core technology set for the district
- Completed the district application for the federal E-Rate program, which reimburses districts for a portion of their telecommunications expenses, for next fiscal year
- Fielded a large number of media requests and facilitated numerous interviews with various district representatives
- Successfully placed numerous positive news stories with multiple media outlets

Issues we are currently addressing:

- We are near completion of the development of the online BOE agenda management system, which will save considerable time and cost in managing the agenda items for board meetings through their lifecycle
- We are currently working with Nutrition Services and their business system vendor to replace all the lunch room computers in the district
- Rollout of school web sites using the same technology and basic design as the new district web site

Important upcoming events:

- A member of the IT Department staff, Mike Riggs, will be presenting at a regional information technology conference on March 10th in Denver

Other:



**MONTHLY DEPARTMENT UPDATE 8.04
For the Falcon Board of Education**

Department: Learning Services

Date: March, 2009

Prepared by: Curriculum, Instruction and Assessment, School Support, Special Services, Educational Opportunities and District Athletics

Accomplishments and Issues we are Currently Addressing:

Curriculum, Instruction and Assessments:

Conferences/Committees/Meetings:

Meetings and Activities either conducted or attended

- Affective Needs Conference attended
- Assessment Cadre – ongoing throughout the school year
- Assessment Coaches meetings at campuses
- ATI – Assessment Training Institute, Rick Stiggins Assessment Forum
- Behavior Assessment Training in district
- BER Conference – Increasing your effectiveness as a Math Specialist or Coach Training, Denver, CO
- BEST – Behavior Evaluation Support Team
- BOE Presentation on Textbook Adoption Process
- Building RtI Administrator Training on each campus
- Business Textbook Adoption Meeting with Business teachers
- CDE - Colorado Department of Education, discussion with Trish Boland regarding moving Horizon MS from targeted assist to school wide Title I Program
- CDE Cap 4K - Colorado Achievement Plan for Kids meeting attended
- CDE Growth Model with Judy Check presentation at Central Office
- CDE Science Review Committee met to discuss standards
- CIA staff evaluations were conducted
- CogAT – Cognitive Abilities Test, Subcommittee met to discuss assessments
- Cognitive Coaching training attended (Four sessions)
- Colorado Character Ed Symposium from TCA attended
- Community Textbook Preview conducted at Patriot Learning Center
- Comparative Analysis of Falcon 49 and Hillsdale Academy curriculum content
- CPI – Crisis Prevention Institute attended

- Culturally Responsive Training and Symposium: Teaching Leadership and Counseling attended at UCCS
- Curriculum Planning with Health Teachers to begin mapping process
- Curriculum Planning with K-12 Art Teachers to work on unit plans and maps
- Curriculum Planning with K-12 Music Teachers to work on map content
- Curriculum Planning with Pre-School completed At-A-Glance Maps & Unit Plans in core subject areas
- DAAC – District Achievement Accountability Committee Presentation of October Count Summary
- DAAC Presentation of Scantron assessment system
- DAAC Presentation on Textbook Adoption Process
- DCPC - District Curriculum Planning Council ongoing schedule
- District Traumatic Brain Injury Team meeting
- DODEA - Department of Defense Education Activity Grant Committee Meeting
- Drama Textbooks Adoption Meeting
- Electronic Registrar On-Line training with Human Resources
- Elementary Foreign Language Textbook Adoption Meeting
- Hope Foundation Meeting to decide on speakers
- Hope Foundation Steering Committee to discuss October '09 conference
- Induction Meeting with Charter Schools
- Infinite Campus Trainings throughout the school district
- Interview with Gazette, Falcon Herald, Ranchland News on Textbook Adoption
- Intranet Update for all of Learning Services developing website pages
- Intranet Website Development to include curriculum maps and unit plans
- Lead Mentor Meeting sessions conducted
- Leadership Academy for Aspiring Leaders presentations
- Listening Tours with Schools throughout the district
- Math Acceleration/Remediation meetings to track math progress
- Met with Title Grant Managers in the district
- National Title 1 Directors Conference, San Antonio, TX attended
- On-Line Transcript Webinar reviewed for future consideration
- Para Professional Staff Development Meetings throughout the district
- PBS – Positive Behavior Support with Laura Riffel workshop
- PPSAC – Pikes Peak School Assessment Council – ongoing meetings
- Quality Assessment Webinar reviewed for future consideration
- Recruitment and Retention Grant developed and presented to state
- Researched 20 of Top 100 schools to examine graduation requirements
- RtI 101 for inductees and newcomers presented
- RtI Cadre Meeting – ongoing throughout the school year
- RtI Round Table Seminar for Secondary Educators
- Science EXPO at Skyview and Falcon Middle Schools conducted
- Secondary Foreign Language Textbook Adoption Meeting
- Secondary Health Curriculum Meeting to develop maps and unit plans

- Secondary Math Strategic Planning – ongoing throughout school year
- Secondary Textbook Review Committee to establish alignment
- Showcase of Schools – CIA exhibition at Vista Ridge High School
- Special Services Interventionist PLC – Professional Learning Community
- Student Led Conferencing 101 workshop
- Successful Parent Conferences at building requests presented
- Title I Colorado State Performance Report revision and submission
- Title I & II Budget Revisions revised twice
- Title I & II Corrective Action Plan is being developed
- Title I Annual Financial Report reviewed
- Title I Training on non-public schools conducted
- Title II and Title IV allocations meeting with Charter School Principals
- Title IV Budget Revisions based on actual numbers
- Training CELA – Colorado English Language Acquisition proctors
- Training CSAP School Assessment Coordinators
- Training CSAP-A Proctors
- University of Phoenix – MA and Principal Licensure Programs examined
- Vendor Presentations for K-12 Foreign Language
- Vendor Presentations for Social Studies
- Web pages for Enrichment Subjects created and developed
- Wellness Advisory Council presenting guidelines to schools
- Winter Staff Development Newsletter to all D49 Staff

District Athletics:

- Negotiations and planning with Banning Lewis Ranch, Pride Soccer and private investors continued for a District Stadium/Sports Complex that could save the district hundreds of thousands of dollars each year and be a valuable asset to the future of the community by attracting local, regional and national events.
- We have determined a way to provide VRHS the lights and seating it still needs to complete its stadium at limited cost to the district. VRHS is currently using PLC for all home baseball contests and practices because there is no field on their school site.
- We have begun gathering statistical data on athletic participation which will be part of an Athletics/Activities Annual Report. This information will be invaluable in future decisions regarding budgets and sports additions and deletions.
- D-49 Youth Basketball League completed the season with over 700 elementary kids participating throughout the District. Site Managers led to a much smoother year. A \$1,000 corporate sponsor was also secured.
- High Plains Little League and a spring youth football season will begin using D-49 facilities next month.
- Several D-49 student athletes signed college scholarships, three of which were with NCAA Division I schools. These students are being recognized tonight by the Board.
- The D-49 District Art Show ran at the Citadel Mall throughout the month.
- A no “F” policy for athletics/activities in the District has been approved by the Board for next year.
- An increase in fees for athletics/activities in middle schools(\$30-\$40) and high schools(\$60-\$85) has been approved by the Board for next year.

- The Schedule “B” policy is being updated to include administrators who coach.
- Several individuals participated in the State Wrestling Tournament and the FHS Boys Basketball Team is playing in the Sweet Sixteen of the State Basketball Tournament. The first-year District 49 Swim Team finished seventh in the CSML Meet and several individuals qualified for the State Meet.
- Spring sports practice began on February 17, including new soccer and tennis teams at FHS and pole vaulting as part of track and field.
- Facility rental revenue to the schools from August 1, 2008 to Feb. 15, 2009 is \$122,380.

School Support:

- Retention Policy-IKE was researched, reviewed and rewritten for presentation to the Board of Education
- Elementary student fees were researched to create consistency throughout the district on elementary supply lists
- Completed Courageous Conversations book study with AP’s and Counselors
- Collecting and reviewing all choice applications totaling over 300 applications, including district employees
- Regular monthly scheduled AP, Principal and Counselor meetings to open dialogue between buildings
- Planned teacher training in order to implement new Elementary Standards Based Report Card for 2009-2010
- Lead monthly Literacy Coach meetings.
- Created comprehensive flowcharts to support Literacy testing matrix
- Lead monthly meetings with Elementary Counselors.
- Central Enrollment Model research
- Preparation for Meridian Ranch Principal Interviews
- Attended Educating Children of Color Summit
- Attended Achievement Hispanic Latino Success Conference
- Attended Classroom Instruction that works for ELL’s: Developing Professional Developers Training
- Coordinated summer school registration and summer school principal hiring
- Lead monthly Librarian PLC meetings
- Provide support to schools by fielding questions from parents, teachers and administrators by offering advice about policy and procedures and best practices.
- Developing SOP (Standard Operating Procedures) Manual – All documents are posted on the intranet and available in paper version.
- Uploading information daily on to D49’s intranet.
- Met with Ed. Opps. Department – In process of developing procedures for Focus School, IB, ESL, Charter Schools.
- Met with CIA (Curriculum, Instruction, and Assessment) Department to gather more information in DCPC (District Curriculum Planning Council), DIP (District Improvement Plan) and the Leadership Academy.
- Gathered information on TITLE Programs/Guidelines – in process of developing an information sheet that gives basic information on the programs D49 participates in.
- Met with Assessment Team to gather information in the development of an SOP in the areas of Assessment, Migrant Students, Homeless students, AYP (Adequate Yearly Progress), and Assessment Coach Guidelines.
- Met to review the Retention Policy

- Met with Scott Smith, D49's Safety Coordinator and Kathy Null to develop Science Safety Guidelines (SOP)
- Attended Love and Logic/PBS Training offered by the district.
- Collected sample evaluations as part of the process for evaluating specials teachers (technology, physical education, music, art, itinerants and special education)
- 7 District Administrators got to attend the NASSP (National Association of Secondary School Principal) Conference for 3 days
- Formatting district discipline letters
- Secondary counselors met with military liaisons to learn about educational services
- Training for assistant principals revolving around disciplinary policies and procedures
- Training for K-12 principals revolving around due process of students
- Previewed a library software to enhance our existing resources
- Attended Listening Tours at schools to answer questions facing district staff

Special Services:

Celebrations

- Sarah Middlebrook, a 3rd grade student with Downs Syndrome at Odyssey Elementary will be featured in a Gazette article to be published March 24.
- The February meeting of the Falcon D49 Special Education Advisory Committee (SEAC) featured guest speakers from the State SEAC, Colorado Department of Education (CDE), and Peak Parent support group. CDE Consultant Deb Montgomery spoke on the new regulations about Dyslexia. Our own Kathlynn Jackson facilitated continuing work on the SEAC mission.
- The Crisis Response Team provided an estimated 35 staff hours of counseling at Falcon High School (FHS) on February 23 in response to the automobile fatality of former senior student, Sarah Conrad whose brother currently attends FHS.
- Lynette Steinhoff, Interventionist and volunteer SPED Administrative Intern completed her MA degree and Administrator license.
- The School Psychology Internship Program has received many quality applications after going through a shortage for the past three years.

Coming Events

- Professional development for SPED will prioritize implementation of the new CDE Individual Education Plan form (IEP) and Infinite Campus.
- SPED is participating in Job Fairs scheduled by Human Resources to recruit the most promising professionals for anticipated openings.
- SPED itinerants are supporting CSAP testing by providing assistance to building staff.
- UCCS Extended Studies Partnership with D49 SPED will offer two courses this spring: Differentiated Instruction and Applied Behavior Analysis for Autism

Educational Opportunities

ESL

- Enrolled first Burmese speaking refugee students in Colorado Springs
- SRES began exploration of Guided Language Acquisition Design (GLAD) training as an inclusive approach to ESL

- All ESL teachers attended IC training

Gifted & Talented Department Update

- Held first SOAR Advisory Committee with 6 parents, 2 students, 4 teachers and 1 administrator in attendance. Established mission statement:
 - The mission of the SOAR Advisory Council is to aid and advise the office of Gifted and Talented education of Falcon District 49 by advocating for the needs of gifted and talented children and their families.
- Provided staff development in conjunction with Pikes Peak BOCES on meeting affective needs of gifted students with 13 SOAR teachers in attendance
- Completed draft of SOAR Handbook. This is currently in the review process.

Charter Schools:

RMCA

- January 2009 Charter Schools Support Initiative (CSSI) Audit
- Final inspections are happening this week at the Pony Tracks Campus. Enrollment for next year is growing. Beginning consideration on an additional K-5 campus.

Academies

- Finance academy proposal approved for Falcon HS.

Character Education:

- Draft implementation plan has been developed.



MONTHLY DEPARTMENT UPDATE 8.05

Department: Operations Department

Date: March 3, 2009

Prepared by: Paul McCarty, Chief Operations Officer

Accomplishments:

Mike Ingraham and Lynnea Brown finished second place in SPED division of National Bus Rodeo in Indianapolis, IN.

Cindy Hardin, Mike Ingraham and RJ Berry took Buster the Bus to Penrose St. Francis to visit children for Valentine's Day.

Monica Deines-Henderson traveled to Washington DC to the Legislative Action Conference to discuss Wellness and Nutrition Services.

Nutrition Services was able to procure 480 cases of canned fruit for only \$216 through contacts with District 11.

Nutrition Services has received several bonus commodities from the USDA at no charge because we now have the new freezer to hold this material.

Nutrition Services is having interns from Penrose Hospital's Dietician program spend two weeks working with our department in a variety of ways.

District Demographics information was completed by our consultant Shannon Bingham with assistance from our planner Melissa Andrews.

Presentation to Board of Education by Boundaries SubCommittee.

Long Range Planning Committee met and had a presentation from IT Department regarding district technology plans for the future.

Visitation to all MLO schools for wish list items.

Met with Board of Education in Executive Session to determine actions for water damage mitigation.

Provided Finance Department with a summary of district assets including acreage and valuations for the auditors.

Completion of middle school staff survey for the education specifications document.

Met with Senior Citizens of Falcon for their interest in designing a sustainable facility in Woodmen Hills.

Facilities unencumbered over \$500,000 from their accounts in an effort to help balance the district budget.

Facilities worked to encourage all building managers to find ways to cut energy use in the buildings to assist the overall district budget.

Safety and Emergency Services met with the district COOP(Coordinated Operation Plan) team to discuss completion of plans in case of emergencies that would cause a school or schools to be closed for extended time.

Issues we are currently addressing:

Planning and construction continuing to work on demographic data and middle school educational specifications along with completion of necessary roadwork surrounding Vista Ridge High School and mold mitigation solutions.

Nutrition Services is working to get all work stations up and operating at all of the schools.

Facility Department continues to work with the buildings to find additional ways of being more energy efficient.

Safety and Emergency Services is continuing to develop all of the necessary plans for schools and district emergency situations. Ongoing CPI training of staff.

Transportation will be training all of the 8th graders at PLC in CPR and First Aid later this month.

Transportation will be taking “Buster the Bus” to several elementary schools to teach bus safety.

Important upcoming events:

Long Range Planning Committee Boundary Sub committee meetings 3/4/09 and 3/16/09 6pm at C.O.

Long Range Planning Committee Meeting 3/11/09 6pm at Patriot Learning Center

Transportation Advisory Committee 3/18/09 5:30 pm Auxiliary Conference Room

COOP meeting 3/19/09 10am Auxiliary Conference Room

Information Item for Falcon School District 49 Board of Education 8.06

Travel Study Trip request:

Evans Elementary 5th Grade Trip to YMCA camp of the Rockies in Estes Park, CO

Departing 4/29/09 Returning 5/1/09

All 5th grade students (approximately 100 students) would attend

Cost of \$150 per student (includes transportation, lodging, Day 1-2 meals, Day 2-3 meals and Day 3-2 meals).

This will be the fifth year the Evans Elementary 5th grade students have had the opportunity to take this adventure. The outdoor education program at the YMCA of the Rockies blends scientific inquiry with hands on exploration adventure and creative expression to accommodate a variety of learning styles. All classes students attend are designed to provide outdoor education experiences that meet Colorado State Standards for 5th grade science. The Evans 5th grade team of teachers will plan and coordinate this trip by the YMCA of the Rockies will provide qualified instructors for all classes such as Water Ecology, Montaine Forest Ecology, Outdoor Living skill, and a night walk to discover our nocturnal neighbors.

Fundraising is a necessary part of this trip.

Travel Study Trips request

Falcon High School AFJROTC Senior trip to Pima Air and Space Museum & the

Aerospace Maintenance and Regeneration Center in Tucson, AZ

Departing 4/3/09 Returning 4/7/09

14 students will attend this trip

Cost of \$200 per student

1. Transportation-D-49 van. Air Force JROTC reimburses the district-\$1275
2. Meals-Air Force pays each student \$12 per day for meals-\$840
3. Lodging-Air Force pays lodging cost, \$80 per night for double occupancy-\$2240
4. Tours-\$20 per student-Air Force reimburses-\$280
5. Total-\$4635

This trip allows the students to study air and space history. Many of the exhibits are very rare and or one of a kind. After returning, cadets will write a paper on aviation history and detail how assets are preserved for future generations to study.

Fundraising is not a part of this trip.

Travel Study Trip request:

Broadcasting Student Television Network National Convention Orlando, FL

Departing 3/17/09 Returning 3/22/09

3 students will attend this trip.

Cost of \$660 per student (includes transportation-\$380 airline ticket and lodging-\$280 per person). Convention registration is \$510 which includes insurance and tours.

This trip will allow student to get exposure to the latest technology, skills, and applications in the broadcasting field. Students will compete in video and edition competitions with other schools nationwide. Students will also attend broadcasting workshops on the latest broadcast industry standard equipment, technology and practices. The students will also get exposure to and have the opportunity to meet students and broadcasting experts that they couldn't meet here in Colorado.

Fundraising is not a necessary part of this trip.

Item 8.07

Expulsions and Suspensions

This item is not published to protect student identification.

Discussion Items

9.00



BOARD OF EDUCATION AGENDA ITEM 9.01

BOARD MEETING OF: March 12, 2009

PRESENTED BY: Dr. John M. Weishaar, Executive Director of Curriculum, Instruction, and Assessment

TITLE OF AGENDA ITEM: Differentiated Graduation Program (Requirements)

ACTION/INFORMATION/DISCUSSION: Discussion

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

The District Curriculum Planning Council has been reviewing various examples of differentiated graduation programs. Additionally, the committee has been reviewing existing graduation requirements currently in place within the district. The differentiated graduation program provides recognition for students who have experienced extended studies in their high school programs. The example provided to the Board is only a skeleton from which to work and does not include the recognition programs for students who have completed approved Academy programs. The committee is continuing to work on the proposal. Each secondary and elementary campus is examining the proposal and making recommendations. The comments from those who have reviewed the proposal are included.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros – A differentiated graduation program will provide recognition for students who have completed a more rigorous academic program.

Cons – None noted at this time.

COST OR COST ESTIMATION:

Costs involved with the implementation of this program will be determined as recommendations are made about the components included in the final proposal.

MOTION REQUESTED:

No motion required at this time.

APPROVED BY: Eric Paugh, Acting Superintendent

DATE: March 2, 2009

Differentiated Diploma Program – Falcon District 49

High School Program	Scholar Program	Distinguished Scholar Program																																																												
27.5 Credits	29 Credits	30.5 Credits																																																												
<ul style="list-style-type: none"> • Basic high school diploma 	<ul style="list-style-type: none"> • Basic high school diploma including requirements from HEAR • Successfully completed 2 Advanced Placement or International Baccalaureate courses • 20 hours of approved community service that reflect the districts four pillars of Character Education (Respect, Responsibility, Integrity, and Caring) 	<ul style="list-style-type: none"> • Basic high school diploma including requirements from HEAR • Successfully completed 4 Advanced Placement or International Baccalaureate courses • 40 hours of approved community service that reflect the districts four pillars of Character Education • Two years of same Foreign Language • At least 5 credits in 2 of the four core subject areas: English, Social Studies, Science or Mathematics 																																																												
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	Health (0.5)	<p><i>* Acceptable Academic Electives include additional courses in English, mathematics, natural/physical sciences and social sciences, foreign languages, art, music, journalism, drama, computer science, honors, Advanced Placement, and International Baccalaureate courses.</i></p>	Physical Education	1.5	
	Academic Electives		2	Health (0.5)	
	Electives		7.5	Academic Electives	4
				Electives	7
			<p><i>* Acceptable Academic Electives include additional courses in English, mathematics, natural/physical sciences and social sciences, foreign languages, art, music, journalism, drama, computer science, honors, Advanced Placement, and International Baccalaureate courses.</i></p>		



BOARD OF EDUCATION AGENDA ITEM 9.02

BOARD MEETING OF: March 12, 2009
PRESENTED BY: Amber Whetstine, Principal of Evans Elementary
TITLE OF AGENDA ITEM: Evans Elementary IB Name Change
ACTION/INFORMATION/DISCUSSION: Discussion

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

Evans received formal notice of its International Baccalaureate Authorization in February 2009. In celebration of this achievement and in an effort to highlight Evans as a District 49 Focus School of Choice, Evans is proposing a name change. In accordance with the IBO guidelines the Evans staff, students and School Accountability Committee is proposing to change the school's name to Evans International Elementary School. The Evans PTO has agreed to assist in the funding of a new school name sign which would be hung at the front of the school building near the IB logo. A name change ceremony would include all Evans students, parents, staff, and community members.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros: Changing the school's name to include "International" would highlight the school as a District #49 Focus School. The students, staff and parents have worked hard throughout the authorization process to fully implement the IB Primary Years Program and this name change would celebrate the success of the entire school community for this accomplishment.

Cons: Changing the school's name legally will need to involve communication and collaboration between the school and all district departments, and the Colorado Department of Education. We will also need to change all currently printed materials to reflect the school's new name.

COST OR COST ESTIMATION:

There will be no district cost. The reprinting of school publications will occur at the beginning of the 2009-2010 school year so that there are no additional costs beyond ordinary start up costs for the school. The Evans PTO will assist in funding the cost of a new building sign.

MOTION REQUESTED: None at this time

APPROVED BY: Eric Paugh, Acting Superintendent **DATE:** March 12, 2009



BOARD OF EDUCATION AGENDA ITEM 9.03

BOARD MEETING OF: March 12, 2009
PRESENTED BY: Becky Carter, Executive Director of Elementary Education
TITLE OF AGENDA ITEM: Proposal for Elementary Student Fees
ACTION/INFORMATION/DISCUSSION: Discussion

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

Currently, schools charge various fees to cover the cost of items that may be used in the classroom that are not part of the curriculum, for example, planners, projects, and enrichments. Each school lists this fee on the supply sheet each year to be collected at the start of each school year. The proposed fee for elementary schools in the district would be \$20 per student. Each school has prepared an itemized list describing the actual cost of each item(s) so that parents are apprised of what the fees will be used for.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros: By collecting a flat fee, teachers can plan ahead for expenses that will be incurred within the classroom and additionally may use these funds to purchase supplementary curricular items that may not otherwise be available. Parents will know in advance what the fees are being used for and be assured that the money that they are supplying is being used to support their child's education.

Cons: Some families may not be able to pay the fee. If the fee is not approved, teachers may not be able to provide many of the projects or supplementary materials that they purchase from these fees.

COST OR COST ESTIMATION:

Each elementary student would be charged a \$20 yearly fee.

MOTION REQUESTED:

None at this time.

APPROVED BY: Eric Paugh, Acting Superintendent **DATE:** March 2, 2009

Elementary Student Fees

Schools will continue to list the \$20 student fee on their supply sheet each year. The list will specify how the money is being used and what other supplementary curriculum may be purchased with the fee.

The list as follows shows a generalization of what teachers across the district use the fees for.

Student planners

Scholastic News yearly subscriptions

Time for Kids yearly subscriptions

National Geographic yearly subscriptions

Spelling dictionaries

Enrichment class supplies

Homework folders

Writing Alive Student Tool Box

Writing Journals

Classroom celebrations

Craft project consumables

Open Forum

10:00

Other Business

11.00

- 11.01 **Executive Session:** Discussion of individual students where public disclosure would adversely affect the person or person involved as authorized by section 24-6-402 (4)(h) of the Colorado Revised Statutes - Student Issue
- 11.02 **Executive Session:** Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations, and instructing negotiators as authorized by section 24-6-402-(4) (e) of the Colorado Revised Statutes and to receive legal advice from our attorney, as authorized by section 24-6-402 (b) of the Colorado Revised Statutes. – Facilities Audit Contract
- 11.03 **Executive Session:** Personnel matters – discussion of matters specific to particular employees, not general personnel policies. Does not include discussion of board members or appointment to the Board as authorized by section 24-6-402 (4)(f) of the Colorado Revised Statutes and to receive legal advice from our attorney, as authorized by section 24-6-402 (4)(b) of the Colorado Revised Statutes. – Principal and Assistant Principal Contracts.
- 11.04 **Executive Session:** regarding the superintendent and acting superintendent for the purpose of discussing personnel matters, as authorized by Section 24-6-402(f)(1) of the Colorado Revised Statutes, 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) and to receive legal advice from our attorney, as authorized by section 24-6-402 (b) of the Colorado Revised Statutes.

Adjournment