



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
February 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**
Pledge by Vista Ridge High School ROTC
Presentation by Vista Ridge
- 3.00 Approval of Agenda**
- 4.00 Consent Agenda**
 - 4.01 Approval of January 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 January 8, 2009 Regular Board of Education Meeting
 - 4.06 Approval of Minutes for January 14, 2009 Special Board of Education Meeting
 - 4.07 Approval of Minutes for January 17, 2009 Special Board of Education Meeting
 - 4.08 Approval of Minutes for January 28, 2009 Board of Education Work Session
 - 4.09 Approval of Minutes for January 28, 2009 Special Board of Education Meeting
 - 4.10 Approval of Minutes for January 30, 2009 Special Board of Education Meeting
 - 4.11 Approval of Minutes for February 4, 2009 Special Board of Education Meeting
- 5.00 Board / Superintendent Update**
- 6.00 Open Forum**
- 7:00 Action Items**
 - 7.01 Approval of Sunflower Sundolier Day Lighting Demonstration Program at Falcon Elementary School
 - 7.02 Course approvals and two course name changes from the District Curriculum Planning Council (DCPC) for school years 2009-2010.
 - 7.03 Approval of Revision to Board of Education Policy GBEA - Staff Ethics/Conflict of Interest
 - 7.04 Approval of Revision to Board of Education Policy GBEC- Drug-Free Workplace
 - 7.05 Approval of Resolution to Establish Passing Periods as Educational Time

7.06 Approval of School Calendar for 2009-2010

8:00 Information Items

- 8.01 Finance Monthly Update
- 8.02 Human Resources Monthly Update
- 8.03 Information Technology Monthly Update
- 8.04 Learning Services Monthly Update
- 8.05 Operations Monthly Update
- 8.06 Field Trips
- 8.07 Expulsion/ Suspension Information
- 8.08 Demonstration of Revised District Web Site

9.00 Discussion Items

- 9.01 Boundary change consideration
- 9.02 Revision to Board of Education Policy GBGA Staff Health (and Physical Examination Requirements), Board of Education Policy Regulation GBGA-R Staff Health (Staff Members with HIV/AIDS/Communicable Diseases), Board of Education Policy GBGB Staff Personal Security and Safety

10.00 Open Forum

11.00 Other Business

- 11.01 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. –Building Administration
- 11.02 Executive Session:**– for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators; as authorized by section 24-5-402 (e) and to receive legal advice from our attorney, as authorized by section 24-6-402 (4)(b) of the Colorado Revised Statutes.

12.00 Adjournment

DATE OF POSTING: February 11, 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

1.00

Welcome and Pledge of Allegiance

2.00

Approval of Agenda

3.00



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- 12.00 Adjournment**

DATE OF POSTING: February 11, 2009

Loretta Branham, BOE Administrative Assistant

Consent Agenda

4.00



BOARD OF EDUCATION AGENDA ITEM 4.01

BOARD MEETING OF: February 12, 2008

PRESENTED BY: Joleen Schaake, Chief Financial Officer

TITLE OF AGENDA ITEM: January 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 January. 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 January 2008. 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 January 2009 monthly financial update of all funds as presented.

APPROVED BY: Eric Paugh, Acting Superintendent **DATE:** January 30, 2009



BOARD OF EDUCATION AGENDA ITEM 4.02

BOARD MEETING OF: February 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 of Human Resources **DATE:** January 30, 2009



BOARD OF EDUCATION AGENDA ITEM 4.03

BOARD MEETING OF: February 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:

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

APPROVED BY: Mark McPherson, Executive Director of Human Resources **DATE:** January 30, 2009



BOARD OF EDUCATION AGENDA ITEM 4.04

BOARD MEETING OF: February 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:** January 30, 2009

Agenda items

- 4.05 BOE meeting 1/08/09
- 4.06 BOE meeting 1-14-09
- 4.07 BOE meeting 1-17-09
- 4.08 BOE work session 1-28-09
- 4.09 BOE meeting 1-28-09
- 4.10 BOE meeting 1-30-09
- 4.11 BOE meeting 2-04-09

Minutes from these meeting will be posted on the District web site after their approval.

Board –
Superintendent
Update
5.00

Open Forum
6.00

Action Items
7.00

BOARD OF EDUCATION AGENDA ITEM 7.01

BOARD MEETING OF: February 12, 2009

PRESENTED BY: Paul McCarty, Chief Operating Officer

TITLE OF AGENDA ITEM: Sunflower Sundolier Day Lighting Demonstration
Program at Falcon Elementary School

ACTION/INFORMATION/DISCUSSION: Action

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

On Thursday, March 3, 2005, the Board of Education gave the administration direction during the Superintendent Update at the Regular School Board Meeting to pursue this agreement. The building administration is still excited about providing this in an interior classroom with no natural day lighting.

The purpose of this demonstration is to enhance the learning environment within our buildings. It provides the opportunity to reduce our electric light and cooling demands and related emissions. Participation in this one-year demonstration is supported by the Colorado Governor's Energy Office (GEO). If approved, the Sundolier will be installed this spring 2009.

ALTERNATIVE COURSES OF ACTION

The Board of Education could choose not to approve this gift.

COST OR COST ESTIMATION:

There is no cost to the district.

Zero Dollars (\$0)

The value of this contract is over \$15,000.

The installation, maintenance and removal (if necessary) of the daylight fixture is free to the district.

MOTION REQUESTED:

I move to approve the installation of the Sunflower Sundolier Day Lighting Demonstration Program at Falcon Elementary School for \$0.

APPROVED BY: Eric Paugh, Acting Superintendent **DATE:** January 30, 2009



BOARD OF EDUCATION AGENDA ITEM 7.02

BOARD MEETING OF: February 12, 2009

PRESENTED BY: Jodi Fletcher, Teacher on Special Assignment (Social Studies)

TITLE OF AGENDA ITEM: Course approvals and two course name changes from the District Curriculum Planning Council (DCPC) for school years 2009-2010.

ACTION/INFORMATION/DISCUSSION: Action

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

The following courses have been reviewed by the DCPC and were found to meet the requirements for adoption: Advanced Placement Economics, Life Long Fitness, Epidemiology, Genetics, Math Analysis, Principles of Finance I, Principles of Finance II, Game Design and Development, Guide to Computer Forensics, Principles of Information Security, AFJROTC Drill and Ceremony, Health Careers, Advanced Placement Computer Science, Catering II, Nutrition and Wellness, Science Foundations, Concept Math (Stinky Kid Math), Foundations of Personal Finance, Early Childhood Education I and II, Invitation to Languages, Journalism and Media, Self Defense and Karate, ACE (Alternative Cooperative Education) III (Replaces VOE – Vocational Occupational Education), Entrepreneurship, and Marketing Management. NAME CHANGES OF EXISTING COURSES: From Parenting to Child and Adolescent Development and from Introduction to Marketing to Marketing I.

The original proposal indicated AP Macroeconomics as a course to be approved. Upon further review this course needs to be changed to AP Economics since this course will prepare students for both the AP Macroeconomics and AP Microeconomics test.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros – Additional courses provide more options for students.

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

COST OR COST ESTIMATION:

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

MOTION REQUESTED:

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

APPROVED BY: Eric Paugh., Acting Superintendent

DATE: February 12, 2009



BOARD OF EDUCATION AGENDA ITEM 7.03

BOARD MEETING OF: 12 February, 2009

PRESENTED BY: Mark McPherson, Executive Director of Human Resources

TITLE OF AGENDA ITEM: GBEA, Staff Ethics/Conflict of Interest

ACTION/INFORMATION/DISCUSSION: Action

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

This is the first of several Personnel policies that require update. Policy GBEA covers staff ethics and conflict of interest. Changes include:

- Defining confidentiality in a more strict sense and appropriate use of information
- Delineates supervisory lines and conflict of interest pertaining to employment of family members in the district.

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 GBEA, Staff Ethics/Conflict of Interest as amended.

APPROVED BY: Eric Paugh, Acting Superintendent

DATE: 12 February, 2009

Staff Ethics/Conflict of Interest

Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations. No district employee of the Board shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system.

Employees shall not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment, or other school supplies to any student or to the parents/guardian of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

The district prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, children, parents, and siblings. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family.

Adopted: April 21, 1977.

Revised: February 12, 1990.

Revised to conform with practice: date of manual revision.

LEGAL REFS.: Constitution of Colorado, Article X, Section 13
C.R.S. 18-8-308
C.R.S. 22-63-204
C.R.S. 24-34-402(1)

CROSS REF.: GBEB, Staff Conduct



BOARD OF EDUCATION AGENDA ITEM 7.04

BOARD MEETING OF: 12 February 2009

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

TITLE OF AGENDA ITEM: GBEC, Drug-Free Workplace

ACTION/INFORMATION/DISCUSSION: Action

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

Policy GBEC revision covers the Drug Free Workplace. Changes include:

- Defining sanctions to violations that include rehabilitation and random drug testing at the employee's expense. The district *does not* have to offer rehab.
- Formalizes an existing and in place drug awareness program through orientations, ongoing supervision and benefits presentations.

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 GBEC, Drug Free Workplace as amended.

APPROVED BY: Eric Paugh, Acting Superintendent

DATE: 12 February 2009

Drug-Free Workplace (Drug and Alcohol Use by Staff Members)

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substance is prohibited in Falcon School District #49. This policy shall apply to all school district employees.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action, which may include termination. Disciplinary action shall be taken in accordance with applicable Board of Education policies. **In appropriate circumstances and at the district's discretion, disciplinary sanctions may include the completion of an approved drug or alcohol abuse assistance or rehabilitation program. Any such program shall be at the employee's expense. However, the district is not required to offer rehabilitation in lieu of termination or other discipline to any employee who has violated this policy.**

An employee knowingly in the possession of or under the influence of alcohol or any controlled substance shall be suspended immediately by the principal or supervisor if such use or possession is:

- 1. On district property at any time.**
- 2. At any school-sponsored or sanctioned activity.**

An employee shall be suspended immediately after arrest for the unlawful manufacture, distribution, dispensing, possession, and use of controlled substance or for being under the influence of a controlled substance.

After investigation, the superintendent may reinstate the employee if it appears to be in the best interests of the district. The matter shall be reported to the Board of Education.

Pursuant to law, any employee who is convicted or pleads *nolo contendere* under any criminal drug statute for a violation occurring in the workplace, shall notify the executive director of human resources no later than five days after the conviction. The district has an obligation under federal law to notify the appropriate federal agency within 10 days after receiving notice of such conviction if there is a relationship between federal funds received by the district and the convicted employee's work site.

This information shall be communicated to all new employees at the time of their orientation. Annually, principals and supervisors will remind staff of this policy and its ramifications. All employees will have a signed check-off sheet in their personnel file declaring they received the policy and any related information.

Awareness and prevention program

The superintendent shall establish an awareness and prevention program to inform employees about:

- 1. The dangers of drug and alcohol abuse.**
- 2. The Board's policy of maintaining a drug-free workplace.**
- 3. Available drug and alcohol counseling, rehabilitation and employee assistance programs.**
- 4. Penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the workplace.**

The Board shall conduct a periodic review of its awareness and prevention program to determine its effectiveness, and implement appropriate changes.

Annual notification of employees

Information about the standards of conduct required by this policy shall be communicated to employees on an annual basis. All employees shall acknowledge receipt of this policy and related information.

Adopted: May 4, 1989.

Revised: March 14, 1991.

Reviewed: May 11, 2000.

Revised: January 11, 2001.

LEGAL REFS.: 20 U.S.C. 3224a, Drug Free Schools and Communities Act of 1986, as amended in 1989.

41 U.S.C. §701 and 702

21 U.S.C. 812 (definition of controlled substance)

CROSS REFS.: EEAEAA, Drug and Alcohol Testing for Commercial Driver's Licensed Employees

GCQF, Discipline, Suspension, and Dismissal of Professional Staff Members

GDQD, Discipline, Suspension, and Dismissal of Support Staff Members

JICH, Drug and Alcohol Use by Students



BOARD OF EDUCATION AGENDA ITEM 7.05

BOARD MEETING OF: February 12, 2009

PRESENTED BY: Joleen Schaake, Chief Financial Officer

TITLE OF AGENDA ITEM: Resolution to Establish Passing Periods as Educational Time

ACTION/INFORMATION/DISCUSSION: Action

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

The current district policy states that passing periods between classes are included in the definition of "actively engaged in the educational process." In order for this policy to be recognized by the Colorado Department of Education for the purpose of their student count audit, this definition needs to be resolved by the beginning of each school year.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

To be in compliance with the district policy this resolution must be approved. An alternative course of action would be to change the district policy regarding passing periods.

COST OR COST ESTIMATION:

None

MOTION REQUESTED:

I move to approve and execute the attached resolution to include passing periods within the definition of "actively engaged in the educational process."

APPROVED BY: Eric Paugh, Acting Superintendent **DATE:** February 5, 2009



BOARD OF EDUCATION AGENDA ITEM 7.06

BOARD MEETING OF: February 12th, 2009

PRESENTED BY: Phil Compton, Executive Director of Secondary Schools

TITLE OF AGENDA ITEM: Amended 2009-2010 Calendar

ACTION/INFORMATION/DISCUSSION: Action

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

Due to a change in the October Count Window, it is necessary to adjust the Fall Break for October of 2009. The calendar committee that originally formed the 2009/2010 calendar was asked to attend a meeting to explain the necessity of the move and to provide input. The results of the discussion lead to the Fall Break being moved from October 5th -16th to October the 12th -23rd. Also, the October dates of the High School and Middle School Parent Teacher Conference Nights 9/9/09 and 9/10/09 were switched, the 2/02/10 Middle School Parent Teacher Conference Night was moved to the 2/04/10 and the 4/13/10 Middle School Parent Teacher Conference date was moved to 4/15/10. These moves were made to allow for fewer conflicts to occur between activities and athletics programs taking place during Parent Teacher Conferences. Also, Staff Development days were rearranged to better meet the needs of staff and students (to be explained at BOE meeting). Additionally; color and typographical changes were made to the calendar.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros – The change in the calendar allows for students to be in session during the October Count Window which could result in a more accurate student count which in turn could effect district funding.

Cons – Changes to the calendar may affect plans already made by families for the current dates of the October Break.

COST OR COST ESTIMATION:

None as presented.

MOTION REQUESTED:

I move to approve the revisions to the 2009-2010 calendar.

APPROVED BY: Eric Paugh, Acting Superintendent **DATE:** February 5, 2009

Informational Items

8.00



MONTHLY DEPARTMENT UPDATE 8.01

Department: Finance Department

Date: February 2, 2009

Prepared by: Joleen Schaake, CFO

Accomplishments:

- The Finance department put together a couple of amended budgets and, under direction from the Board, presented a balanced budget to the BOE on January 28. This was done after more than \$240,000 was cut from central office department budgets. The additional budgeted revenue and expenditure amount is \$1,334,543 due to an addition of 201.5 funded pupils.
- 1099s were sent to vendors and W-2s were mailed out to staff.

Issues we are currently addressing:

- The staff continues to work on purchasing card policies and regulations while working with UMB Bank to get the pieces in place to begin our program.

Important Upcoming Events:

- A budget presentation was prepared for the DAAC that was due to be discussed at the January meeting, however, due to illness, this presentation was put off until February. The budget presentation will lead to a discussion with DAAC regarding next year's budget assumptions and a request for input from the BAACs as to providing the budget committee with specific needs at all the buildings.
- The independent audit will be provided to the BOE at the February 25 work session.



MONTHLY DEPARTMENT UPDATE 8.02

Department: Human Resources Division

Date: 2 February 2009

Prepared by: Mark McPherson, Executive Director for Human Resources

Accomplishments:

- We deployed the new online application system that replaces EdZapp and Applicant Portal. This is a more cost effective user friendly system that will enhance application procedures at a reduced cost to the district.
- Our Education Support Division Manager successfully submitted the CDE HR December Data Collection report. We are now waiting for a response to correct errors in the data as necessary.
- 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 are working on staffing requirements and the district budget process for the next school year.
- We are also awaiting response to a recruitment grant that assists the district in recruiting and retaining highly qualified applicants.
- Our staff is working on upgrading the current substitute call-in system which will occur over spring break. New system is a web-based system that increases the ability to assign/obtain qualified substitutes.
- The Department of Licensed Personnel is developing a sound recruiting strategy in the face of budget cuts that decreased available funds for out of state staff recruiting trips.

Important upcoming events:

- The CASPA Job Fair will be conducted on 27 February at Regis University, Colorado Springs. We are taking a team of 13 persons from various areas to include elementary, secondary and special education representatives.

Other:

None at this time.



MONTHLY DEPARTMENT UPDATE 8.03

Department: Information Services

Date: February 2, 2009

Prepared by: David Bond, Chief Information Officer

Accomplishments:

- Completed installation of wireless network in every district building
- Completed the design and content migration for the new district web site
- Completed 528 IT work orders
- Made many media contacts and secured a monthly column in each local rural newspaper
- Fielded a large number of media requests and facilitated numerous interviews with various district representative in regard to various stories

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 researching document management solutions to complete a project funded in this fiscal year to enable paper-intensive departments, such as Finance and HR, to dramatically streamline some of their processes

Important upcoming events:

- During secondary parent-teacher conferences, parents will be able to validate their household information within Infinite Campus and get access to the Parent Portal
- Families that do not sign up at this time will be given access in early April

Other:

QUARTERLY DEPARTMENT UPDATE 6.04
For the Falcon Board of Education

Department: Learning Services

Date: January 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 Assessment:

Conferences/Committees/Meetings:

- Several members attended the Failure is Not an Option conference in Denver
- Attended a 6+1 Trait TOT (Trainers of Trainers) conference in San Antonio to ensure differentiated and continued training in this area, for expectations with each instructor, materials needed, and a timeline for implementation
- Several members serving on Hope Steering Committee
- Attended the Senate Bill 212 presentation to work on the state definition of Workforce and College Readiness definitions
- Curriculum meeting with principals: Identification of Possible Barriers to implementation of District Wellness Policy
- Development of presentations for the Showcase of Schools
- DCPC has been involved in course proposal approvals, differentiated graduation plans, and bylaw clarity
- Committee is working on the Differentiated Graduation plan proposal to encourage and recognize students for taking advanced courses of study
- CIA has arranged for the CDE Pikes Peak Regional Director to attend a Learning Services meeting on January 23 to explain the new growth model and to discuss Senate Bill 212
- CIA representatives and Superintendent Schmidt met with the University of Phoenix to discuss the formation of a cohort group to work on advanced degrees within our district
- The Leadership Academy is actively meeting and has completed five principal standard presentations
- The District Wellness Committee continues to work on the implementation of the policy at the Advanced Level for 2009-10
- Representative members of the Wellness committee presented Snapshot of Basic Level to buildings
- Met with DAAC Committee on two occasions to present At-A-Glance Maps, Unit Plans and School Improvement Plans
- CIA reps and Secondary School Support met with the High School counselors to work on streamlining the course catalogs, discuss the differentiated graduation programs, Personal Graduation Plan templates, and Post Secondary Education Options
- Attended Title One Corrective Action Webinar

- Attended Title One Final Regulations Audio Conference
- Attended National Staff Development Conference in Washington D.C.
- Attended CDE training on Response to Instruction (RtI) and Gifted and Talented
- Attended Colorado Department of Education training for Colorado State Assessment Program Alternate (CSAPA) and Colorado English Language Assessment (CELA)
- Provided CSAPA and Colorado English Language Assessment Proficiency (CELA-Pro) trainings
- Attended managerial training in Pueblo
- Attended Grant Wiggins workshop in Denver

Curriculum, Instruction, Assessment facilitated or led each of these:

- Physical Education and Art Departments met to work on aligned curriculum, resource selection, and professional development needs
- Foreign Language, Business and Drama textbook adoptions are in process
- Extensive work on Title One compliance including charter schools eligibility, principals' attestation letters, Title One equipment in district, teacher qualification letters to parents, corrective action, and school level Title I budget revisions
- Development and submission of final budget allocations for the Title grants
- Vendor presentations of Social Studies and Foreign Language materials K-12
- Began the facilitation of the alignment of PDK audit and Corrective Action requirements for NCLB
- Formation of and meeting with Math Acceleration and Remediation Committee
- Met with math curriculum mapping groups including preschool to continue the development of unit plans
- Worked on arranging second semester elementary Envision Math staff development
- Developed an elementary Effective Math Instruction training scheduled to be presented in January at various campuses
- Worked on arranging and developing a second semester Developing Mathematical Ideas staff development for K-8 teachers
- Working with Annie Soerensen on a potential multimillion dollar math grant. This includes researching programs, technology, and other equipment that will aid in improving student achievement in math as well as gathering and analyzing appropriate data to demonstrate need for the grant
- Working with teachers at various campuses to support the implementation of math unit plans and to ensure they have appropriate resources
- The literacy task force is working on developing the plan for researching best practices in literacy practices
- Secondary Literacy Coaches are revising the Secondary Literacy Handbook
- Met with District SOCIAL STUDIES Task Force to do the initial textbook evaluations
- Hosted 2 afterschool SOCIAL STUDIES textbook review sessions for K-5 and 6-12
- Met with all Pre-School teachers to revise SOCIAL STUDIES At-A-Glance Maps and to write unit plans
- Scheduled 2 different SOCIAL STUDIES map/globe vendors to visit each school to do a current inventory of all maps and globes in all K-5 classrooms and all 6-12 Social Studies classrooms
- Inventory results have been sent to each building principal and CIA, to be evaluated to determine the greatest needs for each building

- Worked with Annie Sorensen to explain definitions of military connected students, provided her resources to gather additional information about the military and provided her with the military enrollment data for the district for a potential multi-million dollar grant
- Presented proposed changes to the district Social Studies curriculum and differentiated graduate profile at the November Board Work Session
- Wrote course descriptions for 9th grade Civics and Geography courses
- Social Studies textbook exhibits and review are continuing at the Patriot Learning Center.
- Provided modeled lessons on science process to 21 elementary science classrooms, K-5th grade
- Began research and development of a Technology Expo and gathered committee members together to create this as a district wide event for 2009-10
- Met with Principals at Ridgeview Elementary School, and Springs Ranch Elementary School to create a plan to improve science instruction
- Met with Preschool literacy teachers to revise and finalize unit plans
- Met with Preschool to revise AAG maps and finalize unit plans
- Finalizing science unit plans
- Met with Elementary Foreign Language to finalize AAG maps
- Met with Safety Coordinator to determine safety violations and role of CIA to facilitate resolution of this in Middle Schools
- Met with 3 Middle Schools and Patriot Learning Center to inform safety violation issues, facility use and chemical storage needs for board adopted chemicals used in instruction of Board Adopted Curriculum
- Met with Skyview Middle School lead mentor to determine needs for instructional coach for an 8th grade classroom for potential support second semester on science lesson plan development
- Arranged staff development for classes on integration of elementary science in 2nd semester
- Arranged staff development for secondary class on scientific process in second semester and refresher course with program consultant course for elementary science program in second semester
- Met with Annie Sorensen to provide information on CSAP scores and needs of science instruction in order to help facilitate multi-million dollar grant proposal for STEM grant
- Professional Development representative met with elementary, middle and high school paraprofessionals in order to plan out staff development offerings for January 16th and April 24th
- On-site building Professional Development requested and given around successful Parent-Teacher conferences
- Continued communication with Charter Schools around Induction, class offerings and access to the Electronic Registrar Online (ERO)
- Specific areas addressed through the Assessment Cadre include: addition of seven new members ranging from Preschool to High School representation; finalization of the Master District Calendar; discussion of Staff Development Plan (1-3 year plan); discussion of Parent Component: initial development of Assessment Flowchart (now a collaborative process with Elementary Literacy coaches); in-depth review of district wide assessments (grade levels covered, target audience, professional development needed, and use of assessment); in-depth review of the specific use of Assessments in each district building, CogAT sub-committee researching depth and scope of CogAT assessments, and mid-year benchmark assessment for Cadre to determine if goals are being obtained.
- Assessment intranet page developed, met with Elementary Literacy coaches to discuss dates for Master District Calendar and development of Assessment Flowchart; development of

Assessment Common Language survey to be further developed at January Cadre meeting, and development initiated for specific description of assessments such as Basic Reading Inventory (BRI) (will be completed for assessments such as Scantron, Aimsweb, Fontas & Pinnel, etc.. for parents and staff to view on website)

- Worked and collaborated with Director of Information Services for development of draft Educational Technology and Information Literacy (ET-IL) plan
- Presented CSAP information including suggested administration dates at Principals' meeting
- Completed state reports such as End-of-Year and October Count
- Developing draft plan for McKinney-Vento Homeless Awareness Program
- Developing "Frequently Asked Questions" regarding Scantron to be uploaded to Assessment Intranet website, eventually to be published on District Internet Website
- Met with Superintendent Schmidt to review and begin development of Annual Report to the Public
- Met with Communications Coordinator to begin development of Annual Report to the Public
- Presented enrollment information to the School Board at Board Meeting
- Support to buildings including Charter Schools for Alpine Individual Learning Plan (ILP)
- Counselors received CSAP information at Counselor's meeting
- Scantron training provided to School Assessment Coaches
- CIA members attended November Employee Involvement Committee (EIC) meeting
- Informal survey of Post Secondary Education Options (PSEO) Colorado Revised Statutes (CRS) 22-35-101-110 programs in Pikes Peak Region
- Developed and provided training on "Using Prescriptive Intervention Centers in the Classroom"
- Developed and provided building administrators RtI training and binders on:
 - RtI in D49
 - Suggested D49 RtI Procedures and Forms
 - Sample D49 RtI Process Flowchart
 - RtI Support Organizational Chart
 - Data Collection Logs for Building Site RtI Administrator Log, Building RtI Facilitator Log, Monthly Referrals to Special Education Log, Classroom Teacher Tier One Log, Student Success Team (SST) Tracking Log for Case Liaison
- District RtI Cadre working to: identify interventions for cookbook; review suggested D49 RtI Procedure and Forms; identify staff development needs and possible trainers
- Visited Doherty High School in D11 and met with building RtI Leadership to observe model of RtI at the secondary level
- Consultation with Building RtI Leadership at several campuses
- Provided training on "Behavior Progress Monitoring"
- Completed documentation request for Standard Operating Procedures (SOP) manual re: RTI
- Met with Origo Education and reviewed materials for possible Standard Mathematics Intervention Program
- Reviewed materials and arranged presentation by EDUSS Company for a computer based PreK-12 literacy and math standard intervention.
- Developed and Proposed staff development for RtI Induction and Newcomer Class, Student Success Team Workshop (4 levels), RtI Leadership Seminar (4 levels), classes to begin in January-February

District Athletics:

Fall Sport Highlights-

Skyview Middle School-

Football – 1st in league

Softball – 2nd in league

Cross Country – 2 girls placed in the top 10

Falcon Middle School-

Softball – 8th grade team league champs

Cross Country – boys did well taking 3rd, 1 or 2 of the boys were in the top 10

Horizon Middle School-

Softball- 1st year with program, made progress

Cross Country – one of the girls took 4th

Falcon High School-

Boys Cross Country – state champions

Softball – went to state competition, won regionals

Volleyball – 3rd in league

Boys Golf – sent 2 boys to state

Sand Creek High School-

Football – went 5-5 this year, great improvements

Cross Country – sent 1 girl to state placing somewhere in the top 25

Boys Tennis – 4th at regionals, big strides for this program

Boys Soccer – 4th in league

Cheerleading – 2nd at CSML competition

Vista Ridge High School –

Football – league champions, coach of the year and player of the year

Volleyball – league champions, coach of the year and player of the year

Girls Cross Country – 2nd in regionals, qualified as a team for state

Cheerleading – Pioneer League champion

School Support:

- Principals, AP's and Counselors have all been trained in Inclusivity Policies and Practices
- AP's and Principals have been trained in teacher evaluation and non-renewals
- Counselors have been trained in 504's
- Horizontal alignment with high school counselors
- Working with secondary librarians to enhance student achievement and services
- Rearranged finals schedule to accommodate IC training
- Standardized fees schedule
- Started and implemented truancy committee
- The implementation of PBS at some schools
- The preparation for IB at middle and high school
- Regularly monthly scheduled AP, Principal and Counselor meetings to open dialogue between buildings
- Training of RTI for each administrative team

- Continually meeting with administrators, teachers, parents and community members to keep everything balanced, fair and equitable
- Securing grant funds for additional counselors at middle and high school
- The movement of certain school staff to enhance academic and athletic programs
- Formed interview team and facilitated interview process to hire new Principal(s) at Meridian Ranch Elementary School
- Conduct routine Elementary Report Card Committee meeting in order to research and implement Standards Based Report Cards. Committee has developed new report card aligned to district curriculum maps. New report card is ready for implementation in 09-10 school year.
- The Report Card Committee is developing paper and electronic parent and teacher support documents and training materials
- Lead monthly literacy coach meetings.
- Published electronic and paper versions of newly designed Literacy Testing Matrix in order to make sure all assessments are occurring with consistency throughout the district and that results are being used
- All literacy coaches have been trained in Fountas and Pinnell Benchmark Reading Assessment Training. Currently planning beginning of year training for full implementation of Fountas and Pinnell in all elementary schools for 09-10 school year.
- Led Literacy Coach Book Study: Differentiated Literacy Coaching which led to the design of “Coaching Continuum”, a document available to teachers to more clearly design coaching services available to teachers
- Developed ILP (Individual Literacy Plan) Procedures packet, electronic and paper versions, with Literacy Coaches
- With literacy coaches, reviewing and revising 3rd grade literacy policy to assure that D49 policy is aligned to CBLA requirements
- Literacy coaches are in the process of developing ILP Handbook for teachers to establish consistency in ILP placement and interventions throughout the district. Will be available on line and in paper format.
- Lead monthly meetings with elementary counselors. Sample discussion items include truancy and truancy training, 504 procedures, inclusivity materials and classroom guidance sessions around inclusivity.
- Counselors are currently developing a counselor philosophy statement in line with ASCA (American School Counselor Association) philosophy
- Leading a book study with counselors and assistant principals : Courageous Conversations about Race as part of response to inclusivity training needs
- Lead Inclusivity Committee responsible for reviewing and revising current policy around harassment
- Designed harassment tracking form for all schools to use in reporting harassment related to discrimination.
- Participate on Assessment Cadre
- Participate in Leadership Academy for aspiring leaders as guiding members, presenters and book study leaders.
- Lead monthly Librarian PLC meetings: Sample discussion items include, software use, co-teaching and collaborating with classroom teachers, and implementation of ITL(Information Technology Literacy Standards)
- Evaluated libraries through a rubric available from CDE to define readiness for Power Library implementation. Also evaluated and conducted a needs assessment through Follet to find areas of need in all school libraries

- Department responsible for revision, editing, review and publication of the Student Code of Conduct Book
- Department responsible for printing of Licensed Personnel Performance Evaluation Handbook containing all policy and rubrics used for teacher evaluation
- Trained all staff on how the new teacher evaluation tool would be used to evaluate instruction
- Coordinated Choice Booklet Printing with Diane Keeton Lead Teacher Evaluation Committee responsible for developing evaluations and rubric for itinerants, Special Education, Specials Teachers, and Assistant Principals
- Collecting feedback as principals and assistant principals use the new teacher evaluation rubric for purpose of piloting the new evaluation.
- Piloting Principal Evaluation
- Education Specifications
- Currently developing New Professional Day Form that teachers fill out to request subs and sick/vacation days in order to more accurately track use of sub days
- Revised and updated new Choice forms for both families and employees requesting choice placement during the School of Choice Window
- Planned layout, design, advertising, expectations, entertainment, and parent follow-up for the Showcase of Schools (January 13, 2009). This is designed to be an event for parents, current and prospective, to find out more about our school district and possible Choice Placement.
- Provide support to schools by fielding questions from parents, teachers and administrators by offering advice about policy and procedures and best practices.
- Conduct Infinite Campus trainings for Central Office Staff and Report Card Committee.
- Act as contact person for Infinite Campus questions for schools.
- Mentoring Secretaries
- Developed new discipline and behavior codes specific to our common vocabulary for Infinite Campus to assure more accurate reporting of both state-reportable and non-state reportable discipline issues.
- Long Range Planning Committee
- Led committee that was responsible for reviewing Choice Policy created last year. Collected feedback to make sure that policies/procedures were fair and being followed to begin choice placement for the 09-10 school year.
- Developing SOP (Standard Operating Procedures) Manual – All documents are posted on the intranet and available in paper version.
 - Will meet with Educational Opportunities to develop procedures for charter schools, ESL, Focus Schools, IB, and military liaison, PBS (Positive Behavior Support) and Gifted and Talented
 - Will meet with CIA(Curriculum, Instruction and Assessment) Department to develop procedures for Curriculum development, DCPC (District Curriculum Planning Council), District Improvement Plan, Leadership Academy, textbook adoption, inventory and purchasing, professional development, assessments to include AYP(adequate yearly progress), SIP(school improvement plans), Assessment Coach responsibilities, migrant students and homeless students
 - Met with Special Services to develop procedures for nursing, assistive communicative technology, Medicaid, and itinerants
- Met as School support team to discuss and develop procedures for the Hiring Process of Principal/APs, Field Trip procedures , procedures for inclement weather, Retention and Promotion
 - procedures, communication expectations for the department,
- Conducted 504 Training for Counselors with District Lawyer to assure compliance

- Truancy Training was presented to assistant principals and counselors in order to prevent truancy in schools
- Attend PLC (Professional Learning Community) Time with Principals and Staff and to evaluate current teaching practices, data team meetings, programs and intervention effectiveness in schools
- Meeting with Principals and leadership teams
- Leadership development for building level leadership teams
- Literacy Task Force-reviewing books for best practices in reading and writing
- Attended HOPE Conference
- Participate on Character Education Committee
- Attended FINO (Failure is Not an Option) conference in Denver
- Members of Steering Committee for HOPE foundation conference responsible for planning upcoming HOPE conference
- Evaluate principal performance, write principal evaluations and meet with principals to discuss evaluations
- Developed Teacher Survey to evaluate principals, aligned with principal evaluation
- Department responsible for maintenance and review of student 504's to assure accuracy
- Attended Children of Color Summit as part of response to needs in inclusivity training
- Offering workshops for culturally responsive teaching
- Developed Cultural Diversity Survey to obtain results of district needs around culturally responsive teaching and inclusivity
- Conduct table top exercises with principals and assistant principals
- Teacher evaluation training for assistant principals
- Attended Data training: You have the Data, Now what?
- Mentoring RtI Coordinator
- Gathering research around the effectiveness and results of requiring School Uniforms
- Gathered evidence for Curriculum Audit
- Attended Elementary Achievement Conferences as part of information gathering for principal evaluations
- Forming committees to begin the process for evaluating specials teachers (technology, physical education, music, art, itinerants and special education)

Special Services:

- Full implementation of “School Interventionist Model” successfully piloted last year with follow-up survey indicating 93% satisfaction from principals and 84% satisfaction from Interventionists.
- Interventionist PLC established to provide professional development in priority needs.
- Opened and expanded preschool programs to include services for students with autism.
- Expanded elementary programs for students with autism.
- Achievement of students with disabilities above State average as measured by CSAP, graduation rate, “gap” and transition post-graduation outcomes data.
- Successfully completed 3-year “Continuous Improvement Monitoring Process” (CIMP) with the Colorado Department of Education (CDE) reporting D49 as one of only 5 districts to pass.
- Successfully resolved 100% of parent complaints to CDE.
- Developed CDE-approved emergency plan to provide occupational therapy to students who were not receiving required services from two providers who suddenly resigned.

- CDE-approved Local Comprehensive Plan and Policies and Procedures to be revised again this year.
- Special Education Advisory Committee (SEAC) in second year with broad representation including CDE, D49 Board and Administration, Pikes Peak BOCES, PEAK Parent Support Group, members from other district SEAC's, and stakeholders from local businesses and families.
- One member appointed to State SEAC.
- Recognized by CDE as providing a model SEAC opportunity that meets the spirit of the law.
- CDE also reported 100% parent involvement in Individual Education Plan development.

Educational Opportunities

S.O.A.R.

Whole Department:

- School-board approved and department established and applied to CDE for the Early Entrance protocol for young high-achieving gifted students under the age of six remaining competitive with other Colorado school districts with new legislation.
- Established district identification criteria for students gifted in leadership abilities.
- Aligned SOAR goals with those of the Department of Educational Opportunities
- Advance Learning Plans (ALPs) at the elementary level are 80% - 100% complete, up from 20% last year—ahead of state deadline.
- Broke through the CogAT “impasse” and resolved scoring issue without incurring additional cost estimated at \$40,000.
- Initiated ongoing district discussion for accelerated math students
- Improved data usage in buildings by increasing staff awareness and training in Scantron usage for differentiation in classrooms for high-ability SOAR students through individual SOAR teachers.
- Elementary SOAR team taught district staff development class in differentiation
- Held two District Parent Communication Nights.
- Assembled district S.O.A.R. Parent/Student Advisory Committee with first meeting to be held in late January.
- All high schools are in the process of assembling appropriate interventions for gifted high school students for the ALP and RtI process for the first time.

SPECIFIC SCHOOLS

High School:

- Falcon High School: ALP's are about 45% complete (up from only 3 ALP's completed after last year.)
- Several kids from Vista Ridge High School are going over to Stetson Elementary a couple times a week to work with the literacy teacher and her kids.

Middle School:

- Skyview Middle School 8th grade field trip to Colorado College and the Fine Arts Center where they toured the Corner Stone Arts Center and experienced a special film theatre screening. They also visited an introduction to poetry class taught by David Mason.
- Skyview Middle School 7th grade wrote a newspaper about October Sky and sent it to Homer Hickam who has it in his archives.
- Falcon Middle School S.O.A.R. team has assembled a school brochure outlining available competitions. Each S.O.A.R. Falcon Middle School teacher has taken on one of the five identification areas to manage ALPs and counsel with students.

Elementary School:

- Third grade S.O.A.R. students at Woodmen Hills and Odyssey Elementary Schools conducted a mock archeological dig in their classrooms and now have an appreciation of the work that archeologists do, as well as a basic understanding of how we learn about people who lived long ago.
- 80 - 100% of elementary school ALP's were written and conferences held with parents.
- Extended IB units where appropriate at Meridian Ranch Elementary School.
- Conferenced individually with 3rd graders for reading and writing (great impact)
- 5th graders are learning to come to consensus and building background knowledge for our Challenger mission in February
- Created “achievement folders” for 5th grade math students at Falcon Elementary School to enrich their learning using study guides and tests from Scantron
- Using Alpine, created class lists in reading, writing and math CSAP score with the items and provided teachers with the item maps at Falcon Elementary School
- Collaborated with teachers to share expectation for writing.
- Accelerated seventeen 5th grade students at Remington Elementary School in math and provided instruction in the new middle school CPM Algebra Foundations I curriculum.
- 5th grade students at Remington Elementary School published a holiday newspaper for the school.
- Evans Elementary SOAR Family Night for Third & Fourth Graders was December 16, 2008 with 94 people attending. 3rd graders presented their original problem-solving inventions and 4th graders demonstrated Newton's Laws of Motion.
- Second graders at Evans Elementary School presented a Readers' Theater rendition of the water cycle for their second grade classmates & parents.

Positive Behavior Support

- PBS on Intranet
 - Developed PBS 101 for viewing on intranet
 - Part of Regional Follow up Training for New Teams completed by Sand Creek High School, Falcon Middle School, Remington Elementary School
- Kudos to middle schools (Horizon, Skyview, & Falcon) for enthusiasm, intention, & hard work in implementation of PBS

FalCAP/CTE Highlights

- AOIT hosted three members from a charter school in Washington, DC. The principal, assistant principal, and lead IT teacher were here to look at how Falcon High School developed and implemented the current IT program.
- Erik Russell was recognized as the Air Force Association's Teacher of the Year. The liaison from Congressman Lamborn's office presented the award to Erik
- Erik Russell and Tom Junk met with a representative from Senator Salazar's office to once again push for support of the \$100,000 appropriation for Falcon School District 49 STEM program initiated by outgoing Senator Allard.
- Zoey Nunn (currently a senior at FHS) and John Given (graduated '08) were selected by Northrup Grumman to intern this past summer. These two were chosen from a group of 6 based on their background and knowledge of various IT programs.
- DECA (Distributive Education Clubs of America) an organization that develops leaders in marketing, management, and entrepreneurship - is sending 12 students to the state DECA competition in February.
- Pro Start 1 students have been making dinner each month for the FSD Board meetings
- Pro Start Culinary students have been practicing with Chef Daniel Bartlett to prepare for the Colorado Restaurant Association's student competition in March. Chef Bartlett specializes in garnishes and food displays and worked for the Metropolitan in downtown Colorado Springs.
- Sand Creed High School Travel/Tourism program could be operating a travel web site by the fall of 2009 if approved in the spring.

ESL

- Looking at project GLAD as best-practices and a research-based model for serving ELLs. Team from Stetson and Springs Ranch observed the model at an elementary school in District 11. A team from SRES will attend training.
- Developing vision for department and defining programs
- Developing SOPs for the department
- Began work on adding specificity to ELL standards
- RtI for ELLs – Dr. Meek led a session on addressing RtI for ELLs
- Met AMAO target 1 and 2 (but not target 3)

GRANTS

- Draft SOPs for Grants and Fund development are complete
- Awarded CDE Counselor Corps Grant at full funding of what we requested...year 1- \$116,230 and year 2, \$190,041, and Year 3- \$170,547.

FOCUS SCHOOLS

- Evans had authorization visit in October
- MRES, HMS had consultant visits. All schools are on track
- Held two IB council meetings
- Developing process and procedures for focus schools in D49

CHARACTER EDUCATION

- 2 character education meetings involving administrators, counselors, teachers, parents, community and business representatives
- Survey conducted in business community to identify character traits that local businesses and industries valued
- Identified four tenets: responsibility, respect, integrity, caring
- Worked with CIA to incorporate character education vision in the graduate profile

CHARTER SCHOOLS

- PPSEL has moved into their new building
- One teacher and the principal have been asked to present at the National Conference of Expeditionary Learning on School Culture.
- High performing and high growth Middle School
- The school has really refined the process for using assessment data to drive their professional development, curriculum development, and RtI process.



MONTHLY DEPARTMENT UPDATE 8.05

Department: Operations

Date: January 30, 2009

Prepared by: Paul McCarty, Chief Operations Officer

Accomplishments:

- Individual meetings were held with each mill override committee school principals to discuss “wish list” items to add to an overall list of capital expenditures.
- A draft of the Educational Specifications for Preschool through Grade 5 was presented to the long range planning committee for review. Final draft will be forwarded after revision to the School Board.
- Cameras were installed at various school sites throughout the district to increase security in the buildings.
- Saw an increase in fuel efficiency for school buses based upon some new practices and driver’s participation in a contest for best increase in efficiency.
- The development of new maps for all of the schools with their boundaries clearly defined and walk distances included. This will assist the Long Range Planning Committee to make recommendations for any upcoming boundary changes.
- Examined a variety of potential changes to the bell schedule through a bell committee. Heard concerns from staff and parents about the present schedule and looked at feasibility to change the schedule.

Issues we are currently addressing:

- At the direction of the board, the Long Range Planning Committee is examining potential change to school boundaries at several elementary schools for the coming year.
- Due to the problems that were occurring at the bus stop for Patriot Learning Center students, we have been exploring new stop areas and presently have moved the stop to Horizon Middle School. There has also been an increase in the expectation for these students riding the bus and are providing each student with a bus contract.
- Educational specifications are currently being completed for the middle school grades at this time.
- Point of Sale issues with the cafeteria at Skyview Middle School are being addressed. New computers have been ordered and should be arriving soon. Due to wireless issues, we are preparing to make the machines hardwired.
- Working with IT Department to iron out some challenges with Infinite Campus and existing program compatibility.
- We are currently working to supply addition cameras for security to schools to improve safety and security.
- District emergency plans and table top exercises at the schools are presently being completed and evaluated.

- We are continuing to look at the issues with CMU blocks and the ways in which we can ensure solutions to existing problems.

Important upcoming events:

- Long Range Planning Boundary Subcommittee Mtg. 2/4/08
- Long Range Planning Committee meeting 2/11/09
- EIC meeting 2/25/09
- Long Range Planning Boundary Subcommittee Mtg. 2/24/08

Information Item for Falcon School District 49 Board of Education 8.06

Travel Study Trip request:

Leadership Conference for Student Council Members, Los Angeles, CA

Departing 3/30/09 Returning 4/3/09

25 students would attend

Cost of \$500 per student plus cost of meals (includes airfare, lodging, insurance, tours, and conference registration)

This camp will allow FHS student council to work on their team chemistry, discipline and the ability to lead with other Colorado students and students from other states. As a tradition, Student Council participates in leadership conferences and experiences across the nation. These programs are the perfect incentives to inspire students to strive for higher test scores, achieve perfect attendance goals, investigate new career paths and maintain an overall interest in school and leadership.

Fundraising is a necessary part of this trip.

Travel Study Trip request:

Health Occupation Student of America Spring Conference, Denver, CO

Departing 3/5/09 Returning 3/7/09

14 students would attend

Cost of \$50 per student (\$8 per person- transportation, meals included with registration, \$46 per person- lodging and \$100-registration per student) Fundraising and dues will pay for the balance of fees that students do not pay for.

This trip is for the FHS 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 in the state of Colorado.

Fundraising is a necessary part of this trip.

8.07

Expulsions



BOARD OF EDUCATION AGENDA ITEM 8.08

BOARD MEETING OF: February 12, 2009

PRESENTED BY: David Bond, Chief Information Officer

TITLE OF AGENDA ITEM: Demonstration of Revised District Web Site

ACTION/INFORMATION/DISCUSSION: Information

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

In consultation with the District administration, the IT Department has undertaken an effort to significantly update the District's publicly available web site. The web site will provide an updated look and feel that will be standardized throughout the site, consistent navigation, and powerful search technology. Additionally, the platform used for the site will allow the task of maintaining the content on the site to the part of the organization who best knows the information that will be on that portion of the site which will eliminate significant work for both them and the IT Department in maintaining the site. The same approach will be applied to each school web site over the next several months.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

N/A

COST OR COST ESTIMATION:

N/A

MOTION REQUESTED:

N/A

APPROVED BY: David Bond, CIO

DATE: February 4, 200

Discussion Items

9.00



BOARD OF EDUCATION AGENDA ITEM 9.01

BOARD MEETING OF: February 12, 2009

PRESENTED BY: Paul Fuschich, Chairman Long Range Planning Committee,
Andy Holloman, Vice-Chairman Long Range Planning
Committee

TITLE OF AGENDA ITEM: Boundary change consideration

ACTION/INFORMATION/DISCUSSION: Discussion

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

The Long Range Planning Committee is bringing forward some potential boundary changes for discussion.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pro: Boundary changes may reduce the number of students bused to schools, saving some cost for transportation.

Con: Some parents may not want to have their students attend a different school than they are currently attending.

COST OR COST ESTIMATION:

Not yet available at this time.

MOTION REQUESTED:

None at this time

APPROVED BY: Paul E. McCarty – Chief Operating Officer **DATE:** February 5, 2008



BOARD OF EDUCATION AGENDA ITEM 9.02

BOARD MEETING OF: February 12, 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) Board of Education Policy Regulation GBGA-R Staff Health (Staff Members with HIV/AIDS/Communicable Diseases) Board of Education Policy GBGB Staff Personal Security and Safety

ACTION/INFORMATION/DISCUSSION: Discussion

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

Policy 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. Recommend that this be placed for action on the next BOE meeting agenda.

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 has been approved by the Employee Improvement Committee. Recommend that this be placed for action on the next BOE meeting agenda.

Policy GBGB revision covers Staff Personal Security and Safety. Changes include:

- Minor verbiage only. Requirements for reporting remain the same.
- Approval indicates that this policy is to remain in force and is current.
- This policy has been approved by the Employee Improvement Committee. Recommend that this be placed for action on the next BOE meeting agenda.

ALTERNATIVE COURSES OF ACTION: None

COST OR COST ESTIMATION: None

MOTION REQUESTED: None at this time.

APPROVED BY: Eric Paugh, Acting Superintendent

DATE: February 2, 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.

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.

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.

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

Open Forum

10.00

Other Business

11.00

- 11.01** **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. –Building Administration
- 11.02** **Executive Session:**– for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators; as authorized by section 24-5-402 (e) and to receive legal advice from our attorney, as authorized by section 24-6-402 (4)(b) of the Colorado Revised Statutes.

Adjournment

12.00

