



10850 East Woodmen Road • Falcon, CO 80831
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Mission Statement
Together we are committed to graduating and preparing all children for success in college and careers.

ANNOUNCEMENT/NOTICE

BOARD OF EDUCATION WORK SESSION

October 22, 2008

6:30 P.M.

Central Administration – Board Room

- WHAT:** Board of Education Work Session
- WHEN:** Wednesday, October 22, 2008
- TIME:** 6:30 p.m.
- PLACE:** Board Room
Central Administration Office
10850 E. Woodmen Road
Falcon, Colorado 80831
- Purpose:**
1. Evans Elementary IB Authorization Visit
 2. PDK Audit Information
 3. Character Education Update
 4. Revision to Policy GBEA – Staff Ethics/Conflict of Interest
 5. Revision to Policy GBEC – Drug-Free Workplace (Drug and Alcohol Use by Staff Members)
 6. District Finance Update

DATE OF POSTING: October 16, 2008

Loretta Branham
Executive Assistant to the BOE

BOARD OF EDUCATION
WORK SESSION
October 22, 2008
6:30 p.m.

CENTRAL ADMINISTRATION—
BOARD ROOM



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Discussion/Information Items



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: October 22, 2008

PRESENTED BY: Evans Elementary School: Amber Whetstine, Dustin Horras, and Jenny Breeding

TITLE OF AGENDA ITEM: Board of Education preparation and information regarding the International Baccalaureate Authorization visit for Evans Elementary School, November, 2008

ACTION/INFORMATION/DISCUSSION: Information

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

The purpose of this item is to give the Board of Education an update on the progress of Evans Elementary School towards accreditation with the International Baccalaureate Organization (IBO). Evans is expecting a visit from North American IBO representatives this November to review its program, and to meet with teachers, parents, administrators and members of the Board of Education. Evans will review the IBO standards that specifically pertain to the governing body and central administration of the school district and review the elements of the International Baccalaureate Primary Years Program (PYP).

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Not applicable

COST OR COST ESTIMATION:

Not applicable

MOTION REQUESTED:

None

APPROVED BY: Eric Paugh, Chief Academic Officer

DATE: October 15, 2008



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: October 22, 2008

PRESENTED BY: Jan Jacob, Lead auditor for PDK Curriculum Review

TITLE OF AGENDA ITEM: PDK Curriculum Audit

ACTION/INFORMATION/DISCUSSION: Information

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

A curriculum management review was requested by Superintendent Grant, E. Schmidt in June of 2008. The intent of the audit is to review all aspects of our curriculum in order to identify areas upon which we can strengthen our current system of instructional programming, methods, and delivery.

Jan Jacob, the lead auditor of the team, will be presenting an overview of the audit procedures and the standards against which we will be evaluated.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

This is a comprehensive report that will lead to findings and recommendations upon which we can further improve our current system.

COST OR COST ESTIMATION:

Cost of the audit is \$47,000.

MOTION REQUESTED:

NA

APPROVED BY: Eric Paugh, Chief Academic Officer

DATE: October 15, 2008



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: October 22, 2008

PRESENTED BY: Linda Hoste: Director of Educational Opportunities

TITLE OF AGENDA ITEM: Character Education

ACTION/INFORMATION/DISCUSSION: Discussion

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

Background: A character education committee was formed during the school year 2007-08. During that time, the committee worked on a position statement and discussed some general categories that were considered tenets under which a variety of character traits could pertain.

Current Situation: On September 22, 2008, a committee with former and new members in attendance, convened to provide input for the development of character education in District 49.

A survey is being conducted in the business community to identify what the local workforce considers significant character traits they look for when hiring quality employees. This information will be used to add input into the development of a graduate profile. Further participation is being sought from counselors, principals, parents, and teachers.

Four core character traits have been identified. These are: responsibility, respect, integrity, and caring. These character traits will be embedded into the curriculum unit maps and resources will be identified that support each of these traits in our core content areas for all grade levels. A graduate profile is being developed that will include these character traits.

Rubrics will also be created to assist with the measurement of character education in schools. This work is directly connected to our Positive Behavior System which is already implemented in our schools.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros:

- Character education will strengthen school communities.
- Character education can lead to the reduction of inappropriate behaviors.
- Character education prepares students to be productive and contributing citizens

Cons:

- There is difficulty in evaluating the effectiveness and impact of the implementation of character education.

COST OR COST ESTIMATION:

Total cost: \$5,000 for the following:

- Posters for each school.
- Printing of brochures and support materials such as bookmarks for students.
- Additional resources.

MOTION REQUESTED:

None

APPROVED BY: Eric Paugh, Chief Academic Officer **DATE:** October 15, 2008



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: October 22, 2008

PRESENTED BY: Mark McPherson, Executive Director of Human Resources

TITLE OF AGENDA ITEM: Revision to Board of Education Policy GBEA, Staff Ethics/Conflict of Interest

ACTION/INFORMATION/DISCUSSION: Discussion

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.
- 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:

NA

APPROVED BY: Mark McPherson, Executive Director of Human Resources **DATE:** October 9, 2008

Staff Ethics/Conflict of Interest

No **district** employee 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 are required to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by federal, state or local law and district policies and regulations.**

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 obtains or is made aware of 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.

Moreover, to avoid a conflict of interest, 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 grandchildren. 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. Moreover, as there should be no to avoid conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of any employee be directly related to him/her.

Adopted: April 21, 1977.

Revised: February 12, 1990.

Revised to conform with practice: date of manual revision.

Revised:

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

BOARD MEETING OF: October 9, 2008

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

TITLE OF AGENDA ITEM: Board of Education Revision to Policy GBEC, Drug-Free Workplace

ACTION/INFORMATION/DISCUSSION: Discussion

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.
- 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:

NA

APPROVED BY: Mark A. McPherson, Executive Director of Human Resources **DATE:** October 9, 2008

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 or even off district property enroute thereto.**
- 3. On the way to work.**

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

After investigation, the superintendent may, in his or her sole discretion, 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 ~~policy 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 and the awareness and prevention program 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.

Revised:

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

BOARD MEETING OF: October 22, 2008

PRESENTED BY: Joe Subialka, CFO and Joleen Schaake, Director of Finance

TITLE OF AGENDA ITEM: Finance Status and Update

ACTION/INFORMATION/DISCUSSION: Discussion

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

This is an update of our financial status as a district based on the most recent October 1 count.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

NA

COST OR COST ESTIMATION:

NA

MOTION REQUESTED:

None

APPROVED BY: Joe Subialka, Chief Financial Officer

DATE: October 22, 2008