



10850 East Woodmen Road • Falcon, CO 80831
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**REGULAR
BOARD OF EDUCATION MEETING
July 10, 2008
6:30 p.m.**

**CENTRAL ADMINISTRATION—
BOARD ROOM**

Call to Order and
Roll Call

Welcome and
Pledge of Allegiance

Approval of Agenda



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Mission Statement

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

**AGENDA
REGULAR BOARD OF EDUCATION MEETING
July 10, 2008
6:30 P.M.
Central Administration – Board Room**

- 1.00** **Call to Order and Roll Call**
- 2.00** **Welcome and Pledge of Allegiance**
- 3.00** **Approval of Agenda**
- 4.00** **Consent Agenda**
 - 4.01 Approval of June Monthly Financial Update
 - 4.02 Approval of Matters Relating to Administrative Personnel
 - 4.03 Approval of Matters Relating to Licensed Personnel
 - 4.04 Approval of Matters Relating to Educational Support Personnel
 - 4.05 Approval of Matters Relating to Schedule B Personnel
 - 4.06 Approval of Minutes for June 25, 2008 Special Board of Education Meeting
- 5.00** **Board/Superintendent Update**
- 6.00** **Open Forum**
- 7:00** **Action Items**
 - 7.01 Revision of Board of Education Policy JB- Equal Education Opportunities
 - 7.02 Revision of Board of Education Policy JQ – Student Fees, Fines, and Charges
 - 7.03 Revision of Board of Education Policy DGD – Credit Cards
 - 7.04 Superintendent Performance Measures
- 8:00** **Information Items**
- 9.00** **Discussion Items**
 - 9.01 Review for Revision of Board of Education JIH - Student Interrogations, Searches, and Arrests.
 - 9.02 Interview Prospective Board of Director Candidates
- 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. –Personnel Issue

12.00

Adjournment

DATE OF POSTING: July 3, 2008

Loretta Branham, BOE Administrative Assistant

Consent Agenda



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: July 10, 2008

PRESENTED BY: Laine Gibson, Chief Financial Officer

TITLE OF AGENDA ITEM: June 2008 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 2007-2008 columns start with the approved budget for the whole year compared to revenues and expenditures through June. Percentages over 100% on a revenue line are good in that we received more revenue than 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 that the June amounts will be adjusted during the audit process and will most likely be different when the final audit is complete.

The 2007-2008 Year End Fund Balance columns are required by statute. This is showing you the budgeted and anticipated end of year fund balance. The 2006-2007 columns are the prior year's total budget and the actual through June 2007. 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 June 2008 monthly financial update of all funds as presented.

APPROVED BY: Grant E. Schmidt, Superintendent

DATE: June 25, 2008



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: July 10, 2008

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

TITLE OF AGENDA ITEM: Approval of Matters Relating to Administrative Personnel

ACTION/INFORMATION/DISCUSSION: Consent - Action

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

To gain Board of Education approval for personnel changes.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

None

COST OR COST ESTIMATION:

None

MOTION REQUESTED:

I move to approve the recommendation of the administration for personnel changes listed on the attached sheet.

APPROVED BY: Mark A. McPherson, Executive Director of Human Resources **DATE:** June 26, 2008



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: July 10, 2008

PRESENTED BY: Mark A. 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 A. McPherson, Executive Director of Human Resources **DATE:** June 26, 2008



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: July 10, 2008

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

TITLE OF AGENDA ITEM: Approval of Matters Relating to Educational Support Personnel

ACTION/INFORMATION/DISCUSSION: Consent - Action

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

To Gain Board Approval for Personnel Changes

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

By addressing this action item, the Board allows the district to continue its function of hiring, and other personnel actions. By not addressing this action item, it would create problems with contracts and service being rendered.

COST OR COST ESTIMATION:

Cost is already in the budget.

MOTION REQUESTED:

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

APPROVED BY: Mark A. McPherson, Executive director Human Resources **DATE:** June 26, 2008



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: July 10, 2008

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

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: Mark A. McPherson, Executive Director of Human Resources **DATE:** June 26, 2008

Board – Superintendent Update

Open Forum

Action Items



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: June 25th, 2008

PRESENTED BY: Eric Paugh, Chief Academic Officer

TITLE OF AGENDA ITEM: Revision of Board of Education Policy JB: Equal Education Opportunities

ACTION/INFORMATION/DISCUSSION: Action

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

Due to continual growth within the Falcon School District, our schools have experienced an increase of students and staff from a variety of cultural backgrounds. This increase has contributed to the value of our community through the inherent worth that each individual brings to our district.

In order to ensure that these new students are welcomed and that all students within our district are treated with dignity and respect, this policy needs to be updated to better align with state and federal statutes and the BOE newly adopted policy AC: Nondiscrimination/Equal Opportunity. This policy will also define student harassment and the procedure(s) that will occur when discrimination occurs within the district.

The policy is a result of the work done by the District's Inclusivity Committee which is comprised of parents, staff, community members, representatives from the city and county police and firefighter associations and members from the Urban League.

This policy will also create a format and procedures to follow in the revision and creation of the following Board of Education policies:

- GBAA: Nondiscrimination/Non-Harassment of Staff (This policy will include education, protection, policies and administrative procedures regarding district employees as it pertains to discrimination and harassment. This policy is a much needed addition to BOE policy GBA.)
- ACA-R: Complaint Procedure: (This policy needs to be updated to include any changes that the BOE makes regarding policy AC.)

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pros:

- Revision of Policy JB will promote the district's commitment to ensuring that all students and staff are treated with dignity and respect.
- Better align District Policy JB with state and federal statutes.
- Will provide a clear district definition of harassment.
- Will create the process and procedures for when discrimination occurs within the district.
- Ensures that students are equipped and empowered with the tools necessary to understand, prevent and report discrimination when it occurs.

Cons:

- None noted at this time.

COST OR COST ESTIMATION:

Staff and Student Training: Approximately \$3,000 the first year to provide resources and training for district staff to prevent and/or intervene when discrimination and/or harassment occurs within the district.

MOTION REQUESTED:

I move to approve the revision of Board of Education Policy JB: Equal Education Opportunities

APPROVED BY: Grant E. Schmidt, Superintendent

DATE: June 26, 2008

**Equal Educational Opportunities/ Non-Discrimination/
Non-Harassment of Students**

Every student of this school district shall have equal educational opportunities regardless of race, color, creed, sex marital status, national origin, or handicap.

Further, no student shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the district.

More specifically, as prescribed by legal requirements, the school district shall treat its students without discrimination on the basis of sex as this pertains to access to and participation in course offerings, athletics, counseling, employment assistance, and extracurricular activities.

The Board of Education is committed to providing and maintaining a safe learning environment for all students that is free from harassment. Further, the district affirms the right of all students to be treated with respect and protected from intimidation, discrimination, physical harm, and/or harassment. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies set forth by the Board of Education and in the adherence to and enforcement of those policies by the administration.

Therefore, every student of this school district shall have equal educational opportunities through programs offered in the school district. This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations effecting students.

In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

- 1. Review curriculum guides, textbooks and supplemental materials for discriminatory bias.**
- 2. Provided training for students and staff to identify and alleviate problems of discrimination.**
- 3. Review student programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.**
- 4. Ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment and related matters.**

5. Review student evaluation instruments, testing procedures and guidelines and counseling materials for stereotyping and discrimination.

Student harassment will be regarded as a violation of this policy when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;
2. Submission to, or rejection of, such conduct is used as the basis for educational decisions affecting the student;
3. Such conduct has the purpose or effect of adversely affecting a student's ability to participate in, or benefit from district program(s), or of creating an intimidating, hostile, or offensive educational environment.

Harassment can include, but is not limited to, unwelcome, hostile and offensive verbal, non-verbal, written, or physical conduct based on, or directed at, the characteristics of a person's:

- Race or color,
- Religion or creed,
- National origin,
- Disability,
- Religious tradition or religious clothing as well as religious slurs and/or graffiti,
- Manner of speaking or accent,
- Customs,
- Language,
- Status as an immigrant,
- Imitating mannerism of speech, movement,
- And/or interference with movement or access to necessary equipment.

Complaint and Investigation Procedure

All district employees and students share the responsibility to ensure that discrimination and harassment does not occur on any school district property, at any district or school-sanctioned activities or events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school, or any district curricular or non-curricular activity or event. Toward that end:

- All students who believe they have been victims of such harassment shall immediately report it to an administrator or teacher at their school. If the harassment is being committed by the principal or

- another administrator in the building, the report shall be made to the elementary or secondary executive director or their designee.
- All students who witness such harassment shall immediately report it to a building or district level teacher or administrator at their school. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the elementary or secondary executive director or their designee.
 - All administrators and teachers who have such harassment reported to them shall promptly forward the report(s) to the principal or principal's designee or the elementary or secondary executive director or their designee for appropriate action. The principal or his/her designee or the elementary or secondary executive director or their designee may request a written complaint. If the harassment is being committed by the principal or another administrator in the building, the report(s) shall be forwarded to the elementary or secondary executive director or their designee.
 - All district employees who witness such harassment shall take prompt action to stop it, as prescribed by the district and the building principal, and shall promptly report the harassment to the principal or principal's designee or the elementary or secondary executive director or their designee. If the harassment is being committed by the principal or another administrator in the building, the report shall be made to the elementary or secondary executive director or their designee.
 - Each building principal or principal's designee or the elementary or secondary executive director or their designee shall ensure that all reports of such harassment are promptly and thoroughly investigated, and that effective action is taken.

Informal Resolution Procedure

It may be possible to resolve a complaint through a voluntary conversation between the complaining student and the alleged harasser which is facilitated by a building level administrator or designee. Both the complaining student and the alleged harasser may be accompanied by another student, parent or guardian of their choice for support or guidance. If the complaining student and the alleged harasser felt that a resolution has been achieved, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported by the facilitator in writing to the principal and the elementary or secondary executive director or their designee. If the complaining student, the alleged harasser, or the building level administrator chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, s/he may proceed to the formal procedure. Any complaint against a school employee shall be handled through the formal grievance procedure.

Formal Resolution Procedure

Any student or person(s) complaining of harassment should always be informed by the building or district level administrator or their designee receiving the complaint about the complaint procedures and encouraged to file a formal complaint if the informal process is not agreed to or not appropriate under the circumstances. Persons interested in filing a formal complaint shall be given assistance in completing the necessary statement or form. Even if a formal complaint is not filed, the District may choose to use the specific investigatory procedures set forth in this policy.

Formal complaints of harassment, whether verbal or in writing, should be directed to the building or district level administrator or their designee.

Any student who engages in harassment of another student shall be required to attend a meeting with his or her parent(s) or guardian and the principal or principal's designee and or the elementary or secondary executive director or their designee; be subject to appropriate education and disciplinary action up to and including suspension or expulsion. Guidelines for dealing with students who engage in the harassment of other students are:

FIRST OFFENSE

- 1. The student and parent(s) or guardian will meet with the principal or principal's designee.**
- 2. Information on available cultural diversity and or relevant counseling programs will be given to student and parent(s) or guardian.**
- 3. Depending on the seriousness of the offense, the principal may request that the student be expelled and may contact law enforcement authorities.**

SECOND OFFENSE

- 1. The student shall be suspended.**
- 2. A meeting of the parent(s) or guardian and the principal or principal's designee will be scheduled prior to re-admittance to school.**
- 3. The student, accompanied by a parent or guardian, will be required to participate in counseling or attend a cultural diversity program.**
- 4. Depending on the seriousness of the offense, the principal may request that the student be expelled and may contact law enforcement authorities.**

THIRD OFFENSE

- 1. A recommendation for expulsion shall be made. Depending on the seriousness of the offense, law enforcement authorities may be contacted.**

These guidelines for progressive discipline shall not preclude the principal or principal's designee from eliminating any of the steps in the process if in his or her judgment the misconduct by the student warrants more severe action.

Any District employee who engages in harassment of a student shall be required to participate in appropriate training, education or counseling; as well as disciplinary action, including but not limited to warning, reprimand, transfer, suspension or termination of employment.

The above stated actions are measures designed to stop the harassment, correct its negative impact on the affected student, and ensure that habitual harassment does not recur. In good faith, steps shall also be taken to ensure that victims of and witnesses to harassment are protected from retaliation.

To the extent possible no student shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment will be kept confidential. In a good faith effort and upon determining that incidents of harassment are occurring in particular District settings or activities, the District shall implement measures designed to remedy or extinguish any adverse treatment in retaliation of a student's willingness to report such incidents of harassment.

The District shall provide counseling resources to student victims where necessary.

The District shall train and educate District employees to recognize and effectively deal with incidents of harassment.

The District shall regularly review its compliance with this policy on the harassment of students and take necessary action where deficiencies are noted.

A copy of this policy shall be published annually in the Student Conduct and Discipline Code booklet.

Complaints of discrimination or harassment may also be directed to the Denver Office for Civil Rights of the United States Department of Education, 1244 Speer Boulevard, Suite 310, Denver, Colorado 80204, Telephone Number: (303) 844-5695.

Current practice codified: 1980.

Adopted: date of manual adoption.

Revised to conform with practice: date of manual revision.

Reviewed: August 10, 2000.

Revised:

LEGAL REF.: Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681
29 U.S.C. §701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)
Equal Educational Opportunities Act of 1974, 20 U.S.C.
§§1701-1758

CROSS REF.: ACA, Nondiscrimination on the Basis of Sex
ACE, Nondiscrimination on the Basis of Handicap/Disability



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: July 10, 2008

PRESENTED BY: Eric Paugh, Chief Academic Officer, Becky Carter, Executive Director of Elementary Education

TITLE OF AGENDA ITEM: Revision to Board of Education Policy JQ - Student Fees, Fines, and Charges

ACTION/INFORMATION/DISCUSSION: Action

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

This revision is needed to make sure that all schools within our district are consistent with their student fee schedule.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pro: Consistent fees will provide equality for all students in District 49.

COST OR COST ESTIMATION:

None

MOTION REQUESTED:

I move to approve the revision of Board of Education Policy JQ – Student Fees, Fines, and Charges

APPROVED BY: Grant E. Schmidt, Superintendent

DATE: June 26, 2008

Student Fees, Fines, and Charges

Students shall not be charged an instructional fee as a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the district's educational program except tuition when allowed by law. However, the district may require students to pay textbook fees, fees for expendable materials, and other miscellaneous fees as more fully set forth in this policy.

When publicizing any information concerning any fee authorized to be collected by this policy, the school shall specify whether the fee is voluntary or mandatory and the specific activity from which the student will be excluded if the fee is not paid. **All district schools will utilize the same fee schedule as set forth by the district.**

The Student Fees, Fines, and Charges schedule will be included in the yearly budgeting process and be presented to the Board of Education for approval.

Textbooks and library resources

Textbooks shall be provided on a loan basis. Non-indigent students may be asked to pay a nonrefundable rental fee reasonably related to the actual cost of some or all of the textbooks provided for the student. The rental fee shall be determined prior to the textbook's introduction into the classroom. No fee will be assessed for textbooks and workbooks used in the classroom for reference.

It is expected that students shall return textbooks and library resources to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged, or defaced books (including those checked out from the library), materials, or equipment. The fines will be for the amount equal to the replacement cost of the item.

If the school district has made a reasonable effort to obtain payment for lost or damaged textbooks or library resources to no avail, the district may then withhold the diploma, transcript, or grades of any student who fails to return or replace such textbooks or library resources at the end of the semester or school year. If a student is graduating, the district may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace a textbook or library resource by the date of the ceremony. Alternative payment methods, such as installment plans or school service, shall apply to students who are unable to pay.

Fees for expendable supplies and materials

Teachers shall determine a basic course for each class which can be completed with materials furnished by the school. However, students may be charged a fee for expendable supplies and materials used in the course. Fees for expendable supplies and materials shall relate directly to the actual cost of providing these materials to the student. These fees shall be waived for indigent students. Students shall be required to pay for materials that go into shop, crafts, or art projects that are above the basic requirements for the course and are to be retained by the student.

Miscellaneous fees

Students may be asked to pay miscellaneous fees on a voluntary basis as a condition of attending, participating in, or obtaining materials/clothing/equipment used in a school-sponsored activity or program not within the academic portion of the educational program.

Students participating in activities which are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. Such charges may include but are not limited to admission fees, food costs, and transportation costs on activity trips. However, it is incumbent upon the teacher and principal to make every effort to be sure no student is denied the right to participate in trips or other enrichment activities because of lack of funds.

The district may impose and collect a fee for the payment of excess transportation costs in accordance with state law. Only those students who use the district's transportation services shall be required to pay any transportation fee.

Waiver of fees

All fees, fines, and charges for textbooks and expendable supplies and materials required for classes within the academic portion of the educational program and any transportation fee shall be waived for indigent students. For purposes of determining if a student is able to pay, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines. Students qualifying for a fee waiver will receive it without unnecessary embarrassment or public exposure of their need.

Fee schedule

All district schools will utilize the same fee schedule as set forth by the district Parents shall be informed of any fees and how to apply for a waiver of

fees, whether fees are voluntary or mandatory, and the specific activity from which the student will be excluded if the fee is not paid.

Adopted: November 3, 1977.

Revised to conform with practice: date of manual adoption.

Revised to conform with practice: date of manual revision.

Revised: July 12, 2001.

Revised: August 14, 2003. (*emergency*)

Revised: September 4, 2003.

Revised: November 10, 2005.

Revised:

LEGAL REFS.: C.R.S. 22-32-109(1)(u) (*free textbooks to indigent students w/o deposit*)
C.R.S. 22-32-110(1)(o) (*textbooks for free or reasonable rental fee*)
C.R.S. 22-32-110(1)(jj) (*sanctions for failing to return resources*)
C.R.S. 22-32-113 (5) (*transportation of pupils and imposition of fee for excess transportation costs*)
C.R.S. 22-32-117 (*fees*)
C.R.S. 22-32-118 (*summer school fees*)
C.R.S. 22-45-104 (*disposition of moneys collected from fines and fees*)

CROSS REFS.: EEA/EEAA/EEAC, Student Transportation
EFC, Free and Reduced Price Food Services
JJ, Student Activities
JJJ, Extracurricular Activity Eligibility



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: July 10, 2008

PRESENTED BY: Laine Gibson, Chief Financial Officer

TITLE OF AGENDA ITEM: Revision of Board of Education Policy DGD – Credit Cards

ACTION/INFORMATION/DISCUSSION: Action

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

The policy needs to be updated to accommodate the changing of some titles in central office. The recommended policy change is to begin the process of moving the District to purchasing cards.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pro: The District has made some position title changes at central office. This policy update will keep the District current with these changes.

Con: As more cards are added the potential liability of the District is increased.

COST OR COST ESTIMATION:

No additional costs.

MOTION REQUESTED:

I move to approve the revision of Board of Education Policy DGD – Credit Cards

APPROVED BY: Grant E. Schmidt, Superintendent

DATE: June 16, 2008

Credit Cards

Administrators and Board members may be granted the use of a district credit card for the sole purpose of covering expenses incident to authorized travel and meetings or other authorized purchases where a credit card is the only source of payment available (i.e. internet purchases).

No later than 10 days after travel related expenses are incurred, the administrator or Board member shall submit to the finance department a fully itemized travel expense receipt. Any charges against the credit card not properly identified on the travel expense receipt or not allowed in accordance with Board policy, shall be paid by the administrator or Board member by check or United States currency within the same 10 day period.

If for any reason disallowed charges are not repaid, the district shall have a prior lien against and a right to withhold any or all funds payable or to become payable to the administrator or Board member up to the amount of the disallowed charges and interest at the same rate as charged by the company which issued the card.

An administrator or Board member shall not use a credit card if any disallowed charges are outstanding.

The district will apply for credit cards in the names of the individuals as assigned and for the limits as set forth in regulation DGD-R. following individuals and for the following limits:

1. Board of Education Directors - one card per director with a per card limit of \$5,000
2. Superintendent - one card with a per card limit of \$5,000
3. Assistant Superintendent – one card with a per card limit of \$5,000 Director of Strategic Growth Planning and Construction – one card with a per card limit of \$5,000
4. Director of Special Services – one card with a per card limit of \$5,000
5. Executive Director of Human Resources – two cards with a per card limit of \$5,000
6. Director of Secondary Education – one card with a per card limit of \$5,000
7. Director of Elementary Education – one card with a per card limit of \$5,000
8. Director Curriculum, Instruction and Assessment – one card with a per card limit of \$5,000
9. Chief Financial Officer – one card with a per card limit of \$5,000
10. Chief Information Officer – one card with a per card limit of \$5,000

Each individual receiving said cards will sign a statement acknowledging that the card may be used solely for district authorized purchases. Any unauthorized use by an employee may result in termination or other personnel action as deemed appropriate by the superintendent or the Board.

Annual statements of each credit card use will be provided to the Board in December and available to the public. The Board, upon request, may review copies of monthly statements.

The district shall have unlimited authority to revoke use of any credit card if use becomes other than that for which it was originally intended.

Adopted: August 19, 1993.

Revised: November 4, 1999.

Revised: January 11, 2001.

Revised: July 27, 2001.

Revised: August 14, 2003.

Revised: July 8, 2004.

Revised: April 7, 2005.

Revised: August 11, 2005.

Revised: September 7, 2006.

Revised: November 8, 2007

Revised: _____.

CROSS REFS.: BID/BIE, Board Member Compensation and
Expenses/ Insurance/Liability
DKC, Expense Authorization/Reimbursement



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: July 10, 2008

PRESENTED BY: Grant E. Schmidt, Superintendent & Board of Education

TITLE OF AGENDA ITEM: Superintendent's Performance Measures

ACTION/INFORMATION/DISCUSSION: Action

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

This is a continuation of the discussion on the Superintendent's performance measures. The Board and Superintendent will agree upon a set of performance measures for the 2008-09 school year by the July 10, 2008 Board meeting. The draft goals are attached for final review.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pro:

Con:

COST OR COST ESTIMATION:

NA

MOTION REQUESTED:

I move to accept the attached goals as the 2008-2009 Superintendent's performance measures.

APPROVED BY: Grant E. Schmidt, Superintendent

DATE: June 26, 2008

Superintendent Performance Measures, 2008-2009

<p>1. Increase communication and interaction opportunities with the entire school district community. (i.e., broadcast video, community meetings, staff meetings with the Superintendent, print media, Superintendent’s Teacher Advisory Council, Superintendent’s Student Advisory Council)</p>	
<ul style="list-style-type: none"> The Superintendent will implement communication and interaction opportunities with the entire school district community on a monthly basis through different media formats. 	
<p>The following media forms will be implemented during the 2008-09 school year:</p>	
<ul style="list-style-type: none"> Monthly broadcast of Superintendent & Board update show to be aired on the public channel access. 	<p>Utilize the broadcast studio and students to record this twice-monthly event.</p> <p>The recording will be aired on the public television channel.</p>
<ul style="list-style-type: none"> Monthly broadcast of Superintendent’s update to district staff, to be distributed via email. 	<p>Utilize the broadcast studio and students to record this monthly event.</p> <p>The recording will be sent to all staff via district email.</p>
<ul style="list-style-type: none"> Broadcast shows to include: Adult English language development, welcome to kindergarten, welcome to 7th grade, welcome to high school, welcome to Patriot Learning Center. 	<p>Each of these events will be developed and recorded at least one time during the school year.</p> <p>The recordings will be aired on the public television channel.</p>
<ul style="list-style-type: none"> Twice each year the Superintendent will host a community meeting at each of the regular education sites within the district. 	<p>These events will be placed on a master schedule by August 4, 2008.</p> <p>A survey will be provided to each audience member to evaluate the effectiveness.</p>
<ul style="list-style-type: none"> Twice each year the Superintendent will meet with each building’s staff as part of a staff meeting. 	<p>These events will be placed on a master schedule by August 4, 2008.</p> <p>A survey will be provided to each audience member to evaluate the effectiveness.</p>
<ul style="list-style-type: none"> The Falcon Quarterly will be produced once per month. 	<p>The monthly publication will begin at the end of July, 2008.</p>

	Each issue will be placed on the internet, sent via email, and (by request) mailed.
<ul style="list-style-type: none"> The Superintendent will form a Teacher Advisory Council to meet once per trimester (3 times). 	<p>The council schedule will be developed by August 4, 2008.</p> <p>The members will be surveyed after the final meeting to evaluate the effectiveness.</p>
<ul style="list-style-type: none"> The Superintendent will form a Student Advisory Council to meet once per trimester (3 times). 	<p>The council schedule will be developed by August 4, 2008.</p> <p>The members will be surveyed after the final meeting to evaluate the effectiveness.</p>
2. Implement a district branding and marketing plan.	
<ul style="list-style-type: none"> The Superintendent will contract with a marketing consultant to meet with the Executive Cabinet periodically throughout the 2008-09 school year. 	<p>The first meeting with the marketing consultant will be July 15, 2008.</p> <p>Additional meetings will be scheduled after the July 15, 2008 meeting.</p>
<ul style="list-style-type: none"> A marketing and branding plan will be developed and implemented. 	<p>The marketing and branding plan will begin implementation in October, 2008.</p> <p>The plan will be evaluated in May, 2009</p>
3. Prioritize, with the Executive Cabinet, the results from the Phi Delta Kappa district curriculum audit in order to determine a set number of items to positively effect during the 2008-09 school year.	
<ul style="list-style-type: none"> Based on the results of the Phi Delta Kappa curriculum audit the Executive Cabinet and Superintendent will prioritize the needs in determining a set number of items to positively effect during the 2008-09 school year. 	<p>Within two weeks of receiving the audit results, an Executive Cabinet meeting will be held to prioritize the needs as a first draft. Within two weeks each department will prioritize the results. The next week the Executive Cabinet will finalize the priorities.</p> <p>Each priority item will be addressed by Jun 1, 2009.</p>
<ul style="list-style-type: none"> The results and the prioritized items will be shared with district leadership and the Board of Education within six weeks of receiving the results from Phi Delta Kappa. 	<p>With the process followed after receiving the results, the Board will be given the information regarding the final prioritized items.</p>
4. Advise/guide the Learning Services division on ways to accelerate the trend of student	

achievement at all grade levels for all student subgroups as measured by district assessments, CSAP, AP exams, and ACT.	
ACT average score for juniors will increase by 0.1 points in Composite, English, Math and Science.	
The SAT average score for juniors will increase by 10 points for Composite and 5 points for each Verbal and Math.	
The graduation rates of all subgroups of students will increase by a minimum of 2.5%.	
The average CSAP scale score for each grade level and each sub-content area will increase by 5%	
5. Working with the District Accountability Committee (DAC) identify a baseline for a parent satisfaction survey, student (grades 6-12) satisfaction survey and a staff satisfaction survey in order to measure annual growth for each group.	
<ul style="list-style-type: none"> The Superintendent will work cooperatively with the District Accountability Council in developing a parent satisfaction survey to be administered in March of each school year. 	<p>A parent satisfaction survey will be jointly developed by December, 2008.</p> <p>The survey will be administered and results compiled by May 15, 2009.</p>
<ul style="list-style-type: none"> The Superintendent will work cooperatively with the District Accountability Council in developing a student satisfaction survey (grades 6-12) to be administered in March of each school year. 	<p>A student satisfaction survey will be jointly developed by December, 2008.</p> <p>The survey will be administered and results compiled by May 15, 2009.</p>
<ul style="list-style-type: none"> The Superintendent will utilize a staff survey developed, with research/ literature support, to be administered in March of each school year. 	<p>A staff satisfaction survey will be jointly developed by December, 2008.</p> <p>The survey will be administered and results compiled by May 15, 2009.</p>
6. Supervise and assure the completion of a 5-year facilities master plan for current facilities and a 5-year facilities master plan for future facilities.	
<ul style="list-style-type: none"> The Superintendent will supervise and monitor the development of a 5-year facilities master plan for current facilities. 	<p>The 5-year facilities master plan for current facilities will be near completion, or completed by June 1, 2009.</p>
<ul style="list-style-type: none"> The Superintendent will supervise and monitor the development of a 5-year facilities master plan for future facilities. 	<p>The 5-year facilities master plan for future facilities will be near completion, or completed by June 1, 2009.</p>
<ul style="list-style-type: none"> The progress of the 5-year 	<p>At the final meeting of the Long Range</p>

<p>facilities master plan for future facilities will be shared with the Long Range Planning Committee.</p>	<p>Planning Committee the 5-year facilities master plans will be shared.</p>
<ul style="list-style-type: none"> The progress of the 5-year facilities master plan for current facilities will be shared with the District Accountability Council. 	<p>At the final meeting of the District Accountability Council the 5-year facilities master plans will be shared.</p>
<p>7. Develop a Program Based Budget for the 2009-2010 school year.</p>	
<ul style="list-style-type: none"> The Superintendent will coordinate a Program Based Budgeting training of all budget managers, including the Board of Education, by September, 2009. 	<p>The training will be scheduled and held by September 30, 2008.</p>
<ul style="list-style-type: none"> The Superintendent and Executive Cabinet will begin implementing the Program Based Budgeting approach as the 2009-10 budget is prepared. 	<p>The program based budgeting process will begin with the Executive Cabinet by November 1, 2008.</p>
<ul style="list-style-type: none"> The 2009-10 district budget in Program Based Budgeting format will be presented to the Board of Education. 	<p>The program based budget for 2009-10 will be presented to the Board by June 25, 2009.</p>

Informational Items

Discussion Items



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: July 10, 2008

PRESENTED BY: Paul E. McCarty, Chief Operations Officer

TITLE OF AGENDA ITEM: Revision to Board of Education Policy JIH – Student Interrogations, Searches, and Arrests

ACTION/INFORMATION/DISCUSSION: Discussion

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

This revision is needed to make sure that all current legal interpretations to actions involving student searches, investigations, interrogations, and arrests are reflected in our current policy.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION

Pro: Clearly sets forth policies and procedures for school personnel to observe in situations where they might be unclear on what their legal position is as a representative of the district. This revision updates current language to reflect legal interpretations.

Con:

COST OR COST ESTIMATION:

N/A

MOTION REQUESTED:

None at this time.

APPROVED BY: Paul E. McCarty, Chief Operations Officer

DATE: July 1, 2008

Student Interrogations, Searches, and Arrests

The Board of Education seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Interviews by school administrators

When a violation of board policy or school rules occurs, the principal or designee may question potential student victims and witnesses without prior consent of the student's parent/guardian, following due process protocol. If a school official is investigating a report of child abuse regarding the student and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

Interrogations by school administrators

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

~~Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist,~~ **School personnel may search a student and/or the student's personal property while on school premises or during a school activity under the circumstances outlined in accordance with in this policy, **State and Federal law** and may seize any illegal, unauthorized, or contraband materials.**

~~Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.~~

Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action.

An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results, and the names of any witnesses **to the search**. ~~If the search produces evidence to be used as the basis for disciplinary action, the report shall be filed in the student's cumulative folder.~~

Definitions

- ~~1. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion is based on facts provided by a reliable informant or personal observation which case the school official to believe, based on personal experience, that search of a particular person, place or thing would lead to the discovery of evidence of a violation of Board policy or state or federal laws. Reasonable suspicion requires more than a mere hunch.~~
- ~~2. "Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.~~

Search of school property

School lockers, desks, and other storage areas are school property and remain at all times under the control of the school. ~~School property provided for the use of students is subject to inspection, clean-outs, access for maintenance, and search pursuant to this policy.~~ **All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice.**

Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, **as well as for any loss or damage relating to the contents of such desks and lockers.**

~~The principal or designee may search a desk, locker, or any other storage area and its contents when there are reasonable grounds for a search. Whenever possible, another person shall be available to witness the search.~~

Search of the student's person or personal effects

The principal or designee may search the person of a student **or a student's personal effects such as, but not limited to, a purse, backpack, book bag, electronic device or briefcase on school property or at school sponsored events or activities** if the school official has reasonable grounds to believe **suspect** that the student is in possession of contraband **search will uncover:**

- a. Evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws.
- b. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as, **but not limited to**, a purse or **backpack, book bag, electronic device** or briefcase, and or a "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

Searches of the person shall be conducted out of the presence of other students and as privately as possible **by a person of the same sex as the student being searched**. At least one ~~but not more than three additional~~ persons of the same sex as the student being searched shall witness but not participate in the search.

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which **may** require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. ~~No strip search shall be carried out by any school employee.~~ **School personnel shall not participate in such searches.**

Law enforcement officers' involvement

Search and seizure

The principal or designee may request ~~that~~ a search on school premises be conducted by a law enforcement officer. ~~When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.~~

When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search ~~unless under the direct order of the law enforcement officer.~~ **It is expected that searches by law enforcement will be conducted in accordance with the requirements of applicable law.**

Interrogations and interviews

~~If law enforcement personnel seek permission from school authorities to search a student, the student's personal property, or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted, unless:~~

- ~~1. There is uncoerced consent by the student.~~
- ~~2. There are probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.~~
- ~~3. The search is incident to an arrest and is limited to the person and immediate surroundings.~~

When law enforcement officials request permission to question students when students are in school or participating in school activities, the principal or designee shall be present. ~~If the student is under 18, the student's parent/guardian also shall be present, unless the juvenile is emancipated as that term is defined in state law.~~ **ascertain that the law enforcement officer has proper identification. Except when law enforcement officers have a warrant or other court order, or when emergency or other exigent circumstances exist, such interrogations and interviews are discouraged during student's class time.**

It is the responsibility of the law enforcement officer interviewing student witnesses or interrogating student suspects to assure compliance with all applicable procedural safeguards. Upon request by law enforcement to interview a student or interrogate a student suspect, school officials shall make an effort to notify the student's parent/guardian, except in cases involving investigation of reported child abuse of a student where the suspected perpetrator is a member of the student's family. However, whether or not to postpone the interview or interrogation until the parent arrives is the law enforcement officer's decision.

~~Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.~~

Custody and/or arrest

~~When custody and/or arrest by the police is involved, the principal shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures, including but not limited to obtaining proper arrest warrants where required.~~

Students will be released to law enforcement officers if the student has been placed under arrest or if the student's parent/guardian and the student consent to such release. When a student is removed from school by law enforcement officers for any reason, school officials will make reasonable efforts to notify the student's parent/guardian.

It is expected that all procedural safeguards prescribed by law are followed by law enforcement officers conducting student arrests. However, district staff is not responsible for an officer's legal compliance when arresting a student.

Seizure of items

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or Board policy or school rules or which by its presence presents an immediate danger of physical harm may be:

1. Seized and offered as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized. Such material shall be kept in a secure place by the principal until it is presented at the hearing.
2. Returned to the student or the parent/guardian.
3. Turned over to any law enforcement officer in accordance with this policy.

Appeals

Within 10 school days after a search, the student may appeal the search decision to the superintendent, who shall investigate the reason(s) and circumstances of the search. The superintendent shall issue written findings within five school days after receiving the appeal. The superintendent's decision shall constitute the final district determination.

Adopted: November 3, 1977.

Revised: January 23, 1986.

Revised to conform with practice: date of manual revision.

Revised: May 19, 1994.

Revised: September 2, 1999.

Reviewed: August 10, 2000.

Revised:

LEGAL REF.: C.R.S. 19-2-511 *et seq.*

C.R.S. 22-32-109.1 (2)(a)(VIII) (*policy required as part of safe schools plan*)

CROSS REFS.: JIHB, Parking Lot Searches

JK, Student Discipline, and subcodes



BOARD OF EDUCATION AGENDA ITEM

BOARD MEETING OF: July 10, 2008

PRESENTED BY: Falcon School District 49 Board of Education

TITLE OF AGENDA ITEM: Interview Prospective Board of Education Director

ACTION/INFORMATION/DISCUSSION: Discussion

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

- Due to the resignation of Amy McClellan; it is necessary that a new Director be appointed to the Falcon School District 49 Board of Education.

PROS/CONS AND ALTERNATIVE COURSES OF ACTION: NA

COST OR COST ESTIMATION: NA

MOTION REQUESTED:

None at this time.

APPROVED BY: Anna Bartha, Board of Education President **DATE:** June 26, 2008

Open Forum

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. –Personnel Issue

Adjournment



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Mission Statement

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

AGENDA
REGULAR BOARD OF EDUCATION MEETING
July 10, 2008
6:30 P.M.
Central Administration – Board Room

- 1.00 Call to Order and Roll Call**
- 2.00 Welcome and Pledge of Allegiance**
- 3.00 Approval of Agenda**
- 4.00 Consent Agenda**
 - 4.01 Approval of June Monthly Financial Update
 - 4.02 Approval of Matters Relating to Administrative Personnel
 - 4.03 Approval of Matters Relating to Licensed Personnel
 - 4.04 Approval of Matters Relating to Educational Support Personnel
 - 4.05 Approval of Matters Relating to Schedule B Personnel
 - 4.06 Approval of Minutes for June 25, 2008 Special Board of Education Meeting
- 5.00 Board/Superintendent Update**
- 6.00 Open Forum**
- 7:00 Action Items**
 - 7.01 Revision of Board of Education Policy JB- Equal Education Opportunities
 - 7.02 Revision of Board of Education Policy JQ – Student Fees, Fines, and Charges
 - 7.03 Revision of Board of Education Policy DGD – Credit Cards
 - 7.04 Superintendent Performance Measures
- 8:00 Information Items**
- 9.00 Discussion Items**
 - 9.01 Review for Revision of Board of Education JIH - Student Interrogations, Searches, and Arrests.
 - 9.02 Interview Prospective Board of Director Candidates
- 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. –Personnel Issue

12.00 Adjournment

DATE OF POSTING: July 3, 2008

Loretta Branham, BOE Administrative Assistant