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Mission Statement

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

**MINUTES**  
**REGULAR BOARD OF EDUCATION MEETING**  
**April 11, 2013**  
**Central Administration Office – Board Room**

- 1.00** President Harold called the Meeting to order at 6:33 p.m.  
Roll Call was taken with the following members present: Mr. Henry Allen Jr., Mrs. Tammy Harold, Mr. Chuck Irons, Mrs. Marie LaVere-Wright and Mr. Chris Wright.
- 2.00 Welcome and Pledge of Allegiance**  
President Harold welcomed those in attendance and invited them to join the Board in the Pledge of Allegiance.
- 3.00 Approval of Agenda**  
President Harold requested a motion to approve the agenda.  
  
Director LaVere-Wright moved to approve the agenda. Director Irons seconded the motion.  
  
President Harold asked if there was any discussion, hearing none she called for a vote.  
Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.
- 4.00 Consent Agenda**  
4.01 Approval of March Monthly Financial Update  
4.02 Approval of Matters Relating to Administrative Personnel  
**APPOINTMENTS:**  
Hamilton, Ronald Hired as the Principal at Sand Creek High School effective July 1, 2013. He has been set at a Admin/Step 3. This is a replacement position.  
Landon, Jennifer Hired as the Assistant Principal at Woodmen Hills Elementary School effective July 1, 2013. She has been set at a Admin/Step 2. This is a replacement position.  
**APPROVAL FOR CONTINUATION FOR 2013-2014:**  
Fowler, Frank Approved to continue in his existing position as Principal for Stetson Elementary School for the 2013-2014 school year.
- 4.03 Approval of Matters Relating to Licensed Personnel  
**APPOINTMENTS:**  
Adamson, Rhonda Hired as an Early Childhood Special Education Teacher at Springs Ranch Elementary School effective July 29, 2013. She has been set at a MA+24/11. This is a replacement position.

Allen, Michael Hired as a Physical Education Teacher at Vista Ridge High School effective July 29, 2013. He has been set at a BA/2. This is a replacement position.

Austin, Jordan Hired as a 3<sup>rd</sup> Grade Teacher at Meridian Ranch International Elementary School effective July 29, 2013. She has been set at a MA+24/11. This is a replacement position.

Aubain, Jennifer Hired as an Online SPED Instructor at Falcon Virtual Academy effective July 29, 2013. She has been set at a MA/11. This is a replacement position. This position will also paid a Zone budgeted and approved stipend of \$1,200.00 to account for the 15 extra days that teachers at Falcon Virtual Academy will work in the 2013-2014 school year.

Broderick, Laura Hired as an English Teacher at Falcon High School effective July 29, 2013. She has been set at a BA/2. This is a replacement position.

Calhoun, Jamie Hired as a 3<sup>rd</sup> Grade Teacher at Meridian Ranch International Elementary School effective July 29, 2013. She has been set at a BA/2. This is a replacement position.

Cullin, George Hired as an English Teacher at Vista Ridge High School effective July 29, 2013. He has been set at a MA/11. This is a replacement position.

Ehrensaft, Alison Hired as an English Teacher at Sand Creek High School effective July 29, 2013. She has been set at a BA/1. This is a replacement position.

Garner, Charity Hired as a 3<sup>rd</sup> Grade Teacher at Woodmen Hills Elementary School effective July 29, 2013. She has been set at a BA/8. This is a replacement position.

Kafeyan, Denise Hired as an Early Childhood Special Education Teacher at Stetson Elementary School effective July 29, 2013. She has been set at a BA+24/2. This is a replacement position.

Kautz, Meagan Hired as a Kindergarten Teacher at Meridian Ranch International Elementary School effective July 29, 2013. She has been set at a MA/2. This is a replacement position.

Lane, Audra Hired as a Dean of Students at Sand Creek High School effective July 1, 2013. She has been set at a MA/5 based on a work schedule of 210 days. This is a replacement position.

Lane, Jennifer Hired as a 2<sup>nd</sup> Grade Teacher at Ridgeview Elementary School effective July 29, 2013. She has been set at a MA/11. This is a replacement position.

McCulloch, Marissa Hired as SPED Severe Needs Teacher at Woodmen Hills effective July 29, 2013. She has been set at a MA/3. This is a replacement position.

Miller, Lauren Hired as a Family and Consumer Science Teacher at Vista Ridge High School effective July 29, 2013. She has been set at a BA/1. This is a replacement position.

Mullin, Karen Hired as a Science Teacher at Falcon High School effective July 29, 2013. She has been set at a BA+12/2. This is a replacement position.

Osborne, Patricia Hired as a SPED SLD Teacher at Horizon Middle School effective July 29, 2013. She has been set at a MA+12/6. This is a replacement position.

Patterson, Julie Hired as a SPED SIED Teacher at Horizon Middle School effective July 29, 2013. She has been set at a MA+60/10. This is a replacement position.

Phillips, Michelle Hired as an INR .5 SPED SLD Teacher at Springs Ranch Elementary School effective April 8, 2013. She has been set at a MA+60/3 based on a pro-rated work schedule of 38 days. This is a replacement position. This position will auto-terminate on May 30, 2013.

Phipps, Craig Hired as a Music Teacher at Meridian Ranch International Elementary School effective July 29, 2013. He has been set at a BA+36/5. This is a replacement position.

Prewett, Nicole Hired as a Music Teacher at Falcon Middle School effective July 29, 2013. She has been set at a BA/2. This is a replacement position.

Sain, Ginger Transferring to Kindergarten Teacher at Ridgeview effective July 29, 2013. This is a replacement position.

Sutton, Amy Hired as a 2<sup>nd</sup> Grade Teacher at Falcon Elementary School effective July 29, 2013. She has been set at a MA/5. This is a replacement position.

**RESIGNATIONS:**

Freark, Christopher Written notification of his intent to resign from his position as Math Teacher at Horizon Middle School effective May 30, 2013.

Fruhirth, Jessica Written notification of her intent to resign from her position as SPED SLD Teacher at Sand Creek High School effective May 30, 2013.

Ginn, Michelle Written notification of her intent to resign from her position as Math/Science Teacher at Falcon Virtual Academy effective May 30, 2013.

Gilmore, Megan Written notification of her intent to resign from her position as Kindergarten Teacher at Remington Elementary School effective May 30, 2013.

Murphy, Lauren Written notification of her intent to resign from her position as Special Education Teacher at Falcon High School effective May 30, 2013.

Rocchi, Sharon Written notification of her intent to resign from her position as Reading Interventionist at Horizon Middle School effective May 30, 2013.

Whitted, Tammy Written notification of her intent to resign from her position as Kindergarten Teacher at Falcon Elementary School effective March 15, 2013.

4.04 Approval of Matters Relating to Non-Renewal of Probationary Teachers

Gimbrone, Brittany – Special Services School Psychologist

McGhee, Melissa – Odyssey Elementary SOED Severe Needs (NH)

Rogers, Jane – Special Services – Transition Coordinator

Powers-Hedding, Gwen – Stetson Elementary SOED Affective Needs (SIED)

Rueda, Carlos – Vista Ridge High School - Spanish

4.05 Approval of Matters Relating to Educational Support Personnel

**APPOINTMENTS:**

Cook, Kimmatha Existing Position, Building Custodial Technician at Central Office replacing Juergen Finley full time, full year, step 4, 8 hours per day, start date March 25, 2013.

Deegan, David Existing Position, Bus Driver at Transportation full time, school year, step, 6 hours per day, start date March 18, 2013.

Garcia, Danielle Existing Position, Administrative Assistant at Central Office replacing Kathy Day full time, full year, step 12, 8 hours per day, start date March 25, 2013.

Mayer, Renee Existing Position part time, Special Education Teacher Assistant at Springs Ranch Elementary School replacing Eva Rich and New Position part time that was approved by the Zone Leader, the Chief Business Officer, and Chief Educational Officer combined into full time, school year, step 1, 7 hours per day, start date February 25, 2013.

Muresan, Corneliu Existing Position, Building Custodial Technician at Falcon Zone replacing Scott Sanders full time, full year, step 5, 8 hours per day, start date April 4, 2013.

Ralph, Tiffany Existing Position, Lunch Monitor at Falcon Elementary School replacing Marcia Stangle part time, school year, step 1, 2.5 hours per day, start date April 8, 2013.

Rauch, Samantha Existing Position, Lunch Monitor at Stetson Elementary School replacing Valerie Dunford part time, school year, step 1, 2.5 hours per day, start date March 14, 2013.

Robison, Deanna Existing Position, ELL Teacher Assistant at Springs Ranch Elementary School replacing Stacy Collas part time, school year, step 1, 3.5 hours per day, start date April 8, 2013.

**SUBSTITUTE:**

Emerson, Rachel Substitute, wage range \$7.94 - \$15.30 per hour depending on substitute placement.

Howell, Nicole Substitute, wage range \$7.94 - \$15.30 per hour depending on substitute placement.

Ramirez, Monica Substitute, wage range \$7.94 - \$15.30 per hour depending on substitute placement.

Ramirez, Trino Substitute, wage range \$7.94 - \$15.30 per hour depending on substitute placement.

**TRANSFERS:**

Collas, Stacy Transfer from her full time position as ELL Teacher Assistant at Springs Ranch Elementary School to remain in a part time ELL Teacher Assistant at Springs Ranch Elementary School effective April 8, 2013.

**RESIGNATIONS:**

Bottoms, Linda Resignation from her position as a support substitute, effective March 12, 2013.

Offutt, Janet Resignation from her position as a support substitute, effective March 10, 2013.

Redford, Roberta Resignation from her position as a support substitute, effective March 20, 2013.

Stangle, Marcia Resignation from her position as Lunch Monitor at Falcon Elementary School, effective March 22, 2013.

**TERMINATIONS:**

Beardsley, Robert Termination from his position as a support substitute, effective March 15, 2013.

Goyne, Amy Termination from her position as a support substitute, effective March 15, 2013.

Kerbs, Tabitha Termination from her position as a support substitute, effective March 15, 2013.

Mohr, Jozlyn Termination from her position as Crossing Guard at Ridgeview Elementary School, effective March 21, 2013.

Wolfe, Diania Termination from her position as a support substitute, effective March 15, 2013.

4.06 Approval of March 14, 2013 Regular BOE Meeting Minutes

President Harold requested a motion to approve the consent agenda.

Director LaVere-Wright moved to approve the consent agenda. Director Irons seconded the motion.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.

**5.00 Board Update**

President Harold - IJNDAB & IJNDAB-R Instruction Through Online Learning Policy and Regulation Revision, Extended School Year (ESY) calendar for 2012-2013, and the Transportation Proposal for 2013-14 with a family cap of 2 students per household of record are action items on the agenda for tonight's meeting.

The POWER Zone revised innovation plan will be coming back to the board for discussion at the April 24 work session; The administration has asked that the plan be considered as a whole, the curriculum portion of the plan was approved to move forward as an action item, additional work was requested by the board on the evaluation and growth portion of the plan.

At the request of Paul Andersen, Personnel Director, Board of Education Policy GBEA – Staff Ethics/Conflict of Interest Revision is on the agenda as a discussion item.

Sand Creek Innovation Zone 2012-13 Calendar Modification was an information item only. Revisions to the calendar are:

April 26 Students in session, May 3 Assessment and Professional Development Day (All Levels) no students.

The Falcon Foundation Dinner is May 19<sup>th</sup>, there is still time to sign up to attend.

Brett Ridgway - Students from Ridgeview Elementary will represent their school and our district by showcasing their creativity at the Cottonwood Center for the Arts this Friday, April 12. They will be participants in a new show titled Vision and Verse running tomorrow from 5-8pm. The students'

work, including original poetry and art, will be judged and submissions may be displayed throughout the year.

Sand Creek High School invites community members, parents, students and staff, to its third community engagement conference this Saturday from 9-11am. Participants will share the successes and progress made since the last conference in December, and will collaborate to set goals for the coming school year.

Falcon Middle School recently won a \$3,000 grant from the Colorado Division of Wildlife. The National Fly Fishing in Schools Program will equip special needs students at FMS with fly fishing gear and instruction.

Falcon Virtual Academy teacher Rochelle Kohlhouse was recognized by the Colorado Department of Education for demonstrating outstanding service and dedication to online students in Colorado. She was one of only two online educators in the state to receive this honor. Under Rochelle's leadership, the FVA science program has shown tremendous growth and achievement. She'll be recognized at the state board meeting in May.

## **6.00 Open Forum**

Yarima Avula, student at Falcon Virtual Academy, loves the virtual academy, failure is not an option. She appreciates the contact and the interest that the staff has in her. She will graduate this spring.

Sharon Ballinger, parent of student in the district, requested that specific things be listed in the student code of conduct. What students are to do upon being attached without being suspended. She would like to see the rules the same in school as they are out of school. Students should be able to respond and should be able to do self-defense. The current status is a danger to our students. They have been told to wait for teachers to come and that is not always possible right away. She is requesting this change from personal experience and would be willing to help format this policy revision.

President Harold asked that Don Begier meet with her along with Dave Watson, Brad Miller.

## **7.00 Action Items**

- 7.01 Food Service for Banning Lewis Ranch Academy, Indigo Ranch Classical Academy, Pikes Peak School of Expeditionary Learning, Rocky Mountain Classical Academy  
Monica Deines-Henderson, Director Nutrition Service presenting  
Agreement to provide meals for the 2013-2014 school year between Falcon School District Nutrition Services Department and Banning Lewis Ranch Academy, Indigo Ranch Classical Academy, Pikes Peak School of Expeditionary Learning, Rocky Mountain Classical Academy.  
Providing nutritious meals will enhance student's wellbeing for academic success.

President Harold requested a motion to approve action item 7.01

Director LaVere-Wright moved to approve the contract for the 2013-2014 school year between Falcon School District Nutrition Services Department and Banning Lewis Ranch Academy, Indigo Ranch Classical Academy, Pikes Peak School of Expeditionary Learning, and Rocky Mountain Classical Academy. Director Irons seconded the motion.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.

- 7.02 Transportation Fees for Service Fiscal Year 2013-2014

Richard Hammond, Director of Transportation and Jack Bay, Chief Operations Officer presenting.

Falcon School District 49 implemented a fee for service (FFS) program at the start of fiscal year 2011-2012. During this 2012 fiscal year \$207,874 in revenues was generated from the fee for service program. Between the first and second year of FFS, significant changes were made to the fee structure. In the 2012-2013 fiscal year, the (FFS) program is projected to generate revenues of \$254,500.

The transportation budget for the 2012-2013 fiscal year reflects revenue of \$1,547,168 and expenditures of \$3,194,642 for a new shortfall of \$1,647,473. In the fiscal year 2011-2012 actual revenues were \$1,462,439 and expenditures of \$3,216,296 leaving an operating shortfall of \$1,753,856. In the 2013 fiscal year, actual net expenditures in excess of revenues are projected to at \$1,026,672.

Since the transportation fund is not self-supporting, the fee for service program is essential to meeting a portion of the transportation financial need. The general fund subsidizes the remaining budget shortfall in the transportation fund annually in order to offset the costs of transporting special education students and free/reduced lunch students.

Given the current state of the State's fiscal budget as well as its impact on school finance, it is our recommendation that the fee for service program be extended for the 2013-2014 school year with a minor adjustment of capping fees per family at two students per household of record. The transportation department is not a self-supporting fund and requires general fund support. The fee for service program provides additional needed financial support and reduces the overall general fund subsidy.

A comprehensive report was provided to the Board of Education on the March 27, 2013 board meeting. This report will be updated for additional relevant information and will be provided prior to the April 11, 2013 board meeting

President Harold requested a motion to approve action item 7.02

Director LaVere-Wright moved to approve the continuation of the current 2012-2013 transportation fees structure for the 2013-2014 fiscal year with the exception of limiting the number of students that will be charged a transportation fee to two students per household of record. Director Irons seconded the motion.

This item was a discussion item at the March BOE work session.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.

7.03 Adoption of Board of Education Policy IJNDB and Regulation IJNDB-R School Website Publishing

Stephanie Wurtz, Public Information Officer presenting.

Districts and schools interact with the community and communicate with students and parents to improve learning in a variety of ways

School and district websites provide current and complete information to the community at large and give the community a means to communicate with faculty and staff

The communications department maintains the district's website and assists schools/departments in managing their own sites as deemed appropriate.

There is currently no policy in place to offer guidelines or strategies for managing websites appropriately

The proposed policy and regulation provide purpose and use recommendations for leveraging district and school websites, while facilitating brand engagement and reputation management. A change has been made from the original proposed document, to include language clarifying that students with denied media consent forms will not be included in published photos.

The communications department strives to work proactively to connect with community members and share accurate and impactful information with stakeholders, thus a website policy will govern official contributions and engagement via this online information source.

President Harold requested a motion to approve action item 7.03.

Director LaVere-Wright moved to approve the Adoption of Board of Education Policy IJNDB and Regulation IJNDB-R School Website Publishing. Director Irons seconded the motion.

This item was a discussion item at the March BOE work session.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.

7.04 Revision of Board of Education Policy IJNDAB and Regulation IJNDAB-R Instruction Through Online Learning

Kim McClelland, iConnect Innovation Leader presenting.

There is a need to change the Instruction Through Online Learning policy and regulation with the new demands of online learning and blended learning in the district. These have been reviewed by the acting Chief Education Officer, Chief Business Officer and Innovation Leaders along with schools and principals this may affect.

President Harold requested a motion to approve action item 7.04

Director LaVere-Wright moved to approve the revisions to Board of Education policy and regulation IJNDAB and IJNDAB-R Instruction Through Online Learning as recommended by the administration. Director Irons seconded the motion.

This item was a discussion item at the March BOE work session.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.

7.05 Extended School Year (ESY) Calendar for 2012-2013

Steve Axford, Director of Special Services presenting.

Extended School Year (ESY) is a federally (Individuals with Disabilities Education Act; IDEA) and state (Exceptional Children's Educational Act; ECEA) mandated program for which students with special needs may qualify as determined through the development of the Individualized Education Program (IEP). The ESY program specifically addresses issues related to regression for students with educational disabilities who qualify for Special Education services and who experience difficulty recouping academic and/or behavioral skills following extended breaks. The following ESY schedule is proposed for the 2012-2013 Summer Break:

- Remington Elementary will be the site for Preschool-Grade 5 ESY programs. The bell schedule for these programs will be 8:30 AM to 11:30 AM.
- Sand Creek High School will be the site for all Secondary (Middle and High School) ESY programs. The bell schedule will be 7:50 AM to 10:50 AM.

- All ESY programs will be a total of four weeks in length, with an interim break during the week of July 1, in observance of Independence Day. Thus, the ESY sessions will run from June 17 through June 27, and from July 8 through July 18.
- ESY classes will be held Mondays through Thursdays, with Fridays off.
- A “Meet and Greet Breakfast” will be held on the first day (June 17) in the cafeteria.
- In addition to classroom instruction, ESY this year will feature guest speakers conducting special presentations involving the U.S. Forest Service, the Cheyenne Mountain Zoo, “Miller’s Critters,” and “The Butterfly Lady.”

The ESY program supports students with significant developmental and/or behavioral needs, requiring extended educational programming during school breaks to maintain or recover skills. Students qualify for these services as mandated under the IDEA and the ECEA.

In compliance with ECEA and IDEA rules and regulations, progress monitoring data are collected throughout the school year, addressing regression and recoupment, to determine eligibility for ESY services. Similar data will be collected during the ESY sessions to determine program effectiveness.

President Harold requested a motion to approve action item 7.05.

Director LaVere-Wright moved to approve the Extended School Year (ESY) calendar for 2012-2013 as recommended by the administration. Director Irons seconded the motion.”

This is the summer school calendar for special needs students and was a discussion item at the March BOE work session.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.

#### 7.06 National Teacher Appreciation Week May 6-10, 2013

The success of any community depends on the quality of its educational system. We are fortunate to live in a community that believes that the preparation for the next generation of leaders is the responsibility of the entire community.

Falcon School District 49 is grateful for the support of our community members and wants them to know that we believe we have the finest teaching professionals educating our children.

May 6-10, 2013 is National Teacher Appreciation Week and we encourage community members and parents to let our teachers know how much we appreciate their commitment to ensuring the success of every student. Please take the time to say thank you. Send a card, make a phone call, or send an email.

Recognition of the importance of the work of educating the community’s children is to the district.

Teaching is the most worthy of professions because teachers really do create the future and make it a reality for our students.

President Harold requested a motion to approve action item 7.06

Director LaVere-Wright moved to approve the Resolution for National Teacher Appreciation Week as follows:

WHEREAS, the Falcon School District 49 Teachers are an essential part of this District’s education system; and



WHEREAS, teachers are dedicated to providing a quality education for the students of Falcon School District 49; and

WHEREAS, it is appropriate for Falcon School District 49 to recognize the role teachers hold in our education system and to salute them for the valuable service they provide to our students and to our community;

NOW THEREFORE, WE THE FALCON SCHOOL DISTRICT 49 BOARD OF EDUCATION PROCLAIM MAY 6<sup>th</sup> – 10<sup>th</sup>, 2013 TEACHER APPRECIATION WEEK. Director Irons seconded the motion.

President Harold commended the schools and PTA groups in the district for the recognition that they give to the staff each year.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.

#### 7.07 Time and Attendance System

Kjersti McKee, Procurement & Purchasing Manager presenting.

The current Time and Attendance system, provided by TimeCentre, is:

- Extremely unreliable with a majority of the clocks nonfunctional and of poor quality.
- Inefficient.
- Unsupported by the Vendor.
- Out of warranty.
- Unable to meet the District's time tracking requirements.
- Outdated technology.

A new system is required that is capable of:

- Supporting at least 100 Transportation and 500 Non-Transportation users.
- Increasing efficiency across all departments for time keeping and reporting.
- Reducing or eliminating the need for hard copy paper trails.
- Providing 30 reliable and fully warrantied time clocks throughout the School District.
- Providing high level of customer service (24/7/365) throughout the use of the system.
- Being highly configurable (software and hardware) to our many different types of users, reviewers and requirements.
- Providing a long term solution that is adaptable and expandable based on the School District's needs and requirements.
- Keeping up with changes and improvements with software and hardware technologies.
- Complying with all labor requirements.
- Interfacing with other computer software systems.
- Being fully implemented by July 1, 2013.

A committee, comprised of: Kjersti McKee, Purchasing Manager; Wendy Shiverdecker, Purchasing Specialist; Debbie Knoerr, Payroll Manager; Richard (Gene) Hammond, Director of Transportation; Lynette Fandrei, Sr. Accountant; and Timo Vega, Colorado Computer Support, computer technician researched and developed the scope of work for a detailed Request For Proposal (RFP). The RFP was posted on February 28, 2013 and proposals were received on March 26, 2013.

Independent reviews were performed for the four proposals received and two product demonstrations and vendor interviews were performed on April 2, 2013. The Committee had previously received demonstrations from the other two vendors that submitted proposals as well as one other vendor that did not submit a proposal.

The RFP required Vendors to submit and be evaluated on the following:

| <b>Volume I: Qualifications</b>              | <b>Maximum Score</b> |
|--|----------------------|
| Tab 1 – K-12 Reference Questionnaire         | 15                   |
| Tab 2 – Locality and Service Level Agreement | 10                   |
| Tab 3 – Service and Technical Support        | 10                   |
| Tab 4 – Project Approach                     | 15                   |
| Tab 5 – Vendor Questionnaire                 | 10                   |
| Total Possible Points for Volume I           | 60                   |

| <b>Volume II: Proposed Cost</b>      | <b>Maximum Score</b> |
|--------------------------------------|----------------------|
| Tab 1 – Proposed Cost (Pricing Form) | 40                   |
| Total Possible Points for Volume II  | 40                   |

The Committee unanimously agreed on the vendor whose system, is not only the best long term hardware and software solution for the School District but, will also meet the School District’s implementation schedule, provide excellent customer service, flexible payment options and reliable time clocks.

After reviewing the proposals, in depth, and participating in product demonstrations/interviews of the top two candidates, it is our recommendation to approve Andrews Technology as the vendor for the District Wide use and implementation of a NOVAtime Time and Attendance System.

Andrews Technology received a score of 87 and the main highlights of their system that set them apart from the others are:

- Time Clock: Touch screen menu (similar to an iPad)
- Time Clock Screen Configuration: Employees can choose from up to 200 School District defined reasons for exceptions on their time entry at the clock.
- Training: Unlimited throughout contract.
- Software: Highly configurable.
- Full Maintenance and Warranty for 5 Years (resulting in full time clock repair and/or replacement): Priced and available.
- Service Level Agreement credits for outages: Yes.
- School District Transportation: Meets all their wants at the time clock in an efficient manner.
- Technical Support Technician: Assigned a dedicated technician with cell phone as primary contact, in addition to the Support Call Center access.

President Harold requested a motion to approve action item 7.07.

Director LaVere-Wright moved to approve the Time and Attendance contract with Andrews Technology in the amount of \$135,230.00. Director Irons seconded the motion.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.

## 7.08 New Accounts at First Bank

Brett Ridgway, Chief Business Officer presenting.

United Missouri Bank (UMB) recently announced they will be closing their branch located at 5910 Galley Road. UMB handles all of our main transaction processes for Accounts Payable, Purchasing Cards and Payroll remittances. Due to that established relationship, several bank accounts were also opened to handle School Activity funds for schools in the Sand Creek and POWER Zones. While changes to school activity accounting processes have significantly lessened the need for school personnel to personally visit a bank branch, it is nevertheless a possibility that this needs to happen periodically. With the most convenient branch closing, school employees needing to go to a branch personally to handle a school activity account issue would have to travel farther outside the boundaries of the district to handle that.

We suggest mitigating that issue by moving these accounts from UMB to a bank with a branch more conveniently located to the Sand Creek and POWER Zone schools. After reviewing available options, we are suggesting to use 1stBank as a new banking entity for that purpose. They have two branches in the district, one at Constitution and Powers and another at Woodmen Road and Meridian Road.

1stBank is a strong, Colorado-based bank. We believe using them for this need will provide a good balance to our other banking relationships that include a couple of local banks (Farmer's State Bank, Eastern Colorado Bank) and a national Bank (UMB).

Bank accounts for an organization like Falcon School District do not typically have fees charged for services and 1stBank is able to provide these services for no fee. To accomplish this, we are asking to open 11 new accounts at 1stBank that will replace 10 accounts currently held at UMB. The ten accounts closed, and ten of the new accounts requested, represent one for each of the Sand Creek and POWER Zone schools. In addition, we suggest opening a general fund account that will help with Cash Management processes in the Finance Department.

President Harold requested a motion to approve action item 7.08.

Director LaVere-Wright moved to authorize the Chief Business Officer and the Business Office to open eleven new accounts at 1stBank to replicate eleven accounts currently held at UMB bank to serve as individual school activity accounts. In addition, we authorize one additional general fund account be opened at 1stBank to assist with cash management and investment strategies. Director Irons seconded the motion.

Brett Ridgway, CBE stated that the reason for the new accounts is that UMB is closing the branch that is in our district.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.

## 8.00 Informational Items

### 8.01 Update of Falcon Virtual Academy

Dave Knoche, Falcon Virtual Academy Principal presenting

Providing Board of Education with accurate and important information from Falcon Virtual Academy will allow for effective decision making.

Updated information will provide clearer understanding of the Falcon Virtual Academy Blended/Enrichment Model and the positive impact we are having on new student enrollments and the longitudinal effectiveness of our school.

Dave Knoche presented a power point presentation to the board. This facility is working the way they hoped they would when the facility was designed. They are able to use it exactly as it was designed. They have a 89.5 % graduation rate. They have a 88 % completion rate for high school courses. This is a very high rate for online schools. They have less than a 2 percent dropout rate at this point. They have 148 students in the k-8 blended courses and 60 students in high school courses. The blended students come into the building on Tuesdays and Wednesdays. They are growing the high school program. Every student is in a RtI intervention the first day they come and students are pre-assessed prior to enrollment. They do not have center based programs in their building.

They are experimenting with the bring your own device concept this year and it is working for them. They are moving to Google Drive away from software specific devices. The blended courses have a 30% increase in success rates according to Scantron. They are growing by word of mouth; they have meet and greets every Tuesday. They are providing support mechanisms for teachers. They have a 75% increase in documented communications with parents and students. They are regaining instructional time; they are talking 197 day contracts for the teachers at FVA. They have concurrent enrollment with several of the colleges. They are looking at and doing what is best for the students in their school. They have a 27 percent increase in course completion at the high school level due to the changes in progress monitoring.

There are several areas that they are focusing on, middle school science. K-5 writing, math interventions/support 6-12, and Early literacy intervention k-2. They have received a small grant for their early literacy intervention.

This school is based on community feedback in the area of course completion, school environment surveys, town hall meetings, parent surveys and teacher surveys.

Their administrators have presented at the CASB Conference, DALI Conference, K-12 Events, K-12 video case study on their success, district tours of their facilities and design awards for their building.

Rochelle Kolhouse has been recognized by CDE as the 2012-13 Online Teacher of the Year in the State of Colorado.

The board thanked the staff at FVA for the work that they are doing.

## 8.02 Student Study Trips

### **Information Item for Falcon School District 49 Board of Education**

#### **Travel Study Trip request:**

#### **SRES**

Camp Elim 5<sup>th</sup> grade trip

Departing 5/8/13 and Returning 5/10/13

115 students will attend this trip.

Cost per student is \$105 (trip costs include lodging, meals, transportation, tours and team building activities).

The objective of this trip is to teach students to cooperate and team build with peers, write about real world situations, experience outdoor education in science, math, language arts and building life long skills.

Fundraising will not be part of this program.

### **Information Item for Falcon School District 49 Board of Education**

#### **Travel Study Trip request:**

#### **FHS**

HOSA National Conference in Nashville, TN

Departing 6/25/13 and Returning 6/30/13

26 students will attend this trip.  
Cost per student is \$1200 (Trip costs include lodging, transportation and insurance)  
The objective of this trip is to allow students to compete in health science events.  
Fundraising will be part of this program.

8.03 Suspensions and Expulsions

**9.00 Discussion Items**

9.01 Revision to Board of Education Policy GBEA – Staff Ethics/Conflict of Interest and Repeal of Policy GCEBC - Gifts to and Solicitations by Staff  
Paul Andersen, Personnel Director presenting.

This discussion is a follow up to the March 27, 2013 work session, when the Board considered recommendations regarding the employment of relatives of employees in certain departments/positions. Discussion at this meeting will include an updated definition of “immediate family” and the proposed addition of policy language around staff accepting gifts.

If these changes are adopted, the Board policy GBEBBC – Gifts to and Solicitations by Staff will become redundant and its repeal will be recommended.

Proposed changes to Policy GBEA are intended to reduce potential conflicts of interest, real or perceived.

Expected outcome of this discussion item is a set of revisions to Policy GBEA that will result in substantial improvement of this policy, a reduction in the potential for conflict of interest and clarification regarding gifts offered to and accepted by staff.

Paul Anderson – this is the second time this item has been brought to the board for discussion. There were two major revisions suggested by legal counsel. The first is the definition of immediate family, it has been made more specific and the other is a new section on gifts that will replace Policy GBEBBC if approved.

Director LaVere-Wright – the gift part of this policy will definitely need some educating of district staff. We need to look at summer tutoring by teachers. We will need clarification on this. This needs to be very clear and families need to be aware of this also. She does believe that this is a good policy and that the changes do need to be in place.

Paul Andersen - this can be easily remedied by adding some language that will clarify this. What is a token gift is something that can be left to interpretation. His department is working on a process to make sure that employees are made aware of changes to personnel policies. There is a balance of responsibility for both the employee and the employer.

The direction of the board is to move these to an action item at the May BOE meeting.

9.02 2013-2014 Budget Focus  
Brett Ridgway, Chief Business Officer presenting.

Late in the third quarter of each fiscal year, it is appropriate for the District to begin considering budget priorities for the following fiscal year. In recent years, the amount of funding available for K12 education has been in question and has, in fact, seen several reductions on a year-by-year basis. As a result, the State’s quarterly revenue forecast has become a key indicator on what may happen – not only with the current year state revenue forecast (and by extension K12 funding), but also the forecast for the subsequent year. The next forecast will be released March 20 and provides some flavor to Governor Hickenlooper’s original forecast for 2013/14 that was first released in November 2012.

The assumption, at this point, is that funding will increase for the 2013/14 fiscal year. Years beyond that are completely in flux due to proposed changes to the funding of K12 education. A funding increase is a welcome change to the last few years where reductions were common.

Other factors that are defined early, at a high level include projected student count and revenue allocations. FSD Finance typically uses a more conservative assumption of growth in student count than CDE projects in their statewide projection. Reserve allocations, while tied to specific priorities, have the potential to be managed according to priorities and preferences stated by the Board of Education.

With the increased funding proposals we are aware of at this time, the PPR rate would increase by 3%-4%. In addition, the district will show an increase in student count as is normal for Falcon School District. Our current projection of growth in enrollment is 3.7%. The combination of rate and volume increases will provide additional funds to the District that we currently estimate at \$4.3mm. The first caveat on what to do with those funds would be to absorb run rate commitments made in the 2012-13 fiscal year budget that projected to reduce fund balance by \$3.8mm.

The first question to consider, then, is whether to change compensation rates for district staff in the 2013-14 fiscal year. Of the three main salary schedules, the Licensed and Professional/Technical are '2% schedules'. The other main schedule, for classified staff, is a '3% schedule', and so will need to be revised to be consistent with the other two.

Brett Ridgway – lost an important day on Tuesday with the snow day so they were not able to meet with the IL's, they will be meeting this next week and he will bring information to the board at the work session later in April.

They are looking at a 3.7 % growth in students for 2013-14 and there will be an increase from the state on per pupil funding. They are on the cusp of student based budgeting in the zones. The next step is that the IL's will be getting together to talk about special education and the needs in that area.

President Harold asked if there is money being allocated to technology.

Brett Ridgway - yes they are looking at some district funding, the current initiatives are being funded at the zone level. The district does not provide requirements, it is what is most beneficial to students in that zone. This is the same logic that was applied last year.

The funding bill 260 is working though the House at this time. There could be some good things come from this, we are waiting to see the outcome. Senate bill 213 has most of our attention at this time; we are not pleased with how this bill would affect our students. Next week it will be before the House Education Committee and Brett will be in attendance.

The Board thanked Brett for the work he is doing regarding Senate Bill 213 to help our students.

## **10:00 Other Business**

**10.01 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. Chief Business Officer Job Performance and Evaluation.

President Harold requested a motion to go into executive session.

Director LaVere-Wright moved to go into executive session for the purpose of 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. Chief Business Officer Job Performance and Evaluation. Director Irons seconded the motion.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye; Mr. Wright aye. Motion carried.

The board took a break at 7:45 p.m.

The Board went into executive session at 8:06 p.m. with the following people present: President Tammy Harold, Director Chuck Irons, Director Marie LaVere-Wright, Director Wright, Brett Ridgway Chief Business Officer and Paul Andersen Personnel Director.

The Board took a break at 8:45 p.m. and Chris Wright left the executive session at that time. The Board went back into executive session at 9:04 p.m.

President Harold requested a motion to return to regular session.

Director LaVere-Wright moved to return to regular session. Director Irons seconded the motion.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye. Motion carried.

The Board returned to regular session at 10:05 p.m.

#### **11.00 Adjournment**

President Harold requested a motion to adjourn.

Director LaVere-Wright moved to adjourn. Director Irons seconded the motion.

President Harold asked if there was any discussion, hearing none she called for a vote.

Vote: Mr. Allen, aye; Mrs. Harold, aye; Mr. Irons, aye; Mrs. LaVere-Wright, aye. Motion carried.

The meeting was adjourned at 10:07 p.m.

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Tammy Harold, Board President

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Chuck Irons, Board Secretary