



10850 East Woodmen Road • Falcon, CO 80831
Tele: 719-495-3601 • Fax: 719-495-0832 • E-mail: d49@d49.org

Mission Statement

To prepare students, in a safe and caring environment, to be successful, competent and productive citizens in a global society.

REVISED AGENDA
REGULAR BOARD OF EDUCATION MEETING
August 9, 2012
6:30 p.m.
Education Services Center – 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 July 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 for Ascent Program/Central Enrollment Manager Job Description
 - 4.06 Approval for Teacher on Special Assignment, Instructional Technology Job Description
 - 4.07 Approval of Minutes of July 19, 2012 Regular Board of Education Meeting
 - 4.08 Approval of Minutes of July 27, 2012 Special Board of Education Meeting
- 5.00 Board Update**
- 6.00 Open Forum**
- 7:00 Action Items**
 - 7.01 Reauthorization of the Pikes Peak Board of Cooperative Educational Services (PPBOCES) contracts
 - 7.02 Pre-K 21st Century Skills/STEM Coordinator
 - 7.03 Charter Liaison and Charter Oversight Services
- 8:00 Information Items**
 - 8.01 Consolidated Federal Programs Grant Application
- 9.00 Discussion Items**
 - 9.01 Modification to Sand Creek Innovation Zone 2012-13 Calendar
 - 9.02 iPad Authorization Use Agreement Form

9.03 Revision of policy KHC and regulation KHC-R: Distribution/Posting of Non-curricular Materials

10.00 Other Business

10:01 Executive Session - Personnel matters and Investigation 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. Conference with attorney to receive legal advice on specific legal questions as authorized by section 24-6-402(4)(b) of the Colorado Revised Statutes. Specialized details of investigation where disclosure of the matters discussed might reveal information that could be used for the purpose of avoiding prosecution for violations of the law as authorized by section 24-6-402(4)(d) of the Colorado Revised Statutes. Chief Business Officer Job Performance and Operations Department Matters.

11.00 Adjournment

DATE OF POSTING: August 7, 2012

Loretta Branham, BOE Executive Assistant



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**REGULAR
BOARD OF EDUCATION MEETING
August 9, 2012
6:30 p.m.**

**CENTRAL ADMINISTRATION
OFFICE—BOARD ROOM**

Call to Order and
Roll Call
1.00

Welcome and
Pledge of Allegiance
2.00

Approval of Agenda
3.00



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- 6.00** **Open Forum**

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11.00 Adjournment

DATE OF POSTING: August 7, 2012

Loretta Branham, BOE Executive Assistant

Consent Agenda

4.00



BOARD OF EDUCATION AGENDA ITEM 4.01

BOARD MEETING OF: August 9, 2012

PREPARED BY: Brett Ridgway, Chief Business Officer

TITLE OF AGENDA ITEM: July 2012 Monthly Financial Update

ACTION/INFORMATION/DISCUSSION: Consent Agenda – Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

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 first attached spreadsheet: the first column is the list of each fund the District has. The 2012-2013 columns start with the approved budget for the entire year compared to revenues and expenditures through July. Percentages over 100% on a revenue line are good in that we received more revenue than was anticipated. If any of the expenditure lines were higher than the percentage of year concluded, that fund could be an area of possible concern depending upon why it was high.

The 2012-2013 year-end fund balance columns are required by statute. This is showing you the budgeted and anticipated end-of-year fund balance. The 2011-2012 columns are the prior year's total budget and the actual through July 2011. These amounts are provided for comparison to the current year amounts.

RATIONALE: This report is to keep the BOE informed of spending. It is required quarterly by law, however, it is being provided monthly in D49 in keeping with the Board's goal of financial transparency and fiscal responsibility.

RELEVANT DATA AND EXPECTED OUTCOMES:

It is expected that the monitoring of expenditures will result in keeping spending in line with the Board's goals and direction as budgeted.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

- | | |
|--|---|
| <input type="checkbox"/> Student Achievement and Performance | <input type="checkbox"/> Staff Empowerment and Support |
| <input type="checkbox"/> Parent/Community Engagement | <input checked="" type="checkbox"/> Social and Ethical Responsibility |
| <input checked="" type="checkbox"/> Operational Efficiency and Systems Effectiveness | |

FUNDING REQUIRED: Yes No

This is a report of already budgeted expenditures.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the July 2012 monthly financial update of all funds as presented.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: August 3, 2012



BOARD OF EDUCATION AGENDA ITEM 4.02

BOARD MEETING OF: August 9, 2012

PREPARED BY: Kim Steeves, Professional Staff Liaison

TITLE OF AGENDA ITEM: Approval of Matters Relating to Administrative and Professional/Technical Personnel

ACTION/INFORMATION/DISCUSSION: Consent-Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for personnel changes

RATIONALE:

- The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement.
- Retirement and resignations, if any, are included in this roster.

RELEVANT DATA AND EXPECTED OUTCOMES:

- By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Amount Budgeted: In accordance with Board of Education approved salary tables.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

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

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: July 27, 2012



BOARD OF EDUCATION AGENDA ITEM 4.03

BOARD MEETING OF: August 9, 2012

PREPARED BY: Kim Steeves, Professional Staff Liaison

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

ACTION/INFORMATION/DISCUSSION: Consent-Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for personnel changes

RATIONALE:

- The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement.
- Retirement and resignations, if any, are included in this roster.

RELEVANT DATA AND EXPECTED OUTCOMES:

- By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Amount Budgeted: In accordance with Board of Education approved salary tables.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

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

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: July 27, 2012



BOARD OF EDUCATION AGENDA ITEM 4.04

BOARD MEETING OF: July 27, 2012

PREPARED BY: Lisa Hines, Educational Support Staff Liaison

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

ACTION/INFORMATION/DISCUSSION: Consent-Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for personnel changes

RATIONALE:

- The hiring and transfer actions on attached roster are to meet Board of Education objectives in student achievement.
- Retirement and resignations, if any, are included in this roster.

RELEVANT DATA AND EXPECTED OUTCOMES:

- By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

X _____ Student Achievement and Performance _____ Staff Empowerment and Support
_____ Parent/Community Engagement _____ Social and Ethical Responsibility
X _____ Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: X Yes _____ No

Amount Budgeted: In accordance with Board of Education approved salary tables.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

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

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: July 27, 2012



BOARD OF EDUCATION AGENDA ITEM 4.05

BOARD MEETING OF: August 9, 2012

PREPARED BY: Don Begier, Executive Officer for Educational Services

TITLE OF AGENDA ITEM: Approval for Ascent Program/Central Enrollment Manager Job Description

ACTION/INFORMATION/DISCUSSION: Consent - Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for newly created Ascent Program Manager Job Description (Replaces the Instructional Staff -Dean of at-risk/Expelled Program)

RATIONALE:

- Due to the special needs of the Ascent program and the need to have a dedicated program manager for both the Ascent Program and Central Enrollment, a new specific job description has been created to address this new position.

RELEVANT DATA AND EXPECTED OUTCOMES:

- By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

____ Student Achievement and Performance ____ Staff Empowerment and Support
____ Parent/Community Engagement ____ Social and Ethical Responsibility
 ____ Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes ____ No

Can be funded within the existing budget.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the recommendation of the administration for the newly created Ascent Program/Central Enrollment Manager job description as reflected on the attached sheet.

APPROVED BY: Don Begier, Executive Officer for Education Services and
Brett Ridgway Chief Business Officer

DATE: August 1, 2012

FALCON SCHOOL DISTRICT 49
INSTRUCTIONAL STAFF JOB DESCRIPTION

Job Title: Ascent Program/Central Enrollment Manager
Date Prepared: May 20, 2010
Revision: August 9, 2012
Work Year: 210 Days
Department: Learning Services
Division: K-12 Schools
Reports To: Principal, Alternative School
Salary: Manager administrator salary schedule

SUMMARY: This position will manage the expelled student program (Ascent) as well as manage the central enrollment facility. Will be responsible for providing effective student learning opportunities and initiatives that support student success for the At Risk/Expelled Student Program. This position provides leadership, systems administration, online course placement and promotion, and school advisor services to a designated student population. Responsible for the administration of the total school program and is the primary administrator and coordinator of all day-to-day educational curricular support, student management and attendance matters, as well as all grade level concerns for the At Risk/Expelled Student Program. In addition, this position will be the district expulsion officer and do all tasks related to expulsions. The position will also be the site administrator for central enrollment and will provide support to all enrollment personnel as well as the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Responsible for developing and delivering the educational program for a designated at-risk and expelled student education program to include online needs and issues in the program of study.
- Implement instructional and assessment strategies by collecting and analyzing student achievement data, in providing a purpose and direction for the program.
- Collaborate with online curriculum provider and system administrator to ensure consistency throughout the program.
- Interface with district teachers, online site coordinators and teachers on record as necessary.
- Develop online learning opportunities to address above needs.
- Addresses student disciplinary actions as well as communication with parents.
- Serve as an instructional leader by monitoring implementation of professional development in classrooms and grade level/content area meeting.
- Communicates, collaborates, and cooperates with colleagues, supervisors, and

students.

- Supervises attendance and discipline.
- Serve as a resource person to students and family's regarding policy, procedure, and special situations.
- Resolve student issues by meeting with students, parents, teachers and other school staff and designing a plan of action.

- Conduct conferences with parents and all involved personnel regarding attendance or disciplinary problems.
- Suggest alternative means and new ideas, different approaches to aid in achieving students' success and improved educational goals.
- Ensure necessary disciplinary records are maintained for grade level students.
- Responsible for implementation and finalization of all disciplinary matters related to student violations of School Board Policy.
- Attend all grade level pupil personnel and multi-disciplinary staffing for student placement in appropriate programs to meet the individual needs of the students.
- Will conduct all expulsion hearings and manage all communication related to expulsions
- Will provide administrative support to central enrollment staff and the community accessing central enrollment.
- Other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

Master's degree in Education plus additional coursework required for certification.

EXPERIENCE:

Over 3 and up to and including 5 years of experience in teaching.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Demonstrated conflict management, problem solving, resource allocation, prioritization, data analysis, collaborative decision making, relationship building, group facilitation, writing, and speaking skills. Understanding of district and school student-achievement data and Colorado State Standards; working-knowledge of literacy and the reading/writing process, strategies for second-language learners and special needs students; thorough understanding of best instructional practices for online classrooms; operating knowledge of and experience with personal computers, word processing and database software required. English language skills required. Oral and written fluency in second language may be preferred or required based on assignment.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Valid Colorado Principal's License or eligibility at the time of hire.

SUPERVISION/TECHNICAL RESPONSIBILITY:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Depending on the specific assignment, this position may assist with developing; administering, monitoring and coordinating assigned budgets and initiating requisitions.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to walk or hear. The employee is occasionally required to stand; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.



BOARD OF EDUCATION AGENDA ITEM 4.06

BOARD MEETING OF: August 9, 2012

PREPARED BY: Don Begier, Executive Officer for Educational Services

TITLE OF AGENDA ITEM: Approval for Teacher on Special Assignment, Instructional Technology Job Description

ACTION/INFORMATION/DISCUSSION: Consent - Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for newly created Teacher on Special Assignment Instructional Technology Job Description

RATIONALE:

- Due to the special and increasing technology needs of the district, a newly created Teacher on Special Assignment, Instructional Technology position has been created for the 2012-13 SY to oversee and help streamline the technological needs anticipated, specifically the deployment of MacBooks and the iPad pilot in the Power Zone.

RELEVANT DATA AND EXPECTED OUTCOMES:

- By addressing these action items, the Board of Education is approving the necessary actions that allow the District to continue its' function of hiring and other associated personnel activities that impact student achievement.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Commensurate with experience on the teacher salary schedule.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the recommendation of the administration for the newly created Teacher on Special Assignment, instructional job description and position as reflected on the attached sheet.

APPROVED BY: Don Begier Executive Officer for Educational Services **DATE:** August 1, 2012
And Brett Ridgway, Chief Business Officer

FALCON SCHOOL DISTRICT 49
PROFESSIONAL/TECHNICAL JOB DESCRIPTION

Job Title: TOSA, Instructional Technology
Initial: August 9, 2012
Revised:
Work Year: 185 Days
Division: Learning Services
Department: Instructional Technology
Reports To: Executive Office for Educational Services
Salary Range: Teacher Salary Schedule

SUMMARY: To promote excellence and ensure appropriate deployment of educational technology by working with educators and leadership to take D49 to new heights in learning technology by listening to educators needs and making them a reality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Some of the major job responsibilities are:

- Ensure accountability in matters of technology with outside vendors.
- Ensure e-rate guidelines are followed
- Finalize the requirements for e-rate
- Research technology to keep D49 on the cutting edge of 21st century learning
- Train staff
- Support the Apple products in the district
- Support the Apple servers
- Oversee the deployment of a 1 to 1 digital device initiative
- Manage the program facilitators in the district
- Help develop and support the pilot program at VRHS
- Create an app distribution policy
- Design IT policies and implement them with the consent of the CEO/COO
- Ensure CIPA compliance
- Build, install, manage an MDM server
- Provide the technical support needed to carry out the short and long term goals of the vision committee.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of Board Policy GCOA and GCOA-R Evaluation of Instructional Staff and Evaluation of Instructional Staff – Regulation.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

Bachelors degree plus additional coursework required for certification or licensure.

1. Minimum five years teaching experience.
2. Apple certified technical certification preferred.
3. Ability to work well and communicate with faculty, parent and administration.
4. Advocate for technology driven instruction.
5. Experience with and knowledge of networking.

CERTIFICATES, LICENSES & REGISTRATIONS:

Colorado Department of Education Teacher License or endorsement.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

4.07

Approval of July 19, 2012
Regular Board of Education
Meeting Minutes

4.08

Approval of July 27, 2012
Special Board of Education Meeting
Minutes

Board Update
5.00

Open Forum
6.00

Action Items

7.00



BOARD OF EDUCATION AGENDA ITEM 7.01

BOARD MEETING OF: August 9, 2012

PREPARED BY: Dr. Steve Axford, Director of Special Services

TITLE OF AGENDA ITEM: Reauthorization (2012-2013) of the Pikes Peak Board of Cooperative Educational Services (PPBOCES) contracts:

1. Educational Services Contract
2. Pathways Program Contract
3. Liberty Program Contract

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The Pikes Peak BOCES has three service contracts with Falcon School District 49. The first of these is for itinerant support staff (audiologist, occupational therapist assistants, vision specialist, and speech therapist) and instructional staff (Deaf & Hard-of-Hearing teachers and sign language interpreters) for the Deaf & Hard-of-Hearing (DHH) program. The total cost for these services is \$727,105. The second contract is for six slots in the Pathways Day Treatment Program servicing students with severe emotional disabilities requiring intensive services in an out-of-district therapeutic setting. Total cost for the Pathways Program is \$145,800 (\$24,300 per student). The third contract is for the “dual diagnosis” Liberty Program serving students with both severe developmental disabilities and severe emotional disabilities. The cost of the Liberty Program is \$39,600 per student – currently District 49 has one student in the program. The services provided through these contracts are required as stipulated in the Exceptional Children’s Education Act (ECEA).

RATIONALE:

1. Contracting services through the Pikes Peak BOCES is cost effective compared to contracting similar available services through private contracting agencies.
2. Contracting DHH services through PPBOCES is less costly than contracting similar services through District Eleven’s DHH Program (\$21,487.15 versus \$27,000 per student) – the D-11 Program is the only regional alternative program offering the same degree of inclusion (the Colorado School for the Deaf and Blind, CSDB, is not appropriate for all students who are deaf or hard of hearing).
3. The alternative to contracting PPBOCES services would be to create new programs in District 49. Studying and considering this option for 2013-2014 is recommended, but not for 2012-2013.

RELEVANT DATA AND EXPECTED OUTCOMES:

Securing these contracted services will ensure regulatory compliance and that all of our students, including those with very severe disabilities, are appropriately educated.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Educational Services Contract: \$727,105
Pathways Contract: \$145,800
Liberty Contract: \$39,600 (based on current enrollment of one student in the program)

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve reauthorization of the Pikes Peak BOCES contract for 2012-13 as listed.

APPROVED BY: Brett Ridgway, Chief Business Officer **DATE:** July 30,2012



BOARD OF EDUCATION AGENDA ITEM 7.02

BOARD MEETING OF: August 9, 2012

PREPARED BY: Mike Pickering, CIA, Professional Development Coordinator

TITLE OF AGENDA ITEM: Pre-K 21st Century Skills/STEM Coordinator

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

RATIONALE:

To have a person in charge of overseeing the growth, support, and collaboration of the 21st century skills/STEM programs in the POWER ZONE.

RELEVANT DATA AND EXPECTED OUTCOMES:

Having a 21st century skills/STEM Coordinator to continue the work that was started three years ago by overseeing the Pre K – 12 STEM Pipeline and the 21st century skills being implemented across our zone will benefit all of our students. Maximizing the resources available in our military/defense community to utilize in our schools for all students and staff will lead to a data rich environment. This increased level of engagement on the students end and autonomy to find new and exciting resources that are aligned to course curriculum on the teacher's end will lead to an increase in both student and teacher motivation and ultimately student assessment scores.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

- Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Position to be funded from the Vista Ridge POWER Zone Budget.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the 21st century skills/STEM Coordinator job description and position as recommended by POWER ZONE administration.

APPROVED BY: Robert Felice, Assistant Superintendent - Innovation Zone Leader

Falcon School District Administrative Job Description

Job Title: 21st Century Skills/STEM Coordinator

Initial:

Revised Date:

Work Year: 210 days

Division: Learning Services

Department: K-12 Schools

Reports To: Innovation Zone Leader

Salary Range: \$67,400 - \$85,800

Summary:

Responsible for assisting the Innovation Zone Leader and the Curriculum, Instruction, Assessment Coordinator with implementing 21st Century Skills/STEM into the Pre K-12 schools.

Essential Duties and Responsibilities:

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Oversees the development, implementation, and evaluation of 21st Century Skills/STEM across the Pre-K -12 ZONE.
- Work with Innovation Zone Leader and Curriculum, Instruction, Assessment and Professional Development Administrator to help imbed 21st Century Skills/STEM into curriculum.
- Provide a strategic vision for 21st Century Skills/STEM for the ZONE community.
- Collaborate with school principals to help implement their vision for 21st Century Skills/STEM in their school.
- Collaborate with staff at each school to help bring resources to their classrooms for their students.
- Collaborate with parents/community on what 21st Century Skills/STEM is, what's available in our community, and how their children can benefit.
- Collaborate with available resources in the community.
- Deliver in-school presentation and workshops to Pre K – 12 audiences.
- Ensure that all resources and presentations regarding 21st Century Skills/STEM address current state and national science standards and reflect research-based instructional practices.
- Oversee the collaboration of interested elementary staff to start 21st Century Skills/STEM brainstorming sessions to benefit students in the classroom.
- Responsible for researching, presenting, providing follow up, writing and facilitating 21st Century Skills/STEM coordination throughout the ZONE.
- Analyze current best practices in 21st Century Skills/STEM education.
- Share/present information and best practices with school administrators, staff, and parents.
- Develop contacts and build community partnerships.
- Integrates and expands 21st Century Skills/STEM partnerships activities for content area teachers.
- Integrates and expands 21st Century Skills/STEM awareness to all stakeholders.

- Actively seek training and information, which will enhance skills and knowledge, related to responsibilities.
- Any other duties of a related nature, which might reasonably be allocated and required in the areas of learning services.
- Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Training:

Master's degree plus additional coursework required for certification or licensure.

Experience:

Over 3 and up to and including 5 years of experience in teaching, administration, and experience with 21st Century Skills/STEM fields.

Skills, Knowledge, Equipment, & Other

Understanding of district and school student-achievement data and Colorado State Standards; working-knowledge of literacy and the reading/writing process, strategies for second-language learners and special needs students; thorough understanding of best instructional practices for all students to learn; operating knowledge of and experience with personal computers, word processing and database software required. English language skills required. Oral and written fluency in second language may be preferred or required based on building assignment. English language skills required.

Certificates, Licenses, and Registrations:

Valid Colorado Principal's License or eligibility at time of hire.

Supervision/Technical Responsibility:

Carries our supervisory responsibilities in accordance with the organization's policies and applicable laws.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand or walk and is occasionally required to sit; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions. The noise level in the work environment is usually moderate.

Mental Functions:

While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, synthesize, evaluate, use the interpersonal skills and negotiate. Frequently required to coordinate, compile, instruct, and evaluate.



BOARD OF EDUCATION AGENDA ITEM 7.03

BOARD MEETING OF: August 9, 2012

PREPARED BY: Kim McClelland, iConnect Assistant Superintendent/ Innovation Leader

TITLE OF AGENDA ITEM: Charter Liaison and Charter Oversight Services

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

This spring, the Board authorized the iConnect Zone Leader (Kim McClelland) to explore options for managing the multiple duties associated with charter schools in the District. I have actively pursued possible options since this spring including researching different ways that would be best with the adoption of the NACSA principles and standards.

A new company, Charter School Solutions ("CSS"), has provided a proposal to manage these matters at a very competitive price (well below the anticipated costs of a regular employee). It is headed by Denise Mund, whose last position was as the Director of CDE's Schools of Choice Unit (ie, the highest statewide position overseeing charter schools), along with a group of highly qualified consultants in every aspect of charter school matters. The services to be provided include monthly meetings with charter administrators, annual performance reports on all charter schools, (a standard of NACSA principles and standards) development of processes for school closures, alignment with state standards, best practices materials, recommendations for compliance with all new legislation, on-site visits, and development and adherence to policies to address noncompliance by charter schools. In other words, this will be a full, competent, attentive and professional charter liaison service led by the State's leading charter school experts in conjunction with my (Kim McClelland) work and oversight.

Note: Brad Miller, Board legal counsel, is a part-owner of Charter School Solutions. He has disclosed this fact in writing to the District and has requested that this information be disclosed publicly. While it does not comprise any technical conflict of interest, he has requested that the Board acknowledge and consider this fact in its process of reviewing these matters. He would have no role in the services provided via CSS to the District, nor did he have any role in the search for a charter liaison service or the particular proposal and consideration. Kim found the service through her work with the Authorizing working group which she is a part of at through a grant with NACSA. This contract will additionally not lead to any increase in Mr. Miller's services to the District. In fact, this contract would have the effect of reducing the need for legal services in the area of charter school authorizing and therefore can be anticipated to reduce legal fees by Mr. Miller's firm.

RATIONALE:

Retaining Charter School Solutions to provide contracted services on a set-fee basis per the attached proposal will ensure that the District professionally manages its current and future charter schools in accordance with the new standards adopted by this Board ("NACSA Standards"), and will help the District avoid costly appeals and charter school issues such as financial or governance problems.

The alternative to contracting this service would be to hire an employee as Charter School Liaison. This approach has been tried several times in the District and is both costly (almost double the price of CSS) and less effective than use of this option. No other entity in Colorado currently provides the same level of expertise and experience, and the cost per charter school for this service is less than is being borne by any other District in the area.

This contract will reduce legal costs in the area of charter school relations.

At this time, at least two charter schools are due for a renewal process and at least one letter of intent to apply for a new charter has been received, so resources are needed immediately for these issues.

Finally, the proposed contract will free up resources in the IConnect Zone to enhance its own growth of District-based programs and opportunities.

RELEVANT DATA AND EXPECTED OUTCOMES:

Charter School Solutions currently represents Brighton School District 27J (comparable district population and number of charter schools) for the same spectrum of services. It also has performed and continues to perform services for other school districts and the Charter School Institute as well as Districts in other states. Its active consultants are highly qualified and highly respected and were active participants in most, if not all, of the relevant charter school accountability measures and efforts in Colorado.

This arrangement will raise standards for our current charter schools, will help ensure that new charter school applicants are well-prepared for student success, and will provide a model for charter school growth and innovation.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Amount Budgeted: There is a contract fee for this service. However, most of the fee will be paid for directly by the Charter Schools. Additionally, the contract will eliminate the need to hire a new employee in the District and may also reduce legal fees for the IConnect Zone and for the Board budget.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the agreement to provide consulting services of Charter School Solutions to the iConnect Zone not to exceed 80,000 dollars for the 2012-2013 school year.

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: August 1, 2012

Informational Items

8.00



BOARD OF EDUCATION AGENDA ITEM 8.01

BOARD MEETING OF: August 9, 2012

PREPARED BY: Lynn Mather, Coordinator of Curriculum and Instruction

TITLE OF AGENDA ITEM: Consolidated Federal Programs Grant Application

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- Each year the District receives funding through the Federal Government Title Grants (Title IA, Title IIA, and Title III). A grant application which states how the District will use the funds in compliance with State and Federal law must be completed and submitted to the Colorado Department of Education for approval and release of the funds. The president of the Board of Education must approve the District's Consolidated Federal Programs Grant application denoted by signature on the Approval and Transmittal form of the FY2012-13 Consolidated Federal Programs Application.

RATIONALE:

These funds will be used to supplement the general budget funds for high poverty schools, teacher and administrator quality, and English Language Learners.

RELEVANT DATA AND EXPECTED OUTCOMES:

The funds will be used to improve student achievement throughout the District.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

None required

APPROVED BY: Becky Carter, Chief Education Officer

DATE: July 25, 2012

Discussion Items

9.00



BOARD OF EDUCATION AGENDA ITEM 9.01

BOARD MEETING OF: August 9, 2012

PREPARED BY: Sean Dorsey, Sand Creek Zone Innovation Leader

TITLE OF AGENDA ITEM: Modification to Sand Creek Innovation Zone 2012-13 Calendar

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

October 12/February 8 No Students → November 30 Students in session (elementary and middle only)

May 3 Assessment Day (Elementary Only) → April 26 Students in session (elementary only)

RATIONALE:

We are attempting to provide more time for parent/teacher conferences at the elementary and middle school levels, as well as an assessment day for the elementary schools.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

The Sand Creek Innovation Zone Leadership Team requests that the Falcon Board of Education discuss the attached changes to the calendar and move to action at a subsequent meeting.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: July 27, 2012

JULY 2012

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 25-27 New teacher orientation
- 30-31 Staff Development

AUGUST 2012

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1-3 Staff Development/Teacher Workdays
- 3 6th and t grade students only (no 7,8 or 10-12) Elem. And Middle School Literacy Day
- 6 First Day of School (all levels)
- 31 No Students- Staff Development

SEPTEMBER 2012

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3 District Closed- Labor Day
- 28 No Students- Staff Development

OCTOBER 2012

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 5 End 1st Quarter
- 8-11 P/T Conferences –All Levels
- 11 No ½ day Kindergarten
- 12 No Students- P/T Conferences
- 15-26 Fall Break

NOVEMBER 2012

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 12 Veteran's Day (Observed in Schools)
- 21-23 District Closed- Thanksgiving Break

JANUARY 2013

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1-4 Christmas Break
- 21 District Closed- Martin Luther King Jr. Day

FEBRUARY 2013

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 4-7 P/T Conferences-All Levels
- 7 No ½ day Kindergarten
- 8 No Students- P/T Conferences
- 15 No Students-Staff Development
- 18 District Closed- Presidents' Day

MARCH 2013

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 8 End 3rd Quarter
- 25-29 Spring Break

APRIL 2013

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1-5 Spring Break

MAY 2013

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 No Students (Elementary only) Assessment Day
- 23 3-hour Early Release for High School only-High School Teacher Workday.
- 24 3-hour Early Release (12:40) Last Day for Students End 4th Quarter
- 27 District Closed-Memorial Day
- 28-30 Staff Development/Teacher Workdays

DECEMBER 2012						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 3-hour Early Release for High School only-High School Teacher Workday.

21 3-hour Early Release End 2nd Quarter

24-31 Christmas Break

JUNE 2013						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sand Creek Zone | 2012-2013 CALENDAR



BOARD OF EDUCATION AGENDA ITEM 9.02

BOARD MEETING OF: August 9, 2012

PREPARED BY: Mike Pickering, CIA, Professional Development
Administrator

TITLE OF AGENDA ITEM: iPad Authorization Use Agreement Form

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

RATIONALE:

To have an iPad Authorized User Agreement Form ready for distribution of iPads in POWER ZONE. This will allow us to clearly define the roles within the pilot program between the district and the end users.

RELEVANT DATA AND EXPECTED OUTCOMES:

Having an AUA will protect the schools and district's interests while allowing us to offer our students an educational tool that will truly engage the whole student. Teachers will be able to create lessons with more engagement factors than ever before. Students will no longer have to power down when they enter the POWER ZONE pilot classrooms. This increased level of engagement on the students end and autonomy to find new and exciting resources that are aligned to course curriculum on the teacher's end will lead to an increase in both student and teacher motivation and ultimately student assessment scores.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Amount Budgeted: N/A

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Approve the iPad Authorized User Agreement Form as recommended by POWER ZONE administration.

APPROVED BY: Robert Felice, Assistant Superintendent - Innovation Zone Leader, Don Begier, Executive Officer of Education Services **DATE:** July 27, 2012

Falcon School District 49 Student and Parent iPad Agreement

Overview Introduction:

Falcon District 49 is committed to preparing students to be literate, responsible citizens in a global economy. This initiative will immerse our students into a technology-rich instructional environment to become effective users and communicators of information in order to function in a technological society. Understanding and adhering to the following guidelines and procedures are necessary for the success of the program.

Terms of iPad Loan

The parent/guardian(s) and student must sign this agreement in order for the student to be issued an iPad.

A. Terms of Loan and Insurance Option

1. Falcon School District 49 will issue an iPad to students upon compliance with the following:
 - Completion of student and parent orientation training session
 - Submission of signed Falcon School District 49 iPad Agreement

Legal title to the property (iPad) is with Falcon School District. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following school policies:

- Falcon District 49
- Other Guidelines as outlined in this iPad user agreement.

2. Students may be subject to loss of privilege, disciplinary action, legal action and/or financially responsible for the **\$499.00** iPad in the event of intentional damage and/or violation of policies and guidelines as outlined in the Falcon School District 49 iPad Agreement as well as the Falcon School District 49 Acceptable Use Agreement (AUA) and BOE policies JS and JS-R.
3. Falcon School District 49 is offering an optional \$30.00 non-refundable insurance fee for each iPad that is issued to students. The insurance covers accidental damage from liquid spills, power surges, drops, falls, collisions, flood, fire, smoke, wind, and earthquake, as well as damage to batteries and ac adapters. Insurance does not cover negligence, abuse, loss, theft, or vandalism. For example, throwing the iPad or using the iPad as an umbrella would be considered examples of neglect and abuse. If an iPad is damaged by neglect or abuse, it is the family's financial responsibility to replace the iPad at a price of \$499.00. If an iPad is damaged, school administration will work with the student, Apple, and the insurance company to determine if it is a warranty or insurance claim incident.
4. A student's possession of the iPad terminates no later than the last day of final exams, unless there is a reason for earlier termination determined by the school administration.

B. Reporting Damage, Loss, or Theft

1. The student or parent/guardian is required to immediately notify a school administrator and file a police report in all cases of stolen or lost iPads. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in compensation to Falcon School District 49 for the entire price of the iPad and cover.

2. Willful and deliberate damages or neglect to the computers will cause Falcon School District 49 to charge the student/parent replacement and repair cost(s) based on fair market value which is currently **\$499.00**.

C. Repossession

Falcon School District 49 reserves the right to repossess the iPad at any time if the student does not fully comply with all terms of this agreement.

D. Appropriation

Failure to return the property (iPad, power cable, charger, and iPad case) in a timely manner and/or the continued use of it for nonrelated school purposes will be referred to law enforcement and until paid for, will result in a hold on the student's account.

E. Modification to the Program

Falcon School District 49 reserves the right to modify this initiative or its terms at any time.

F. General Care of the iPad

1. Never attempt repair or reconfiguration of the iPad. Under no circumstances are you to attempt to open or tamper with the internal components of the iPad.
2. Student iPads in need of repair must be reported to the school office. Technical support is only available during school hours.
3. Technical support will determine whether the iPad can be repaired on-site.
4. Guidelines to follow:
 - Dimming the LCD brightness of your screen will extend the battery run time.
 - Do not write, draw, paint, place stickers/labels or otherwise deface your iPad or iPad case. Remember, the iPad and iPad Case are the property of Falcon School District 49.
 - Never put weight on an iPad.
 - Liquids, food and other debris can damage the iPad. Avoid eating or drinking while using the iPad. DO NOT keep food or food wrappers in your book bag containing the iPad.
 - Take care when inserting cords, cables and other removable storage devices to avoid damage to the ports. First, plug your power supply into the electrical outlet. Second, plug your power cord into your iPad. When disconnecting, reverse this process.
 - Do not expose your iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the iPad. If your iPad has been in a very cold environment for a long period of time, let it warm up before using it.
 - NEVER leave your iPad in a vehicle.

G. Cleaning Your iPad

Routine maintenance on iPads will be done by Falcon School District 49; however, students are

encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or iPad.
- Wash hands frequently when using the iPad to avoid build-up on the glass touch pad.

H. General Security

1. Never leave your iPad unsecured. iPads should be locked in a designated storage facility or kept with you at all times.
2. During after-school activities, you are still expected to maintain the security of your iPad. Unsupervised iPads will be confiscated by staff, and disciplinary actions may be taken.

3. Each iPad has several identifying labels. (i.e. Falcon School District 49 asset number, serial number and student name). Under no circumstances are you to modify, remove or destroy these labels.

I. General Use of the iPad

1. Students are **REQUIRED** to bring their iPad to school each day, with a fully charged battery. Students will **not** be given the use of a loaner iPad if they leave their iPad at home nor will they be permitted to charge their iPad at school. Students leaving their iPad at home will be required to complete assignments using alternate means (as determined by the teacher).
2. Students will receive disciplinary action from their teacher for repeatedly refusing to bring the iPad to class.
3. An otherwise functional iPad with a dead battery is not an excuse for late or missing work.
4. iPad sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
5. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in iPad failure and will interfere with your ability to complete class work. Taking this action may result in your iPad being re-imaged.
6. A lost document is not an excuse for late or missing work.
7. Student iPads will be subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using Falcon School District 49 electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and/or Falcon Power Zone administration may conduct an individual search of a student's computer, files, music, video, email or other related items if there is suspicion that Falcon District 49 policies or guidelines have been violated.
8. Conserve resources by using print preview and obtain teacher permission before printing.
9. Avoid using your iPad in areas which may lead to damage or theft. When using the power cord, do not leave the cord in areas that may cause a tripping hazard.
10. Under no circumstances will the student install or remove management profiles.
11. Students may request to their teacher that programs be added and requests will be granted if deemed necessary for educational purposes.
12. Remember:
 - Minimize the amount of personal information about yourself or others on the iPad.
 - Keep all passwords and passcode lock to yourself.
 - You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
 - Do **NOT** loan your iPad to anyone.
 - Notify a teacher immediately if you suspect problems with your iPad, including breach of security.
 - To prevent loss or damage to your iPad, **NEVER** leave it unattended.
 - Follow all rules so you will not lose privileges.

J. End of Year Collection Procedure

1. Return the equipment no later than the last final exam day at the end of the school year as designated on Falcon School District 49 year calendar or upon leaving the school.
2. "Equipment" consists of iPad, power cable, charger, and iPad case.
3. Falcon School District 49 will clean and repair the iPads over the summer.

K. Parent Expectations

In order for students to experience all the success and benefits that this program can offer, Falcon School District 49 encourages parents to:

- Share in their child's excitement about this great opportunity for learning.
- Learn along with their child as they use this instructional tool to prepare for their future in the 21st century.
- Monitor their child's appropriate internet use and adherence to the Falcon School District 49 Acceptable Use Agreement (AUA) and BOE policies JS and JS-R when using their iPad. Parents should ensure that their child adheres to Internet guidelines established at home and at school.
- Help fill out required paperwork in the event that the iPad requires repair or is lost or stolen and report it no later than the next school day.
- Ensure that only the student will use this iPad for school-related purposes.

L. Email

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
2. Students will abide by all email guidelines as outlined in the Falcon School District 49 Acceptable Use Agreement (AUA) and BOE policies JS and JS-R.

M. Internet Access/Filtering

1. As required by the Children's Internet Protection Act, a current filtering solution (blocking and monitoring inappropriate websites) is maintained by the school system for school use on the iPad. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. Falcon School District will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
2. Falcon School District 49 will not provide internet access or content filtering for home use.
3. Parents are expected to monitor the content of their child's internet usage.

N. Student Accounts:

1. Students will need an Apple iTunes account to buy apps, media, books, as well as use the features of iCloud back up and Find My iPad.
2. Home Use: Use of the iPad away from Falcon School District 49 network will only differ in that a connection to the school's server will not be available. To backup important data student will need an Apple iTunes account.
3. DO NOT share usernames, passcodes, or logins. Students are responsible for anything done using their iPad.

O. Privacy and Safety

Personal information such as a home address, home phone number, information about family members, or personal interests shall not be published on a publicly accessible website or publicly accessible area of a website.

P. Technology Policy

It is the policy of Falcon School District 49 to mandate and expect that technology, including the internet system be used in a responsible manner. Falcon School District 49 has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing the system. All electronic communications, including email and internet communications should conform to the district's acceptable use policies. Those who do not comply with the standards of behavior outlined in the Falcon School District 49 Acceptable Use Agreement (AUA) and BOE policies JS and JS-R may lose their privileges to use the system and/or be subject to disciplinary action that may result in the loss of network privileges and/or additional disciplinary action up to and including referral for legal action.

The purpose of the Internet is to augment our information base after other authoritative sources have been exhausted.

Students shall have no expectation of privacy when using Falcon School District 49 email or computer systems. Students shall not use their iPads to collect identifying information about other students including, but not limited to, the camera or voice recordings. Using the camera or recording devices in an inappropriate manner can result in criminal charges. Email messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information in school computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including suspension from school.

Q. Technology Usage Guidelines

In school, student access to, and use of, the internet will be available only through teacher/adult designee supervision and as such should be under teacher direction and monitored as any other classroom activity. Users shall promptly report to a teacher or other school employee any message received that is inappropriate or makes the user uncomfortable. In school, email access use for students may be used for classroom related use only. Email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities. All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your school administrator. The unauthorized copying or transfer of copyrighted material will result in the loss of network privileges.

1. Do not use abusive, vulgar, profane, lewd or inflammatory language in email messages.
2. Make your messages short and to the point. Do not tie up the network by downloading large files or sending huge mailings.
3. Do not reveal your personal address, phone numbers, social security number or any other personal information.
4. Do not vandalize iPads, computers, network devices, or alter software.
5. Do not deliberately spread computer viruses.
6. Do not intentionally search for, view, and/or distribute inappropriate materials.
7. In compliance with federal guidelines, Falcon School District 49 has installed and maintains a filtering device that is monitored on a regular basis. Access to the Internet is not a right, but a privilege. If students violate rules they will lose access privileges and may be subject to disciplinary action.
8. Comments that are sexually suggestive, humiliating, or threatening are not allowed.
9. Email or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability.
10. While the school respects the right of employees and students to use social networking sites (i.e. MySpace, Facebook) to communicate with others, any postings referencing Falcon School District 49 shall always be professional and respectful of the school, Falcon School District 49 employees, parents, and students.

Any take-home technology (i.e. iPad) shall be used in the same manner as if it were at school.

Examples of Inappropriate Use

- Deleting any folders or files you did not create or that you do not recognize
- Sharing login/password with another person
- Logging on to another person's computer without his/her permission
- Using iPads not assigned to you (Teachers may allow students to look on with another student for instructional purposes only.)
- Removing labels and identifying stickers on the iPad
- Using proxy sites to bypass web filtering
- Videoing or taping on school property (not permitted unless it is related to a school assignment)
- Emailing or chatting during class when not related to a school assignment
- Using profanity
- Gaming
- Cheating

Consequences include but are not limited to:

- School suspension
- Loss of technology privileges

Examples of Unacceptable Use

- Inappropriate communication to the faculty or staff
- Threats and/or cyber bullying of any kind
- Using an iPad to plan a fight, cause harm or commit a crime
- Logging into an iPad/application using a stolen login
- Possession of inappropriate files
- Pornography can be a felony offense and if so will be turned over to authorities
- Manufacturing – using a camera to create inappropriate pictures/movies
- Distributing – sending/sharing inappropriate files with other individuals
- Images of weapons
- Images of drugs or alcohol
- Gang related media
- Bootleg movies or music
- Intentional actions which are harmful or potentially harmful to the iPad, charger, and/or iPad case
- Habitual and intentional disregard for the iPad

Consequences include but are not limited to:

- After school detention, Saturday school, school suspension, disciplinary probation, dismissal and being reported to the authorities.

Falcon District 49
Student/Parent iPad Agreement Signature Page

Please Print All Information

Student's Full Name and Signature:

Student's Grade:

Parent/Guardian's Name and Signature:

Street Address: _____

City: _____ Zip: _____

Phone: Home _____ Work: _____

Cell: _____

Insurance Options

Please select one option below:

I would like to purchase the insurance coverage that will cover accidental damages for \$30.00. Payment is attached to this iPad agreement signature page.

I do not wish purchase the optional insurance coverage for \$30.00 and understand that I will be liable for accidental damage to my child's iPad and be responsible for replacing the iPad. The current cost of replacement for this iPad is \$499.00.

Parent/Guaranteed Printed Name: _____

Parent/Guardian Signature: _____ Date: _____



BOARD OF EDUCATION AGENDA ITEM 9.03

BOARD MEETING OF: August 9, 2012

PREPARED BY: Stephanie Meredith, Public Information Officer

TITLE OF AGENDA ITEM: Revision of policy KHC and regulation KHC-R:
Distribution/Posting of Non-curricular Materials

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- Revisions are intended to make the approval of non-curricular materials more beneficial for our staff and families.
- The drafted regulations provide consistent, specific guidelines for organizations outside our district to provide materials to our families.
- Currently, parents receive dozens of paper flyers each week from area businesses and organizations and relevant district information is often lost or disregarded in the clutter.
- These changes provide a less labor-intensive, more parent-friendly way for our community partners to connect directly with our student families.

RATIONALE:

The Communications Department researched other districts' policies and procedures, talked with staff and building administrators and with parent groups about needs and modifications in regard to current district practice on this issue.

RELEVANT DATA AND EXPECTED OUTCOMES:

Current procedures are not effective in providing our families with valuable information from our community partner and must be streamlined; the revisions suggest implementation of a more effective, efficient process.

RELATIONSHIP TO THE VISION/MISSION OF THE DISTRICT GOALS

ADDRESSED:

Student Achievement and Performance Staff Empowerment and Support
 Parent/Community Engagement Social and Ethical Responsibility
 Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: Yes No

Amount Budgeted:

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to send the recommended revisions forward as action items at the September meeting.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: August 1, 2012

Distribution/Posting of Non-curricular Materials

Requests from the general public to distribute printed non-curricular materials in the Falcon School District 49 public schools shall be allowed subject to the following policy and accompanying regulations unless the material is "unacceptable" as described below.

The following shall be considered "unacceptable" material:

1. So-called "hate" literature that scurrilously attacks ethnic, religious or any racial groups.
2. Material that promotes hostility, disorder or violence.
3. Material designed for commercial purposes—advertising a product or service for sale or rent—unless the material itself has educational value that makes the commercial message a secondary consideration.
4. Material that is libelous, invades the rights of others or inhibits the functioning of the school, or advocates interference with the rights of any individual or with the normal operation of the school.
5. Material which in any way promotes, favors or opposes the candidacy of any candidate for election, or the adoption of any bond issues proposal, or any public question submitted at any general, municipal or school election. The prohibition shall not apply on any election day or special election when the school is being used as a polling place.
6. Material that is obscene or pornographic as defined by prevailing community standards throughout the District.

This policy governs non-curricular material and is not intended and shall not be interpreted to interfere with the prerogative of teachers to supplement and enrich text and reference book materials used in their courses with materials which are timely and up to date. However, no teacher shall distribute non-curricular materials in his or her class without complying with the procedures which follow.

The Chief Education Officers/Innovation Leader or designee shall present to any person or persons wishing to distribute printed non-curricular materials a copy of this policy and the accompanying ~~procedures~~ regulation.

The Board of Education shall proceed through the courts of law to obtain injunctive relief and damages, where applicable, for any unauthorized distribution of printed non-curricular materials.

Adopted: January 14, 2010.

Revised: October 27, 2011.

Revised:

LEGAL REF.: _____ C.R.S.22-32-110(1)(r) (*Board of education – specific powers*)

CROSS REFS.: JICEA, School-Related Student Publications
JICEC, Student Distribution of Non-curricular Materials

Distribution/Posting of Non-curricular Materials

Approval Purpose:

To provide guidelines for distribution or display of printed informational materials and announcements sent home with students, or displayed with the school.

Printed information materials and announcements from the following organizations shall be permitted to distribute information through take home folders, backpacks, or similar manner or displayed on tables, magazine racks or bulletin boards at any time during the school year:

- Falcon School District 49;
- Federal, state or local governmental entities;
- Nationally affiliated PTAs operating within District 49;
- Parent-teacher organizations for special education that operate in lieu of nationally affiliated PTAs.

Other Non-Profit Organizations

Other non-profit community organizations shall be permitted to distribute directly to students through take home folders, backpacks, or similar manner no more than once during each marking period.

Community organizations or businesses shall be permitted to display, at any time during the school year, printed informational materials and announcements on tables, magazine racks, or similar areas as may be designated by the school. Materials may be removed from display areas periodically.

1. Materials providing for distribution or display by organizations or businesses shall include this disclaimer. **“These materials are neither sponsored nor endorsed by the Board of Education of Falcon School District 49, the administration or this school”.**
2. Non-profit community organizations must provide a copy of any informational material or announcement for distribution or to be posted along with documentation verifying non-profit status to the district. **This documentation must be a copy of 501©3 status or a copy of a notarized letter on the organization’s letterhead stating the organization is a non-profit organization.**
3. Submit copy of printed informational material or announcement to the Chief Education Officer, Innovation Leader or designee for approval at least one week prior to distribution. The Chief Education Officer, Innovation Leader or designee will approve distribution subject to the regulations which follow unless it is determined that the material is “unacceptable” as defined in the accompanying policy. The Chief Education Officer, Innovation Leader or

designee will explain in writing the reason the material was determined "unacceptable" under Board policy. **Please note it is not an individual organization itself which requires approval, but rather each individual printed material or announcement.**

Other Organization/for-profit businesses:

If the informational materials or announcements are NOT from a non-profit community organization materials may not be sent home in folders. Materials MAY be placed on the community table once approved by the Chief Education Officer, Innovation Leader or designee.

~~Any group, organization, corporation, individual, club, society or association (hereafter referred to as "person" or "persons") that wishes to distribute any printed non-curricular material in any public school in the District must submit the material to the Chief Education Officer/Innovation Leader or designee for approval a minimum of 48 hours prior to the proposed distribution. The Chief Education Officer/Innovation Leader or designee will approve distribution subject to the regulations which follow unless it is determined that the material is "unacceptable" as defined in the accompanying policy. The Chief Education Officer/Innovation Leader or designee will explain in writing the reasons the material was determined "unacceptable" under Board policy.~~

Appeal

Any person or persons that are denied approval for distribution of printed non-curricular materials will have the right to appeal the decision to the Board of Education. The appeal will be prosecuted as follows:

1. Within ten (10) days after the Chief Education Officer/Innovation Leader or designee's action, written notice must be served by the aggrieved party or parties on the ~~superintendent~~ Chief Education Officer requesting a hearing before the Board.
2. The Chief Education Officer/Innovation Leader will schedule the hearing on the agenda of the next regularly scheduled meeting of the Board which generally will be held within thirty (30) days of the filing of a request for a hearing.
3. The aggrieved party or parties must attend the meeting. The Chief Education Officer/Innovation Leader will have the burden of establishing to the Board's satisfaction by clear and convincing evidence that the materials which are sought to be distributed are "unacceptable" as defined in policy. The aggrieved party will be allowed to defend distribution of the material.
4. The Board will issue a decision in writing within five working days following the hearing. The Board's decision to support or reject the Chief Education Officer's/Innovation Leader's action will be final.

School Implementation Process

1. Staff at each school will designate one day within the first fifteen (15) days of the school year for the distribution of printed informational materials and announcements from non-profit community organizations.
2. Staff at each school will designate three additional days, one after the end of each marking period, for the distribution of printed informational materials and announcements from non-profit community organizations.
3. Staff at each school will provide a list of four (4) distribution dates to the Chief Education Officer, Innovation Leader or designee on or before August 1st of each school calendar year.
4. Staff at each school will retain for the school's records one digital copy of each piece of printed informational material or announcement submitted for display or distribution.
5. If the principal feels like informational materials or announcements are inappropriate, the Chief Education Officer, Innovation Leader or designee will be contacted immediately.

~~Please be aware that any flyers to be posted or distributed through our schools, with the exception of those which are generated from the specific school, must first be approved at the Central Office. It is not the organization itself which requires approval, but rather—each individual flyer. Copies of the flyer may be submitted in the following manner:~~

- ~~1. Bring a copy of the flyer to the District office and ask for the Communications Specialist.~~
- ~~2. Fax a copy of the flyer to 719-495-1157, Attn. Communications Specialist.~~
- ~~3. E-mail a copy of the flyer to smredith@d49.org.~~

~~The approval form should then be taken to each school office, along with copies of your flyer. You may obtain numbers of students from each school office. Copies should be banded in bundles of 30. Flyers for elementary school should be taken to the schools early in the week, in order to go out with students at the end of the week.~~

Adopted: January 14, 2010.

Revised: October 27, 2011.

Revised:

Other Business
10.00

Adjournment
11.00