



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.

AGENDA REGULAR BOARD OF EDUCATION MEETING May 10, 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 April Monthly Financial Update
 - 4.02 Approval of Matters Relating to Administrative Personnel
 - 4.03 Approval of Matters Relating to Continuing Innovation Leader/Assistant Superintendent Personnel
 - 4.04 Approval of Matters Relating to Licensed Personnel
 - 4.05 Approval of Non-renewal of Probationary Teachers
 - 4.06 Approval of Matters Relating to Educational Support Personnel
 - 4.07 Approval of Minutes of Regular Board of Education Meeting April 12, 2012
 - 4.08 Approval of Minutes of Special Board of Education Meeting April 14, 2012.
 - 4.09 Approval of Minutes of Special Board of Education Meeting April 30, 2012.
- 5.00 Board Update**
- 6.00 Open Forum**
- 7:00 Action Items**
 - 7.01 Resolution to Declare a Vacancy on the Board of Education
 - 7.02 Approval of Procurement and Purchasing Manager Job Description
 - 7.03 Approval of Revision to Board of Education Policy JHCA Open/Closed Campus
 - 7.04 Approval of Off Campus Lunch Privileges for Falcon High School, Sand Creek High School, and Vista Ridge High School
 - 7.05 Approval of Alpine Contract
 - 7.06 Approval of New Licensed Staff Job Description and Position
 - 7.07 Approval of Revised Innovation Leader Job Description
 - 7.08 District Technology Information and Approval of Vista Ridge Power Zone iPad Pilot
 - 7.09 Apple Technology Lease for Staff iPads for the POWER Zone one-to-one iPad Initiative.
 - 7.10 Approval of Falcon School District 49 District Response for Charter Proposals Application
 - 7.11 Approval of Renewal of Pikes Peak School of Expeditionary Learning Charter Contract

- 7.12 Approval of Inter-governmental Agreement provided by the Traffic Engineering Department of Colorado Springs.
- 7.13 Approval of the 2012-13 Contract between Falcon School District 49 and International Salon and Spa Academy
- 7.14 Approval of District Salary Schedules
- 7.15 Approval of Falcon Elementary School Innovation Plan Application

- 8:00 Information Items**
- 8.01 Student Travel Study Trips
- 8.02 Expulsion/ Suspension Information

- 9.00 Discussion Items**
- 9.01 2012-2013 Preliminary Budget
- 9.02 Revision to Board of Education Policies GBC/GBC-R FMLA Eligible Staff Leaves and Absences , GBCA Non FMLA Staff Leaves and Absences and AC Nondiscrimination/Equal Opportunity

- 10.00 Other Business**

- 11.00 Adjournment**

DATE OF POSTING: May 7, 2012

Loretta Branham, BOE Executive Assistant



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**REGULAR
BOARD OF EDUCATION MEETING
May 10, 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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10.00 Other Business

11.00 Adjournment

DATE OF POSTING: May 7, 2012

Loretta Branham, BOE Executive Assistant

Consent Agenda

4.00



BOARD OF EDUCATION AGENDA ITEM 4.01

- BOARD MEETING OF:** May 12, 2012
- PREPARED BY:** Brett Ridgway, Chief Business Officer
- TITLE OF AGENDA ITEM:** April 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 2011-2012 columns start with the approved budget for the entire year compared to revenues and expenditures through April. 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 2011-2012 year-end fund balance columns are required by statute. This is showing you the budgeted and anticipated end-of-year fund balance. The 2010-2011 columns are the prior year's total budget and the actual through April 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:

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

FUNDING REQUIRED: Yes No

This is a report of already budgeted expenditures.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

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

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: May 4, 2012



BOARD OF EDUCATION AGENDA ITEM 4.02

BOARD MEETING OF: May 10, 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: Becky Carter, Chief Education Officer **DATE:** April 27, 2012



BOARD OF EDUCATION AGENDA ITEM 4.03

BOARD MEETING OF: May 10, 2012

PREPARED BY: Kim Steeves, Professional Staff Liaison

TITLE OF AGENDA ITEM: Approval of Matters Relating to Continuing Innovation
Leader/Assistant Superintendent Personnel

ACTION/INFORMATION/DISCUSSION: Consent-Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for personnel changes

RATIONALE

- The contract renewal actions on attached roster are to meet Board of Education objectives in student achievement.

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: Becky Carter, Chief Education Officer **DATE:** May 1, 2012



BOARD OF EDUCATION AGENDA ITEM 4.04

BOARD MEETING OF: May 10, 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: Becky Carter, Chief Education Officer **DATE:** April 27, 2012



BOARD OF EDUCATION AGENDA ITEM 4.05

BOARD MEETING OF: May 10, 2012

PREPARED BY: Kim Steeves, Professional Staff Liaison

TITLE OF AGENDA ITEM: Non-renewal of Probationary Teachers

ACTION/INFORMATION/DISCUSSION: Consent-Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for personnel changes
- To stay in compliance with statute, C.R.S. 22-63-203(3) of the Teacher Employment, Compensation and Dismissal Act of 1990, action needs to be taken concerning Probationary Teacher contracts

RATIONALE:

- The non-renewal actions on attached roster are to meet Board of Education objectives in student achievement.

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: Becky Carter, Chief Education Officer **DATE:** April 27, 2012



BOARD OF EDUCATION AGENDA ITEM 4.06

BOARD MEETING OF: May 10, 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:

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: Becky Carter, Chief Education Officer

DATE: May 1, 2012

Consent Agenda Item

4.07

Minutes of Regular Board of Education
Meeting April 12, 2012

Consent Agenda Item

4.08

Minutes of Special Board of Education
Meeting April 14, 2012

Consent Agenda Item

4.09

Minutes of Special Board of Education
Meeting April 30, 2012

Board Update

5.00

Open Forum

6.00

Action Items

7.00



BOARD OF EDUCATION AGENDA ITEM 7.01

BOARD MEETING OF: May 10, 2012

PREPARED BY: Falcon School District Board of Education

TITLE OF AGENDA ITEM: Resolution to Declare a Vacancy on the Board of Education

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Due to the resignation of Director Joan Johnson from the Board of Education, the Board needs to declare a vacancy. C.R.S. 22-31-129-(2) "At the next board of education meeting immediately following the occurrence of any condition specified in subsection (1) of this section, the Board of Education shall adopt a resolution declaring a vacancy in the school director office, and the Board of Education of the school district in which the vacancy occurs shall appoint a person to fill the vacancy within sixty days after the vacancy has occurred."

The vacancy will be published in local newspapers, on the District's website and through info flash email.

RATIONALE:

The sooner the vacancy is declared the sooner candidates can start sending in their letter of interest and the less time the seat will remain vacant.

RELEVANT DATA AND EXPECTED OUTCOMES:

To fill the vacant Board of Education Director position.

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

Cost for advertising the vacancy in local newspapers.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the following Resolution to Declare a Vacancy on the Board of Education. (read the resolution)

APPROVED BY: Tammy Harold, BOE President

DATE: April 14, 2012

Resolution to Declare a Vacancy

Be it resolved that the Board of Education of Falcon School District 49 accepts the resignation of Joan Johnson from the Board of Education effective April 14, 2012.

Be it further resolved that, in accordance with state law, the Board declares a vacancy in this school director office that will be filled by appointment by the Board within 60 days from this date in accordance with the following procedure.

1. Interested persons are invited to send an application to the Board of Education with a statement of interest and qualifications by 4:00 p.m., Thursday May 25, 2012.
2. The Board will interview prospective candidates on Wednesday May 30, 2012 at a public meeting,
3. To be eligible for appointment, a candidate must be a registered elector of the Falcon School District #49 and resident of Falcon School District #49 for at least twelve consecutive months prior to the date of appointment.
4. The appointee will serve until the next regular school biennial election in November 2013.

Tammy Harold, President, Board of Education

Chuck Irons, Secretary, Board of Education



BOARD OF EDUCATION AGENDA ITEM 7.02

BOARD MEETING OF: May 10, 2012

PREPARED BY: Loretta Branham, BOE Executive Assistant

TITLE OF AGENDA ITEM: Approval of Procurement and Purchasing Manager Job Description

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The Board of Education has declared that the Organizational Chart and administrator employment should continue to be reviewed on an ongoing basis.

As part of the revisions to the Organizational Chart, if approved, the position of Procurement and Purchasing Manager would need to be defined by a job description.

RATIONALE:

The District must seek the best possible framework and personnel to conduct its affairs in all era of fiscal austerity and into the future. The District seeks to more effectively and efficiently provide programs that will enhance student achievement.

RELEVANT DATA AND EXPECTED OUTCOMES:

The goal is to have more effective and efficient management of personnel and departments.

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:

Move to approve the Procurement and Purchasing Manager job description and direct the administration to post the position.

APPROVED BY: Board of Education

DATE: April 16, 2012

**FALCON SCHOOL DISTRICT 49
ADMINISTRATIVE JOB DESCRIPTION**

Job Title: Procurement & Purchasing Manager

Initial: May 10, 2012

Revised Date:

Work Year: 261 days

Department: Business Office

Reports To: Chief Business Office

Salary Range: \$50,000 - \$80,000 (Professional/Technical Category III)

SUMMARY:

A position to establish and oversee the district's procurement function; to include, contracting, supervision of contracting staff, and related procurement and purchasing activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities 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 and responsibilities may vary depending upon building assignments and other factors.

- Serves as the District Contracting Officer
- Reports to the Chief Business Officer
- Ensures that proper procurement and business procedures are followed by all district staff
- Serves as a major participant in developing policy and compliance with all applicable laws
- Ensures that proper competition procedures are followed, including the purchasing activities of all staff.
- Ensures proper source selection on RFP's (Requests for Proposal) and IFB's (Invitations for Bid), sets standards and requirements for compiling and reviewing bid documents, advertise, and conduct pre-bid conferences, and reviews contract files.
- Counsels and instructs efforts of staff to ensure all staff members performs in accordance with ethical procurement integrity, to include development of regular training materials.
- Establishes efficient and effective processes and systems to enhance procurement and contracting activities.
- Provides support and assistance to improve the District's programs and management efforts.
- Develops written recommendations for improvement of business practices and ethics pertaining to procurement and contracting.
- Prepares and reviews District procurement policies, regulations, procedures and recommendations for Chief Business Officer and Board of Education consideration.
- Oversees planning and coordinating procurement activities and strategies to meet the District's needs.

- Plans and updates solicitation/bid schedules in conjunction with project managers to include bond project program, if required.
- Ensures self and staff maintains knowledge of details and trends in changing market conditions to effectively oversee the procurement of supplies and services of prices and quantities to benefit the District.
- Communicates with contractors, vendors and manufacturers, and reads applicable professional publications to learn and keep updated on market trends and conditions, prices and new products.
- Represents the District by leading negotiation teams on major contracts and procurements. Meets with vendors, manufacturers, contractors, and district personnel to investigate and resolve problems with product performance, services, delivery dates, construction problems and other areas.
- Issues notices of award and notices to proceed (following proper pre-construction submittals).
- Makes Contracting Officer recommendations to Chief Business Officer on disputes and claims.
- Serves as District Contracting Officer in negotiating contractor modifications and change orders which include work requests, provisional interim billing and supplement agreements. .
- Is the Administrative Contracting Officer (ACP) and Contracting Officer's Technical Representative (COTR) for contracts unless other technical expertise is necessary.
- Solicits proposals for technical evaluation from appropriate staff offices, determines pre-negotiation position for District's negotiating team and signs and approves all post negotiation memorandums.
- Responsible for looking for more strategic buying opportunities for the District in an effort to be more efficient stewards of taxpayer dollars.
- Performs 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:

Bachelor's degree in business administration or related field with at least 24 hours of business courses.

EXPERIENCE:

A minimum of five (5) years of experience in procurement and contracting that includes at least three (3) years of construction contracting and procurement practices and procedures. Additionally, a minimum of three (3) years of government or public school contracting experience.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Knowledge of laws, rules, regulations governing public school procurement, charter schools and intergovernmental arrangements and partnerships. Keep abreast of developments in the procurement/contracting field. Supervise the purchasing and contracting functions of the district. Perform sound procurement analysis and take,

or recommend, appropriate actions regarding procurement matters. Advanced knowledge of, and experience with, personal computers and common business software programs, including spreadsheets, database, word processing, presentations and publications (e.g. Microsoft Office suite); and basic office equipment. Advanced written and oral communication skills, curriculum, policy and procedure, management, accounting, interpersonal relations, evaluation, negotiation and technology.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Preferred – Certified professional procurement officer (CPPO) from NIGP, or Certified Purchasing Manager (CPM) from NAPM.

SUPERVISION/TECHNICAL RESPONSIBILITY:

Supervises all personnel assigned to the procurement department. Creates an environment that is supportive of the needs of the District.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to see, talk or hear. The employee is frequently required to stand; walk or sit. Frequently required to travel to schools, construction sites and appointments. The employee must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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



BOARD OF EDUCATION AGENDA ITEM 7.03

BOARD MEETING OF: May 10, 2012

PREPARED BY: Loretta Branham, BOE Executive Assistant

TITLE OF AGENDA ITEM: Revision to Board of Education Policy JHCA Open/Closed Campus

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

At the Board of Education meeting on March 28, Mark Carara, Innovation Leader for the Falcon Zone brought a proposal to the Board that would allow seniors in good standing to have open campus privileges starting with the 2012 school year. The direction of the Board was to seek legal counsel as to the best way to address this whether by a waiver or policy revision.

It is the recommendation of Brad Miller, legal counsel that the requested revisions be made to policy JHCA to address this issue.

RATIONALE:

The revisions to policy JHCA addresses having policies that are current with practices and allowing Principals in high schools in the district to move forward with their requests for open campus for a select group of students with board approval.

RELEVANT DATA AND EXPECTED OUTCOMES:

Signed parent permission forms will be required for a student to leave campus per policy. Policy and practice will be consistent..

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:

Move to approve the revision to Board of Education Policy JHCA Open/Closed Campus.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 13, 2012

**Open/Closed Campus
(High School/Middle School/Elementary School)**

Except pursuant to specific Open Campus rules approved by the Board of Education, Aall high school, middle school, and elementary students shall remain on school premises throughout the school day and during the lunch period unless the building principal has received a written request for permission to leave from their parents or guardian.

Adopted: May 1994.

Reviewed: September 7, 2000.

Reviewed: July 8, 2010:

Revised:

LEGAL REFS.:

C.R.S. 22-32-120(3) (*food services-facilities-school food authorities-rules-repeal*)



BOARD OF EDUCATION AGENDA ITEM 7.04

BOARD MEETING OF: May 10, 2012

PREPARED BY: Bruce Grose VRHS Associate Principal, Susan Thomas Falcon High School Associate Principal, Jennifer Hagood Associate Principal

TITLE OF AGENDA ITEM: Approval of Off Campus Privilege for Falcon High School, Sand Creek High School and Vista Ridge High School

ACTION/INFORMATION/DISCUSSION: Action Item

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

With the revisions to Board of Education Policy JHCA Open/Closed Campus it is now essential to bring the requirements and criteria for off campus lunch at the three high schools in the district.

Provide a Positive Behavior Support System for high school students and allow for more space in the cafeteria.

RATIONALE:

To promote a positive environment at the high school level. To reduce the number of lunch periods required to serve the students at each school. Provide adequate time for all students adequate time to eat their lunch. Provide incentive for upperclassman to excel academically.

RELEVANT DATA AND EXPECTED OUTCOMES:

Falcon High School Criteria and Requirements

Seniors who have no discipline referrals, no unexcused absences, no tardies, no grade below a C, and have permission slips signed by parents or guardians on file, will be granted permission to leave campus. First semester senior approval will be dependent upon JUNIOR end of year grades, attendance, tardies and behavior. A lunch sticker will be provided by security at the beginning of the following school year to those students who meet the

All seniors who meet the extended lunch time/off-campus lunch requirements will be required to present their ID, with a sticker attached on the back, to security prior to leaving the building. Security will be located at the student exit doors leading to the student parking lot. Seniors will NOT be allowed to transport other seniors in their vehicles without the prior approved written consent of both sets of parents. Any senior caught violating the established criteria, or transporting an underclassman to lunch, will automatically lose their off-campus lunch privileges for the remainder of the entire school year. **AT ANY TIME, SENIORS MAY LOSE THE OFF-CAMPUS LUNCH PRIVILEGE IF THEIR BEHAVIOR, ATTENDANCE, AND/OR GRADES DO NOT MEET THE CRITERIA OUTLINED.** Off-campus privileges will be reviewed at the end of the Senior Fall semester and new stickers will be issued to those who meet the criteria.

Sand Creek High School Off-Campus Lunch Procedure

Sand Creek High School allows Juniors and Seniors the off-campus lunch privilege. Students must have signed parent permission. Students then receive a sticker on their ID verifying that they have this privilege. Security checks IDs as students exit the parking lot for lunch.

Lunch is tied to our intervention period. Below outlines our intervention process.

- Students with a D or F will receive a 3 week schedule.
- Students will rotate among teachers if failing or near failing one or more class.
- Students will receive a schedule for tutoring on the first Monday of a 3 week cycle
- Attendance will be taken
- Students with A’s, B’s, and C’s will receive a sticker for their ID to indicate earned incentive
- Incentive – extended lunch
- If a Junior or Senior has C’s or better, they receive this extended lunch to include off campus (if they have signed parent permission).
- Eligibility for the extended lunch is reviewed every 3 weeks.

Students off campus passes may be revoked at any time due to behavior, attendance, grades and/or parent request.

Vista Ridge High School Off Campus Lunch Procedure

Only Juniors or Seniors are eligible

- o No Discipline Referrals
- o No Unexcused Absences
- o No grade below a “B”, including Honors and AP classes
- o Signed parent permission slip allowing student to leave campus for lunch, if conditions for level 3 are met
- o Students meeting Level 3 Criteria will be re-evaluated every 4 to 5 weeks throughout the school year

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:

Move to approve the open campus requests for Falcon High School, Sand Creek High School and Vista Ridge High School as requested by the administration.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 6, 2012



BOARD OF EDUCATION AGENDA ITEM 7.05

BOARD MEETING OF: May 10, 2012

PREPARED BY: Don Begier, Executive Officer for Educational Services

TITLE OF AGENDA ITEM: Alpine Achievement Systems Contract Renewal

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

To notify the board of the intent to continue to utilize the Alpine Achievement systems for the 2012-13 school year as the data warehouse for student achievement data.

RATIONALE:

In order to identify student's strengths and areas for growth, teachers need access to multiple sets of assessment data. The Alpine Achievement System allows our teachers to access student data from a variety of assessments in one spot. This allows them to determine the effectiveness of teaching strategies and identify areas for intervention.

RELEVANT DATA AND EXPECTED OUTCOMES:

This Software allows teachers to spend more time on instruction and less time accessing assessment data. Due to one stop access to assessment data, teachers are able to more quickly identify the standards and objectives that their students know as well as identify the areas in which the students need intervention. These interventions will lead to an increase in learning for all students.

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

The cost of access to Alpine Achievement Systems for the 2012-13 SY will not exceed \$100,000.00

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the contract with Alpine Achievement Systems for the 2012-13 school year not to exceed \$100,000.00.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 18, 2012



BOARD OF EDUCATION AGENDA ITEM 7.06

BOARD MEETING OF: May 10, 2012

PREPARED BY: Lynn Mather, Coordinator of Curriculum and Instruction

TITLE OF AGENDA ITEM: Approval for New Licensed Staff Job Description and Approval to Post Positions

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- To gain Board of Education approval for newly created Gifted and Talented Resource Teacher Job Description.
- Discussion and Agreement by Innovation Zone Leaders and Chief Education Officer about need for and support of position.
- Established need for this position grew out of discussions with Falcon Gifted & Talented Parent Advisory Council.
- Advocating for this position grew out of discussions with Curriculum Instruction & Assessment Administrators in the zones and discussions with Colorado Department of Education Regional GT Director.
- It is anticipated that there will be no more than 3 positions of this type/description across the district; i.e. 1 per zone (Falcon, Sand Creek & Vista Ridge).

RATIONALE:

Due to the special needs of gifted and talented students, a new specific job description has been created to address those special needs and concerns. This position will provide support to and advocate for gifted students, support classroom teachers and schools to provide appropriate programming and address students Advanced Learning Plans (ALP) goals, and be a liaison and contact person for parents of gifted and talented students.

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

X Operational Efficiency and Systems Effectiveness

FUNDING REQUIRED: X Yes _____ No

50% of funding will be from state Gifted and Talented funding and 50% will come from each zone who participates in the new position.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the Gifted and Talented Resource Teacher job description and posting of the requested positions.

APPROVED BY: Becky Carter, Chief Education Officer **DATE:** April 16, 2012



BOARD OF EDUCATION AGENDA ITEM 7.07

BOARD MEETING OF: May 10, 2012

PREPARED BY: Becky Carter, Chief Education Officer

TITLE OF AGENDA ITEM: Innovation Leader/Assistant Superintendent Job Description Revisions

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Innovation Leaders are an integral part of the transformative work in Falcon School District. After a year of implementation the role of the Innovation Leader/Assistant Superintendent can be more clearly defined in this job description.

RATIONALE:

RELEVANT DATA AND EXPECTED OUTCOMES:

See job Description

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:

Move to approve the Innovation Leader/Assistant Superintendent job description as amended by the Chief Education Officer.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 19, 2012

Falcon School District 49
Administrative Job Description

Job Title: Assistant Superintendent/Innovation Leader
Revised Date: May 2, 2012
Work Year: 261 days
Division: Innovation Zone
Reports To: Chief Education Officer
Salary Range: \$132,000

Summary:

Works in conjunction with other Innovation Leaders under supervision of Chief Education Officer. Responsible for education of students in assigned “zone.” Responsible for staff, budget, facilities, and operations in assigned zone. Responsible for coordination, communications, and development of Innovation Zone application, approval and implementation. Coordinates required reports for the CEO and Board of Education, and ensures compliance with, and adherence to Board of Education Policy and/or the zone innovation plan.

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 percentage may vary.

- Develop, communicate, coordinate and complete Innovation Zone application for assigned zone in accordance with Innovation Initiative. Establish community identity for assigned zone.
- Responsible for continuing educational improvement in all schools and student groups within assigned zone.
- Responsible for staff, budget, facilities, calendar, and operations in assigned zone under supervision of CEO/CBO/COO.
- Responsible for proactive communication with the CEO/CBO/COO in matters that pertain to the areas for which they are responsible
- Responsible for curriculum, instruction, teacher/staff development and training, instructional goals and strategies, and student achievement and goals within assigned zone. (individual zone specialization: IB, STEM, CTE, etc.)
- Staff evaluation and development of future evaluation processes.
- Serve as liaison between zone and other zones in the District.
- Prepare or oversee the preparation of all required reports.
- Assists CEO, CBO, and COO in coordination of District business units and/or outside service providers for assigned zone.

- Serve as liaison between outside organizations in assigned zone.
- Assist the CEO, CBO and COO in developing processes, systems management policies, regulations and procedures for the purpose of achieving the District's vision, mission, goals, and objectives.
- Establishes personal and professional credibility and relationships with District staff and administrators, students, parents, outside agencies, and community groups.
- Responsible for community involvement and community/school relationships.
- Responsible for Scheduling for zone flexibility.
- Responsible for evaluating innovation leaders (principals) within the zone and development of future evaluation processes.
- Collaborates with other Innovation Leaders and the CEO/CBO to determine areas where economies of scale can be achieved.
- Collaborates with other Innovation leaders to ensure ideas and information potentially beneficial to all zones are shared to reduce duplication of effort and share research that can improve student achievement.
- May provide professional expertise outside of the district for up to three days annually with compensation.
- Other duties assigned.

EDUCATION AND TRAINING:

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

EXPERIENCE:

A minimum of five (5) years of teaching experience and two years as building principal. Knowledge of policy development, state law and business operations. Knowledge of budget development and fiscal management preferred.

SKILLS, KNOWLEDGE, EQUIPMENT AND OTHER:

Operating knowledge of and experience with personal computers and software, basic office equipment. Advanced written and oral communication skills, policy and procedure, management, accounting, interpersonal relations, negotiation and technology.

CERTIFICATES, LICENSES AND REGISTRATIONS:

Colorado Administrator or Principal license (eligible to apply).

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.



BOARD OF EDUCATION AGENDA ITEM 7.08

BOARD MEETING OF: May 10, 2012

PREPARED BY: Don Begier, Executive Officer for Educational Services

TITLE OF AGENDA ITEM: Apple Technology Lease for staff laptops and POWER zone one-to-one iPad initiative.

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

We are requesting the approval a two year operational lease with Apple Corporation for 805 MacBook Pro Laptops. The request is to purchase directly through Apple Education as they are the only company that sells these products in the quantity we are requesting.

We are requesting the approval of the expenditure of \$350K for the 2012-13 SY to reinforce and enhance our technology infrastructure.

Approval requested to allow the POWER zone to enter into a three year operational lease for 250 iPad 3's for the purpose of conducting a pilot one-to-one deployment.

RATIONALE: Instructional technology is no longer a “nice to have”, it is a necessity to prepare our students to compete in a global economy. The first step in any plan is to ensure that teachers have the necessary technology to deliver the curriculum, to communicate, and to access, manage, and evaluate student-related information. Teachers will need MacBook Pro laptops to develop content for the iPads in their classroom as our one-to-one initiative moves forward. Allowing our teachers an entire school year to work with these devices prior to phasing in our one-to-one iPad initiative will lead to greater comfort for them and more success of the overall initiative. The purchase of the MacBook Pro also allows us to replace our current teacher computers which have been used for four years and will be entering their fifth year of use in the 2012-13 SY. The expenditure for infrastructure is necessary to give us the ability to ensure the new devices introduced into our environment will be used to their maximum potential.

RELEVANT DATA AND EXPECTED OUTCOMES: This technology will allow teachers across the district to teach the necessary 21st Century skills as spelled out in the Colorado State Standards as well as other requisite skills such accessing and analyzing information and creating products with the information they acquire to provide evidence they know the information and can apply it in new environments.

This technology is especially important with the STEM focus of the POWER zone. During the pilot phase of the iPad initiative, increased engagement is expected as evidenced through walkthrough data. As engagement increases so will academic outcomes such as test scores on assessments to include DIBELS and Scantron. We also expect to see a decrease in discipline as engagement rises. This is to be evidenced through the discipline data gathered during the pilot.

There will also be an increase in the ability to differentiate delivery of instruction as we move into the pilot phase of our implementation of our students receiving one-to-one devices (iPad 3's) in the elementary, middle, and high schools next year (2012-2013 academic year).

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

MacBook lease will not exceed \$440K and the Infrastructure will not exceed \$350K.
iPad pilot will not to exceed \$55K per year for three years.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the lease for 805 MacBook Pro laptops not to exceed \$440K per year for two years and the expenditure of \$350K to begin the process of enhancing technology infrastructure to come from district funds. Further, I move to approve the iPad pilot in the POWER zone for 250 student iPads not to exceed \$55K per year for three years to be covered by the Vista Ridge POWER zone budget.

APPROVED BY: Becky Carter, Chief Education Officer and Brett Ridgway, Chief Operating Officer

DATE: May 27, 2012



BOARD OF EDUCATION AGENDA ITEM 7.09

BOARD MEETING OF: May 10, 2012

PREPARED BY: Don Begier, Executive Officer for Educational Services

TITLE OF AGENDA ITEM: Apple Technology Lease for staff iPads for the POWER zone one-to-one iPad initiative.

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Approval requested to allow the POWER zone to enter into a three year operational lease for 250 iPad 3's for their teachers for the purpose of preparation for their role in a one-to-one deployment.

RATIONALE: See Previous Agenda Item

RELEVANT DATA AND EXPECTED OUTCOMES:

This technology will allow teachers across the district to teach the necessary 21st Century skills as spelled out in the Colorado State Standards as well as other requisite skills such accessing and analyzing information and creating products with the information they acquire to provide evidence they know the information and can apply it in new environments.

This technology is especially important with the STEM focus of the POWER zone. During the pilot phase of the iPad initiative, increased engagement is expected as evidenced through walkthrough data. As engagement increases so will academic outcomes such as test scores on assessments to include DIBELS and Scantron. We also expect to see a decrease in discipline as engagement rises. This is to be evidenced through the discipline data gathered during the pilot. There will also be an increase in the ability to differentiate delivery of instruction as we move into the pilot phase of our implementation of our students receiving one-to-one devices (iPad 3's) in the elementary, middle, and high schools next year (2012-2013 academic year).

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

iPad lease will not to exceed \$55K per year for three years.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the lease of 250 iPads for the teachers in the POWER zone, Not to exceed \$55K per year for three years to be paid for out of Vista Ridge POWER zone budget.

APPROVED BY: Becky Carter, Chief Education Officer and Brett Ridgway, Chief Operating Officer

DATE: 4-27-12



BOARD OF EDUCATION AGENDA ITEM 7.10

BOARD MEETING OF: May 2, 2012

PREPARED BY: Kim McClelland, iConnect Innovation Leader

TITLE OF AGENDA ITEM: Falcon School District 49 District Response for Charter Proposals/Application Template

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The iConnect Zone leader has been partnering with the Colorado League of Charter schools in support with pro-active school development based on identified need within the school district, and to improve charter school authorizing practices and response for proposal/applications that will impact student achievement in Falcon School District 49.

RATIONALE:

The Colorado League of Charter Schools has assisted in a comprehensive district needs assessment to include detailed student-level data analysis and a district-wide survey to help in the development of a Response for Proposal/Applications of potential charters and programs in our district. Falcon School District's Request for Applications (RFA) will provide context and information for those interested in launching new public charter schools in the district. This RFA highlights the district-identified areas of greatest need both from a programmatic and geographic perspective.

RELEVANT DATA AND EXPECTED OUTCOMES:

The information presented in the Request for Application document to the Board of Education will update the outcomes of the district-wide survey and highlights the identified trends from the survey and the student level data that district stakeholders had the opportunity to weigh in on. In addition to trends of the survey results and the trends in student level achievement data there is information for interested applicants to follow for the application process for new school development. It is intended to have applicants submit a comprehensive application outlining the plan for the proposed school. It is intended that the Response for Proposal/Application will be posted publically in May 2012.

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 X No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the Falcon School District 49 District Response for Charter Proposals/
Application.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: May 3, 2012



BOARD OF EDUCATION AGENDA ITEM 7.11

BOARD MEETING OF: May 10, 2012

PREPARED BY: Kim McClelland/Brad Miller

TITLE OF AGENDA ITEM: Pikes Peak School of Expeditionary Learning Charter Renewal

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

On January 12, 2012 the Board of Education approved the renewal of Pikes Peak School of Expeditionary Learning's charter contract. This action is to approve the final contract and attachments and to direct the Board President to sign the contract.

RATIONALE:

The recommendation for renewal was based on the outcomes of the renewal process, and an external site visit by the Colorado League of Charters schools.

The renewal process considered four key questions below:

- Is the educational program a success?
- Are school operations effective and efficient?
- Is the school meeting its legal and other obligations?
- Does the school have excellent governance and leadership?

These questions each were answered in the affirmative.

RELEVANT DATA AND EXPECTED OUTCOMES:

Prior to submitting the renewal documents to the district, the Colorado League of Charter Schools conducted a comprehensive external site visit review of PPSEL. This was required by PPSEL's contract (Section 2.4.1) because the school received a rating of low or below for two consecutive years on their state accountability report. The outcome of the report from the external site visit was positive and provided the school with commendations and recommendations.

The expected outcome would be for the Falcon School District's Board of Education to renew the PPSEL charter for a total of 5 years. PPSEL will be expected to provide the District with a detailed plan of how PPSEL's Board will improve its work as the school's governing body based on the recommendations from the external site visit review.

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 X No

Amount Budgeted: PPSEL's charter contract provides that any cost related to the district's authorizing, monitoring and supervision will be incurred by the PPSEL.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the Pikes Peak School of Expeditionary Learning charter contract as presented for a total of 5 years and to direct Board President to sign the contract.

APPROVED BY: **DATE:**



BOARD OF EDUCATION AGENDA ITEM 7.12

BOARD MEETING OF: May 10, 2012

PREPARED BY: Lisa Hines, Educational Support Staff Liaison

TITLE OF AGENDA ITEM: Approval of Intergovernmental Agreement provided by the Traffic Engineering Department of Colorado Springs.

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- The Intergovernmental Agreement between the City of Colorado Springs and the District allows for partial reimbursement of city-approved crossing guards within the District.

RATIONALE:

- Approval of the attached IGA will increase the probability of safer arrival of students at approved crosswalks

RELEVANT DATA AND EXPECTED OUTCOMES:

- By addressing this action item, the Board of Education allows the district to continue receiving supplemental funds from the City of Colorado Springs.
- By not addressing this action item, the funding will cease and all crossing guards will be fully funded through the district.

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

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

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve Intergovernmental Agreement with the Traffic Engineering Department of Colorado Springs as recommended.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: May 3, 2012



BOARD OF EDUCATION AGENDA ITEM 7.13

BOARD MEETING OF: March 28, 2012

PREPARED BY: Nikki Lester, Career and Technical Education Director

TITLE OF AGENDA ITEM: Approval of the 2012-13 Contract between Falcon School District 49 and International Salon and Spa Academy

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

With the support of all of the Innovation Leaders, students from Falcon High School, Sand Creek High School, Vista Ridge High School, Patriot Learning Center, and Virtual Academy will be afforded an opportunity to attend the International Salon and spa Academy to train for the eligibility of a hairstyling alliance. The district will contract for up to fourteen (14) students at this time.

RATIONALE:

The curriculum and instructional plan of the academy is structured to provide continual individualized supervision and assistance during the complete length of student training. The instructional methods and techniques are competency based to assure learning achievement in each course offered to the students. Students are provided with a supportive educational environment which encourages the continual practice of newly acquired skills.

RELEVANT DATA AND EXPECTED OUTCOMES:

Upon completion of this two (2) year program, students are eligible to apply for licensure. The salon will assist student in preparation for the licensure exam which allows them to leave the program with hairstyling credentials and enter the workforce. Further, it affords them a venue to earn money while seeking further postsecondary education opportunities.

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: Cost of fourteen (14) students at a rate of \$3000 per student is \$42,000.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the contract between Falcon School District 49 and International Salon and Spa Academy for the 2012-13 school year which is not to exceed \$42,000.

APPROVED BY: Becky Carter, Chief Education Officer

Date: March 14, 2012



BOARD OF EDUCATION AGENDA ITEM 7.14

BOARD MEETING OF: May 10, 2012

PREPARED BY: Brett Ridgway, Chief Business Officer

TITLE OF AGENDA ITEM: District Salary Schedules

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The proposed 2012-13 budget for Falcon School District includes a priority to increase staff compensation for the first time in four years..

To accomplish this priority within available funding limitations, requires the district to modify the four salary schedules in place in the district: Licensed, Classified, Professional-Technical, and Administrative salary schedules.

The intention to implement the compensation increase is to give all staff an additional 'step' on their relevant schedule. A step is closely tied to an individual's level of experience but is not a direct correlation. If the district were to simply use the current schedules, it would not result in an aggregated result that fits within the identified 2012-13 budget parameters. In addition the current schedules have some anomalies strategic design flaws that would be best to begin correcting. Since there is limited funds available for the compensation change, corrections to the salary schedules cannot be fully implemented in this budget cycle. Future changes, to either the schedules or the compensation system in general will have to be relied on to fully correct the issues.

RATIONALE:

Since Falcon School District has not seen a change to employee compensation since the 2008-09 fiscal year, it is proposed to split the compensation change into two pieces: one piece is implemented through the salary schedules as a permanent change; a second piece is a one-time payment that is specifically targeted to employees who are on staff as of April 2012 and 'return' to the District for the 2012-13 fiscal year and are on staff as of October 29, 2012 – as a recognition of the loyalty of such staff for remaining with Falcon School District during the recent years' of financial stress related to reductions in K12 funding in the state of Colorado.

RELEVANT DATA AND EXPECTED OUTCOMES:

The 2012-13 budget priorities made a certain dollar amount available for employee compensation changes. In order for changes to fit within that constraint, and to have the changes fit in a salary schedule-based compensation environment, and to target the change in a manner that is most desired, the alterations in the salary schedules are targeted toward an average increase of 2% in employee base compensation. The average, when broken down to an individual basis, may result in some staff seeing slightly less than 2% and some staff seeing slightly more than 2%. In



BOARD OF EDUCATION AGENDA ITEM 7.15

BOARD MEETING OF: May 10, 2012

PREPARED BY: Melinda Keck, Falcon Middle School Principal/Mark Carara,
Assistant Superintendent for Innovation/FHS Principal

TITLE OF AGENDA ITEM: Falcon Elementary School's Innovation Plan

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Falcon Elementary School has worked on this proposal since February 2011. Staff, administrators, and community members have collaborated on this plan over the past several months and it was recently approved at the school level. FES followed the innovation process as outlined in the State of Colorado Innovation Act of 2008. Background information, timelines, one waiver, rationale, and approvals are included in the plan itself.

RATIONALE:

This plan, if approved, will help with give Falcon Elementary School greater autonomy in the areas of:

- 1) Autonomy of Curriculum

Falcon Elementary School will be able to meet the needs of their students more efficiently and productively if they have greater latitude in the area listed above.

RELEVANT DATA AND EXPECTED OUTCOMES:

Falcon Elementary School's Innovation Plan, if approved by the BOE and the State of Colorado, will give the school status as a "school of innovation." This plan includes a waiver from current BOE policy and from State statute. As an outcome, FES believes student test scores (CSAP) will increase in future years. As a "school of innovation" FES will have a better chance of receiving Race to the Top Federal funds. Innovation status will give FES a better chance at receiving State and corporate grants in the future.

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: Funding will come from Falcon Zone budget and from Falcon Elementary School's budget. No extra monies will be necessary.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to adopt Falcon Elementary School's Innovation Plan effective July 1, 2012 upon approval by the State Board of Education.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: May 10, 2012

Informational Items

8.00

8.01

Student Travel Study Trips

8.02

Expulsion/ Suspension Information

Discussion Items

9.00



BOARD OF EDUCATION AGENDA ITEM 9.01

BOARD MEETING OF: May 10, 2011

PREPARED BY: Brett Ridgway, Director of Finance

TITLE OF AGENDA ITEM: 2012-13 Proposed Budget

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

This proposed budget satisfies CRS22-44-108c that requires that the Board of Education receive a proposed budget “at least thirty days prior to the beginning of the next fiscal year”, and this page serves as the statement to describe the major objectives of the educational program.

Since Falcon School District 49 relies on State Equalization Funding for approximately 73% of general fund revenue, and since the State has announced that 2012-13 K-12 funding will be essentially flat as compared to 2011-12, Falcon School District can utilize a ‘baseline plus variant’ approach to the 2012-13 budget.

Using the baseline of the amended 2011-12 budget, District Administration has identified priorities to slightly modify the educational program and associated staffing for the 2012-13 school year and fiscal year. The largest, and most consistent change across the district is the implementation of free, full-day kindergarten. This item results in both lower revenue (due to no tuition for ‘paid’ full day kindergarten) and increased expense (due to additional staff needs). In addition, spends are proposed to improve district technology – since no significant spend has been made in technology for the last two years, and a spend increase for normal and required increases to the Public Employee Retirement Association (PERA), district utilities and property and liability insurance.

RATIONALE:

A significant part of the 2011-12 budget baseline was an increased allocation (vs. recent years) for capital needs. With agreement from the current Board of Education, that allocation has been reduced in the 2012-13 proposal, freeing up monies to be used for the increased spends that have been requested by District Administration. A moderate expectation of student growth is proposed (1.5%) that will also add to the available resources.

RELEVANT DATA AND EXPECTED OUTCOMES:

After the Board of Directors receives this Proposed Budget, the Business Office will publish statutorily required notices of budget availability so that all interested parties may inspect the Proposed Budget. To facilitate this requirement, the Proposed Budget will be posted on the District website for public consumption. In addition, the Business Office will present the Proposed Budget, and entertain discussion on the same, with the budget subcommittee of the District Accountability and Advisory Committee, and provide results of those discussions at the Board work session scheduled for May 30, 2012. After consideration of that input, plus any input from members of the Board and Administrative staff of the District, a Final Budget will be

presented for approval at the Regular meeting of the Board of Directors scheduled for June 14, 2012.

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:

N/A

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: May 4, 2012



BOARD OF EDUCATION AGENDA ITEM 9.02

BOARD MEETING OF: May 10, 2012

PREPARED BY: Sally McDermott, Assistant Director of Human Resources

TITLE OF AGENDA ITEM: Revision to Board of Education Policies GBC/GBC-R FMLA Eligible Staff Leaves and Absences , GBCA Non FMLA Staff Leaves and Absences and AC Nondiscrimination/Equal Opportunity

ACTION/INFORMATION/DISCUSSION: Discussion

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Due to review from Mountain States Education Council, board policies GBC/GBC-R, GBCA and AC need to be revised to add language regarding Americans with Disabilities Act/Amendment Act ADA AAA.

RATIONALE:

Due to the fact that we have many staff members requesting leaves we must ensure that leaves are handled according to federal Family Medical Leave Act and Americans with Disabilities Act/Amendment Act in order to protect the district from future liabilities.

Additionally it must be made clear to all staff that if they feel that they need an accommodation under the Americans with Disabilities Act/Amendment Act they may request this via their supervisor or the Human Resources Department.

RELEVANT DATA AND EXPECTED OUTCOMES:

All future leaves will be reviewed to ensure that if non-FMLA eligible they are handled according to ADA AAA requirements if eligible and appropriate. All staff who believe their need an ADA AAA accommodation will be made aware of how to request this accommodation.

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:

Move the revisions to Board of Education Policy GBC/GBC-R, GBCA and AC to an action item at the next Board meeting.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 16, 2012

Nondiscrimination/Equal Opportunity/Americans with Disabilities Act and Amendment Act (ADAAA) and Religious Accommodation

The Board of Education is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the District are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any District program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age is also prohibited in accordance with state and federal law.

Americans with Disabilities Act and Amendment Act (ADAAA) and Religious Accommodation

The District will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the District or a direct threat. Employees needing such accommodation are instructed to contact their supervisor or Human Resources immediately.

In keeping with these statements, the following shall be objectives of this District:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.

5. To initiate a process of reviewing all policies and practices of this District in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or discrimination in violation of District policy.

Annual notice

The District shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the District are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability or need for special education services. The announcement shall also include the name/title, address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all District media containing general information, including: teachers' guides, school publications, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

Harassment is prohibited

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of district facilities and programs. All such harassment, by District employees, students and third parties, is strictly prohibited.

All District employees and students share the responsibility to ensure that harassment does not occur at any District school, on any District property, at any District or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any District curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent, or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment (GBAA for employees and JBB* for students) will apply to complaints alleging sexual harassment.

Reporting harassment

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in this policy shall immediately report it to an administrator, counselor, teacher, or compliance officer and file a formal complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment shall file a complaint with the compliance officer.

All students who witness such harassment shall immediately report it to an administrator or teacher. All employees who have such harassment reported to them shall promptly forward the report to an immediate supervisor or to the compliance officer.

All District employees who witness such harassment shall take prompt and effective action to stop it, as prescribed by the District. Under certain circumstances, harassment may constitute child abuse that must be reported to proper authorities.

Interim district action

When appropriate, the District shall take interim measures during the investigation of a harassment report to protect the alleged subject of the harassment from further harassment or retaliation.

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

District action following investigation

The District shall take appropriate action to end the unlawful harassment, to prevent its recurrence, to prevent retaliation against the individual making the report and anyone participating in the investigation and to restore lost educational opportunities to the harassed student or employment opportunities to

staff. In addition, any student or employee who engages in harassment of another student or employee shall be disciplined according to applicable District policies. Steps shall also be taken to ensure that victims of, and witnesses to, harassment are protected from retaliation. Further, students or employees who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment.

No student, employee or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment will be kept confidential. Upon determining that incidents of harassment are occurring in particular District settings or activities, the District shall implement measures designed to remedy the problem in those areas or activities.

Notice and training

To reduce harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all District schools and departments. The policy and compliance process shall be incorporated into student and employee handbooks.

Students and District employees shall receive periodic training related to recognizing and preventing unlawful harassment. District employees shall receive additional training related to handling reports of harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups, whether real or perceived;
- how to recognize and react to harassment; and
- proven harassment prevention strategies.

Current practice codified 1980.

Adopted: date of manual adoption.

Revised: May 1994

Revised: August 13, 1998

Revised April 28, 2008

Revised: August 12, 2010.

Revised:

LEGAL REFS.: 20 U.S.C. § 1681 (*Title VII, Education Amendments of 1972*)

20 U.S.C. § 1701-1758 (*Equal Employment Opportunity Act of 1972*)

29 U.S.C. § 621 et seq. (*Age Discrimination in Employment Act of 1967*)

29 U.S.C. § 701 et seq. (*Section 504 of the Rehabilitation Act of 1973*)

42 U.S.C. § 12101 et seq. (*Title II of the Americans with Disabilities Act*)
42 U.S.C. § 2000d (*Title VI of the Civil Rights Act of 1964, as amended in 1972*)
42 U.S.C. § 2000e (*Title VII of the Civil Rights Act of 1964*)
34 C.F.R. Part 100
C.R.S. [2-4-401](#) (13.5) (*definition of sexual orientation*)
C.R.S. [18-9-121](#) (*bias-motivated crimes*)
C.R.S. [22-32-109](#) (1)(II) (*Board duty to adopt written policies prohibiting discrimination*)
C.R.S. [24-34-301](#) (7) (*definition of sexual orientation*)
C.R.S. [24-34-301](#) et seq. (*Colorado Civil Rights Division*)
C.R.S. [24-34-401](#) et seq. (*discriminatory or unfair employment practices*)
C.R.S. [24-34-601](#) (*unlawful discrimination in places of public accommodation*)
C.R.S. [24-34-602](#) (*penalty and civil liability for unlawful discrimination*)

CROSS REFS.: [ACE](#), Nondiscrimination on the Basis of Disability
[GBA](#), Open Hiring/Equal Employment Opportunity
[GBAA](#), Sexual Discrimination and Harassment
[JB](#), Equal Educational Opportunities
[JBA](#), Nondiscrimination on the Basis of Sex
[JBB*](#), Sexual Harassment

FMLA Eligible Staff Leaves and Absences

The Board of Education shall provide a plan for leaves and absences designed to help members of the staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations.

Such leaves and absences shall be granted in accordance with the law and the Board policies pertaining to specific types of leaves.

Federally-mandated family leave

The provisions shall apply to all Family and Medical Leaves of Absence and provide eligible employees with up to a total of twelve (12) work weeks of ~~unpaid~~ leave in a twelve (12) month period. Federally-Mandated Family Leave is administered concurrently with any paid leave or vacation covered under other Board Policies for any part of the twelve (12) weeks of leave to which the employee is entitled. An employee who qualifies for paid leave or vacation under another policy shall take the paid leave or vacation concurrently.

To be eligible for leave under this policy, an employee shall have been employed for at least twelve (12) months and shall have worked at least one thousand two hundred and fifty (1,250) hours during the twelve (12) month period preceding the commencement of the leave. A full-time classroom teacher shall be deemed to be eligible for family leave. An eligible employee shall be entitled to a combined total of twelve (12) weeks' leave ~~in a twelve (12) month period~~~~per year~~ under particular circumstances that are critical to the life of a family.

Leave may be taken upon the birth and for the first-year care of the employee's child; upon the placement of a child with the employee for adoption or foster care; when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or when the employee is unable to perform the functions of his/her condition because of a serious health condition.

Entitlement for childcare leave shall end after the child reaches age one (1) or twelve (12) months after adoption or foster placement. Leave to care for a child shall include leave for a step-parent or person *in loco parentis*.

If medically necessary for a serious health condition of the employee or the employee's spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule subject to certain conditions which pertain to instructional employees. The District may require the employee to transfer temporarily to an alternative position, which better accommodates recurring periods of absence or a part-time schedule provided that the position has equivalent pay and benefits.

The District shall maintain coverage under any group health insurance plan for any employee who is granted an approved FMLA leave of absence under this policy for the duration of the leave (up to twelve 12 weeks). Such coverage shall be maintained at the same level and under the same conditions as coverage that would have been provided if the employee was not on leave. If the employee is eligible to request a leave extension and needs to take leave time in excess of the twelve (12) weeks of FMLA leave, all insurance benefits will terminate at the end of the twelve (12) week FMLA leave period. The employee will be given the right to continue their insurance coverage, at their cost, under the Consolidated Omnibus Budget Reconciliation Act (COBRA). If the employee returns to their position, they will be eligible to re-enroll in the district health plan at that time. The District reserves the right to seek reimbursement for this benefit at the time it is given, as allowed by law.

Reinstatement shall be determined in accordance with any applicable Board policies. If the employee on leave is a salaried employee and is among the highest paid 10 percent of District employees and keeping the job open for the employee would result in substantial economic injury to the District, the employee may be denied reinstatement provided the District notifies the employee of its intent to deny reinstatement at the time economic hardship occurs and the employee elects not to return to work after receiving the notice.

Adopted: June 17, 2009

Revised:

LEGAL REFS.: 29 U.S.C. 2601 et seq. (*Family and Medical Leave Act*)
29 C.F.R. Part 825 (*regulations*)

CROSS REFS.: GCCAA, Instructional Staff Sick Leave
GCCAB, Instructional Staff
Personal/Emergency/Legal/Religious Leave
GCCBA, Administrative Staff Sick Leave
GCCBB, Administrative Staff
Personal/Emergency/Legal/Religious Leave

Note: This law provides that the district shall not be in violation of other federal laws such as those governing the district's responsibility to educate handicapped children

FMLA Staff Leaves and Absences

Basic conditions

The District will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent. The basic certification will be sufficient if it contains the date on which the condition commenced, the duration of the condition and any appropriate medical information. The employee will be given a Family Medical Leave Act (FMLA) medical certification form to be filled out by the attending physician.

For an employee's own medical leave, the certification also must include a statement that the employee is unable to perform the functions of his/her position. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time the employee is needed to provide care.

In its discretion, the District may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the District at its own expense may require the binding opinion of a third health care provider approved jointly by the District and the employee.

Certification for intermittent leave must indicate the dates on which treatment is expected to be given and the duration of the treatment. For leave to care for a seriously ill child, spouse, or parent, the certification must include a statement that the employee's intermittent leave is necessary to care for the family member and the expected duration and schedule of treatment.

For the employee's own intermittent leave, the certification must contain a statement indicating the medical necessity of the intermittent treatment and its expected duration.

A leave of absence application ~~and supporting medical documents~~ must be originated by the employee. This form should be completed in detail, signed by the employee, and their immediate supervisor and submitted to the personnel department. If possible, the form should be submitted 30 days in advance of the effective date of the leave. The Human Resources Department will review the leave of absence application and send out the required medical certification documentation to be filled out and returned with fifteen (15) calendar days per FMLA guidelines. All medical information provided to the District through this process shall be treated as confidential.

Notification and reporting

When the need for leave for the birth or adoption of a child or for planned medical treatment is foreseeable, the employee must provide at least 30 days prior notice unless circumstances dictate otherwise. With respect to foreseeable treatments of an employee's family members, the employee must make a reasonable effort to schedule treatment so as not to disrupt District operations.

In case of illness, the employee is required to report periodically on his/her leave status and intention to return to work.

Intermittent or reduced leave

When instructional employees seek intermittent leave in connection with a family or personal illness and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the District may require the employee to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position with the school system, that is equivalent in pay, for which the employee is qualified and which better accommodates the intermittent situation.

Reinstatement

Because the end of the semester is a critical time for both staff and students, the following conditions will apply to requests from staff seeking to return from leave within the last three weeks of the semester:

1. If the employee begins any category of family and medical leave five or more weeks prior to the end of the semester and the leave is for more than three weeks, the District may require the employee seeking to return within the last three weeks to wait until the next semester.
2. If the employee begins any category of family and medical leave except personal sick leave less than five weeks before the end of the semester and the period of leave is greater than two weeks, the District may require the employee to wait until the next semester.
3. If the employee begins any category of family and medical leave except personal sick leave three or fewer weeks before the end of the semester and the period of leave is greater than five working days, the District may require the employee to wait until the next semester.

Employees who have taken leave due to a personal health condition will be required to provide certification by their physician that the employee is able to resume work at least two (2) working days prior to the anticipated return to work date. ~~[optional language—unless otherwise provided in a negotiated agreement].~~ In addition, the District reserves the right to consult with a public health official if

there is any question about possible transmission of a disease in the school setting.

Repayment of benefits

In event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, the District may recover from the employee the cost of any payments made to maintain the employee's group health insurance coverage unless the failure to return to work was due to a continuation, recurrence, or onset of a serious health condition as certified by a physician that entitles the employee to leave or for other reasons beyond the employee's control.

Benefit entitlements based upon length of service will be calculated as of the last paid work day prior to the start of the unpaid leave of absence.

Posting/notice to employees

Building principals/administrators will post notices explaining the Family and Medical Leave Act's provision in locations where they can be readily seen by employees and applicants for employment.

The FMLA Fact Sheet published by the U.S. Department of Labor, wage and hours division, will be incorporated into all employee handbooks or provided directly to employees.

[Any employee questions regarding leaves of absence should be directed to the Human Resources Office.](#)

Adopted: June 17, 2009

Revised:

Non FMLA Eligible Staff Leaves and Absences/Americans with Disabilities and Americans with Disabilities Amendment Act

The Board of Education shall provide a plan for leaves and absences designed to help members of the staff maintain their physical health, take care of family and other personal emergencies, improve professionally, and discharge important and necessary obligations.

Such leaves and absences shall be granted in accordance with the law and the Board policies pertaining to specific types of leaves.

Employees who have not worked 12 months or 1,250 hours and are not eligible for the District's FMLA guideline may be eligible for Non-FMLA Leave. Those employees may be provided a medical leave of absence to be used in a block of time, in limited circumstances. Such a leave would include time off for an employee's injury or immediate family member's injury, whether on or off the job.

If an employee is non-FMLA eligible, their initial request for medical leave for their own serious health condition will be processed under the Americans with Disabilities (ADA) and Americans with Disabilities Amendment Act (ADAAA). Once the employee's leave request and supporting medical documentation is reviewed, the leave may be approved as an ADA/ADAAA accommodation.

For a medical leave to be granted, the following conditions must be met:

- The employee notifies the immediate supervisor as soon as possible of the need for medical leave.
- The employee submits to the Human Resources Department a Leave of Absence application signed by their immediate supervisor, with the supporting documentation from the attending physician outlining the reason for leave and the estimated time needed. (The District reserves the right to obtain an opinion from a doctor chosen by the District at District expense.) Human Resources will give the employee the appropriate forms to have filled out by their physician, if applicable, with a due date to return to the Human Resources Department.
- The Human Resources department will review each request for leave to determine if it would fall under standard non-FMLA leave or if it would be considered under ADA/ADAAA accommodations.
- If leave is granted under ADA/ADAAA, the leave will be presented to the Board of Education at the next available board meeting as being granted as an ADA/ADAAA accommodation.
- Once the leave is approved, a letter will be sent to the employee identifying that their leave was granted as an ADA/ADAAA accommodation.
- ~~Approvals are obtained from the Human Resources Department prior to the leave.~~

- All available sick leave and earned vacation are used at the beginning of the leave of absence. Medical Leave (non-FMLA or ADA/ADAAA) runs concurrently with the receipt of vacation, sick leave, short term disability, and worker's compensation, whenever applicable.

Medical Leaves (non-FMLA or ADA/ADAAA), and any extension of leaves, will generally be limited to no longer than twelve (12) calendar weeks. An employee who has been sick or injured and is ready to return to work from leave should present a doctor's statement indicating ability and capability to return to work. Employees who fail to return at the expiration of their authorized leave will normally be terminated. In the case of a non-probationary employee, dismissal will be in accordance with Colorado Revised Statute CRS 22-63-203 as required by Colorado law if terminated during the contract year.

The District shall maintain coverage under any group health insurance plan for any employee who is granted an approved non-FMLA or ADA leave of absence under this policy for the duration of the leave (up to twelve 12 weeks). Such coverage shall be maintained at the same level and under the same conditions as coverage that would have been provided if the employee was not on leave. If the employee is eligible to request a leave extension and needs to take leave time in excess of the twelve (12) weeks of non-FMLA/ADA leave, all insurance benefits will terminate at the end of the twelve (12) week non-FMLA/ADA leave period. The employee will be given the right to continue their insurance coverage, at their cost, under the Consolidated Omnibus Budget Reconciliation Act (COBRA). If the employee returns to their position, they will be eligible to re-enroll in the district health plan at that time. The District reserves the right to seek reimbursement for this benefit at the time it is given, as allowed by law.

~~The District will continue medical and life insurance benefits for an employee on leave for a maximum of twelve weeks as long as the employee pay's the entire premium which consists of both the employee and employer portion of the premium.~~

Vacation and sick leave will not accrue during a medical leave of absence.

~~Holiday and snow day pay will not be granted during the leave.~~

Medical Leave (non-FMLA or ADA/ADAAA) may not be used for the purpose of extending medical leave beyond the District's FMLA Leave unless request is reviewed, approved and given as an ADA/ADAAA accommodation.

Adopted: June 17, 2009

Revised:

LEGAL REFS.: 29 U.S.C. 2601 et seq. (*Family and Medical Leave Act*)
29 C.F.R. Part 825 (*regulations*)

CROSS REFS.: GCCAA, Instructional Staff Sick Leave
GCCAB, Instructional Staff
Personal/Emergency/Legal/Religious Leave
GCCAC, Instructional Staff Maternity/Paternity/Parental Leave
GCCBA, Administrative Staff Sick Leave
GCCBB, Administrative Staff
Personal/Emergency/Legal/Religious Leave
GCCBC, Administrative Staff Maternity/Paternity/Parental Leave

Note: This law provides that the district shall not be in violation of other federal laws such as those governing the district's responsibility to educate handicapped children

Other Business
10.00

Adjournment
11.00