



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 April 12, 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 March Financial Update
 - 4.02 Approval of Matters Relating to Administrative Personnel
 - 4.03 Approval of Matters Relating to Continuing Central Office Administrative Personnel
 - 4.04 Approval of Matters Relating to Continuing Building Administrative Personnel
 - 4.05 Approval of Matters Relating to Teach, Educate and Mentor (T.E.A.M.) Personnel
 - 4.06 Approval of Matters Relating to Licensed Personnel
 - 4.07 Approval of Matters Relating to Educational Support Personnel
 - 4.08 Approval of Minutes for March 8, 2012 Regular Board of Education Meeting
 - 4.09 Approval of Minutes for March 28, 2012 Special Board of Education Meeting
- 5.00 Board Update**
- 6.00 Open Forum**
- 7:00 Action Items**
 - 7.01 Career Technical Education (CTE) Stipend for Professional Credentialed Teachers
 - 7.02 Approval of Board of Education Policy IKCA-Weighted Grades
 - 7.03 Approval of Food Service Contracts for Banning Lewis Ranch Academy, Indigo Ranch Classical Academy, Pikes Peak School of Expeditionary Learning, Rocky Mountain Classical Academy K-5, Rocky Mountain Classical Academy 6-9
 - 7.04 Approval of Teacher Appreciation Week Resolution
 - 7.05 Approval of Proposal for 2012-2013 Transportation
 - 7.06 Innovation Plans
 - 7.07 Educational Technology Update and Approval of Proposal for Increased Bandwidth/Network Capability
 - 7.08 Approval of Personnel Director Job Description
 - 7.09 Approval of Procurement and Purchasing Manager Job Description
 - 7.10 Approval of Chief Operations Officer Job Description
 - 7.11 Approval of Organizational Chart Revisions

8:00**Information Items**

- 8.01 Summer School Update
- 8.02 2012-12 Budget Focus
- 8.03 Student Field Trips
- 8.04 Expulsion/ Suspension Information

9.00**Discussion Items**

- 9.01 Revision of Board of Education Policy JHCA Open/Closed Campus

10.00**Other Business**

- 10.01 Executive Session pursuant to C.R.S. 24-6-402(4)(b, d, and e) for the purpose of receiving legal advice from our attorney on specific legal matters; determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators; and to discuss specialized details of security arrangements or investigations. Departmental reviews or audits: Service Departments

11.00**Adjournment**

DATE OF POSTING: April 9, 2012

Loretta Branham, BOE Executive Assistant



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

REGULAR
BOARD OF EDUCATION MEETING
April 12, 2012
6:30 p.m.

EDUCATION SERVICE CENTER—
BOARD ROOM

Call to Order and
Roll Call
1.00

Welcome and
Pledge of Allegiance
2.00

Approval of Agenda
3.00



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 April 12, 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 March Financial Update
 - 4.02 Approval of Matters Relating to Administrative Personnel
 - 4.03 Approval of Matters Relating to Continuing Central Office Administrative Personnel
 - 4.04 Approval of Matters Relating to Continuing Building Administrative Personnel
 - 4.05 Approval of Matters Relating to Teach, Educate and Mentor (T.E.A.M.) Personnel
 - 4.06 Approval of Matters Relating to Licensed Personnel
 - 4.07 Approval of Matters Relating to Educational Support Personnel
 - 4.08 Approval of Minutes for March 8, 2012 Regular Board of Education Meeting
 - 4.09 Approval of Minutes for March 28, 2012 Special Board of Education Meeting
- 5.00 Board Update**
- 6.00 Open Forum**
- 7:00 Action Items**
 - 7.01 Career Technical Education (CTE) Stipend for Professional Credentialed Teachers
 - 7.02 Approval of Board of Education Policy IKCA-Weighted Grades
 - 7.03 Approval of Food Service Contracts for Banning Lewis Ranch Academy, Indigo Ranch Classical Academy, Pikes Peak School of Expeditionary Learning, Rocky Mountain Classical Academy K-5, Rocky Mountain Classical Academy 6-9
 - 7.04 Approval of Teacher Appreciation Week Resolution
 - 7.05 Approval of Proposal for 2012-2013 Transportation

- 7.06 Innovation Plans
- 7.07 Educational Technology Update and Approval of Proposal for Increased Bandwidth/Network Capability
- 7.08 Approval of Personnel Director Job Description
- 7.09 Approval of Procurement and Purchasing Manager Job Description
- 7.10 Approval of Chief Operations Officer Job Description
- 7.11 Approval of Organizational Chart Revisions

- 8:00 Information Items**
- 8.01 Summer School Update
- 8.02 2012-12 Budget Focus
- 8.03 Student Field Trips
- 8.04 Expulsion/ Suspension Information

- 9.00 Discussion Items**
- 9.01 Revision of Board of Education Policy JHCA Open/Closed Campus

- 10.00 Other Business**
- 10.01 Executive Session pursuant to C.R.S. 24-6-402(4)(b, d, and e) for the purpose of receiving legal advice from our attorney on specific legal matters; determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators; and to discuss specialized details of security arrangements or investigations. Departmental reviews or audits: Service Departments

- 11.00 Adjournment**

DATE OF POSTING: April 9, 2012

Loretta Branham, BOE Executive Assistant

Consent Agenda

4.00



BOARD OF EDUCATION AGENDA ITEM 4.02

BOARD MEETING OF: April 12, 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:** March 30, 2012



BOARD OF EDUCATION AGENDA ITEM 4.03

BOARD MEETING OF: April 12, 2012

PREPARED BY: Kim Steeves, Professional Staff Liaison

TITLE OF AGENDA ITEM: Approval of Matters Relating to Continuing Central Office Administrative 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:** March 30, 2012



BOARD OF EDUCATION AGENDA ITEM 4.04

BOARD MEETING OF: April 12, 2012

PREPARED BY: Kim Steeves, Professional Staff Liaison

TITLE OF AGENDA ITEM: Approval of Matters Relating to Building Administrative 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:** March 30, 2012



BOARD OF EDUCATION AGENDA ITEM 4.05

BOARD MEETING OF: April 12, 2012

PREPARED BY: Kim Steeves, Professional Staff Liaison

TITLE OF AGENDA ITEM: Approval of Matters Relating to Teach, Educate and Mentor (T.E.A.M.) 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:** March 30, 2012



BOARD OF EDUCATION AGENDA ITEM 4.06

BOARD MEETING OF: April 12, 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:** March 30, 2012



BOARD OF EDUCATION AGENDA ITEM 4.07

BOARD MEETING OF: April 12, 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: April 2, 2012

4.08

Approval of Regular BOE Meeting Minutes
of March 8, 2012

4.09

Approval of Special BOE Meeting Minutes
of March 28, 2012

Board Update
5.00

Open Forum
6.00

Action Items

7.00



BOARD OF EDUCATION AGENDA ITEM 7.01

BOARD MEETING OF: April 12, 2012

PREPARED BY: Nikki Lester Career Technical Education Director

TITLE OF AGENDA ITEM: Career Technical Education (CTE) stipend for professional credentialed teachers

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Approval of one-time stipend for CTE teachers after requirements for CTE credential has been completed. CTE credential coursework cannot be used for salary advancement.

RATIONALE:

In order for teachers to become CTE credentialed they must go through an application process. Once this application is completed they are awarded a provisional CTE credential. In order to obtain a professional CTE credential the teacher is required to take 2 classes.

Classes: CTE Philosophy EDCT 300 and Student organization/leadership development EDCT 400 (if additional classes are required the teacher is responsible for that cost). The cost of these two classes is approximately \$600 to the teacher.

After classes are completed and turned in to CTE for approval they are awarded a CTE profession credential.

It is requested that once the teachers have finished this process, been given the professional credential, and have been employed with Falcon D49 for one more school year that a one-time stipend would be awarded to the teacher in the amount of \$600 from Zone payroll to reimburse the teacher for completing this process. It is estimated that each zone will have approximately 3 to 4 applicants per school year.

The coursework that is completed by the CTE teacher cannot be used as credit for salary advancement.

This proposal for staff empowerment has been reviewed and accepted by all zone leaders.

RELEVANT DATA AND EXPECTED OUTCOMES:

By having a CTE credentialed teacher the district may be eligible for reimbursement from the state for approved programs through CTA reporting. Amount of reimbursement is dependent upon various aspects of the approved program.

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 D49 payroll (Zone Budgets)

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve a one-time stipend in the amount of \$600 to be paid from Zone payroll be awarded to the teacher once they have finished the CTE Credential process, been given the professional credential, and have been employed with Falcon D49 for one more school year. Classes used to receive these credentials would not qualify for salary advancement.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: March 14, 2012



BOARD OF EDUCATION AGENDA ITEM 7.02

BOARD MEETING OF: March 28, 2012

PREPARED BY: Mark Carara, Sean Dorsey, Bob Felice & Kim McClelland

TITLE OF AGENDA ITEM: Approval of Board of Education Policy IKCA-Weighted Grades

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

To level the playing field on weighted grades between students in AP, IB, and CU Succeed classes.

RATIONALE:

Based on current policy (IKCA), Advanced Placement (AP) students are the only ones required to take a test before being given a weighted grade for advanced classes. This is inherently unfair to the AP students currently enrolled in our high school classes.

RELEVANT DATA AND EXPECTED OUTCOMES:

If this change in policy is approved, grades, and therefore GPA's, will be factored and calculated in a much cleaner and more uniform manner. (See proposed change in policy attached).

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: No costs will be needed for this change in policy.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the revisions to Board of Education Policy IKCA-Weighted Grades.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: March 17, 2012

Weighted Grading

The Board of Education believes that all high school students should pursue the most challenging and rigorous course of instruction which their individual skills and abilities will allow them to master. At the same time, the Board believes that students who are engaged in the most demanding course work offered in the curriculum should be recognized in a manner which makes them highly competitive with their peers for admission to selective colleges and universities and for scholarships and financial aid.

The term “weighted grading” is used to describe the process of assigning additional strength or numerical value to a grade which a student earns in certain courses designated as “weighted” courses. This additional numerical value will be used to compute a student’s grade point average (GPA) and class rank. Courses selected for weighting are those which are determined to be rigorous, require prerequisites, and are considered as preparation courses for college.

All Advanced Placement (AP), CU Succeed, and International Baccalaureate (IB) courses will be given credit on a 5.0 weighted grade scale. ~~AP grades will count on a 5.0 scale only if the student takes the AP exam.~~ Designated honors courses will be given credit on a 4.5 weighted grading scale. Any student taking a weighted class who does not earn a passing grade will not be awarded class credit.

Students, who transfer into the District with credit in courses that meet the stipulations outlined, will have their transfer grades adjusted to the appropriate weighted grade scale.

All courses approved for weighted grades will follow a District approved curriculum and require the ~~District~~ course final exam. Honors courses will be weighted once the curriculum has been developed to meet specific standards.

Adopted: April 4, 2002.

Reviewed: July 8, 2010.

Revised: February 2, 1012.

Revised:



BOARD OF EDUCATION AGENDA ITEM 7.03

BOARD MEETING OF: April 12, 2012

PREPARED BY: Monica Deines-Henderson, Director Nutrition Service

TITLE OF AGENDA ITEM: Food Service for Banning Lewis Ranch Academy, Indigo Ranch Classical Academy, Pikes Peak School of Expeditionary Learning, Rocky Mountain Classical Academy K-5, Rocky Mountain Classical Academy 6-9

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

Approval for the agreement to provide meals for the 2012-2013 school year between Falcon School District Nutrition Services Department and Banning Lewis Ranch Academy, Indigo Ranch Classical Academy, Pikes Peak School of Expeditionary Learning, Rocky Mountain Classical Academy K-5, Rocky Mountain Classical Academy 6-9

RATIONALE:

Providing nutritious meals will enhance student’s wellbeing for academic success.

RELEVANT DATA AND EXPECTED OUTCOMES:

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: This is a revenue generating contract

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the contract for the 2012-2013 school year between Falcon School District Nutrition Services Department and Banning Lewis Ranch Academy, Indigo Ranch Classical Academy, Pikes Peak School of Expeditionary Learning, Rocky Mountain Classical Academy K-5, Rocky Mountain Classical Academy 6-9.

APPROVED BY: Monica Deines-Henderson, Director Nutrition. Services **DATE:** April 4,2012



BOARD OF EDUCATION AGENDA ITEM 7.04

BOARD MEETING OF: April 12, 2012

PREPARED: Loretta Branham, BOE Executive Assistant

TITLE OF AGENDA ITEM: National Teacher Appreciation Week May 7-11, 2012

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

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

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

May 7-11, 2012 is National Teacher Appreciation Week and we encourage community members and parents to let our teachers know how much we appreciate their commitment to ensuring the success of every student. Please take the time to say thank you. Send a card, make a phone call, or send an email.

RATIONALE:

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

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

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

Individual Buildings and Zones will be in charge of this recognition.

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

I move to approve the Resolution for National Teacher Appreciation Week as follows: (Read into the record the resolution).

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 4, 2012



**TEACHER APPRECIATION WEEK
HONORABLE PROCLAMATION
MAY 7th – 11th, 2012**

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

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

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

**NOW THEREFORE, WE THE FALCON SCHOOL
DISTRICT 49 BOARD OF EDUCATION
PROCLAIM
MAY 7th – 11th, 2012
TEACHER APPRECIATION WEEK**

Tammy Harold, President

Joan Johnson, Vice President

Chuck Irons, Secretary

Marie LaVere-Wright, Treasurer

Chris Wright, Director

Becky Carter, Chief Education Officer



BOARD OF EDUCATION AGENDA ITEM 7.05

BOARD MEETING OF: April 12, 2012

PREPARED BY: Cindy Hardin, Director of Transportation
Brett Ridgway, Chief Business Officer

TITLE OF AGENDA ITEM: Proposal for 2012-2013 Transportation

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- This is a request for approval of the Transportation Plan for 2012-2013 which includes a reduction in the cost to be combined with a flat fee.

RATIONALE: To ease the cost and effectiveness of Transportation placed on our patrons.

RELEVANT DATA AND EXPECTED OUTCOMES:

To be shown in Power Point with copies to BOE

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: to be discussed in conjunction with the financials

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the transportation plan for the 2012-13 school year.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 4, 2012



BOARD OF EDUCATION AGENDA ITEM 7.06

BOARD MEETING OF: April 12, 2012

PREPARED BY: Sean Dorsey, Innovation Leader, Dustin Horras, Principal Evans International Elementary, Mark Brown, Principal Remington Elementary, Debbie Jones, Principal Springs Ranch Elementary Mark Carara, Innovation Leader, Susan Thomas, Principal Falcon High School, Brian Smith, Principal Falcon Middle School

TITLE OF AGENDA ITEM: Request for delay of action by the Board of Education concerning innovation plans submitted by Falcon and Sand Creek Innovation Zones.

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

The Falcon Board of Education is nearing the deadline of sixty days to take action on submitted innovation plans, as well as provide written feedback for schools regarding their plans. Our schools require more time to address forthcoming feedback. In addition, it is critical that counsel be procured to closely examine the legality of the waivers requested in the plans prior to submittal to the Colorado State Board of Education.

RATIONALE:

The Falcon and Sand Creek Innovation Zones recommend that the Falcon Board of Education continue to review the innovation plans submitted by each zone. Moreover, the Falcon and Sand Creek Innovation Zones strongly encourage the Falcon Board of Education to seek counsel with regard to the legality of the state statute and board policy waivers inherent in each plan. The zones are fully cognizant this recommendation will delay the approval of the plans by the Falcon Board of Education beyond the sixty-day limit outlined in the Innovation Act of 2008. Yet, the zones welcome any written feedback from the Board of Education regarding the submitted plans in their current form.

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 delay action on the Innovation Plans for the Falcon and Sand Creek Zones as requested.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 5, 2012



BOARD OF EDUCATION AGENDA ITEM 7.07

BOARD MEETING OF: April 12, 2012

PREPARED BY: Don Begier, Executive Officer for Education Services

TITLE OF AGENDA ITEM: Instructional Technology Update and Needs Relating to Increased Bandwidth/Network Capability

ACTION/INFORMATION/DISCUSSION: Action

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

During the BOE meeting of March 28, 2012, Don Begier was asked to seek further information related to a district-wide pilot for the upcoming one-to-one initiative. Don will update the board on the work that has done since the meeting on March 28, 2012 and the next steps for the committee related to the Board's request. In addition, the district is in the process of defining our requirement for increased network speed and access for teachers and students. The direction from the Board at the BOE meeting on the 8th of March was to bring this item back to the Board as an action item at the next meeting.

RATIONALE:

We currently have two options:

Option 1 Remain with the status quo for one more year. The concern I have with this option is that we are maxed out on our network capabilities and would not be able to add any significant number of digital devices to the network. Teachers currently experience difficulty accessing the internet and have to go with an alternate lesson plan when the network fails during their lesson.

Option 2 The BOE directs district staff to enter into a one year contract starting July 1, 2012 with Comcast that will improve classroom instruction related to increased bandwidth on the network. We will increase our capability at the three high schools from 100 Megs to 500 Megs and have an undiluted 100 Megs going to every other school in the district. This will provide ample bandwidth for next year. The cost of this contract is \$13,739.60 per month and a one-time cost of \$13K for a total year price of \$177,868. This adjusted price includes the new FVA building.

RELEVANT DATA AND EXPECTED OUTCOMES:

The recommendation of the administration is to go with option 2.

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: \$180,000

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to direct district staff to enter into a one year contract starting July 1, 2012 with Comcast that will improve classroom instruction related to increased bandwidth on the network that will increase our capability at the three high schools from 100 Megs to 500 Megs and have an undiluted 100 Megs going to every other school in the district. The cost of this contract is not to exceed \$180,000.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 4, 2012



BOARD OF EDUCATION AGENDA ITEM 7.08

BOARD MEETING OF: April 12, 2012

PREPARED BY: Loretta Branham, BOE Executive Assistant

TITLE OF AGENDA ITEM: Approval of Personnel Director 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 Personnel Director, 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 Personnel Director job description and direct the administration to post the position.

APPROVED BY: Board of Education

DATE: April 4, 2012

FALCON SCHOOL DISTRICT 49
ADMINISTRATIVE JOB DESCRIPTION
Draft 4/06/12

Job Title: Personnel Director

Initial:

Revised Date:

Work Year: 261 days

Department: Human Resources

Reports To: Chief Education Officer

Salary Range: \$90,300 - \$108,500

SUMMARY:

Responsible for coordinating all employment issues for the District, including overseeing all personnel budgets; troubleshooting issues and negotiating contract with the local bargaining unit as required; recruiting, retaining, training, directing, allocating, evaluating and terminating staff; writing, revising and implementing policy and procedures; and representing the Human Resources Department on committees, boards and councils.

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.

- Advises zone leaders and department supervisors related to staffing by helping measure needs against qualified staff, assigning/reassigning staff to buildings and monitoring needs.
- Assists zone leaders and department supervisors analyze, allocate and monitor the District's personnel budget.
- Establishes salary schedules in conjunction with the Chief Education Officer and Chief Business Officer -and recommends appropriate compensation for all employees.
- Provides guidance to zone leadership as they manage the evaluation system and monitors the implementation of the employee evaluation system.
- Monitor and advise Directors, Division Supervisors and other Division Heads on the proper placement, selection, and recruitment of applicants to fill administrative and professional support positions; i.e., Principals, Assistant Principals, Counselors, Deans, etc.
- Troubleshoot all human resource issues including but not limited to: acting as the hearing officer for employee harassment cases; represent the district in hearings with the Colorado Department of Labor; acts as the district grievance officer; acts to protect all interests during cases of discipline, termination or non-renewal of employees; coordinate **with the Chief Business Officer** the district's workers' compensation program.

- Analyzes hiring trends through maintaining relationships and is actively aware of legislative development, trends and new innovations. This is developed through participation with state and local associations and networking.
- Monitors all employment practices and job assignments to ensure the District's commitment to equity in staff placement and fairness in the treatment of all employees.
- Write, review, revise and implement District wide human resource policy and procedures. Provide input to training and staff education.
- Recommends to the Chief Education Officer all policies, rules and regulations for the District's program of personnel administration.
- Ensures that all Board of Education policies and administrative regulations concerning employees are followed throughout the District.
- ~~Represent the Human Resources services within the District by acting as a school board representative on the Chief Education Officer's Leadership Team.~~
- Act as the Chief Education Officer's liaison for employee negotiations by attending meetings and functions responding to requests and providing information.
- Ensures that all employees maintain necessary qualification regarding licensure, certification, technical skills and legal status.
- Assists zone leaders with a comprehensive in state and out of state recruiting program to provide a highly qualified staff.
- Supervise the evaluation process of all employees and the preparation of all job descriptions. Reviews and revises job descriptions as necessary.
- ~~In conjunction with the CBO plan and administer~~ the District's fringe benefits program, including leaves of absence, medical and dental benefits, retirement, unemployment compensation, and worker's compensation for all employees.
- Represents the District in various community committees and organizations, which are essentially concerned with matters concerning human resources.
- Serves as the District Compliance Officer responsible for and conducts investigations of employee complaints and grievances and recommends corrective actions.
- Supervise staff including, recruiting, training, directing and assigning work, disciplining and terminating, promoting, rewarding and evaluating.
- ~~Oversee the administration of Title I, II, and III programs, to include implementation of the programs and the expenditure of funds.~~
- Coordinate with learning services and zone leadership to ensure needs based professional development for all staff. Also provide leadership related to SB 191 and the implementation of the legislation.
- Perform other duties as assigned.

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

EDUCATION AND TRAINING:

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

EXPERIENCE:

More than 10 years of combined experience in education with three to five years in human resources preferred.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Operating-Advanced knowledge of, and experience with, personal computers and software programs, including spreadsheets, database, word processing, presentations and publications (e.g. Microsoft Office suite-); and basic office equipment. Highly aAdvanced written and oral communication skills, curriculum, policy and procedure, management, accounting, interpersonal relations, evaluation, negotiation and technology.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Colorado Department of Education Principal or Administrator License.

SUPERVISION/TECHNICAL RESPONSIBILITY:

Directly supervises the Assistant Director, two (2) human resource managers, and the administrative assistant. Indirectly supervises all employees across the District. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Solely responsible for developing, administering, monitoring and coordinating the assigned budgets and initiating requisitions.

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

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is 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 7.09

BOARD MEETING OF: April 12, 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 4, 2012

FALCON SCHOOL DISTRICT 49
ADMINISTRATIVE JOB DESCRIPTION
Draft 4/06/12

Job Title: ~~District Contracting Officer~~ Procurement & Purchasing Manager

Initial:

Revised Date:

Work Year: 261 days

Department: Business Office

Reports To: Chief Business Office

Salary Range: \$50,000 - \$80,000 (Professional/Technical Category III) ~~\$85,000 - \$100,000 (Director Range \$90,300 - \$108,500 Coordinator Range \$83,000 - \$101,200)~~

SUMMARY:

A position To to establish and oversee the district's procurement department function; to include ~~construction management~~, contracting ~~function and overall~~, supervision of ~~the~~ contracting staff, and related procurement and purchasing activities. ~~and councils.~~

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
- ~~Signs all contracts valued in excess of the competition threshold on behalf of the District~~
- 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 ~~buyers and procurement~~ 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.
- ~~Supervises, directs, c~~ounsels and instructs efforts of staff to ensure all staff members performs in accordance with ethical procurement integrity, to include development of ~~individual staff development plans and performance evaluations~~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 ~~signature~~ 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's ~~decision~~ recommendations to Chief Business Officer (formal D49 determination) 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. ~~Signs contract modifications unless otherwise delegated in writing.~~
- ~~Formally appoints~~ 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 ensuring annual training and inspection of P-Card account holders.~~
- 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. Operating 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 ~~and oversees the District's P-card program.~~ Creates an environment that is supportive of the needs of the District.

~~BUDGET AND/OR RESOURCE RESPONSIBILITY:~~

~~Responsible for developing department budget and includes continuous learning procurement and contracting training.~~

~~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 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 7.10

BOARD MEETING OF: April 12, 2012

PREPARED BY: Loretta Branham, BOE Executive Assistant

TITLE OF AGENDA ITEM: Approval of Chief Operations Officer 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 Chief Operations Officer 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 Chief Operations Officer job description and direct the administration to post the position.

APPROVED BY: Board of Education

DATE: April 4, 2012

FALCON SCHOOL DISTRICT 49
ADMINISTRATIVE JOB DESCRIPTION
Draft 4/6/12

Job Title: Chief Operations Officer
Initial: 02/22/2012
Revised Date: 02/22/2012
Work Year: 261 days
Division: Operations
Department: Operations
Reports To: Board of Education
Salary Range: ???????? (\$112,100 - \$130,300)

SUMMARY:

Chief Operations Officer manages facilities, maintenance, transportation, information technology and nutrition services to ensure efficient and lawful functioning of the District.

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, business directives, and other factors.

- Manage facilities maintenance, transportation, information technology, and nutrition services activities to ensure efficient and lawful functioning of the District, and initiate standard operating procedures and policies.
- Ensure that all activities conform to District guidelines.
- Communicate effectively with all members of the District and community.
- Working with the Chief Business Officer (CBO), assists in budget development and budget monitoring and control procedures in designated areas.
- Works cooperatively with CBO and CEO in administering individual site or area operational needs.
- Prepares reports as directed by the Board of Education.
- Participates in the District's expansion and construction programs.
- Supports the value of an education in an innovation environment by a leadership culture of serving education.
- Supports the mission and philosophy of Falcon School district 49.
- Promotes income generating opportunities in designated areas through relationships with other school districts, related entities, and business and community agencies.
- Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

BA or BS in business management/related discipline and equivalent work experience in business management.

EXPERIENCE:

More than ten (10) years experience in business management and/or business ownership; with experience in operations and operational related functions including but not limited to facilities maintenance, construction trades, transportation, technology and or nutrition services. Prior experience in supervision of a work force in excess of 100 associates.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Skills and knowledge to manage, plan, organize and direct operational areas, communicate effectively, problem solve and develop management subordinates. Operating knowledge of and experience with personal computers and software, basic office equipment. Create an environment of change and innovation toward problem solving by focusing on a culture of serving the needs of education.

CERTIFICATES, LICENSES, & REGISTRATIONS:

Valid Colorado Drivers License, Criminal Justice Fingerprint Clearance.

SUPERVISION/TECHNICAL RESPONSIBILITY:

Supervises Director of Transportation or designated supervisor, Director of Nutrition Services or designated supervisor, Director of Facilities or designated supervisor, Director of Information Technology or designee/provider and any and all contractors/designates in operational functions.

Responsibilities include: working independently under board organizational policies to achieve organizational objectives; managing all assigned departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units routinely required to perform the jobs functions. There is a continual opportunity to impact the total organization's services and create a climate of service.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget and resource management and control as designated by the Board of Education.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to see, talk or hear. The employee is occasionally required to stand; walk or sit, climb, kneel. **Frequently required to travel to schools, construction sites and appointments.** The employee must occasionally lift and/or move up to 25 pounds. Generally the job requires 45% sitting, 25% walking, and 30% standing. **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 7.11

BOARD MEETING OF: April 12, 2012

PREPARED BY: Loretta Branham, BOE Executive Assistant

TITLE OF AGENDA ITEM: Organizational Chart Revisions

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 three new administrative positions 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

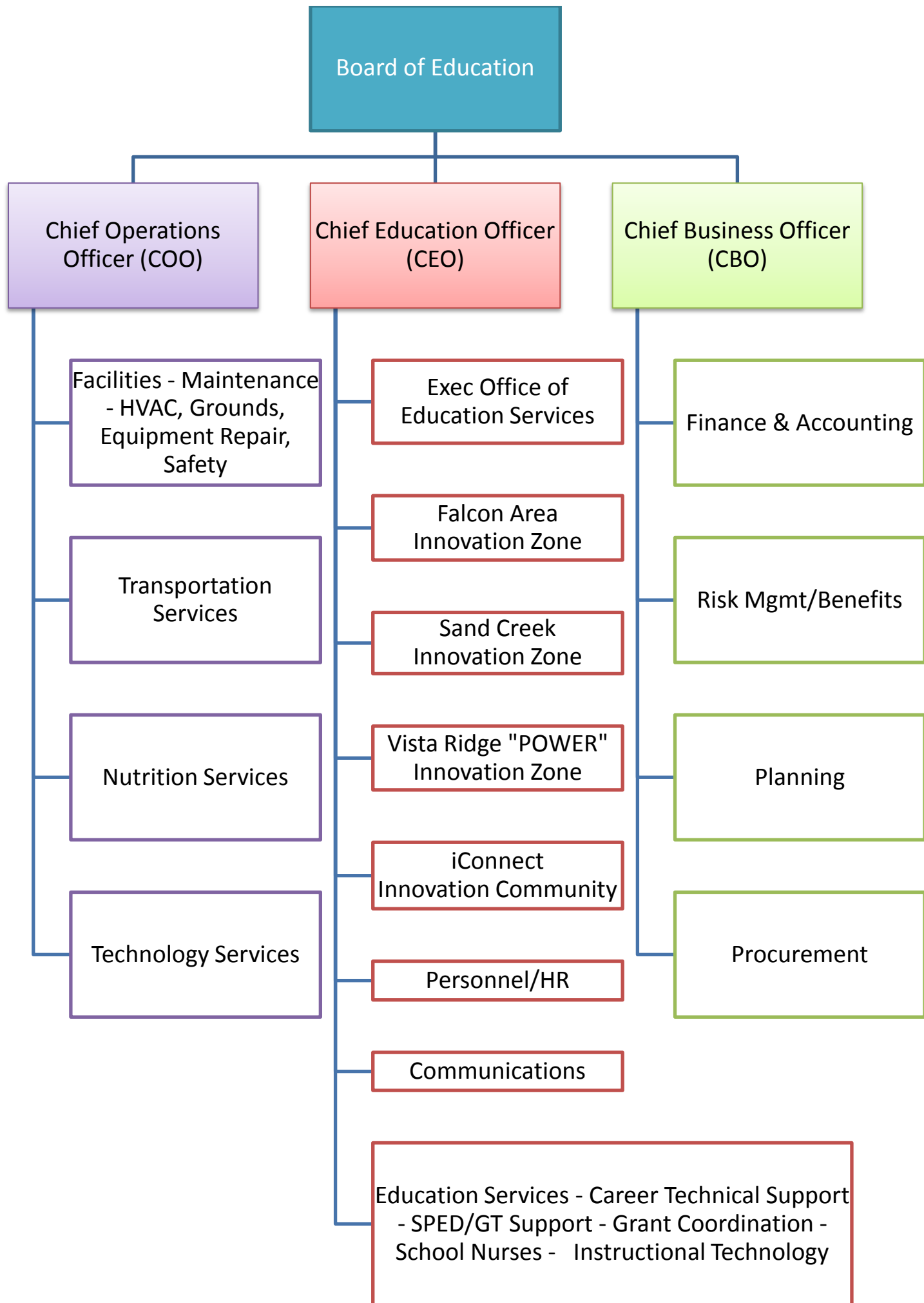
FUNDING REQUIRED: Yes No

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

Move to approve the Organizational Chart Revisions to include the three new administrative positions being discussed this evening

APPROVED BY: Board of Education

DATE: April 4, 2012



Informational Items

8.00



BOARD OF EDUCATION AGENDA ITEM 8.01

BOARD MEETING OF: April 12, 2012

PREPARED BY: Becky Carter, Chief Education Officer

TITLE OF AGENDA ITEM: Summer School

ACTION/INFORMATION/DISCUSSION: Information

BACKGROUND INFORMATION, DESCRIPTION OF NEED:

- Curriculum will be provided online through AVENTA/K12. Certified teachers will provide additional assistance as needed in the computer lab and in a classroom during office hours. A student support coach will help monitor student progress and will communicate to the certified teachers when students fall behind or need additional support.
- We will provide summer school opportunities for students entering 9th grade through seniors 2013. We will provide 8th graders the opportunity for high school transition. The cost will be \$150.00 per course. There is a two course maximum. It will run from June 4th through June 29th. Courses will be core subjects.(English, math, social studies, science)
- TCA in Academy District 20 wants to use our program for summer school.
- Extended School Year (ESY) which is for students on IEP's will be for Grades 3, 4 and 5 and will be held at Odyssey Elementary. Dates will be determined. There is a four-week model for ESY and a six-week model for severely autistic students who require shorter breaks.

RATIONALE:

It will be self-funded without any district monies to pay for any employee salaries.

RELEVANT DATA AND EXPECTED OUTCOMES:

Student will receive high school credit toward graduation that was lost due to failing the course during the regular 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

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

N/A

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 6, 2012



BOARD OF EDUCATION AGENDA ITEM 8.02

BOARD MEETING OF: April 12, 2012
PREPARED BY: Brett Ridgway, Chief Business Officer
TITLE OF AGENDA ITEM: 2012/13 Budget focus
ACTION/INFORMATION/DISCUSSION: Information/Discussion

BACKGROUND INFORMATION, DESCRIPTION OF NEED: Late in the third quarter of each fiscal year, it is appropriate for the District to begin considering budget priorities for the following fiscal year. In recent years, the amount of funding available for K12 education has been in question and has, in fact, seen several reductions on a year-by-year basis. As a result, the State’s quarterly revenue forecast has become a key indicator on what may happen – not only with the current year state revenue forecast (and by extension K12 funding), but also the forecast for the subsequent year. The most recent forecast was released March 20 and provides some flavor to Governor Hickenlooper’s original forecast for 2012/13 that was first released in November 2011.

RATIONALE: At Falcon School District, we prefer to define the total Budget Task, of which changes in funding is simply one component. Known changes to the expense load must also be considered when determining what, if any, budget reductions are necessary as a result of the total Budget Task.

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

RELEVANT DATA AND EXPECTED OUTCOMES: The 2011/12 budget task, defined in March of 2011, was \$10.9mm. There were several factors that played into quantifying that number, including the idea that staff reductions be made to anticipate further reductions for 2012/13.

HB12-1345 was introduced at the State Legislature on April 6, 2012. This proposal is intended to keep per pupil funding, on the statewide level, flat to 2010/11. This is an improvement on our prior communication by \$1.5mm. A total budget task of \$4.0mm can and should be covered by reallocation of existing resources and a moderate expectation of student growth.

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

RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:

N/A

APPROVED BY: Brett Ridgway, Chief Business Officer

DATE: March 23, 2012

8.03

Student Field Trips

8.04

Expulsion/ Suspension Information

Discussion Items

9.00



BOARD OF EDUCATION AGENDA ITEM 9.01

BOARD MEETING OF: April 12, 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: Discussion

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:

More the revisions to Board of Education Policy JHCA Open/Closed Campus to an action item at the next Board meeting.

APPROVED BY: Becky Carter, Chief Education Officer

DATE: April 5, 2012

File: JHCA

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

Except pursuant to specific Open Campus rules approved by the Board of Education, All 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*)

Other Business

10.00

- 10.01 Executive Session pursuant to C.R.S. 24-6-402(4)(b, d, and e) for the purpose of receiving legal advice from our attorney on specific legal matters; determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators; and to discuss specialized details of security arrangements or investigations. Departmental reviews or audits: Service Departments

Adjournment

11.00