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Mission Statement

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

**MINUTES**  
**SPECIAL BOARD OF EDUCATION MEETING**  
**March 28, 2012**  
**Central Administration Office – Board Room**

**1.00** President Harold called the Meeting to order at 6:37 p.m.  
Roll Call was taken with the following members present: Mrs. Tammy Harold, Mr. Chuck Irons, Mrs. Marie LaVere-Wright, Mr. Chris Wright. Mrs. Joan Johnson will be late with prior notice.

**2.00 Welcome and Pledge of Allegiance**  
President Harold welcomed those in attendance and invited them to join the Board in the Pledge of Allegiance.

**3.00 Approval of Agenda**  
President Harold requested a motion to approve the agenda.

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

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

**4.00 Open Forum**  
No speakers.

**5.00 Action Items**

5.01 Approval of New Course Proposal – Vista Ridge High School

Human Body Systems (BiomedII) – Foundation Course: Medical Interventions (Biomed III) – Foundation Course, Biomedical Innovations (Biomed IV) Capstone Course

VRHS currently offers Biomed I and would like to offer students the full selection of biomedical courses for their students. Currently students do not have any courses that offer this type of specialized learning and offering Biomed II-IV would allow for them to matriculate from the initial foundation course through the capstone course, Biomedical Innovations (Biomed IV). There was interest last year in Biomed I and students are seeking to be able to continue their studies in this area. This would also allow for unique learning opportunities for our students. Biomed science courses complement traditional science courses and can serve as the foundation for STEM-centered or specialized academies. The intention is that these courses will provide will world experiences for our students in the biomedical fields.

This program is designed to prepare students to pursue a post-secondary education and careers in the biomedical sciences. The intention is that this will strengthen a STEM-centered curriculum in the sciences. By offering greater choice in this area we seek to attract and retain students we may not have been able to without these specialized courses. By the capstone course students will actually work alongside a mentor or advisor from a university or hospital and present their work to a body of STEM professionals.

President Harold requested a motion to approve the action item 5.01

Director LaVere-Wright moved to approve the new courses listed for Vista Ridge High School for the 2012-13 school year as recommended by the administration. Director Irons seconded the motion.

This was a discussion item at the last BOE meeting.

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

#### 5.02 Approval of Revision of Board of Education JEB Entrance Age Requirements

At the February 9, 2012 Board meeting policy IHBIB was approved to reflect that in the Sand Creek Innovation Zone starting with the 2012-2013 school year and each year thereafter in all Sand Creek Innovation Zone elementary schools children must be five years of age by August 15 to be eligible to enroll in kindergarten at Evans, Remington, and Springs Ranch Elementary School unless the child is otherwise enrolled in the program pursuant to applicable law.”

Policy JEB Entrance Age Requirements is found to need the same language inserted in it so that both policies relay the same requirement; making both policies consistent in regards to the entrance age for kindergarten students in the Sand Creek Zone.

The leadership of the Sand Creek Innovation Zone believes, with the revision of the above policy, students will possess an increased readiness and maturity when enrolling in kindergarten

President Harold requested a motion to approve action item 5.02

Director LaVere-Wright moved to approve the revision of Board of Education JEB Entrance Age Requirements. Director Irons seconded the motion.

This was a discussion item at the last BOE meeting.

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

#### 5.03 Revision of Board of Education Policies

GCOA Evaluation of Instructional Staff, GCOA-R Evaluation of Instructional Staff Regulation, GDQD Discipline, Suspension and Dismissal of Educational Support Staff

GCOA and GCOA-R – Changes are recommended by CASB and relate to necessary adjustments required by Senate Bill 191.

GDQD – Changes are recommended by CASB and relate to necessary adjustments required by Senate Bill 191.

Policy changes are recommended to either improve the balance between efficiency and effectiveness, to correct issues that may have unintended

President Harold requested a motion to approve action item 5.03

Director LaVere-Wright moved to approve the policies and regulation listed as recommended by the administration. Director Irons seconded the motion.

This item was a discussion item at the last BOE meeting

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

5.04 Needs Relating to Increased Bandwidth/Network Capability

Don Begier, Executive Officer for Education Services asked that this item be tabled until the April board meeting due to contract conflicts.

5.05 Retirees to be approved under the District's Early Retirement Incentive

To gain Board of Education approval for personnel changes

To approve district staff that have chosen to participate in the Early Retirement Incentive program which was Board approved on January 26, 2012.

By approving the list of retirees, the District will be able to staff more efficiently by having retiree vacancies identified early which will allow administration to determine if these vacancies are still viable for the 2012-2013 school year.

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.

The amended budget included \$375,000 and the final amount should be around \$300,000. The total cost is less than the projected amount the Board used to approve the plan to begin with by about \$75,000 (once PERA and medicare is included)

President Harold requested a motion to approve action item 5.05

Director LaVere-Wright moved to approve the personnel recommended by the administration to take part in the District's Early Retirement Incentive. Director Irons seconded the motion.

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

5.06 Power Zone Apple Technology Lease to Purchase

Approval requested to purchase Apple Mac Book Pro laptops and iPad 3's for licensed personnel within POWER ZONE. Approval requested to purchase directly through Apple Education as they are the only company that sells these products in the quantity we are requesting.

Movement into 21<sup>st</sup> century skill development and into meeting the "Engaging Inquiry" section of our POWER ZONE mission. Teachers and students can begin to develop their own resources and "text books" that are aligned to the Common Core and Colorado Academic Standards. POWER ZONE aims to increase the ability to differentiate curriculum within the classroom for both general education and special education teachers. We also would like to get away from costs associated with the traditional textbook adoption process by utilizing more open source content and eventually delivering that material to our students through these devices. We would like

teachers to be trained on these devices before we proceed to the second and third phase of our technology implementation process which is a 1:1 pilot program for our students at specific grade levels the 2012-2013 school year and eventually a full 1:1 deployment of devices to our students.

This technology will allow teachers to teach lessons that have more 21<sup>st</sup> century skill components in them than ever before. This is a great area of need for all schools with the increased focus on 21<sup>st</sup> century skill development at state and federal levels and is especially important with the STEM focus of our zone. Increased engagement is expected as evidenced through walkthrough data. As engagement increases so should academic outcomes such as test scores on assessments such as DIBELS and Scantron. We also expect to see a decrease in discipline as engagement rises. This is to be evidenced through the discipline portion of Infinite Campus. There should also be an increase in the ability to differentiate delivery of instruction as we move into phase two of our implementation plan which includes a pilot program for students receiving 1:1 devices in the elementary, middle, and high schools next year (2012-2013 academic year).

President Harold requested a motion to approve action item 5.06

Director LaVere-Wright moved to approve the requested lease purchase of 245 Apple Mac Book Pro laptops and 250 iPad 3's funded by the Power Zone at an amount not to exceed \$127,000.00 annually for three years beginning with the 2011-12 budget year as requested by the administration of the Power Zone. Director Irons seconded the motion.

The Board has an in depth discussion regarding the procedure, financial concerns and goals for the district as a whole.

Joan Johnson entered the board meeting at 6:50 p.m.

The bandwidth issue needs to be addressed before this technology item.

Vote: Mrs. Harold, no; Mr. Irons, no; Mrs. Johnson, no; Mrs. LaVere-Wright, no; Mr. Wright, no. Motion failed.

This item is to be brought back in some form at the April 12 Board meeting.

## **6.00 Information Items**

### **6.01 Gifted and Talented Program Update**

The Gifted and Talented Program was affected by many staffing cuts for the 2011-2012 SY. Information was presented by Lynn Mather, Coordinator of Curriculum to give an update about how the program has changed due to these cuts and how the program is currently reorganized to continue to serve the population of gifted and talented students to meet state statute.

### **6.02 Professional Learning Communities/Late Start Proposal for Falcon High School & Lunch Modification**

Presentation by Mark Carara, Innovation Leader for the Falcon Zone.

Falcon High School is insufficient in the time it allows teachers to collaborate (PLC time). Adding additional collaboration time for the staff at FHS will correlate to more detailed, consistent instruction in the classrooms. Our lunch system takes too much time to complete on a daily basis as it currently stands.

As we move away from a block schedule and into a 7-period school day, these changes will produce a more efficient, effective operating system.

Senior students, in good academic standing, would be allowed Open Campus Status during the lunch periods. This is necessary for FHS to reduce from four lunch periods to three for the coming school year. Reducing from four lunch periods to three is better suited for the seven-period day. We will spend less time supervising students in the lunchroom so administrators can evaluate classrooms more than ever.

Directive from the Board is that parent permission must be gotten for seniors to leave at lunch. Both items can be moved forward with.

Check with Board Legal Council Brad Miller to see whether it is better to have a weaver or revise the policy. Bring Board policy to the board for approval if that is the recommendation.

#### 6.03 Matrix Management Reference Illustration

Presentation by Brett Ridgway, Chief Business Officer and Becky Carter, Chief Education Officer.

In January 2011, Falcon School District's Board of Education introduced a major restructuring and innovation initiative that significantly reduced the amount of central office administration, transferring those responsibilities to schools and groups of schools called 'Innovation Zones' that have Innovation Leaders that are analogous to Area Superintendents in a traditional school hierarchy. This action moved Falcon School District away from the traditional, vertical, oligarchy towards a decentralized management model.

However, because Falcon School District must still manage several priorities and issue at a total district level, a fundamental conflict would seem to be created. The way to address that conflict was and is to establish an effective 'Matrix Management' structure and style.

Matrix Management, when properly styled, is effective in businesses that are complex, multi-faceted organization for two primary reasons: (1) it allows leaders to 'play to their strengths' while looking to others for help in areas that they are weak, or less familiar with; and (2) it can absorb turnover with greater agility, reducing the overall impact to the organization from a sudden departure of individual staff members.

To demonstrate how Matrix Management applies to Falcon School District, we have prepared the attached illustration. The matrix contrasts FSD Innovation Zones (shown in colors) against functional issues and priorities that are either pervasive across zones, or are actually legally/logistically better managed from a total district perspective. The intended implication is to say that matrix management encourages a team approach and the full spectrum of issues and difficulties in any particular situation can best be addressed by a collaborative effort between affected parties.

The matrix illustration is not intended to serve as policy. Instead it is intended to be a visual reference to help members of the FSD Leadership team stay aligned with one another and encourage appropriate teamwork and collaborative effort.

This matrix does give guidance to the administration and staff; it is a good basic template to follow. This is a work in process.

#### 6.04 Quarterly Treasurer's Report – 2012/13 Budget focus

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.

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.

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. We now see that those further reductions assumed for 2012/13 are likely to come to fruition, and that they will be of a level that should be covered by the reorganization and reductions enacted for the 2011/12 budget. A total budget task of \$3.0mm can and should be covered by reallocation of existing resources.

While the legislature will further refine its estimates and we expect tweaks to the total program funding, we feel it is a valid assumption to use the governor's projection at this time.

President Harold asked about the possibility of a pay increase for staff.

Brett Ridgway said that this would be a priority and could be within our grasp. He is working on materials for different scenarios regarding salary increases for district staff. He will be bringing information back to the Board.

## **7.00 Discussion Items**

### **7.01 Career Technical Education (CTE) Stipend for Professional Credentialed Teachers** Nikki Lester, Career Technical Education Director presenting.

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.

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

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.

The direction of the Board is to bring this back as an action item at the April BOE meeting. Include that this is a stipends and not available for salary advancement.

- 7.02 Falcon School District 49 District Response for Charter Proposals/Application Template  
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.

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.

The information presented to the Board of Education updates the outcomes of the district-wide survey and will be a full report on the trends from survey and the student level data that district stakeholders have had the opportunity to weigh in on. This information will be helpful in the development of a Response for Proposal/Application that will be posted publically in May 2012.

Has met with the committee since the last BOE meeting to look at priority needs of the district from the survey.

Kim will get with Brad Miller regarding legal issues in charter applications. Look at legal requirements.

Kim will be coming back to the board with an RFA in April as a discussion item then in May as an action item.

- 7.03 Policy IKCA-Weighted Grades  
To level the playing field on weighted grades between students in AP, IB, and CU Succeed classes.

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.

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.

Director Johnson asked who pays for the IB exam at Sand Creek High School, the parents or the district.

Direction of the Board is to bring this back as an action item at the April BOE meeting. Change the district final exam to final exam.

- 7.04 Organizational Chart Revision, New Positions and Job Descriptions

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 positions of Personnel Director, District Contracting Officer, and Chief Operations Officer would need to be defined by a job description.

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.

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

Planning and procurement should each have their own box under the CBO.

The COO will need to have a degree.

Direction of Board is to move the organizational chart to action item. Get Personnel Director and District Contracting Officer job descriptions to Becky and Brett, these positions report to them and they should review and make recommendations regarding them.. Have the job descriptions as an action item at the April BOE meeting.

## **8.00 Other Business**

8.01 Executive session- Personnel matters - Discussion of matters specific to particular employees, not general personnel policies. Does not include discussion of board members or appointment to the Board as authorized by section 24-6-402(4)(f) of the Colorado Revised Statutes. Chief Education Officer Job Performance and Evaluation.

President Harold requested a motion to go into executive session.

Director LaVere-Wright moved that we go into Executive session- Personnel matters - Discussion of matters specific to particular employees, not general personnel policies. Does not include discussion of board members or appointment to the Board as authorized by section 24-6-402(4)(f) of the Colorado Revised Statutes. Chief Education Officer Job Performance and Evaluation. Director JJ seconded the motion.

Vote: Mrs. Harold, aye; Mr. Irons, aye; Mrs. Johnson, aye; Mrs. LaVere-Wright, aye, Mr. Wright had stepped out of the board room. Motion carried.

By consensus the Board took a break at 10:57 p.m.

The Board went into executive session at 10:11 p.m. with the following people present: President Tammy Harold, Director Chuck Irons, Director Joan Johnson, Director Marie LaVere-Wright, Director Chris Wright, Becky Carter, Chief Education Officer, and Loretta Branham recording secretary.

President Harold requested a motion to return to regular session.

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

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



- 8.02 Executive session- Personnel matters - Discussion of matters specific to particular employees, not general personnel policies. Does not include discussion of board members or appointment to the Board as authorized by section 24-6-402(4)(f) of the Colorado Revised Statutes. Innovation Leader Evaluations

President Harold requested a motion to go into executive session.

Director LaVere-Wright moved to table this executive session. Director Irons seconded the motion.

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

- 8.03 Executive session- Personnel matters - Discussion of matters specific to particular employees, not general personnel policies. Does not include discussion of board members or appointment to the Board as authorized by section 24-6-402(4)(f) of the Colorado Revised Statutes. Chief Business Officer Job Performance and Evaluation.

President Harold requested a motion to go into executive session.

Director LaVere-Wright moved that we go into executive session for the purpose  
Director Irons seconded the motion.

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

The Board went into executive session at 12:30 a.m. with the following people present:  
President Tammy Harold, Director Chuck Irons, Director Joan Johnson, Director Marie LaVere-Wright, Director Chris Wright, Brett Ridgway, Chief Business Officer, and Loretta Branham recording secretary.

President Harold requested a motion to return to regular session.

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

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

The Board returned to regular session at 1:10 a.m.

President Harold asked if there was any other business.

## **11.00 Adjournment**

President Harold requested a motion to adjourn.

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

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

The meeting was adjourned at 1:11 a.m.

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Tammy Harold, Board President

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Chuck Irons, Board Secretary