

Custer County School District C-1

Regular School Board Meeting: CCSD Library – Dec. 10th, 2019 – 4:30 pm

AGENDA

“For the good of the students of Custer County Schools”

1. Call to Order and the Pledge of Allegiance (Student led, BOE Picture and Certificate)
2. Roll Call – Board Attendance
3. Approval of Agenda
4. Audience introductions
5. Recognition of school/student/staff: Presentations, accomplishments, achievements.
6. Correspondence to the Board: Dr. Terre Davis
7. General Public Comment Session Comments will be limited to 3 minutes
8. Consent Agenda
 - a. Approval: Minutes of the Regular Board Meeting on 11/12/2019
9. Board Committee Reports: Accountability, BOCES, FFA, Legislative, Preschool Advisory/CCKC
10. Report from NV5 – Construction update - Mike McFalls
11. Reports from Public: Excellence in Education (TBD), District/School Accountability (SAC/DAC) - Parent Survey
12. Action/Informational Items:
 - a. Approval / District Financial Report – Monthly Overview & Check Vouchers: Mike McFalls, Emily Goss
 - b. Approve new bus driver – Dave Bennett
 - c. Approve coaching positions: Joy Parish
 - i. Alex Carpenter – Assistant MS Wrestling Coach
 - ii. Sabrina Bliss – Volunteer Assistant MS Basketball Coach
 - d. Approval: Expenditure of part of the interest from the Bond on additional projects: Mike McFalls
 - e. Approval: BOE Bylaws
 - f. Approval: Strategic Goals from BOE Workshop
 - g. Approval: Superintendent’s evaluation instrument from BOE Workshop
 - h. Approval: Certify Mills - Mike McFalls, Emily Goss
 - i. Draft Audit (Information only) Mike McFalls, Emily Goss
 - j. Approval of new activity club – Custer County High School Clay Shooting Sport: Mike McFalls
 - k. Early notification incentive: Mike McFalls
 - l. Approval to collect a refundable clean up fee for all non-school groups: Mike McFalls (ref.Policy KF-R)
13. Policy and procedures update
 - a. Blood Borne Pathogen / Exposure Control Policies – EBBA-R1, EBBA-R2, EBBA Exhibit. Action item
 - b. Disposal of District property DN, DN-R Second Reading
14. Administration Reports:
 - a. Principal’s Report: Joe Vergilio
 - b. AD Report: Joy Parrish

15. Superintendent's Report – Mike McFalls

- a. Calendar committee
- b. Feb. health insurance.

16. General Public Comment Session Comments will be limited to 3 minutes

17. Board member future discussion items

18. Executive Session (None required at this time)

19. Adjournment – Next Meeting: **January 14, 4:30pm. Library.**



Mike McFalls <michael.mcfalls@ccbobcats.net>

Fwd: December Newsletter

1 message

Mike McFalls <mikemcfalls@yahoo.com>
To: Mike Mc Falls <michael.mcfalls@ccbobcats.net>

Wed, Dec 4, 2019 at 7:21 AM

Mike McFalls

Begin forwarded message:

From: Terre Davis <terredavis@aol.com>
Date: December 3, 2019 at 8:02:00 PM MST
To: Mikemcfalls@yahoo.com
Subject: Fwd: December Newsletter

Hi Mike,

Please have this newsletter copied for all board members at our Tuesday meeting.

Thanks!!

Terre

—Original Message—

From: South Central BOCES <hoenigman-j@sc-boces.org>
To: Dr. Terre Davis <terredavis@aol.com>
Sent: Mon, Dec 2, 2019 12:38 pm
Subject: December Newsletter



Words from our Executive Director.

At this Holiday Season, my thoughts turn gratefully to those who have made student academic growth along with the support for student social emotional growth possible. One of the real joys of the Holiday Season is the opportunity to say 'Thank You!' and to wish each and every District Staff and their School Board along with all SC BOCES staff and Board a joyous holiday season and a new year filled with peace and happiness.

'Whatever is beautiful,
Whatever is meaningful,
Whatever brings happiness...
May it be yours this Holiday Season
and throughout the coming year.

Celebrate...

The warmth of the Season,
the beauty of the Season,
the memories of the Season,
and the joy of the Season
May you have peace and happiness
this Holiday Season'



Season's Greetings with all good wishes for the New Year!

Amy L. Bollinger

SC BOCES Executive/Special Education Director

'100%' --- Efficient, Effective, Collaborative and Transparent'

Sensory and Sensibility: Helpful Holiday Hints from our OT Staff



Christmas is the complete sensory experience. Everything from tree lights to streetlights, church bells to Salvation Army bells, busy malls and crowded houses, new foods and appealing smells – new sensations are everywhere. But one thing is true: Sensory overload is a reality for many children with diverse abilities. The lights, the bells, the noise, it can be too much. So, how do we make the most of the season while making sure to stay within our child's individual limits? Here are some helpful hints from our OT staff:

So, how do we make the most of the season while making sure to stay within our child's individual limits? Here are some helpful hints from our OT staff:

1. Create a schedule for Holiday Events

- Give your child a schedule of events for special activities
- Gifted holiday decor: If all you have the holiday decorations, the children will appreciate the lights and music for their own home. All children will help you decorate as they are involved. A lot of things that are placed in their environment.
- Get kids to do a "Mystery" or "Gift" hunt for sensitive children. A good idea is to have a "Mystery" or "Gift" hunt for sensitive children. A good idea is to have a "Mystery" or "Gift" hunt for sensitive children.
- Some children will enjoy a "Mystery" or "Gift" hunt for sensitive children. A good idea is to have a "Mystery" or "Gift" hunt for sensitive children.

The Santa Visit

The fun of coming home will be fully enjoyed into Santa's bag. If a child has a little extra, he or she can be overheard. Let's about what the most fun activity is, especially the "fun" of the "Santa" visit. Let the fun be as many as you can manage at all times where possible. Have plenty of snacks, and explain to your child that they don't have to sit on Santa's knee if they don't want to. Give them something that they like to hold for sensory input.

Submitted by: Alison Vign, Occupational Therapist

Source: Tazewell Mason Counties Special Education Association

Speech Therapy Spotlight: Home(work) for the Holidays

Yay! Winter Break is almost upon us!

Let's talk about the time away from school and how parents and guardians can help their speech students continue to grow over break and throughout the year. Speech therapy services in schools must follow many guidelines and is generally a very small amount of time compared to the rest of the week for students. Many times, in order to maximize the effectiveness of therapy, home practice is suggested.

1. Home practice of just 5-10 minutes a day can improve the effectiveness of speech therapy and help children with generalization.
2. Speech therapy can be incorporated in daily home activities and doesn't have to be difficult or boring for either of you.

Think outside the box for therapy at home....

1. Games: If working on articulation, have your child practice their sound 5x during their turn or, for language, announce what card or activity they will do during their turn in a full sentence.
2. When reading a book, have them identify items with the sound they are working on in therapy and repeat the word for practice. For language skills, have them point to the item you name, tell you what it is, or identify the function of it.

3. Play category games to expand word associations. One example in daily living would be, "What are 3 things we eat with?" with the answers being "fork, spoon, and plate".
4. Get up and move while practicing skills. This is anything from playing with your child to taking a walk with them around the neighborhood or just your yard. Talk about what you see or do during these activities with your child.
5. For other great ideas, check out this site: <https://www.speechandlanguagekids.com/make-speech-therapy-fun-home-therapy/>

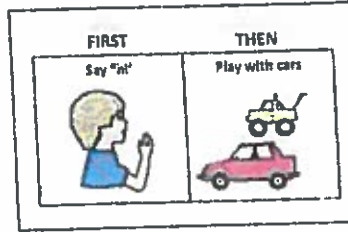
Submitted by: Alysia Peterson, Speech Language Pathologist

Classroom Supports: Why and How are they used in Special Education?

Visual Supports and Autism Spectrum Disorders

Introduction

What are visual supports? A visual support refers to using a picture or other visual item to communicate with a child who has difficulty understanding or using language. Visual supports can be photographs, drawings, objects, written words, or lists. Research has shown that visual supports work well as a way to communicate.



Visual supports are used with children who have autism spectrum disorders (ASD) for two main purposes. They help parents communicate better with their child, and they help their child communicate better with others.

This brochure introduces parents, caregivers, and professionals to visual supports and provides instruction on how to use them effectively. Visual supports can be used with persons of any age, although this brochure refers to children. Also, visual supports can be used by caregivers other than parents.

Why are visual supports important? The main features of ASD are challenges in interacting socially, using language, and having limited interests or repetitive behaviors. Visual supports help in all three areas.

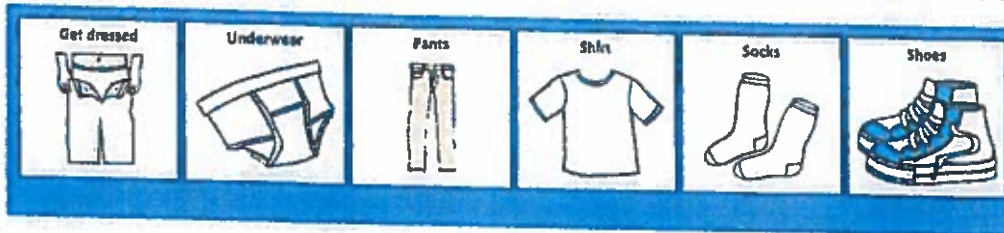
First, children with ASD may not understand social cues as they interact with others in daily activities. They may not grasp social

expectations, like how to start a conversation, how to respond when others make social approaches, or how to change behavior based on unspoken social rules. Visual supports can help teach social skills and help children with ASD use them on their own in social situations.

Second, children with ASD often find it difficult to understand and follow spoken instructions. They may not be able to express well what they want or need. Visuals can help parents communicate what they expect. This decreases frustration and may help decrease problem behaviors that result from difficulty communicating. Visuals can promote appropriate, positive ways to communicate.

Finally, some children with ASD are anxious or act out when their routines change or they are in unfamiliar situations. Visuals can help them understand what to expect and what will happen next and also reduce anxiety. Visuals can help them pay attention to important details and help them cope with change.

Continued on next page



Success Stories & News:

School psychologists and their role in MTSS.



The National Association of School Psychologists (NASP) is committed to ensuring that all children receive an appropriate public education, regardless of race, culture and background, language, sexual orientation, gender identity and expression, socioeconomic status, or educational need.

Click the picture to the left or [HERE](#) to read more about NASP's position on academic inclusion and the MTSS model.

Colorado Gov. Polis calls for 6,000 more state-funded preschool spots in 2020 budget request.

From: Chalkbeat



After securing funding for full-day kindergarten in 2019, Gov. Jared Polis is pushing to fulfill another campaign promise by expanding access to preschool in his 2020-21 budget request.

Read the full article [HERE](#).

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Upcoming Events:

Event: Professional Development Day for all SC BOCES Staff

Date: Thursday, December 19th

Time: 9:00 am (lunch provided)

Location: SC BOCES Conference Room

323 S Purcell Blvd

Pueblo West, CO 81007

Differentiated Instruction: Addressing the Needs of High-Ability Students



- Rationale
- Resources
- Strategies
- Planning
- Collaboration
- Assessment

Date: 12/06/2019

Time: 8:30 am -3:30 pm

Professional Development led by Nisia Lawler
 Check in: 8:00 am - 8:30 am, Concludes at 3:30 pm
 Working lunch included
 Relicensure hours will be issued
 Location: South Central BOCES
 323 S. Purcell Blvd.
 Pueblo West, CO 81007
 Registration link: [DI Registration Form](#)

**Sign Up
Here**



SC BOCES GIFTED EDUCATION

323 S. Purcell Blvd.
 Pueblo West, CO 81007
 Phone: 719-647-0023 x 105
 Email: powers-a@sc-boces.org

As part of our common Unified Improvement Plan for gifted education, SC BOCES will offer a workshop on Differentiation for Advanced Learners December 6th at the SC BOCES office in Pueblo West. The workshop, led by CDE consultant Nisia Lawler, will be interactive and include more than two dozen differentiated instruction strategies.

Any educator in SC BOCES is eligible to attend—gifted coordinators, RtI/MTSS team members, and those who teach advanced learners in the regular classroom are particularly encouraged to attend. Lunch, a book with strategies, and a CEU certificate will be provided to registered attendees.

Please register at this [LINK](#) by December 3rd.



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Our mailing address is:

323 S. Purcell Blvd.

Pueblo West, CO 81017

want to change how you receive our emails?

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This email was sent to terredavis@aol.com

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South Central BOCES • **323 S Purcell Blvd** • **Pueblo, CO 81007-5045** • USA



Minutes

Custer County School District C-1

Regular School Board Meeting

CCSD Library – November 12, 2019, 4:30 p.m.

1. Call to Order and Pledge of Allegiance – 4:30. Student led by Matthew Burgdorff, BOE picture, and certificate. Middle School choir performed.
2. Roll Call – Board Attendance Dr. Davis, Monty Lee, Doreen Newcomb, Jim Parkes, Jake Shy – All present.
3. Approval of Agenda – Motion Jim Parkes, Second Doreen Newcomb, Unanimous
4. Audience Introductions.
5. Recognition of Staff/Students in attendance.
6. Presentation for accomplishments and achievements – Bus Drivers recognized: Guy Madden, Tracy Terry, Jay Hibpsham, Cheryl Adams
7. No Correspondence to the Board.
8. General Public Comments – 3 minutes. Monty Lee spoke on budget information as a private community member.
9. Consent Agenda
 - a. Approval of Minutes for Regular Board Meeting on 10/08/2019 Motion-Doreen Newcomb, Second-Jake Shy
10. Board Committee Reports: Accountability, BOCES, Pre-School Advisory/CCKC
11. Action Items:
 - a. Oath of Office/Swearing in Ceremony – Dr. Terre Davis, Board President
DeeAnna Pratt, Jake Shy, Newell Woodbury
 - b. Election of Board Officers/Organizational Meeting
 - i. President Terre Davis, Nominated by Doreen Newcomb
 - ii. Vice-President Doreen Newcomb, Nominated by Terre Davis
 - iii. Secretary/Treasurer DeeAnna Pratt, Nominated by Doreen Newcomb
 - iv. Board Committee Assignments: FFA-Jake Shy, School Accountability-Newell Woodbury, BOCES-Dr. Terre Davis, Legislative-DeeAnna Pratt, Pre-School and CCKC-Doreen Newcomb.
12. Report from NV5 Construction: Clocks, Intercom System, HVAC System are all still being worked on. White boards and Kitchen equipment are put on hold.
13. Reports from Public – Excellence in Education funds raised-Lissa Miller, District Accountability-Julie McClaine Chairperson
14. Action/Information Items:
 - a. Approval/Standing Action Check Vouchers and Financial Report, Motion-Doreen Newcomb, Second- Dr. Terre Davis. Unanimous.
 - b. Approval Coaching Positions: Head Boys MS Basketball Coach-Joy Parrish, Assistant Boys MS Basketball Coach-Jennifer Krieh
Motion-Jake Shy, Second- Dr. Terre Davis – Unanimous
 - c. Approval: Expenditure of part of the interest from the Bond on additional projects; Move to finish parking lot.
Motion – Doreen Newcomb, Second – Dr. Terre Davis. Unanimous
 - d. Appoint SAC/DAC Officers and Members; Motion – Dr. Terre Davis, Second – Doreen Newcomb - Unanimous.
 - e. Schedule Board Workshop for December 2, at 2:00 p.m. in the Board Room. Motion-Doreen Newcomb, Second- Dr. Terre Davis – Unanimous.
15. Policy and Procedures update:
 - a. Blood Borne Pathogen/Exposure Control Policies – EBBA-R1, EBBA-R2, EBBA Exhibit, Second Reading. Motion A and B with corrections – Jake Shy, Second – DeeAnna Pratt. Unanimous
16. Administration Reports:
 - a. Principal – Joe Vergilio, Homecoming, P.T. Conference (Nov. 4), Infinite Campus, Messenger System functioning, Made up all Fridays
 - b. AD – Joy Parrish, Great fall sports season, winter sports schedules
17. Superintendent Mike McFalls
18. General Public Comments Session – 3 min. T. Ballard asked that Board packets be made available.
19. Moved to Executive Session at 5:55 p.m. (C.R.S. 24-6-402(4)(h) Out of Executive Session at 6:15 p.m. Meeting adjourned.
Next meeting – 12-10-2019.

Parent Survey

Thank you for taking the time and thoughtfully filling out this survey. Please know that this feedback is vitally important to the continued strength and growth of the school as it serves the students and families of Custer County.

At the end of each section of questions, there is a place to elaborate on any answers.

If you have children in the school at multiple levels, please answer as a family unit and use the question 'please explain or elaborate' to give any expanded or more specific feedback.

Custer County Schools - Home of the Bobcats



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NEXT

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Google Forms

Parent Survey

* Required

General Background Information

Please share some general background on your children and family...

What current grade does/do your child/children attend? (select all that apply) *

Elementary

Middle

High

Pre-K

Do you have access to the internet at home?

YES

No

Parent Survey

School Climate

The following questions concern your perceptions and experiences for you and your child(ren) at the school...

I am comfortable sharing my concerns with the school leadership...

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

I am welcomed when I enter the school...

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

My child feels safe at school...

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

My child is affected by bullying at this school....

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

The school proactively addresses issues of bullying...

- Strongly disagree
- Disagree
- Neutral
- Agree

Strongly agree

The school administrators and teachers work to make the school a safer place...

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

A teacher or staff member communicate with me about my child(ren).

Neutral

Disagree

Agree

Strongly disagree

Strongly agree

The school has positive ways to welcome new or incoming students and families...

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

The teachers and staff respect and appreciate the students...

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

I often worry about potential violence at the school...

- Strongly disagree
- Disagree
- Neutral
- Agree

Agree

Strongly agree

I am concerned about the use and abuse of drugs, alcohol and/or vaping by students...

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

The school's approach to and policies about student discipline are reasonable and effective...

Strongly Agree

Agree

Disagree

Strongly Disagree

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BACK

SUBMIT

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PAYROLL and INVENTORY PAYROLL PAYABLES NOVEMBER 2019

Custer County C1

Check Report

Begin Date: 11/01/2019; End Date: 11/30/2019; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: Colorado Mountain Bank; Accounting Cycle: FY19-20; Limit Results to This Cycle: No; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 12/4/2019

Payee	Check Date	Check Number	Description	Type	Amount
Aflac	11/25/2019	47707	Aflac Accident Ins EO	Payroll Liability	\$21.58
Aflac	11/25/2019	47707	Aflac Accident Ins ES	Payroll Liability	\$30.55
Aflac	11/25/2019	47707	Aflac Cancer Ins E+1	Payroll Liability	\$53.95
Aflac	11/25/2019	47707	Aflac Cancer Ins EO	Payroll Liability	\$31.72
Aflac	11/25/2019	47707	Aflac-Critical Care Ins EO	Payroll Liability	\$41.08
American Public Life Insurance	11/25/2019	47708	APL Gap Insurance EO	Payroll Liability	\$240.00
American Public Life Insurance	11/25/2019	47708	APL Gap Insurance ES	Payroll Liability	\$80.00
Anderson, Rebecca A.	11/25/2019	47720	Classroom budget	Accounts Payable	\$106.64
Anthem BCBS VIS	11/25/2019	47709	Vision Ins FAM	Payroll Liability	\$99.64
Anthem BCBS VIS	11/25/2019	47709	Vision Ins EC	Payroll Liability	\$15.70
Anthem BCBS VIS	11/25/2019	47709	Vision Ins EO	Payroll Liability	\$269.92
Anthem BCBS VIS	11/25/2019	47709	Vision Ins ES	Payroll Liability	\$147.51
Bank of Utah-Arbitrator Pay Trust Acct.	11/25/2019	47721	Winter sports officials	Accounts Payable	\$4,000.00
Black Hills Energy	11/13/2019	47674	October electricity	Accounts Payable	\$14,423.55
Bosse Ranch And Repair	11/13/2019	47675	Transportation parts and labor	Accounts Payable	\$5,347.67
CB Insurance	11/25/2019	47722	Ins for new bus	Accounts Payable	\$740.00
CEBT	11/25/2019	47710	Med Ins Child(ren)	Payroll Liability	\$501.00
CEBT	11/25/2019	47710	Med Ins Makeup	Payroll Liability	\$250.50
CEBT	11/25/2019	47710	Med Ins Spouse	Payroll Liability	\$1,761.00
CEBT	11/25/2019	47710	Medical Ins. Family	Payroll Liability	\$820.00
CENEX FLEETCARD	11/13/2019	47676	Oct fuel	Accounts Payable	\$3,591.13
CENEX FLEETCARD	11/13/2019	47676	Sept fuel	Accounts Payable	\$2,447.58
Cengage Learning, Inc.	11/13/2019	47677	Elem Curriculum	Accounts Payable	\$321.05
CenturyLink	11/25/2019	47723	Nov phone/internet	Accounts Payable	\$5,454.09
Colo State Treasurer	11/25/2019	47711	Unemployment	Payroll Liability	\$578.37
Colo. Dept. Of Human Services	11/13/2019	47678	CPP FY 19/20 license	Accounts Payable	\$25.00
Colorado Department Of Labor	11/25/2019	47724	Boiler Insp	Accounts Payable	\$240.00
Colorado Dept. Of Revenue	11/25/2019	47712	State Withholding - CO	Payroll Liability	\$5,002.00
Colorado Digital Learning Solutions	11/25/2019	47725	Fall 2019	Accounts Payable	\$3,645.00
Colorado P E R A	11/25/2019	47713	PERA Contribution	Payroll Liability	\$55,269.44
Colorado P E R A	11/25/2019	47713	PERA Contribution Adjustment	Payroll Liability	\$0.00
Colorado P E R A	11/25/2019	47713	Pera Ins	Payroll Liability	\$62.00
Colorado/West Equipment, Inc.	11/25/2019	47726	Bus maintenance	Accounts Payable	\$180.06
Companion Life	11/25/2019	47714	Dental Ins E+1	Payroll Liability	\$454.02
Companion Life	11/25/2019	47714	Dental Ins EO	Payroll Liability	\$760.40
Companion Life	11/25/2019	47714	Dental Ins, Principal+1	Payroll Liability	\$37.65
CopperPoint Insurance Company	11/13/2019	47679	Work Comp Ins. Installment	Accounts Payable	\$3,098.27
CopperPoint Insurance Company	11/25/2019	47727	Work Comp Ins. Installment	Accounts Payable	\$3,098.27
Crestone Graphics	11/25/2019	47728	Business Cards	Accounts Payable	\$42.00

Crestone Graphics	11/25/2019	47728	MSVB shirts	Accounts Payable	\$250.00
Crestone Graphics	11/25/2019	47728	Signature stamps	Accounts Payable	\$46.70
Custer County High School	11/25/2019	47715	Staff Scholarship	Payroll Liability	\$174.93
Custer County School Activity	11/25/2019	47716	Computer Ins Pool	Payroll Liability	\$40.00
Custer County Sheriff's Office	11/25/2019	47729	Oct SRO fees	Accounts Payable	\$2,240.00
Dean Frink	11/13/2019	47680	Pueblo Chieftain, Sept 2019	Accounts Payable	\$10.00
Demco, Inc.	11/13/2019	47681	Library	Accounts Payable	\$547.40
Driver, Carolyn J	11/25/2019	47730	Reimb Art supplies	Accounts Payable	\$176.81
Federal Reserve-KC	11/25/2019	EFT	Direct Deposit	Payroll Liability	\$145,683.63
First State Bank of Colorado	11/25/2019	47717	Federal Withholding	Payroll Liability	\$11,405.30
First State Bank of Colorado	11/25/2019	47717	Medicare	Payroll Liability	\$5,600.04
Flinn Scientific Inc	11/13/2019	47682	HS science supplies	Accounts Payable	\$107.70
HMC Networks, Inc.	11/13/2019	47683	Nov IT Tech Support	Accounts Payable	\$1,750.00
Huckabay, Melinda T	11/13/2019	47684	Pre-K snacks	Accounts Payable	\$111.35
In Compliance Products, Inc.	11/25/2019	47731	Labor Law posters	Accounts Payable	\$75.00
Kraus, Janice M	11/25/2019	47732	Classroom Supplies	Accounts Payable	\$27.71
Leonard, Cheryl J	11/25/2019	47733	Sped Supplies	Accounts Payable	\$120.70
Library Skills	11/25/2019	47734	Library Supplies	Accounts Payable	\$984.27
Mountain Publishing Co, Inc. (The)	11/25/2019	47735	Sept Emp Ads	Accounts Payable	\$313.00
Mountain West Agency Services	11/25/2019	47736	Workers Comp claim pymt	Accounts Payable	\$151.76
P Bar O Disposal	11/13/2019	47685	Dumpsters-weekly pick up	Accounts Payable	\$550.00
Parish, Joy J	11/25/2019	47737	Reimb classroom supplies	Accounts Payable	\$25.50
Quill Corporation	11/13/2019	47686	Custodial	Accounts Payable	\$1,165.01
Quill Corporation	11/13/2019	47686	District Wide Office Supplies	Accounts Payable	\$2,146.99
Round Mountain Water	11/13/2019	47687	Oct water	Accounts Payable	\$2,527.00
Salty Pine Floral	11/13/2019	47688	Flower arrangement, Eugene	Accounts Payable	\$60.00
School Specialty	11/25/2019	47738	Art supplies	Accounts Payable	\$193.71
SECOM	11/13/2019	47689	Nov Bus Barn internet	Accounts Payable	\$49.95
Seifert Enterprises LLC	11/25/2019	47739	Snowplowing	Accounts Payable	\$750.00
Shamrock CO Foods Division	11/25/2019	47740	Commodities	Accounts Payable	\$3,268.64
Shamrock CO Foods Division	11/25/2019	47740	Credit	Accounts Payable	(\$5.00)
Sierra Grande	11/25/2019	47741	MS BBB tournament fee	Accounts Payable	\$100.00
Smith, Carrie K	11/29/2019	47719	Art Supplies	Accounts Payable	\$176.81
South Central Boces	11/19/2019	47699	Deaf Svcs	Accounts Payable	\$4,145.11
Third Way Center, Inc.	11/13/2019	47691	Oct Svcs	Accounts Payable	\$1,726.40
Voluntary Investment Program	11/25/2019	47718	Pera 401k	Payroll Liability	\$1,850.00
Voluntary Investment Program	11/25/2019	47718	Pera 401k %	Payroll Liability	\$363.83
Walter, Hal G	11/25/2019	47742	Reimb fuel	Accounts Payable	\$38.63
WAXIE Sanitary Supply	11/13/2019	47692	Custodial Supplies	Accounts Payable	\$3,655.09
Westcliffe Petroleum, Inc.	11/25/2019	47743	Transp Fuel	Accounts Payable	\$342.47
Xerox Corporation	11/13/2019	47693	MX1-215283	Accounts Payable	\$271.51
Xerox Corporation	11/13/2019	47693	MX1-215340	Accounts Payable	\$464.55
Xerox Financial Services	11/25/2019	47744	Large Copiers - Lease &	Accounts Payable	\$2,133.75
Zwack, Kevin	11/25/2019	47745	Reim	Accounts Payable	\$49.99
Sub Total					\$309,154.58

Cash and Investment Summary

November report

	October '19 Current Cash	November '18 Current Cash	November '19 Current Cash
General Fund	1,534,264.08	1,103,081.82	1,403,876.44
Insurance Reserve Fund	66,348.15	92,067.11	66,387.36
Capital Projects Fund	58,101.98	52,522.37	55,879.78
Bond Redemption Fund	690,516.44	682,785.28	694,856.22
Bond Construction Fund	1,237,814.18	4,562,060.81	1,638,961.69
Total at Month End	\$3,587,044.83	\$6,492,517.39	\$3,859,961.49

Current Year 2019-2020

Preceding Year 2018-2019

	Current Period November	Year to Date 2019-2020	YTD Remaining Budget	Budget 2019-2020	Percent of 2019-2020	Preceding Year November	Year to Date 2018-2019	Budget 2018-2019	Percent of 2018-2019
REVENUES									
Property Taxes	13,922.20	140,355.30	2,127,713.70	2,268,069.00	6%	14,690.54	161,298.31	2,242,784.00	7%
Specific Ownership Taxes	30,726.31	187,929.79	149,326.21	337,256.00	56%	60,527.65	177,420.72	315,899.00	56%
Interest	345.81	3,715.21	284.79	4,000.00	93%	502.61	3,067.40	3,200.00	96%
Other Local Tax Adjustment	-	-	-	-	-	-	-	-	-
Other Local	8,892.64	31,536.86	72,963.14	104,500.00	30%	3,747.98	26,779.71	84,500.00	32%
Sale of Fixed Assets	-	-	-	-	-	-	-	-	-
Total State	84,904.17	583,665.83	849,443.17	1,433,109.00	41%	94,463.65	650,484.03	1,317,154.00	49%
Federal	8,722.83	505,535.84	(214,090.84)	291,445.00	173%	7,499.77	63,464.17	339,759.00	19%
Beginning Fund Balance	-	-	1,349,355.00	1,349,355.00	-	-	1,070,885.00	-	-
Capital Projects	5,358.01	10,683.48	70,566.52	81,250.00	13%	24.51	8,455.01	42,200.00	20%
Insurance Reserve	39.21	167.76	(166.76)	1.00	16776%	2,967.98	12,215.79	30,000.00	41%
Total General Fund Revenues	152,911.18	1,463,590.07	4,405,394.93	5,868,985.00	25%	184,424.69	1,103,185.14	5,446,381.00	20%
EXPENDITURES									
Total Salaries	193,100.74	955,120.72	1,362,290.28	2,317,411.00	41%	173,173.88	872,961.87	2,148,170.00	41%
Total Benefits	69,026.07	347,875.24	603,391.76	951,267.00	37%	66,443.49	338,737.36	934,749.00	36%
Purchased Services & Supplies	78,249.82	453,747.32	733,561.68	1,187,309.00	38%	68,942.09	413,561.77	1,186,105.00	35%
Capital Projects	7,581.21	33,226.16	94,314.84	127,541.00	26%	4,761.37	57,326.91	117,780.00	49%
Insurance Reserve	-	15,561.51	76,438.49	92,000.00	17%	1,654.95	16,471.72	120,000.00	14%
Total General Fund Expenditures	347,957.84	1,805,530.95	2,869,997.05	4,675,528.00	39%	314,975.78	1,699,059.63	4,506,804.00	38%

CUSTER COUNTY SCHOOLS

General Ledger Report

Financial Report

From Date: 11/1/2019
To Date: 11/30/2019

From Acct: 1
To Acct: 999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Receipt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
100	GENERAL ACTIVITIES FUND	\$12,802.32	\$0.00	\$0.00	\$0.00	\$12,802.32	\$0.00	\$12,802.32
102	ATHLETIC ADMIN	\$1,457.41	\$0.00	\$0.00	\$0.00	\$1,457.41	\$0.00	\$1,457.41
105	WEST CENTRAL LEAGUE	\$1,775.00	\$0.00	\$(41.65)	\$0.00	\$1,733.35	\$0.00	\$1,733.35
112	HS WRESTLING FEES/GATES	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
120	HS FOOTBALL FEES/GATES	\$1,363.50	\$264.00	\$(1,627.50)	\$0.00	\$0.00	\$0.00	\$0.00
121	HS VOLLEYBALL FEES/GATES	\$2,021.75	\$0.00	\$(2,021.75)	\$0.00	\$0.00	\$0.00	\$0.00
130	HS STUDENT COUNCIL	\$1,852.30	\$1,266.26	\$(1,069.78)	(\$787.26)	\$1,261.52	\$0.00	\$1,261.52
132	HS BUSINESS CLUB	\$587.15	\$0.00	\$0.00	\$0.00	\$587.15	\$0.00	\$587.15
135	MS STUDENT COUNCIL	\$2,259.65	\$0.00	\$0.00	\$0.00	\$2,259.65	\$0.00	\$2,259.65
136	MS HISTORY CLUB	\$476.10	\$0.00	\$0.00	\$0.00	\$476.10	\$0.00	\$476.10
140	BAND	(\$660.02)	\$600.00	\$(646.51)	\$0.00	(\$706.53)	\$0.00	(\$706.53)
141	HS GOLF-GIRLS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
142	CHOIR	\$1,478.17	\$0.00	\$0.00	\$0.00	\$1,478.17	\$0.00	\$1,478.17
144	COMMUNITY BAND	\$119.32	\$0.00	\$0.00	\$0.00	\$119.32	\$0.00	\$119.32
145	KNOWLEDGE BOWL	\$940.00	\$0.00	\$0.00	\$0.00	\$940.00	\$0.00	\$940.00
150	LIBRARY	\$687.61	\$2,177.88	\$0.00	\$0.00	\$2,865.49	\$0.00	\$2,865.49
170	WOODSHOP	\$593.24	\$0.00	\$0.00	\$0.00	\$593.24	\$0.00	\$593.24
171	BUILDING TRADES	\$26,616.19	\$0.00	\$0.00	\$0.00	\$26,616.19	\$0.00	\$26,616.19
172	SPECIAL EDUCATION	\$719.25	\$0.00	\$0.00	\$0.00	\$719.25	\$0.00	\$719.25
182	INTERACT CLUB	\$450.57	\$0.00	\$0.00	\$0.00	\$450.57	\$0.00	\$450.57
185	YEARBOOK	\$1,091.67	\$0.00	\$0.00	\$0.00	\$1,091.67	\$0.00	\$1,091.67
198	HS/MS FUND	\$87.56	\$0.00	\$0.00	\$0.00	\$87.56	\$0.00	\$87.56
200	EX IN ED	(\$1,156.30)	\$850.00	\$(175.00)	\$0.00	(\$481.30)	\$0.00	(\$481.30)
201	ELEMENTARY	\$2,023.90	\$0.00	\$0.00	\$0.00	\$2,023.90	\$0.00	\$2,023.90
	FUND-GENERAL							
203	FIELD TRIP FUND	\$75.23	\$0.00	\$0.00	\$0.00	\$75.23	\$0.00	\$75.23
204	SCHOOL SUPPLIES	\$188.90	\$0.00	\$0.00	\$0.00	\$188.90	\$0.00	\$188.90
205	GIFTED & TALENTED GRANT	\$58.20	\$0.00	\$0.00	\$0.00	\$58.20	\$0.00	\$58.20
206	9TH GRADE HEALTH	\$78.79	\$0.00	\$0.00	\$0.00	\$78.79	\$0.00	\$78.79
210	NATIONAL HONOR SOCIETY	\$19.40	\$0.00	\$0.00	\$0.00	\$19.40	\$0.00	\$19.40
211	ELEM MUSIC	\$55.17	\$0.00	\$0.00	\$0.00	\$55.17	\$0.00	\$55.17
220	READING INTERVENTION	\$11.99	\$0.00	\$0.00	\$0.00	\$11.99	\$0.00	\$11.99
221	LIFE SKILLS	\$158.74	\$2,450.00	\$(73.99)	\$0.00	\$2,534.75	\$0.00	\$2,534.75
222	STAFF INCENTIVE	\$2,473.74	\$0.00	\$0.00	\$0.00	\$2,473.74	\$0.00	\$2,473.74
225	SUMMER FUN	\$419.45	\$0.00	\$0.00	\$0.00	\$419.45	\$0.00	\$419.45
250	BOARD/ADMIN SCHOOL ASSIST	\$2,362.23	\$0.00	\$0.00	\$0.00	\$2,362.23	\$0.00	\$2,362.23
270	ADULT EDUCATION	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
275	FACULTY/STAFF SCHOLARSHIP	\$15,911.96	\$0.00	\$0.00	\$0.00	\$15,911.96	\$0.00	\$15,911.96
280	COMPUTER INSURANCE POOL	\$3,118.00	\$0.00	\$0.00	\$0.00	\$3,118.00	\$0.00	\$3,118.00
281	STUDENT COMPUTER FEES	\$1,180.08	\$25.00	\$0.00	\$0.00	\$1,205.08	\$0.00	\$1,205.08
285	ONLINE COURSES	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
290	ART	\$212.09	\$0.00	\$0.00	\$0.00	\$212.09	\$0.00	\$212.09
291	KINDERGARTEN SNACKS	\$264.89	\$0.00	\$0.00	\$0.00	\$264.89	\$0.00	\$264.89
292	REBECCA'S FUND	\$643.74	\$0.00	\$0.00	\$0.00	\$643.74	\$0.00	\$643.74
300	F F A.	\$14,697.43	\$13,013.00	\$(787.00)	\$0.00	\$26,923.43	\$0.00	\$26,923.43
301	SOURCES OF STRENGTH	\$632.13	\$0.00	\$0.00	\$0.00	\$632.13	\$0.00	\$632.13
302	BOBCAT BUCKS	\$126.64	\$0.00	\$0.00	\$0.00	\$126.64	\$0.00	\$126.64
304	FRED BERRY MEMORIAL FUND	\$870.00	\$0.00	\$0.00	\$0.00	\$870.00	\$0.00	\$870.00

CUSTER COUNTY SCHOOLS

General Ledger Report

From Date:	11/1/2019
To Date:	11/30/2019

Financial Report

From Acct:	1
To Acct:	999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Recept / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
305	ELF (ED LEGACY FUND)	\$29,856.05	\$0.00	\$0.00	\$0.00	\$29,856.05	\$0.00	\$29,856.05
330	VO AG SHOP SUPPLIES	\$162.56	\$0.00	\$(20.85)	\$0.00	\$141.71	\$0.00	\$141.71
345	HS DRAMA CLUB	\$2,990.95	\$0.00	\$0.00	\$0.00	\$2,990.95	\$0.00	\$2,990.95
350	MS DRAMA CLUB	\$1,631.99	\$0.00	\$0.00	\$0.00	\$1,631.99	\$0.00	\$1,631.99
354	HS TRACK/FIELD ACTIVITY	\$5.12	\$0.00	\$0.00	\$0.00	\$5.12	\$0.00	\$5.12
355	HS-G VOLLEYBALL ACTIVITY	\$105.65	\$500.00	\$(1,392.49)	\$0.00	\$(786.84)	\$0.00	\$(786.84)
360	HS-G BASKETBALL ACTIVITY	\$(238.67)	\$0.00	\$0.00	\$0.00	\$(238.67)	\$0.00	\$(238.67)
365	HS-B BASKETBALL ACTIVITY	\$2,031.37	\$0.00	\$0.00	\$0.00	\$2,031.37	\$0.00	\$2,031.37
370	MS-G BASKETBALL ACTIVITY	\$69.72	\$0.00	\$0.00	\$0.00	\$69.72	\$0.00	\$69.72
373	MS-B BASKETBALL ACTIVITY	\$20.59	\$0.00	\$0.00	\$0.00	\$20.59	\$0.00	\$20.59
375	MS-G VOLLEYBALL ACTIVITY	\$794.79	\$85.00	\$0.00	\$0.00	\$879.79	\$0.00	\$879.79
383	CROSS COUNTRY ACTIVITY	\$2,207.68	\$0.00	\$(83.35)	\$0.00	\$2,124.33	\$0.00	\$2,124.33
384	CHEER ACTIVITY	\$755.53	\$0.00	\$0.00	\$0.00	\$755.53	\$0.00	\$755.53
385	TAKE DOWN CLUB	\$4,148.92	\$0.00	\$0.00	\$0.00	\$4,148.92	\$0.00	\$4,148.92
390	HS FOOTBALL BOOSTER CLUB	\$3,809.44	\$0.00	\$(221.68)	\$0.00	\$3,587.76	\$0.00	\$3,587.76
395	GEN ATHLETICS FUNDRAISER	\$2,113.35	\$0.00	\$(63.24)	\$0.00	\$2,050.11	\$0.00	\$2,050.11
400	ACTIVITIES BOOSTER FUND	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
401	PRESCHOOL	\$1,459.20	\$0.00	\$0.00	\$0.00	\$1,459.20	\$0.00	\$1,459.20
402	8TH GRADE CLASS OF 2024	\$0.00	\$1,548.00	\$0.00	\$0.00	\$1,548.00	\$0.00	\$1,548.00
403	FRESHMAN CLASS OF 2023	\$230.29	\$0.00	\$0.00	\$93.82	\$324.11	\$0.00	\$324.11
404	SOPHOMORE CLASS OF 2022	\$794.44	\$50.00	\$0.00	\$150.30	\$994.74	\$0.00	\$994.74
405	JUNIOR CLASS OF 2021	\$2,221.73	\$143.45	\$0.00	\$260.32	\$2,625.50	\$0.00	\$2,625.50
406	SENIOR CLASS OF 2020	\$626.10	\$200.00	\$0.00	\$282.82	\$1,108.92	\$0.00	\$1,108.92
407	CLASS OF 2019	\$1,115.75	\$0.00	\$0.00	\$0.00	\$1,115.75	\$0.00	\$1,115.75
408	CLASS OF 2018	\$632.46	\$0.00	\$0.00	\$0.00	\$632.46	\$0.00	\$632.46
409	CLASS OF 2017	\$533.93	\$0.00	\$0.00	\$0.00	\$533.93	\$0.00	\$533.93
410	CLASS OF 2016	\$474.95	\$0.00	\$0.00	\$0.00	\$474.95	\$0.00	\$474.95
421	AFTER PROM ACTIVITY	\$(344.89)	\$0.00	\$0.00	\$0.00	\$(344.89)	\$0.00	\$(344.89)
433	3RD GRADE	\$0.22	\$0.00	\$0.00	\$0.00	\$0.22	\$0.00	\$0.22
434	4TH GRADE	\$174.25	\$0.00	\$0.00	\$0.00	\$174.25	\$0.00	\$174.25
435	5TH GRADE	\$131.23	\$0.00	\$0.00	\$0.00	\$131.23	\$0.00	\$131.23
500	PETTY CASH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
Activity Accounts Grand Total		\$161,860.84	\$23,172.59	\$(8,224.79)	\$0.00	\$176,808.64	\$0.00	\$176,808.64

GL Accounts

GL Acct	Begin Bal	Recept / JV	Disb / JV	Transfers	End Bal	YTD Payables	Work Bal
990 Petty Cash	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
992 Checking	\$161,660.84	\$23,172.59	\$(8,224.79)	\$0.00	\$176,608.64	\$0.00	\$176,608.64
General Ledger Grand Total	\$161,860.84	\$23,172.59	\$(8,224.79)	\$0.00	\$176,808.64	\$0.00	\$176,808.64

Additional Projects: BEST Grant and Bond Interests

Projects that will be matched by the BEST Grant (Approval not required)

1. Replace and install new Public Announcement System, Bells, Clocks – apx. \$64,500
2. Replace and upgrade old surveillance cameras – apx. \$16,200

Projects not matched by the BEST grant, to be funded by earn interest from the Bond.
(Approval required by BOE)

1. All parking lots: cracks sealed, seal coated, and re-striped (apx. \$800 of striping will be matched that is ADA compliant). apx. \$29,300.

(Already begun due to weather constraints)

2. Replace some kitchen equipment: apx. \$28,400.
3. Replace substandard classroom white board, chalk boards, and place cork strip in halls. Apx. \$41,800.

Bylaws of
Custer County School District #1

A Colorado Public School
Westcliffe, Colorado

Article I

BOARD OF EDUCATION

- 1.1 Board of Education - The Custer County School District #1 (CCSD #1) shall have 5 elected directors having been established as required by law. Laws relating to the election of the district directors are established by the State General Assembly.
- 1.2 Eligibility - A candidate for the office of district school director must be a registered elector and a resident of the school district for at least 12 consecutive months prior to the election. A person must be a resident of the director district in which he or she is a candidate. No candidate representing a political party may run, and no person convicted of a sexual offense against a child is eligible to serve.
- 1.3 Term Limitations - School board members are limited by the state constitution to serving two consecutive four-year terms unless a constitution allowed question to local voters to modify or eliminate the term limitation provision is voted on and passed.
- 1.4 Nomination - Candidates are required to file written notice of intent with a petition signed by an appropriate number of registered electors of the school district 67 days prior to the election. Nomination petitions are available at the school district office. Candidates are required to file a candidate affidavit with the county clerk as required by the Fair Campaign Practices Act. Other requirements may be applicable.
- 1.5 Elections - Directors are elected at regular biennial school elections. All directors are elected by a vote of the entire school district. The county clerk and recorder conducts the election in accordance with the Uniform Election Code of 1992. Because of many election law revisions the current law and any candidates questions should be appropriately researched.
- 1.6 Vacancies - Director vacancies may occur as directed by CRS 22-31-129. At the next board of education meeting immediately following the occurrence of a vacancy the board of education shall adopt a resolution declaring a vacancy in the district in which the vacancy occurs and appoint a person to fill the vacancy within 60 days after the vacancy occurrence. If the board fails to appoint someone within that 60 days the president of the board shall appoint a person to fill the vacancy. A certificate of appointment shall be forwarded to the Department of Education. If the vacancy occurs more than 90 days prior to the next regular biennial school election and the unexpired term is for more than 2 years, an appointee shall serve until the next regular biennial election when the successor for the remainder of the term is elected and has qualified. If the vacancy occurs within the 90 day period prior to a regular biennial election and the unexpired term is for more than 2 years, an appointee shall serve until the next succeeding regular biennial election when a successor for the remainder of the term is elected. Except as

otherwise provided in this section an appointee shall serve for the remainder of the unexpired term.

- 1.7 Board Member Recall - A school board director may be removed from office through the recall process if the electors of the district feel that such action is advised. The law does not specify grounds for the recall of a board member but rather leaves this to the discretion of the voters. To be valid, a recall petition must be signed by registered electors equal in number to at least 40 percent of those electors who voted in the preceding election at which the director to be recalled was elected. If no such election was held, the petition must be signed by at least 10 percent of the eligible electors. If such a petition is filed, a recall election must be held to determine whether a board member should be removed from office.
- 1.8 Director Access to Records - Each School Director shall have access to all school records at all times.

Article II

POWER AND DUTIES

- 2.1 Corporate Status of School District - The school district is declared to be a body corporate with perpetual existence, and in its name it may hold property for any purpose authorized by law, sue and be sued, and be a party to contracts for any purpose authorized by law.
- 2.2 Organization of the Board - Within 15 days after the election, the incumbent secretary must call a special meeting of the board of education for the purpose of selecting officers of the board. The incumbent president presides until a successor has been elected and qualified. The officers to be designated are the president, vice president, secretary and treasurer. One person may simultaneously hold the office of secretary and treasurer. The president and vice president must be members of the board and are elected by a majority of the board to serve for a term of two years. If a vacancy occurs in either office, the remaining members elect a successor to serve the balance of the unexpired term. The secretary and treasurer are appointed by the board. They may or may not be members of the board, may be compensated for their services and shall hold their offices at the agreement of the board. They must post a surety bond in the amount of at least \$5,000. before they take office.
- 2.3 Duties of Officers - **PRESIDENT** - The president of the board shall preside at all meetings of the board by law. The president must sign any written contract to which the school district may be a party when such contracts are authorized by the board and must sign all official reports of the district except when otherwise provided by authority as other members of the board. The president must vote on all issues and except for matters pertaining to the conduct of meetings, has decision-making authority no greater than that of other members of the board. **VICE PRESIDENT** - In the absence or inability of the president, the vice president shall have and perform all of the powers and duties of the president. **SECRETARY** - The secretary will give notice to each member of the board of

all special meetings of the board and cause minutes of each meeting of the board to be kept and preserved and perform other duties as may be assigned by the board.

- 2.4 Legal Separation of Duties and Powers - Colorado law separates the duties of the board from the powers of the board. The duties are those functions that the school district is required to carry out. The powers specified in the law give the board discretionary authority to carry out other functions as deemed necessary. When the law is silent on a question or issue it is generally presumed that the board has no authority to act. Many of the duties required by law may be delegated by the board to the superintendent. Any delegation should include well-defined parameters within which the superintendent will operate.
- 2.5 Meetings - Regular meetings of the board are held on the 2nd Tuesday of every month at 4:30 pm in the school library or other posted location provided that the legal notice and posting requirements, in the designated public place, are met, confirming the meeting, the date, the time, and the place. School board meetings are governed by the Colorado Sunshine Act (C.R.S. 24-6401). All meetings of a quorum (three or more members) at which any public business is discussed or at which any formal action may be taken, are declared to be public meetings open to the public at all times, however, any person who disturbs good order may be required to leave. Robert's Rules of order will be our procedural meeting rules of order. The open meeting requirements do not apply to chance meetings or social gatherings at which discussion of public business is not the central purpose.

Special Meetings of the board may be called by the president at any time and shall be called upon written request of a majority of the members (C.R.S. 22-32-108). If a special meeting is called the board secretary must provide notice of the meeting to be mailed or delivered to each member of the board stating time, place and purpose of the meeting. The notice must be mailed or e-mailed at least 72 hours before the meeting or placed in the hands of each member no later than 24 hours prior to the meeting start. However, if it becomes necessary to hold a special meeting and proper notice has not been given, an absent member may waive the right to notice and the members in attendance are considered to have waived the notice requirement. No business other than that stated in the notice of the special meeting may be transacted unless all members are present and unanimously consent to consider and transact other business. The board shall make a recording of each regular and special meeting of the board at which votes are taken and recorded and shall make the recording available to the public. Any request for a copy of the recording shall be granted, provided that person or entity pays the board for the costs incurred.

Colorado law establishes that at any regular or special meeting the board may proceed in Executive session, at which only those persons invited by the board may be present, but no final policy decisions shall be made by the board while in executive session [C.R.S 22-32-108 (5)]. The specific citation to the statute used to justify proceeding into executive session must be noticed and recorded. It takes an affirmative vote of two-thirds of the board to enter into executive session. All matters discussed in executive session must remain confidential. The record of an executive session is not considered a public record. All meeting records shall be retained for a minimum of 90 days before the records are destroyed. All voting at any meeting shall be by roll call. The names of the members shall be called alphabetically and each member present shall orally vote "aye" or "no" upon

each question unless excused from voting by the board for good cause. An agenda will be prepared for each meeting of the board consisting of items of business to be brought before the board for consideration and action.

- 2.6 Specific Duties – To adopt policies and prescribe rules and regulations necessary for the proper and efficient administration of the affairs of the district. That a true and correct copy of these bylaws as well as the policies, rules, and regulations adopted or prescribed by the board to be made available for public inspection at the administrative office of the district during reasonable business hours. To file with the department of education the name, address, and length of term of office of each school director and the name, address, identification of office, and date of election or appointment of the president, vice-president, secretary, and treasurer.

To employ all personnel required to maintain the operations and carry out the educational program of the district and to fix and order paid their compensation. To cause to be kept complete and accurate financial records of the school district by funds and accounts, maintained on the basis of generally recognized principals of governmental accounting. To determine, prior to the end of a school year, the length of time which the schools of the district shall be in session during the following school year, but in no event shall said schools be scheduled to have fewer teacher-pupil contact and instruction days and hours than that mandated by Colorado law. Prior to the beginning of the school year the district shall provide for the adoption of a district calendar, applicable to all schools within the district. This calendar may be adopted by the board of education, the district administration, or any combination thereof. A copy of this calendar shall be provided to all parents or guardians of all children enrolled in the district. To cause to be erected and maintained a suitable flagstaff with the necessary attachments for the proper display of flags, properly sized, displayed and properly maintained and administered. To determine the educational programs to be carried on in the schools of the district and to prescribe the textbooks for any course of instruction or study. A safe school plan must be adopted by mandates dictated by C.R.S. 22-32-109.1. This sub-section of Article II of these bylaws have further comprehensive mandates reflected in active policies of the board and additional requirements and specifics in Colorado School law.

- 2.7 Open School Policy - The board of education shall adopt an open school policy to allow parents and members of the school district board of education reasonable access to observe classes, activities, and functions at the schools upon reasonable notice to the school administrator's office.
- 2.8 Employment of Personnel - Although seeking out and screening teacher candidates is a proper administration function the board has district policies and guidelines for the appointment and selection of candidates. The board will review the appointment recommendations made by the superintendent or administrative staff regarding instructional personnel and pass judgment. The superintendent should expect to be held accountable for the performance of all employees. The board is legally responsible for the appointment of all personnel. The district is required to conduct reference checks of applicants and to see that the applicants selected for classified positions are fingerprinted. Personnel employment means any job or position in which any person may be engaged in the service of a school district for salary or hourly wages, whether full time or part time and whether temporary or permanent.
- 2.9 Director Conduct and Individual Authority and Representation - Each member of the

board has an equal right to be heard on matters of concern. Each has an equal responsibility to do a fair share of the work, to follow the policies developed by the board as a whole, and to accept his or her share of the criticism when the board is under fire. The board must work as a team and take credit or blame as a team. As a matter of ethical practice, board members should be prepared to accept decisions made by a majority vote. Even though individual directors represent individual districts each director must know he or she has been elected to represent the interests of all students and citizens of the entire district. An individual board member does not have the right to speak for the rest of the board unless specifically authorized by the board to do so. Our power is only legitimate as a board unit in whole and we have no official power or powers as individual directors unless the board has specifically authorized a specific action or director to specifically act. Discretion is advised relative to making statements to the press or letters to the editor and should refrain from signing such documents as a member of the board. Public office is not to be used for the profit, gain or private interest of any individual. A board member who has a personal or private interest in any matter proposed or pending before the board shall disclose that interest to the board. Board director conflicts of interest are specifically addressed in board policy and C.R.S. 22-32-109 (1)(y). It is likely that every member of the board will hear complaints or expressions of concern about district operations and although it is important to listen with respect and sincerity it is advisable to refer the person to the superintendent or administrator who has responsibility in that particular area. It is rarely advisable for a board member to assume direct responsibility for a problem, particularly when student or staff relations are involved. A board member who attempts to exercise individual authority over the administration or other staff undermines the superintendent's authority and the board's own ability to effectively govern. When meeting or speaking in front of a group the board member must make clear he or she is speaking for himself or herself, not for the board. Utilizing ethical practices and respect district welfare will supersede individual disagreements and we will treat each other's opinions with respect and courtesy. no matter how much we may disagree on an issue.

- 2.10 Superintendent Evaluation - The responsibility to evaluate the superintendent's performance rests exclusively with the board. On an annual basis the board will prepare a written evaluation of the superintendent based on the superintendent's performance strengths and weaknesses, recommendations and any plans for improvement. There should be mutually agreed upon mission, purpose, and performance goals discussed and monitored during the year. The evaluation process should be an ongoing process, not a single event. The board and the superintendent should determine the best way to monitor progress on an ongoing basis.

Article III

COMMITTEES AND RELATIONSHIPS

- 3.1 Accountability Committee and Legal Requirements - Colorado law requires each board of education to appoint or create a process for election of an advisory committee for

accountability (C.R.5. 22-7-104). The committee has statutory responsibilities for the implementation of the accountability law. There are several specific steps to follow and deadlines to meet in the accountability process, which are established in state statute. State law requirements on committee makeup and report requirements can be found in the accountability committee by laws and in Colorado state school law.

- 3.2 Advisory Committees - The board may find it advisable, at times, to establish an advisory committee to study and make recommendations with respect to a special or specific district need. It is advisable that a cross section of the community should be represented. The specific role and function of any advisory committee must be stated from the outset. It is imperative that the advisory committee members know that the board will give serious consideration to the committee's advice but, the board cannot commit itself to accepting all of the committee's recommendations or delegate its decision-making responsibility. The board must ensure follow-through with committees. Also there may be other advisory committees that state or federal law requires the district to form.
- 3.3 County Official Relations - It is imperative to develop and maintain efficient cooperation and communication with official county representatives and entities. Law enforcement, fire department, human services, commissioners and the county clerk are all entities that benefit our effectiveness and aid in our disposition of duty. The safe and efficient operation of our district is directly impacted by the relationships we develop and maintain with these important agencies and persons.
- 3.4 State Official Relation - To develop strong relationships at the state level can create allies for the board and the district. Whether communicating our perspective and needs to the state general assembly or working with regulatory agencies to better understand and clarify our mandated responsibilities or powers, knowledge of state officials and process is paramount in our due diligence and professional development. It will be encouraged for designated members of the administration and board to attend and actively participate in professional development opportunities and meetings, seminars and presentations that will allow us learning opportunities and well as opportunities to represent our district and its agendas. Other important state organizations that require knowledge in and possible interaction with includes the Colorado High School Activities Association (CHSA), Colorado Association of School Boards (CASB), Colorado Association of School Executives (CASE) and Colorado Education Association (CEA).
- 3.5 Colorado Department of Education and State Board of Education - We recognize the importance of building, maintaining, and monitoring the business of both the Colorado Department of Education and the State Board of Education. The Colorado State Constitution provides that the general supervision of public schools shall be vested in the State Board of Education whose powers and duties are prescribed by law. The State Board is also a political body and by its nature requires proficient monitoring. Opportunities to attend and speak with and to members of the State Board of Education should be promoted. It is important to take advantage of every opportunity to lobby our district's perspective to this important body. The Colorado Department of Education (COE) is a state agency governed by the State Board of Education. Its authority and responsibility is to direct supervisory and regulatory activities as well as guidelines to facilitate the administration of laws enacted by the General Assembly.
- 3.6 District Community - The most important relationship and first responsibility the board has is to the county community at large. The board has an obligation to see that the programs of the school fit the need of the citizens of the community. It is important that pride in the

schools and confidence in the board be nurtured and maintained. It is important to cultivate working relationships with established groups within the community and solicit the opinions of those people who may be beyond the reach of any of our advisory committees. Deliberation instead of persuasion can create a dialogue between the public and the board and provide an opportunity for the board to ask members of the community what they value in education. Trust, transparency and open communication will be our prevailing goal in interacting with the community.

Article IV

PROCEDURE TO AMEND THE BYLAWS

- 4.1 Amend, Alter, or Repeal - The board may amend, alter or repeal these bylaws, in part or in total, at any time with a two-thirds vote, if such action does not conflict with or attempt to supersede applicable state or federal of any law.
- 4.2 Annual Review and Re-authorization - The board shall review these presented bylaws in total on an annual basis and vote annually to reauthorize these articles and sub-sections. This vote and re authorization will be completed by the board, in an agenda action item during a regularly scheduled board meeting, before February 28 by and for that calendar year.

Date reviewed _____

2019 CCSD Strategic Plan

Action Item	Person respon	Personnel Res	Financial Res	Material Res	Timing	Time Frame	Estimated Cost	Metric
<p>Goal 1 - Increasing Student Achievement and Success</p> <p>1a. Continue conducting 90 Day Action Plans based on NWEA, state, and classroom assessments. Maintain data coinciding with UIP goals and targets.</p>	Superintendent	Administrative and instructional staff	Gen Fund	Assessment data and UIP goals	Continue present through 2019-2020	In place 2019-2020 through 2019-2020	Training: Staff Expectation, N/C *	Increase NWE, DIBES and state test scores.
<p>1b. Develop and implement a plan for more personalized learning while providing a broader range of online courses and work study selections to ensure student success.</p>	Superintendent, principal, and counselor	Staff, volunteers, parents, students	Staff support of on-line classes and work study visits.	Study areas for on-line classes with an interactive computer.	Plan and implement in the 2020-2021 school year. Increase HS course selection for fall of 2021.	In place 2020-2021, or sooner	<p>Discrete Learning Lab: \$12,864 (Salary) + 22% (Benefits) + Insurance \$22,054 = On-line course fees \$10,000 (Budgeted) = \$32,054</p>	Increase graduation rate and academic test scores.
<p>1c. Incorporate differentiated graduation requirements to include at least one elective in an arts, vocational, or skills-based class.</p>	Superintendent	School counselor and staff while utilizing appropriate community teaching support volunteers.	Staff support to oversee and evaluate community teaching support volunteers.	Equipment or classroom space for classes or outside travel to another appropriate location.	Assessment and set up, 2019-2020,1	In place, 2020-2021.	Add certified instructor - Estimate used for budgeting (S&B): \$47,900 (mid-range, BA30/Step4*	Increase in student achievement across formative and state assessments. Annual School Accountability Committee survey of students, parents, and community.
<p>1d. Examine, and implement, methods to strengthen the teaching of skills looked for by future employers.</p>	Superintendent	Staff, volunteers, parents, students	Grants for unique programs or in service training.	Sponsor professional development for staff, materials for use in the classroom, and special techniques to be integrated into all classroom learning activities.	Continue with programs such as "Kagan" and "Sources of Strength" while incorporating appropriate life and employment-ready skills into every classroom at all school levels.	Continue at all levels of instruction through 2020.	PD/Programming/licensing fees (TBD): \$0-\$20,000*	Every student will demonstrate these skills upon graduation.
<p>1e. Maximize teacher/student contact time in order to increase student achievement.</p>	Superintendent and building principals	Entire teaching staff	Review and revise, as appropriate, all staff contact hours while considering contractual agreements.	Increased building and transportation demands.	Explore and study alternatives during the 2019-2020 school year while forecasting budgetary impacts as best as possible. Implement as budget and fiscal considerations allow.	Completed by 2020	To add a day to teaching contracts (Average \$259.32/day x 28.5) = \$7,390.62 x 22% mandated benefits (\$1625.94) Total: \$9,016.52/day*	Increased contact time. Increased year-to-year spring NWEA and state assessment scores.

Goal #2: Recruit, retain, develop and competitively compensate high quality employees.

2a. Develop and maintain an annual budget that provides competitive salaries and benefits that meet or exceed the Colorado state average.	Superintendent	Superintendent, Business Manager	TBD, possible mill levy override	Budget committee prioritization, community communication of financial need	On-going	2019-2020 school year	<p>Increase base salary x 3 years: \$124,594; end of Year 3 the base is \$38,500.</p> <p>Note PERA increase each year \$7,036 above current PERA percentage.</p> <p>Total: \$131,630/year x 3 years = \$394,890. Does not include classified staff. **</p> <p>Beginning teacher salary matching state average of \$32,126 by 2020-2021 School Year</p>
2b. Provide targeted professional development for teachers aligned with the UIP and 90 Day Action Plans.	Superintendent, Principal	Superintendent, Principal	Gen Fund, grants	UIP, 90 Day Action Plans, Strategic Plan	On-going	On-going	<p>PD: Elem-MAS compliance with UIP, 90 Day Action Plans, and Strategic Plan goals as evidenced by classroom observations and evaluations.</p> <p>PD: Elem-MAS PBIS funded by PBEG Grant, also Kagan Day 3 budgeted for 2019 at a cost of \$5000</p>
2c. Investigate retirement incentives such as matching funds, 403 b participation or other viable options.	Superintendent	Superintendent, Business Manager	TBD	Research	On-going 2019-2020	As soon as fiscally possible.	<p>Estimate (Carried - 3% much on average): \$33,480/annual</p> <p>Increased teacher retention.</p>
2d. Research, develop, and participate in a variety of teacher recruitment opportunities.	Superintendent	Superintendent, Principal	If needed- TBD	Research	On-going 2019-2020	Annually, Spring	<p>Travel to Teacher Fairs (Cort TBD) School Spring annual subscription \$1,377</p> <p>Broader field of teacher candidates.</p>

Goal #3: Improve communications with and among parents, students, teachers, alumni, community to increase student achievement and increase school funding.

3a. Research and develop survey to communicate and provide avenues of input on the Strategic Plan.	Superintendent	Volunteers/staff/board/SAC	Sentinel/Tribune Costs/On-Line	Production, tabulating, reporting	Annual	TBD	<p>Number of returned surveys.</p>
3b. Communicate with county stakeholders on the role of education and the Strategic Plan. See Exhibit Note 3b.	Superintendent/Principal/Board	School Board	Advertising costs, publishing	Announcement and article creation	On-going	On-going	<p>P/T communications staffing (\$20/hr x 10 hrs/week x 48 wks): \$9,600 + 22% = \$11,712</p> <p>Increased awareness of events as evidenced by annual survey.</p>
3c. Plan events to bring the greater community into the schools. See Exhibit Note 3d.	Superintendent/Principal/Board/Staff	District staff/community members	Gen Fund	Actual costs associated with events (food, materials)	On-going	On-going	<p>Increased community participation</p>

Goal 4 - Continue to develop student technology skills to compete in a global society

4a. Invest in the infrastructure for filtering systems, servers, security, and network management.	Superintendent and tech personnel	Tech personnel, maintenance, and community	Approximately \$30,000 over three years. Investigate grants and gifts to school district.	Physical areas for maintenance of such hardware.	Plan for upgrades in 2020-2021.	Plan completed by end 2019 and preparation for rotation of new hardware.	<p>Evaluation of effectiveness of network system by technology personnel and staff.</p> <p>Filtering: \$1466/year, Network Management: \$19,980, Year 2 of Staff Computer Rotation: \$12,900 est</p>
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This evaluation instrument for the Superintendent is divided into two parts. Part one contains the following major categories:

- A. Interaction with the Board of Education
- B. Business Management
- C. Personnel Management
- D. Instructional Leadership
- E. Community Relations
- F. Personal and Professional Qualities
- G. Composite Evaluation

Each member of the Board of Education will rate the Superintendent on the items contained in each section according to the following scale:

- 1 = Outstanding
- 2 = Frequently exceeds expectations
- 3 = Does what is expected
- 4 = Needs Improvement
- 5 = Unsatisfactory
- N/A = Cannot evaluate

At the end of each section is a place for comments or suggestions.

The second part of the evaluation form is a planned improvement program which is to be utilized for the remediation of any deficiency (a rating of 4 or 5) identified in the evaluation process.

Evaluation of the Superintendent

A	Interaction with the Board of Education	1	2	3	4	5	N/A
1	Keeps the Board adequately informed on issues, needs, and operations of the District.						
2	Materials and reports prepared for the Board are:						
3	Presents professional advices to the Board which is based upon thorough study and analysis						
4	Supports Board policies and actions and recommends policy changes when appropriate						
5	Administers the District within policies adopted by the Board						
6	Encourages the Board to attend educational meetings whenever feasible						
Comments or Suggestions:							

B	Business Management	1	2	3	4	5	N/A
7	The annual budget is prepared and presented in the following manner:						
8	Following adoption of the budget, fiscal management is:						
9	Cost-effectiveness in District management is:						
10	Financial reporting to the Board is:						
11	Physical facilities are managed in the following manner:						
12	Support services including transportation, custodial, and food services are managed in the following manner:						
13	State and federal reports and applications are prepared in the following manner:						
Comments or Suggestions:							

C	Personnel Management	1	2	3	4	5	N/A
1 4	Keeps the Board adequately informed on issues, needs, and operations of the District.						
1 5	Materials and reports prepared for the Board are:						
1 6	Presents professional advices to the Board which is based upon thorough study and analysis						
Comments or Suggestions:							

D	Instructional Leadership	1	2	3	4	5	N/A
1 7	Instructional planning and development is:						
1 8	Student discipline and attendance policies and procedures are:						
1 9	Evaluation and reporting of the educational programs of the District are:						
2 0	The District Accountability program is administered in the following manner:						
Comments or Suggestions:							

E	Community Relations	1	2	3	4	5	N/A
2 1	Encourages community involvement in all aspects of the school program						
2 2	Is actively involved in various community groups and organizations						
2 3	Solicits and gives attention to concerns and views of various groups and individuals						
2 4	Develops a friendly and cooperative relationship with the news media						
Comments or Suggestions:							

F	Personal and Professional Qualities	1	2	3	4	5	N/A
2 5	Is knowledgeable about laws and regulations relating to all aspects of school administration						
2 6	Exercises good judgment in arriving at decisions						
2 7	Delegates authority and responsibility when appropriate						
2 8	Handles pressure and maintains poise and emotional stability in full range of professional duties						
2 9	Speaks and writes effectively						
3 0	Maintains professional growth through active participation in appropriate organizations, attendance at meetings, and various inservice activities						
3 1	Is dedicated to high standards of performance in all personal and professional matters.						
3 2	The superintendent conducts staff evaluations in a thorough, fair, and professional manner						
Comments or Suggestions:							

G	Composite Evaluation	1	2	3	4	5	N/A

President of the Board of Education

Date

Superintendent of Schools

Date

Note: The signing of this document does not constitute necessary agreement with all contents.

Custer County School District C-1

Evaluation of Superintendent

Support Plan

A. Areas of Concern (a rating of 4 or 5)

B. Strategies for Improvement

C. Resources and Tools (to be made available)

Page 5 of 5

President of the Board of Education

Date

Superintendent of Schools

Date

Certification of Mill Levies
Property Tax Year 2019

CUSTER
County

WESTCLIFFE
School District

CATEGORY	Colorado Department of Education (CDE) Mill Levy Calculated as of August 30, 2019	School District Final Mill Levy Certified as of December 13, 2019
1. Total Program	22.903	22.903
2. Categorical Buyout	0.000	0.000
3. Overrides:		
a. Voter-approved	0.000	0.000
b. Hold harmless	0.000	0.000
c. Excess hold harmless	0.000	0.000
4. Abatement	0.007	0.007
5. Total General Fund	22.910	22.910
6. Bond Redemption Fund	5.957	5.957
7. Transportation Fund	0.000	0.000
8. Special Building and Technology Fund	0.000	0.000
9. Full Day Kindergarten Fund	0.000	0.000
10. Other (Loan, Charter School)	0.000	0.000
11. Total	28.867	28.867
Assessed Valuation	As of August 30, 2019	As of December 13, 2019
Gross Assessed Valuation	106,362,020	106,362,020
Tax Increment Financing	0	0
Net Assessed Valuation	106,362,020	106,362,020
Abatements (Total across all counties)	729.18	729.18
<u>Information for certification to county treasurer:</u>		
Full Funding mill levy	36.675	36.675
Funding received from state	1,166,675	1,166,675

Emily Goss _____ 719-783-2357
Form completed by _____ Phone Number

COMPLETE AND RETURN TO TIM KAHLE BY DECEMBER 20, 2019:
Division of School Finance and Operations
Colorado Department of Education
201 E. Colfax Avenue; Room 206
Denver, CO 80203
kahle_t@cde.state.co.us
Scanned and emailed copies are acceptable. It is not necessary to mail original copy.



Custer County High Clay Shooting Sports School

School activities should not always be limited to athletic endeavors. Students exist who enjoy recreational activities outside of the athletic sports. Creating a Clay shooting sports team which will represent Custer County High School, is a fantastic opportunity to include students who may not have the athletic ability or desire to participate in current athletic offerings.

26,000 students nationwide compete in high school clay shooting sports leagues. Currently, nine schools compete in Colorado. CCHS would be the tenth upon approval by the School Board. Clay target shooting is a safe and inclusive sport. Since it's creation in 2001, no accidents or injuries have occurred in the league. Clay shooting sports is an Olympic sport and has a long and proud history in this country as a recreational sport. Challenging, yet relaxed, atmosphere will allow students to compete against other schools at both a team and individual level.

Benefits for developing a Clay sporting team include:

-No cost to the school. The team is considered a club activity. All monies will be raised through donations or fundraisers. Projected cost per individual is approximately \$230.00. The league asks that the schools allow the students to represent their respective school through use of school name and logo. Additionally, the league asks school to include students in yearbook and sports letter awarding. Students will be expected to meet all eligibility requirements, same as any other sport.

-Students are insured through registration fee in the league.

-Over 500 colleges and universities have shooting teams which offer scholarships.

-Eligible students grades 6-12 can be on team. Home school students within the district can participate as well. Handicapped students who are able to physically shoot can participate.

-Students will be coached by certified shooting instructors. Each student will be required to obtain either a Hunter's Education Certification or SAFE (Student Athlete Firearms Education Certification) taught by team Coach.

-No travel is required until State Tournament unless dictated by Coach or Team needs. Team will shoot on local range and scores are submitted online.

-Students can participate in other athletic activities including clay sports. Practice dictated by needs of the team members.

Upon acceptance and a letter of approval submitted to the league, work with county on developing a proper range will commence.

Spring 2020 Season Timeline:

Jan. 27 th ,	Team registration begins.
Feb. 3 rd ,	Athlete registration begins
Mar. 23 rd	Athlete registration ends
Mar. 29 th	Practice begins
June 6 th	State Tournament

Mr. Bjery
806-239-6333

MAKE sure to get on Dec
Agenda

Guidelines for Religious Use

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

Nondiscrimination

All users are subject to laws and regulations applicable to school districts which prohibit discrimination based upon age, sex, national origin, race, color, religion, marital status or handicap.

Rental Categories

Category 1

Refundable Cleaning Fee?

No rental fee will be charged to the following:

1. School-affiliated groups such as parent-teacher organizations, school-related parent and community groups, or employee groups of an educational, recreational, social or professional nature as approved by the .
2. Governmental entities using facilities as a polling place.
3. Precinct caucuses.

Category 2

A nominal non-refundable fee will be charged the following groups for each application. No additional rental charges will be made if their activities take place when normal supervisory or custodial personnel are present or use is restricted to fields.

1. Community-sponsored groups that do not charge a fee and whose main purpose is to hold an informative meeting that is open to the public (such as League of Women Voters, political parties, local neighborhood organizations and recognized community service groups).
2. Community-sponsored youth and senior citizen activities when:
 - a. Instructors or supervisors receive no payment for their involvement in that activity



Custer County School District, C-1

Post Office Box 730, Westcliffe, Colorado 81252

Michael McFalls – Superintendent

Joe Vergillo – Principal

Main Office: 719-783-2291 / Office Fax: 719-783-4944

Administration: 719-783-2357 / Administration Fax: 719-783-2334

Vision: To Provide a Quality Education in a Safe Environment - Mission: To Prepare Students for Life Beyond Graduation

Custer County School District Facility Use Contract

Group Name: _____

Responsible group representative name and phone number:

Agreement

I _____ will be using the Custer County School District
_____ room(s) on _____ (date(s))

and agree to the following:

1. My group will be responsible for setting up and tearing down the event, and clean up of any areas utilized;
2. I am in receipt of a proximity card and a key to the room I will be using and key to the custodial closet. I am responsible for unlocking and locking before and after the event;
3. I will return the proximity card and keys on _____ by 4:00 PM;
4. I understand that any proximity card or keys not returned by the above date will result in a fee of \$100.00 per proximity card and \$100.00 per key, and that if my group fails to pay for the unreturned proximity card or unreturned key we will lose the privilege to use the school facilities.

Clean up Guidelines

- Tables will be wiped and left free of debris/chairs will be folded and put on chair racks.
- Trash will be removed and placed in the dumpster located behind the school building.
- Floor will be swept and any spills cleaned up.
- Please check restrooms to ensure no water is left running and there are no out of the ordinary unsightly messes.

Cleaning supplies are located in the Custodial Closet.

JSDA Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410, (2) fax: (202) 690-7442, or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

OSHA[®] FactSheet

Bloodborne Pathogen Exposure Incidents

OSHA's Bloodborne Pathogens standard (29 CFR 1910.1030) requires employers to make immediate confidential medical evaluation and follow-up available for workers who have an exposure incident, such as a needlestick. An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM), as defined in the standard that results from the performance of a worker's duties.

Reporting an Exposure Incident

Exposure incidents should be reported immediately to the employer since they can lead to infection with hepatitis B virus (HBV), hepatitis C virus (HCV), human immunodeficiency virus (HIV), or other bloodborne pathogens. When a worker reports an exposure incident right away, the report permits the employer to arrange for immediate medical evaluation of the worker. Early reporting is crucial for beginning immediate intervention to address possible infection of the worker and can also help the worker avoid spreading bloodborne infections to others. Furthermore, the employer is required to perform a timely evaluation of the circumstances surrounding the exposure incident to find ways of preventing such a situation from occurring again.

Reporting is also important because part of the follow-up includes identifying the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law, and determining the source's HBV and HIV infectivity status. If the status of the source individual is not already known, the employer is required to test the source's blood as soon as feasible, provided the source individual consents. If the individual does not consent, the employer must establish that legally required consent cannot be obtained. If state or local law allows testing without the source individual's consent, the employer must test the individual's blood, if it is available. The results of these tests must be made available to the exposed worker and the worker must be informed of the laws and regulations about disclosing the source's identity and infectious status.

Medical Evaluation and Follow-up

When a worker experiences an exposure incident, the employer must make immediate confidential medical evaluation and follow-up available to the worker. This evaluation and follow-up must be: made available at no cost to the worker and at a reasonable time and place; performed by or under the supervision of a licensed physician or other licensed healthcare professional; and provided according to the recommendations of the U.S. Public Health Service (USPHS) current at the time the procedures take place. In addition, laboratory tests must be conducted by an accredited laboratory and also must be at no cost to the worker. A worker who participates in post-exposure evaluation and follow-up may consent to have his or her blood drawn for determination of a baseline infection status, but has the option to withhold consent for HIV testing at that time. In this instance, the employer must ensure that the worker's blood sample is preserved for at least 90 days in case the worker changes his or her mind about HIV testing.

Post-exposure prophylaxis for HIV, HBV, and HCV, when medically indicated, must be offered to the exposed worker according to the current recommendations of the U.S. Public Health Service. The post-exposure follow-up must include counseling the worker about the possible implications of the exposure and his or her infection status, including the results and interpretation of all tests and how to protect personal contacts. The follow-up must also include evaluation of reported illnesses that may be related to the exposure.

Written Opinion

The employer must obtain and provide the worker with a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation. According to OSHA's standard, the **written opinion** should only include: whether hepatitis B vaccination was recommended for the exposed worker; whether or not the worker received the vaccination, and that the healthcare provider informed the worker of the results of the evaluation and any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment. Any findings other than these are not to be included in the written report.

Additional Information

For more information, go to OSHA's Bloodborne Pathogens and Needlestick Prevention Safety and Health Topics web page at: <https://www.osha.gov/SLTC/bloodborne pathogens/index.html>.

To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the "U.S. Department of Labor" listing in your phone book, or call us toll-free at (800) 321-OSHA (6742).

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.



OSHA[®] FactSheet

OSHA's Bloodborne Pathogens Standard

Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS. Workers exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses.

Protections Provided by OSHA's Bloodborne Pathogens Standard

All of the requirements of OSHA's Bloodborne Pathogens standard can be found in Title 29 of the Code of Federal Regulations at 29 CFR 1910.1030. The standard's requirements state what employers must do to protect workers who are occupationally exposed to blood or other potentially infectious materials (OPIM), as defined in the standard. That is, the standard protects workers who can reasonably be anticipated to come into contact with blood or OPIM as a result of doing their job duties.

In general, the standard requires employers to:

- **Establish an exposure control plan.** This is a written plan to eliminate or minimize occupational exposures. The employer must prepare an exposure determination that contains a list of job classifications in which all workers have occupational exposure and a list of job classifications in which some workers have occupational exposure, along with a list of the tasks and procedures performed by those workers that result in their exposure.
- **Employers must update the plan annually** to reflect changes in tasks, procedures, and positions that affect occupational exposure, and also technological changes that eliminate or reduce occupational exposure. In addition, employers must annually document in the plan that they have considered and begun using appropriate, commercially-available effective safer medical devices designed to eliminate or minimize occupational exposure. Employers must also document that they have solicited input from frontline workers in identifying, evaluating, and selecting effective engineering and work practice controls.
- **Implement the use of universal precautions** (treating all human blood and OPIM as if known to be infectious for bloodborne pathogens).
- **Identify and use engineering controls.** These are devices that isolate or remove the bloodborne pathogens hazard from the workplace. They include sharps disposal containers, self-sheathing needles, and safer medical devices, such as sharps with engineered sharps-injury protection and needleless systems.
- **Identify and ensure the use of work practice controls.** These are practices that reduce the possibility of exposure by changing the way a task is performed, such as appropriate practices for handling and disposing of contaminated sharps, handling specimens, handling laundry, and cleaning contaminated surfaces and items.
- **Provide personal protective equipment (PPE), such as gloves, gowns, eye protection, and masks.** Employers must clean, repair, and replace this equipment as needed. Provision, maintenance, repair and replacement are at no cost to the worker.
- **Make available hepatitis B vaccinations to all workers with occupational exposure.** This vaccination must be offered after the worker has received the required bloodborne pathogens training and within 10 days of initial assignment to a job with occupational exposure.
- **Make available post-exposure evaluation and follow-up to any occupationally exposed worker who experiences an exposure incident.** An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM. This evaluation and follow-up must be at no cost to the worker and includes documenting the route(s) of exposure and the circumstances

under which the exposure incident occurred; identifying and testing the source individual for HBV and HIV infectivity, if the source individual consents or the law does not require consent; collecting and testing the exposed worker's blood, if the worker consents; offering post-exposure prophylaxis; offering counseling; and evaluating reported illnesses. The healthcare professional will provide a limited written opinion to the employer and all diagnoses must remain confidential.

- **Use labels and signs to communicate hazards.** Warning labels must be affixed to containers of regulated waste; containers of contaminated reusable sharps; refrigerators and freezers containing blood or OPIM; other containers used to store, transport, or ship blood or OPIM; contaminated equipment that is being shipped or serviced; and bags or containers of contaminated laundry, except as provided in the standard. Facilities may use red bags or red containers instead of labels. In HIV and HBV research laboratories and production facilities, signs must be posted at all access doors when OPIM or infected animals are present in the work area or containment module.
- **Provide information and training to workers.** Employers must ensure that their workers receive regular training that covers all elements of the standard including, but not limited to: information on bloodborne pathogens and diseases, methods used to control occupational

exposure, hepatitis B vaccine, and medical evaluation and post-exposure follow-up procedures. Employers must offer this training on initial assignment, at least annually thereafter, and when new or modified tasks or procedures affect a worker's occupational exposure. Also, HIV and HBV laboratory and production facility workers must receive specialized initial training, in addition to the training provided to all workers with occupational exposure. Workers must have the opportunity to ask the trainer questions. Also, training must be presented at an educational level and in a language that workers understand.

- **Maintain worker medical and training records.** The employer also must maintain a sharps injury log, unless it is exempt under Part 1904 – Recording and Reporting Occupational Injuries and Illnesses, in Title 29 of the Code of Federal Regulations.

Additional Information

For more information, go to OSHA's Bloodborne Pathogens and Needlestick Prevention Safety and Health Topics web page at: <https://www.osha.gov/SLTC/bloodbornepathogens/index.html>.

To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the "U.S. Department of Labor" listing in your phone book, or call us toll-free at (800) 321-OSHA (6742).

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For assistance, contact us. We can help. It's confidential.



EBBA

EXPOSURE CONTROL PLAN FOR Custer County School District, C-1 2019-2020 HOW TO PROTECT YOURSELF FROM BLOODBORNE PATHOGENS AND WHAT TO DO IF YOU ARE EXPOSED

Family Child Care Homes:

OSHA does not have a rule specific for Family Child care homes. However, if there is an employee /employer relationship and there is potential workplace exposure to blood or OPIM, the employer is required to have a bloodborne pathogens program and implement OSHA Rule 1019.1030. In the event of an exposure to a bloodborne pathogen, it is Best Practice for Family Child Care Homes to follow the instructions in the Standard Precautions Training regarding cleaning the affected area and to promptly document what happened. The FCCH provider should then call their health care provider right away for evaluation and treatment if required. Remember to keep the incident confidential. Please refer to the plan below for more information.

All staff including designated first-aid responses whose first-aid responsibilities are as a collateral duty only under the bloodborne pathogens standard, 29 CFR 1910.1030.

Custer County School District, C-1 is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens.

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes

- **Determination of employee exposure**
 - **Implementation of various methods of exposure control including:**
 - Standard precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- **Hepatitis B Vaccination**
- **Post-Exposure Follow-up**
- **Communication of hazards to employees**
- **Record keeping**
- **Procedures for evaluating circumstances surrounding exposure incidents.**

The Principal or Superintendent is responsible for the implementation of the ECP. The Principal or Superintendent, in collaboration with the Nurse, will maintain, review and update the ECP at least annually and whenever necessary to include new or modified tasks and procedures. *School districts should collaborate with the following departments: Operations (custodians), Human Resources, and New Staff Administrator.*

The Principal or Superintendent will provide and maintain all necessary personal protective equipment, engineering controls (sharps containers), labels and red bags as required by the standard. The Principal, Superintendent or designee will ensure that adequate supplies are available in the appropriate sizes.

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The Principal, Superintendent or designee will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.

The Principal, Superintendent or designee, in collaboration with the Nurse will be responsible for training, documentation of training, and making the written Exposure Control Plan available to employees, OSHA and other representatives.

A copy of the Exposure Control Plan is accessible to employees in accordance with 29 CFR 1910.1020(e). A copy of the Exposure Control Plan is located in the Principal's Office or main office.

Employee Exposure Determination.

List job classifications in which some employees have occupational exposure.

- At Custer County School District, C-1, classroom teachers, paraprofessionals, custodians, bus drivers, nutritional staff and School or Center Director(s) provide first aid care as a collateral duty. A list of staff trained that provides first aid will be attached at the end of the Exposure Control Plan.

The following tasks and procedures may result in occupational exposure of bloodborne pathogens when performed by the designated first aid providers.

- providing pressure to a wound to stop bleeding, cleaning or bandaging a wound,
- transporting or otherwise assisting an employee who has an open wound or who is bleeding,
- cleaning up spills of blood or other potentially infectious materials (OPIM) which are present,
- administering artificial respiration or CPR.
- skin puncture due to a human bite

Method of implementation and Control

STANDARD PRECAUTIONS IS AN APPROACH TO INFECTION CONTROL IN WHICH ALL HUMAN BLOOD AND CERTAIN HUMAN BODY FLUIDS ARE TREATED AS IF KNOWN TO BE INFECTIOUS FOR HIV, HBV, AND OTHER BLOODBORNE PATHOGENS. All employees will utilize Standard Precautions.

Exposure Control Plan (ECP)

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training sessions (orientation). It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting the School or Center Director. If requested, we will provide a copy of the ECP free of charge and within 15 days of the request.

Engineering and Work Practice Controls:

Engineering controls (suggest defining engineering controls) and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- CCSD identifies the need for changes in engineering controls and work practices through a review of incident reports and employee interviews.
- CCSD evaluates new procedures and products regularly by reviewing current OSHA practices and supplier information
- The School or Center Director, in collaboration with the Nurse Consultant is responsible for ensuring that these recommendations are implemented.

Handwashing facilities are located in classrooms throughout the building. (Antiseptic towelettes or hand sanitizers may be used when handwashing facilities are not available, for example on the playground or during

field trips. Employees are required to wash their hands immediately or as soon as feasible after removing gloves or other personal protective equipment.

No eating, drinking, smoking, applying cosmetics or lip balm, and handling of contact lenses in areas where first aid is being provided including the school health office.

Personal Protective Equipment (PPE)

- PPE is provided to our employees at no cost to them.
- Training in the use of the appropriate PPE for specific tasks or procedures is provided by the School or Center Director in collaboration with the Nurse Consultant.
- The personal protective equipment at CCSD includes:
Disposable gloves, located in nurse's office and playground "fanny pack", resuscitation masks and spill control kits located in the nurse's office or custodian closet.

NOTE: Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be provided to employees who are allergic to latex gloves normally provided. Gloves will be worn whenever providing first aid when blood may be present. Gloves are also to be worn when changing diapers or assisting in toileting.

All employees using PPE must observe the following procedures:

- Remove gloves after it becomes contaminated and before leaving the work area
- Used gloves may be disposed of in the covered trash receptacles or double bagged.
- Wear gloves when cleaning and it is reasonably anticipated that there may be hand contact with blood and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated
- Never wash or decontaminate gloves for reuse
- Remove immediately or as soon as feasible any garment contaminated by blood in a way to avoid contact with the outer surface.

Housekeeping

There are two types of waste that need special attention; contaminated waste and regulated waste.

Child care programs generate an amount of "contaminated waste" that is not regulated. Contaminated waste includes: diapers, sanitary napkins, used bandaids (not saturated with blood), discarded gloves, vomit, etc.

Contaminated waste should be double bagged in plastic, and disposed of in covered trash containers that are not accessible to children.

Regulated waste is defined as liquid or semi-liquid blood with other potentially infected material, contaminated items that would release blood or other potentially infected material if compressed; items caked with dried blood or other potentially infectious material that are capable of releasing these materials during handling; and contaminated sharps.

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color coded (red bag) and closed prior to removal to prevent spillage or protrusion of contents during handling. This waste is handled by a biohazardous waste disposal company.

The procedure for handling sharps disposal containers is:

for children who require health procedures (e.g., glucose testing or insulin administration). The individual sharps container is provided by the center; and the center will dispose of contents through Custer County Public Health Agency. Any used Epinephrine auto injectors will be given to EMS personnel for disposal or follow program medication disposal policies.

Containers (e.g., basins, pails) are cleaned and decontaminated as soon as possible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means such as a brush and dustpan.

Disinfecting of equipment and work surfaces which are contaminated will be accomplished by the following method.

- The surfaces will be cleaned using water to remove gross contamination, followed by general cleaning to remove all visible contamination. Where appropriate, this water/cleaning solution can be flushed down the drain.
- The work surface and equipment will then be disinfected by applying an EPA-Registered product approved as a disinfectant; this includes many products which are now EPA-Registered. Mix the disinfecting solution according to label instructions and follow label instructions for contact time on the surface being disinfected.

Laundry

The following laundry requirements must be met:

- Contaminated clothing or linens stained with blood (e.g., blood that is dripping or can flake from surface) must be handled as little as possible, until they can be laundered in hot soapy water.
- Wear gloves when handling or sorting contaminated laundry
- Responsibility for the laundering these items may vary (e.g., parents, center or a professional laundry)
- Center items may be laundered at the center or at a Laundromat.
- Child's clothing/belongings must be double bagged and sent home, not washed at the school or center.
- Contaminated laundry will be placed and transported in double bags or containers and closed prior to being transported. The laundry facility which is used will be informed by the employer of the presence of blood in the soiled laundry.
- (Remove)Launder in hot water (165) for 25 minutes. If using cooler water, add bleach or other laundry disinfectant according to the instructions on the container

Hepatitis B Vaccination

Hepatitis B Vaccination will be offered immediately but no later than 24 hours following a first-aid incident in which a staff member was exposed to blood or fluids. If an employee declines the hepatitis B, the employee will sign a declination form. Employees that decline may request and obtain the vaccination at a later date, at no cost. Documentation of refusal is kept in the School human resources office or Superintendent's office.

All medical evaluations and procedures; the hepatitis B vaccine and vaccination series; and post-exposure evaluation and follow-up, including prophylaxis will be made available to the employee at no cost to the employee at a reasonable time and place.

CCSD will communicate to the employee information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

Post-Exposure Evaluation and Follow-up.

CCSD employees will immediately report any blood borne exposures to the Nurse.

Post-exposure follow-up will be made available to all employees who have had an exposure incident. All responses where first-aid is provided will be evaluated to determine if an exposure incident occurred.

EXPOSURE INCIDENT MEANS A SPECIFIC EYE, MOUTH, OTHER MUCOUS MEMBRANE, NON-INTACT SKIN, OR PARENTERAL CONTACT WITH BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS THAT RESULTS FROM THE PERFORMANCE OF AN EMPLOYEE'S DUTIES.

Following a report of an exposure incident we will make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route(s) of exposure, and the evaluation of the circumstances under which the exposure incident occurred, such as: name, address, job title, location, date and time of incident, identification of source individual (unless identification is infeasible or prohibited by state or local law),
- What body part was exposed, for how long,
- What body fluid exposed to, did it penetrate the skin, what penetrated the skin, was medical attention received and if so where, when, and by whom?
- Also, determination of vaccination status, description of tasks being performed, and if personal protective equipment (PPE) was utilized?
- Identify and document the source individual, test their blood if consent is obtained for determination of HBV or HIV infectivity.
- If consent is not obtained,CCSD will establish that legally required consent cannot be obtained.
- Results of the source individual's testing will be made available to the exposed employee.

After an exposure incident, we will provide Post-Exposure Prophylaxis, when medically indicated, as recommended by the U.S Public Health Service. Additionally, baseline blood collection will be performed after employee consent, counseling provided, and evaluation of reported illnesses performed.

Administration of Post Exposure Evaluation and Follow-up

After an exposure incident we will ensure that the healthcare professional evaluating the employee has the following:

- A copy of the bloodborne pathogens regulation, 29 CFR 1910.1030
- A description of the exposed employee's duties as they relate to the exposure incident
- Documentation of the route(s) of exposure and circumstances under which the exposure occurred
- Results of the source individual's blood testing, if available
- All medical records relevant to the appropriate treatment of the employee,
- Including the employee's vaccination status, this is this employer's responsibility to maintain.

We will obtain and provide the employee with a copy of the healthcare professional's written opinion within 15 days of completion of the evaluation. The written opinion is LIMITED to the following:

- The written opinion for the hepatitis B vaccination shall be limited to whether or not the vaccination is indicated for an employee and if the employee has received such vaccination.
- The written opinion for the Post-Exposure Evaluation and Follow-up shall be limited to the following:
 - That the employee has been informed of the results of the evaluation.
 - That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

CONFIDENTIALITY will be maintained with regard to all other findings and such findings shall not be included in the written report.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The staff member who has an exposure incident will document the circumstances surrounding that incident including:

- An evaluation of policies being followed and "failure of controls" at the time of the exposure incident.
- Information as to whether personal protective equipment was readily available and/or used at the time of exposure incident.

The Principal, Superintendent or designee will review the circumstances of all exposure incidents in collaboration with Nurse as appropriate, to determine:

- Engineering controls in use at the time
- Work practices followed
- Description of the device being used
- Protective equipment used at the time of the exposure incident
- Location of the incident
- What was occurring at the time the incident occurred
- Employee's training

If revisions of the ECP are necessary, the School or Center Director in collaboration with the Nurse Consultant will ensure that appropriate changes are made.

EMPLOYEE TRAINING

CCSD will provide a training program for all employees who may reasonably anticipate occupational contact or exposure with blood or other potentially infectious materials.

Training will take place during working hours and at no cost to the employee at the time of initial assignment and at least annually thereafter.

Training will be provided by the Nurse.

If the new staff person has proof of previous training, that includes the elements listed below, this is acceptable if training has occurred in the past 2 years. In addition, the staff person will be trained in CCSD exposure control plan prior to assignment in the classroom.

The training program will include at least the following elements:

- An accessible copy of the regulatory text of the Bloodborne Pathogens Standard and an explanation of its contents,
- A general explanation of the epidemiology and symptoms of bloodborne diseases, and explanation of the modes of transmission of bloodborne pathogens,
- An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan,
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials, including what constitutes an exposure incident
- An explanation of the use and limitations of methods that will prevent or reduce exposure (use of personal protective equipment),
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment,
- An explanation of the basis for selection of personal protective equipment,
- Information on the Hepatitis B vaccine, (including information on its efficacy, safety, method of administration), the benefits of being vaccinated and that the vaccine and vaccination will be offered free of charge **WITHIN 24 HOURS FOLLOWING ADMINISTERING OF FIRST AID WHERE BLOOD IS PRESENT**,
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials,
- An explanation of the procedure to follow if an exposure incident occurs including the method of reporting the incident and the medical follow-up that will be made available, information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident,

- An explanation of the signs and labels and/or color coding which will be used to identify regulated waste, used protective equipment, etc.; and
- An opportunity for interactive questions and answers with the person conducting the training session. The RN Consultant is available via pager to answer any questions.
- Staff access to review OSHA blood borne pathogen standards.

Recordkeeping

TRAINING RECORDS are completed for each employee upon completion of training. These documents will be kept for at least 3 years in the School, Center Director Office. The training records include:

- a. The dates of the training sessions;
- b. The contents or summary of the training sessions;
- c. The names and qualifications of the persons conducting the training sessions;
- d. The names and job titles of all persons attending the training sessions.

MEDICAL RECORDKEEPING: CCSD will establish and maintain an accurate record for each employee with occupational exposure in accordance with this standard and 29 CFR 1910.20.

The Principal, Superintendent or designee is responsible for the maintenance of the required medical records. These confidential records are kept for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Principal, Superintendent or designee.

Medical Records will include the following elements:

- The name and social security number of the employee
- A copy of the employee's hepatitis B vaccination status, including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive such vaccination, (if the employee has declined to accept the vaccination, include a copy of the declination form signed by the employee)
- A copy of all results of examinations, medical testing, and follow-up procedures,
- The employer's copy of the healthcare professional's written opinion; and
- A copy of the information provided to the healthcare professional.

OSHA RECORDKEEPING: An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements, (29 CFR 1904). This determination and recordkeeping activities are done by the School or Center Director.

Include a sample Exposure Incident Form, a Hepatitis B declination form and roster.

References:

OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10051&p_table=STANDARDS

Refer to "Cleaning, Sanitizing, Disinfecting Center Items, Children's Hospital Colorado, 2017

EBBA-R2

Summary Exposure Control Plan

For Custer County School District, C-1

Family Child Care Homes:

OSHA does not have a rule specific for Family Child care homes. However, if there is an employee /employer relationship and there is potential workplace exposure to blood or OPIM, the employer is required to have a bloodborne pathogens program and implement OSHA Rule 1019.1030. In the event of an exposure to a bloodborne pathogen, it is Best Practice for Family Child Care Homes to follow the instructions in the Standard Precautions Training regarding cleaning the affected area and to promptly document what happened. The FCCH provider should then call their health care provider right away for evaluation and treatment if required. Remember to keep the incident confidential. Please refer to the plan below for more information.

In accordance with the Occupational Health and Safety Administration (OSHA), Bloodborne Pathogens standard 29 CFR 1910.1030, the following exposure control plan has been developed by CCSD.

Exposure Determination

At CCSD, specified child care staff and PK director are designated first aid providers and carry a valid First Aid and CPR card. Provision of first aid is a collateral duty. A complete list of designated first aid providers is kept with ECP plan.

Incidents where exposure may occur:

- ❖ direct pressure to a bleeding wound, cleaning or bandaging a wound
- ❖ assisting someone who is bleeding
- ❖ cleaning spills of blood or other potentially infectious materials
- ❖ rescue breathing or CPR
- ❖ skin puncture due to a human bite

Compliance: CCSD requires the use of Standard Precautions

Standard Precautions An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, Hepatitis B, Hepatitis C and other bloodborne pathogens.

head

Work Practice Controls

Handwashing: Use running water and soap. The use of an appropriate hand cleanser (such as Purell) is acceptable if running water is not available. Wash hands after removing gloves.

No eating, drinking, smoking, applying makeup, or handling contact lenses in areas where first aid is provided.

First Aid kits are available in the main office, admin building, nurse's office, and custodial closets.

Disposable gloves will be available in first aid kits. Gloves will be used as needed to prevent contact with employee skin, mucous membranes, etc. Gloves ***must*** be worn when providing first aid or whenever blood is present. Gloves are also to be worn when changing soiled clothing. Non-latex gloves will be provided to any staff member or for children with a latex allergy.

CPR resuscitation masks are available in nurse's office.

Spill control kits are available and are kept in custodial closets.

• Based on Model Plans and Programs for the OSHA Bloodborne Pathogens and Hazard Communications Standards. Retrieved January 23, 2017 from <https://www.osha.gov/Publications/osh3186.pdf>

Contaminated laundry will be cleaned at no cost to the employee. Laundry will be properly handled at the location of use, sent to a commercial laundry (No change) or safely discarded and replaced. The commercial laundry facility will be informed of the presence of blood.

Contaminated sharps (needles, glass) are placed in appropriate labeled containers and disposed of properly.

Cleaning and disinfecting (always wear gloves)

- ❖ Clean using water to remove contamination; followed by a general cleaning using soap and water. When appropriate flush this solution down a janitorial drain and sanitized afterwards.

Summary Exposure Plan for CCSD

- ❖ Disinfect surface using a solution of 1 part bleach to 10-100 parts water. (a solution of ¼ cup of bleach to a gallon is sufficient).
This solution must be made daily. (remove)
Contaminated carpet squares shall be replaced.
- ❖ Dispose of all towels/tissues and gloves properly.

Hepatitis B Vaccination and Post Exposure Follow-up

Hepatitis B vaccination will be offered to an employee within 24 hours following a first aid incident in which blood or other body fluids were present.

Note: If an employee refuses the vaccination, then the employee will sign a form declining the offer of the Hepatitis B vaccination.

All first aid incidents involving the presence of blood or other body fluids must be reported and documented immediately to the person in charge. *Refer to the Accident or Incident Report.*

Post exposure follow-up will be made available to all employees who have had an exposure incident. Situations will be evaluated after every first aid incident to determine if an exposure has occurred.

An exposure incident means a specific eye, mouth, other mucous membrane, nonintact skin, or parental (needle or other sharp object) with blood or other potentially infectious material that results from the performance of an employee's duties.

All medical evals/procedures, vaccine series, post exposure evaluation and follow-up will be made available to the employee at no cost at a reasonable time and place.

Document and report any first aid incidents or exposures to the Principal and Superintendent or Designated Person in Charge.

Post Exposure Evaluation and Follow-up

Following a report of an exposure incident, the exposed employee will have a confidential medical evaluation and follow-up made available immediately.

- ❖ Documentation of the route of exposure & evaluation of circumstances
- ❖ Identify and document the source individual
- ❖ Post exposure prophylaxis
- ❖ Provide the healthcare professional with information

• Based on Model Plans and Programs for the OSHA Bloodborne Pathogens and Hazard Communications Standards. Retrieved January 23, 2017 from <https://www.osha.gov/Publications/OSHA3186.pdf>

❖ Health care professional's written opinion_

The employee who has an exposure incident will document the circumstances, including an evaluation of the policies being followed and "failures of controls" at the time of the incident. The written evaluation will be reviewed by the Superintendent and passed onto the center's registered nurse (RN) consultant for a second review.

Confidentiality will be maintained; Medical Records will be kept confidential.

A training program will be provided to all employees who are assigned any responsibility for providing first aid at least annually.

For more information, please refer to the detailed Exposure Control Plan kept in Superintendent's office.

Employee Signature _____

Date: _____

▪ Based on Model Plans and Programs for the OSHA Bloodborne Pathogens and Hazard Communications Standards, Retrieved January 23, 2017 from <https://www.osha.gov/Publications/osa3186.pdf>

EBBA – Exhibit

Exposure Incident Reporting Form

Employee Name: _____ Job Title: _____

Supervisor: _____ Phone number: _____

Facility Address: _____

Location of incident (ie: Toddler room): _____

Time of exposure: _____

Describe the Exposure Incident (Were you wearing you have personal protective equipment such as gloves? What type of infectious material were you were exposed to and what were the circumstances of the exposure?):

Actions Taken (decontamination, clean-up, reporting, etc.):

Recommendations for Avoiding Repetition:

Report Prepared by:

Date: _____

Supervisor:

Date: _____

Policy DN

SCHOOL PROPERTIES and DISPOSITION

District Inventory

The district, all schools and departments will conduct an inventory of assets once a year. The timeline will be set by the Superintendent. The purpose of the inventory is to be accountable for the presence and condition of district assets, to determine if assets are in need of repair or replacement, and to determine if an asset needs to be disposed of. Inventory process will be outlined by the Superintendent and a summary of the inventory will be conveyed to the BOE at an appropriate time.

Personal property

The superintendent or designee shall determine whether district property other than real property and waste materials is obsolete, surplus and/or of no further value to the district. The re-use of personal property within the district shall be attempted wherever practical. Equipment purchased with federal grant funds should be retained in the program that it was originally intended for during its useful life or in another federally funded program if needed prior to offering to other district programs.

Surplus personal property shall be disposed of as follows:

1. Sold by sealed bid or at auction (Live or silent), whichever is deemed most advantageous to the district;
2. Traded in as part of a purchase of similar equipment;
3. Donated to a charitable or governmental organization;
4. Destroyed by burning, burial, throwing away or by similar means.

The sale, donation, destruction or conveyance of surplus personal property requiring the passage of recorded title must be approved in advance by the Superintendent or designee.

All surplus and unusable furniture and equipment to be disposed, relocated or reassigned must be communicated to the Superintendent and District Business Manager to maintain an accurate and current fixed assets inventory.

District personnel are prohibited from purchasing such surplus personal property except at official public sales in accordance with the prescribed methods applicable to the general public.

Real property

When it has been determined that real property may not be needed within the foreseeable future for any purpose authorized by law, it may be declared to be surplus.

The disposal of any real property shall be subject to the following guidelines:

1. The determination that real property is surplus shall be made by the Board of Education. Surplus real property shall be sold or conveyed by the Board of Education upon such terms and conditions as it may approve.

2. No finding that the property may not be needed within the foreseeable future shall be necessary if the property is sold or conveyed by the Board of Education to a state agency, political subdivision, municipality or quasi-municipal corporation.

CROSS REFS.: DN-R, Disposition Procedure

GBEA, Staff Ethics/Conflict of Interest/Anti-Favoritism/Anti-Fraternization

Policy DN-R

DISPOSITION PROCEDURE

Salvageable Items

Building administrators and department managers may declare items obsolete or surplus and forward a listing of such items to the office of the Superintendent. Disposal of such items shall be approved by the District Business Manager.

Any items or group of similar items declared obsolete or surplus with a current estimated unit value of at least \$200 shall be disposed of in one of two ways

1. advertised for competitive bid. The advertisement will be posted in two conspicuous location on school property and/or sent to the local media.
2. Surplus/obsolete items will be auctioned through a live auction or silent auction. A silent auction will have a specified date, beginning and ending time, and location. Bids will be written down for each item. The highest bid at the close of the auction will be declared the winner. The item(s) must be paid for upon close of the auction and must be picked up within seven (7) calendar days. Failure to pay for item at close of auction or failure to pick up item(s) after seven (7) days , the item will be offered to the next winning bid and so on until item(s) is/are liquidated.

Obsolete or surplus items remaining unsold after advertisement for sale or auction may be declared non-salvageable and disposed of in the most expeditious manner.

Textbook and Supplementary Book Disposal

Textbooks and supplementary books which are the property of the district may be disposed of when such books are damaged beyond repair, are no longer on the approved textbook list, are obsolete, or no longer useful in the instructional program.

Before books are discarded, usefulness in other buildings will be determined.

Books designated for disposal by the principal will be boxed, stamped, and discarded.

Nonprofit organizations and private citizens may have discarded books at the discretion of the administration.

Any books remaining in storage for a period of 30 days or more shall be sold for scrap paper or destroyed.

Policy DN-E

DISPOSAL OF DISTRICT PROPERTY GUIDELINES

Disposal Of Unwanted Items Stored At School:

All items in need of disposal must be reviewed by the Principals/ Manager /Supervisor / Head of Department or designee for evaluation of value.

Does it have value, could it be reused/sold?

Is it in bad shape & needs to be thrown away?

1. If the item is determined to be thrown away:

Principal will notify the District Business Manager with the following information & informing them the assets are unusable and are being disposed of:

- a. This includes model name & number, serial number, & district asset tag number:
- b. Principal has it placed in the building dumpster.

OR

If the item is too large, arrangements will be made with a local disposal company for removal.

2. If the determination is that it is reusable:

Principal / or designee contacts the District Business Manager with the following information:

Evaluation description including: model name & number, serial number, & district asset tag number, and location.

Schools will have the option of using any item listed on their campus (first- come first- serve basis).

All items evaluated for reuse and not needed at our schools, will be stored at the school until item is sold. The District Business Manager will facilitate the selling of the item(s). In accordance with Board of Education Regulation, all proceeds will be deposited into the District General Fund.

Possession / moving of any item purchased by staff, individual / community member is the responsibility of the buyer. Absolutely no district employee may assist on district time. No concessions will be granted to help outside sources receive disposed items.

Additional Notes:

1. All items moved out of a building will not be retrievable. Once you send an item away it will be given to the new owner unconditionally or disposed of after it is evaluated & approved for disposal.
2. You may need to dispose of items slowly due to limited dumpster space.

3. It is the responsibility of the building administrator to plan ahead for when furniture/ equipment is to be replaced. Therefore please place an initial work order request ahead of time with enough specifics for removal of the old furniture/equipment prior to arrival of new furniture/equipment.
4. In cases where there may be an environmental risk like refrigeration, freon, paint, asbestos questions, please contact the Superintendent.
5. When requesting items to be moved like file cabinets or desks all must be emptied prior to removal.
6. All boxes must be loaded with no more than 50 lbs of weight. Overloaded boxes will not be moved.
7. Please contact Technology Services ahead of time if any of the moving involves phone or computer/data lines.
8. Movement will depend upon availability of manpower and unforeseen higher prioritized projects.
9. Employee safety is Custer County School District's main concern. The Superintendent will determine if outsourcing movement of items is needed.