

Custer County School District C-1

Regular School Board Meeting: CCSD Library – Nov 12th, 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 staff/student representatives in attendance.
6. Recognition of school/student/staff: Presentations, accomplishments, achievements.
7. Correspondence to the Board: Dr. Terre Davis
8. General Public Comment Session Comments will be limited to 3 minutes
9. Consent Agenda
 - a. Approval: Minutes of the Regular Board Meeting on 10/8/2019
10. Board Committee Reports: Accountability, BOCES, FFA, Legislative, Preschool Advisory/CCKC
11. Action Item
 - a. Oath of Office/Swearing-In Ceremony – Terre Davis, President
"I _____. Do solemnly swear that I will faithfully perform the duties of the office of School Board Member as required by law and will support the Constitution of the United States, the Constitution of Colorado, and the laws pursuant thereto."
 - b. Election of Board Offices / Organizational Meeting
 - i. President
 - ii. Vice President
 - iii. Secretary / Treasurer
 - c. Board Committee Assignments
 - i. FFA:
 - ii. School Accountability (SAC/DAC):
 - iii. BOCES:
 - iv. Legislative:
 - v. Pre-School & Custer County Kids Council:
 - vi. RIF:
 - d. Recognition of out going BOE Members
12. Report from NV5 – Construction update
13. District Financial Report – Monthly Overview – Mike McFalls, Emily Goss, Business Manager
14. Reports from Public: Excellence in Education (TBD), District/School Accountability (SAC/DAC)
15. Action/Informational Items:
 - a. Approval / Standing Action: Check Vouchers and Financial Reports – Mike McFalls, Emily Goss
 - b. Approval: Coaching Positions:
Head Boys MS Basketball Coach: Joy Parrish
Assistant Boys MS Basketball Coach: Jennifer Kriegh
 - c. Approval: Expenditure of part of the interest from the Bond on additional projects.
 - d. Appoint SAC/DAC Offices and Members
 - e. Approval: Goals from BOE Workshop
 - f. Discussion: Superintendent's evaluation instrument from BOE Workshop

- g. Schedule Board Workshop (No action will be taken at the workshop)
- 16. Policy and procedures update
 - a. Blood Borne Pathogen / Exposure Control Policies – EBBA-R1, EBBA-R2, EBBA Exhibit. Second Reading
 - b. Disposal of District property DN, DN-R First Reading
- 17. Administration Reports:
 - a. Principal's Report: Joe Vergilio
 - b. AD Report: Joy Parrish
- 18. Superintendent's Report – Mike McFalls
- 19. General Public Comment Session Comments will be limited to 3 minutes
- 20. Board member future discussion items
- 21. Executive Session pursuant to: C.R.S.24-6-402 (4)(h)
- 22. Adjournment – Next Meeting: **December, 4:30pm. Library.**

Custer County School District C-1

School Board Meeting - October 8, 2019

Library – 4:30 p.m.

1. Call to Order 4:30 p.m. – Dr. Terre Davis. Student led Pledge of Allegiance, 5th grade performed National Anthem.
2. Roll Call – Board Attendance Dr. Terre Davis, Monty Lee, Doreen Newcomb, Jim Parkes, Jake Shy
3. Approval of Agenda: Motion Monty Lee, Second Jake Shy, Unanimous
4. Audience introductions
5. Recognition of Micah Zeller, Kyleigh Martin for State in Cross Country
6. Recognition of Bond Oversight Committee (BOC) – Jim Bradburn, Chuck Keyes, Bob Tobin, Terre Davis, Doreen Newcomb, Walter van Woudenberg, Lockett Pittman, Bill Parker, and chairperson Sam Frostman.
7. General Public Comment Session – limited to 3 minutes Stephanie Hargis, Mari Raley, Sydney Benesch. Thank you to the Board of Education
8. Consent Agenda – Approval of minutes for regular Board meeting on September 10, 2019. Motion Jim Parkes, Second Jake Shy – Unanimous
9. Report from NV5 – Mykal Hudson Construction update, owner contingency fund under \$2,000. Change order for LED lights for high school east gym.
10. District Financial Report – Monthly Review from Mike McFalls, Emily Goss
11. INVEST Software discussion – Monty Lee It was stated that this software was more transparent and easier for rural schools to use. It was suggested that this software program be investigated for Custer County School District.
12. Reports from the Board: BOCES – Dr. Terre Davis Crowley ISD will not be withdrawing from SC BOCES this year. Pre-School Advisory Council - Doreen Newcomb reported on CCKC presentation to Rotary. It was noted that the AM Pre-School class still had open slots.
13. Action/Information Items
 - a. Approval of Standing Action: Check vouchers and financial reports Mike McFalls, Emily Goss – Motion Jim Parkes, Second Monty Lee – Unanimous
 - b. Approval of engagement of legal services for fiscal year 2019 – Mike McFalls, Emily Goss – Motion Terre Davis, Second Doreen Newcomb – Unanimous
 - c. Approval of Vision and Mission Goals from BOE workshop – Motion Jake Shy, Second Jim Parkes – Unanimous
 - d. Superintendent Evaluation Instrument from BOE workshop was tabled until new Board could discuss. Motion Jake Shy, Second Jim Parkes – Unanimous
14. Policy and Procedure Update: School District Chain of Command when Superintendent is out of district. Superintendent – Principal – Counselor – Athletic Director – Special Education Director. Moved Jake Shy, Second Monty Lee – Unanimous
15. Administration Reports: Principal Joe Vergilio – Leadership Team enrollment, Blood Borne Exposure Control Plan – 1st reading. Motion Jake Shy, Second Jim Parkes – Unanimous
16. Superintendent's Report – Mike McFalls
17. End regular Board meeting at 5:23 to move to executive session at 5:27. Executive session ended at 6:05. Next Board meeting will be November 12, 2019 at 4:30 in the Library. Motion Monty Lee, Second Jim Parkes.

Dr. Terre Davis, Board President

Doreen Newcomb, Secretary/Treasurer



Custer County School District C-1

Board Progress Report

PROGRESS THROUGH: November 6, 2019

I. PROJECT TEAM:

Custer County School District	Owner
NV5	Owner's Representative
Anderson Hallas Architects	Architect
Nunn Construction	CMGC
JVA/Major Geo	Geothermal Engineer
PCD Engineering	Commissioning
Clover Technologies	Phone System Design-Build
LE Roofing/CSHQA	Roofing Design-Build
Beacon Communications	Access/Security Door Design-Build
CanAm	Geo-Well Field Drilling Subcontractor
All-Phase Environmental	Environmental Consultant
Kleinfelder, Inc.	Geotechnical Engineer
QECS	Abatement Subcontractor

II. PHASE II DESIGN PROGRESS:

- A. Commissioning – Commissioning agent has met with contractor and HVAC sub recently to discuss commissioning process and commissioning is in progress.
- B. HVAC – An issue with the HVAC system that's occurring during heating mode is being troubleshot with the engineers, contractor and HVAC sub. A solution to the issue is still being determined.
- C. Announcement System – Announcement system that was installed last summer as part of the VOIP phone system isn't functioning due to this summer's work. NV5 is working with the phone vendor (Clover) to address this issue.
- D. Additional Scope Items – Additional scope item decisions are on hold until HVAC issue is resolved. Any additional scope items at this point are not likely to be approved by CDE BEST unless they are items from the grant application.

III. PHASE II CONSTRUCTION PROGRESS:

- A. Temporary Certificate of Occupancy has been issued on the project. Staff, students and public are able to use the building as intended.
- B. Final testing of fire alarm has occurred and passed inspection.
- C. Nunn Const. is continuing to finish items for required by the State for final inspection (handrails, ADA striping, etc.)

IV. BUDGET

- A. Custer County School District Budget = \$11,210,034.82
- B. Phase II GMP: \$8,947,060.04

- C. Owner Contingency: \$92,399.45
- D. BEST: Disbursement Request 16 is complete and has been processed.
- E. Change Orders:
 - a. Nunn ACO #18 – \$38,083.09
 - i. *Various punch list and State required items.*
 - b. Nunn ACO #19 - \$
 - i. *Various punch list and State required items.*

V. PROJECT CHALLENGES / RISKS:

- A. Remaining risks to this project include prioritizing additional scope while being mindful of remaining contingency and scheduling additional scope during times that will not impact the student’s learning environment.

VI. NEXT STEPS:

- A. Complete systems commissioning.
- B. Complete final items required by the State for final inspection.
- C. Resolve HVAC issue.

VII. ATTACHMENTS:


- A. BEST – CC-06 Disbursement Request #16
- B. Nunn ACO #18
- C. Nunn ACO #19



COLORADO
Department of Education

**Division of Capital Construction
Project Funding Request (CC-06)**

(for projects awarded after June 1st, 2015)

Requesting District			
1. District Name: Custer County School District C-1		County: Custer County	
Address: PO Box 730			
City: Westcliffe		State: CO	Zip: 81252
2. Contact Name: Michael McFalls		Contact Phone: (719) 783-4951	Fax: (719) 783-4944
Contact E-mail: michael.mcfalls@ccbobcats.net		Date of Request: 10/16/19	
3. Project Title: Safety/Security Renovations			
Awarded BEST FY: 2017-18		CDE Accounting PO #: 2018-0482	
Breakdown of Dollars Requested			
	Vendor Name:	Total of Invoice(s):	
Vendor 1	Anderson Hallas Architects, P.C.	\$7,815.80	
Vendor 2	Bailey's Moving & Storage	\$29,596.50	
Vendor 3	Nunn Construction, Inc.	\$700,428.37	
Vendor 4	NV5, Inc.	\$6,929.00	
Vendor 5	PCD Engineering Services	\$4,250.00	
Vendor 6			
Vendor 7			
Vendor 8			
Note: Fund requests can be submitted once a month. Please provide invoices from all vendors listed above. Statements and purchase orders will not be accepted.			Total Vendor Costs: \$749,019.67
****Please fill out the three boxes below prior to submital****			
<u>Grantee Adjusted Match %</u> 42.30931381%	<u>Total Prior Billings (previous line 8 total)</u> \$9,313,324.81	<u>Total Project Cost</u> \$11,210,034.82	
Financial Summary of Project			
	State Grant	Grantee Match	Total
4. Total Amount of the Contribution/Grant	\$6,467,146.01	\$4,742,888.81	\$11,210,034.82
5. Amount Previously Paid/Requested to Date	\$5,372,920.99	\$3,940,403.82	\$9,313,324.81
6. Amount Available before Current Request	\$1,094,225.02	\$802,484.99	\$1,896,710.01
7. Amount of this Request	\$432,114.59	\$316,905.08	\$749,019.67
8. Total Billings to Date	\$5,805,035.58	\$4,257,308.90	\$10,062,344.48
9. Total Available Balance	\$662,110.43	\$485,579.91	\$1,147,690.34
10. Proposed Project Dates	Start Date: 11/28/17	Completion Date: 08/31/19	
The Grantee certifies that the above information is true; that the funds requested are for the project for which the grantee received the grant; and that the vendors listed provided services or materials for the project for which the grantee received the grant.			
Printed Name of Authorized Representative: Michael McFalls			Title: Superintendent
Signature of Authorized Representative:  C0082E2078E3419			Date: 10/17/2019
Return Funding Requests to: BESTSchools@cde.state.co.us and Carbon Copy (CC): Your Regional Program Manager			







Contract Change Order

Distribution: Owner
 Architect
 Contractor
 Other

Project: 1808- 10 Custer County SD C-1, Facilities Upgrades, Phase 2
 709 Main Street

Contract Number: 1808- 10 Custer County SD C-1, Facilities Upgrades, Phase 2
Change Order #: 18 PCO 53, 54, 56 and 57

To (Contractor): Nunn Construction, Inc.
 925 Elkton Drive
 Colorado Springs, CO 80907-3537

Change Order Date : 9/17/19

You are directed to make the following changes in this Contract:

Type	#	Description	Approved Date	Contract Change Amount
CC	53	Re work room 435 for storage <i>Rework room 435 for storage</i>		211.23
CC	54	Replace Approx 370LF of wooden railings to meet code <i>Supply and install new wooden railings</i>		14,769.75
CC	55	Install Chain link fencing around transformer		5,680.67
CC	56	Vent Dryer Through Roof per Code		1,253.44
CC	57	Additional hallway doors per Construction inspector		16,168.00
Total For Change Order: 18				\$38,083.09

Not valid until signed by both the Owner and Architect. Signature of the Contractor indicates the Contractor's agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	\$0.00
The net change by previously authorized Change Orders was	\$8,847,444.16
The Contract Sum prior to this Change Order was	\$8,847,444.16
The Contract Sum will be increased by this Change Order	\$38,083.09
The new Contract Sum will be	\$8,885,527.25

The contract time will be unchanged

Authorized By Owner:
 Custer County School District C-1

Accepted By Contractor:
 Nunn Construction, Inc.

Architect:
 Anderson Hallas Architects, PC

ds
 RS

By: DocuSigned by:
 Date:
 C0082E2D78E3419

By: DocuSigned by:
 Date:
 EA78665FC8BD4C2

By: DocuSigned by:
 Date:
 88A698E3DD54438



**Custer County SD C-1, Facilities Upgrades, Phase 2
Nunn Project #1808- 10**

Re work room 435 for storage

Contract Change Proposal (CC#53)

Date:

Phase Code	Work Description: Contractor	Quantity	Unit	Labor Unit Price	Labor Total	Material Unit Price	Material Total	Subcontractor Unit Price	Subcontractor Total	Equipment / Other Unit Price	Equipment / Other Total	Line Total
01556 . .	Nunn Bond Premium (s): Nunn	1.00	LS		\$0		\$0		\$0		\$1	\$1.48
01566 . .	Builder's Risk Ins (s): Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$0.23
06200 . .	Finish Carpentry/Millwork: Nunn	1.00	LS	\$4,000	\$4,000		\$1,760		\$0		\$0	\$5,760.00
08102 . .	HM Doors, Frames, & Hardware: Nunn	1.00	LS		\$0		\$1,500		\$0		\$0	\$1,500.00
20300 . .	Contractor's Contingency: Nunn	1.00	LS		\$0		\$0	\$-7,250	\$-7,250		\$0	\$-7,250.00
99907 . .	Umbrella Insurance Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$1.80
99909 . .	Safety Consultant Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$0.38
99911 . .	Warranty Management Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$0.20
	Work Subtotal:				\$4,000		\$3,250		\$-7,250		\$2	\$4.09

99903 . . Small Tools: 4,000.00 @ 5.00% \$200.00
 99913 . . Self-performed Work: 4,000.00 @ 0.00% \$0.00
 Subtotal: \$204.09

01556 . . Payment & Performance Bond @ 0.74%: \$1.48
 01566 . . Builders Risk Insurance @ 0.11%: \$0.23
 99907 . . Liability Insurance @ 0.89%: \$1.90
 99909 . . Safety Consultant @ 0.19%: \$0.38
 99911 . . Warranty Management @ 0.10%: \$0.20
 Subtotal: \$208.18
 N/A Nunn Fee @ 1.47% for Added Work Only: \$3.05

Total Change Proposal Add: \$211.23

Approved By: _____ Date _____
 Custer County School District C-1
 DocuSigned by: _____
 M. J. [Signature]
 M1682678E3A19

Submitted By: _____ Date _____
 Nunn Construction, Inc.
 DocuSigned by: _____
 Annette Osterander, Project Manager
 AX78815-C8852C2

Schedule Impact of this Contract Change Proposal:

TBD

Qualifications to this Contract Change Proposal:

Nunn's contingency to cover costs - Nunn to complete as T&M work.

Exclusions to this Contract Change Proposal:

Attachments to this Contract Change Proposal:

None



Custer County SD C-1, Facilities Upgrades, Phase 2
Nunn Project #1808- 10

Re work room 435 for storage

Contract Change Protocol (CC#53)

Date:

Approved By:
Anderson Hallias Architects, PC

DocuSigned by:

Wells Spitzer
Wells Spitzer 54438...

Date



Custer County SD C-1, Facilities Upgrades, Phase 2
Nunn Project #1808- 10

Date:

Replace Approx 370LF of wooden railings to meet code

Phase Code	Work Description: Contractor	Quantity	Unit	Labor Unit Price	Labor Total	Material Unit Price	Material Total	Subcontractor Unit Price	Subcontractor Total	Equipment / Other Unit Price	Equipment / Other Total	Line Total
01556. .	Nunn Bond Premium (s): Nunn	1.00	LS		\$0		\$0		\$0		\$103	\$103.49
01566. .	Builder's Risk Ins (s): Nunn	1.00	LS		\$0		\$0		\$0		\$16	\$15.50
06200. .	Finish Carpentry/Millwork: Nunn	1.00	LS	\$6,238	\$6,238		\$7,435		\$0		\$0	\$13,672.60
99907. .	Umbrella Insurance Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$125.52
99909. .	Safety Consultant Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$27.04
99911. .	Warranty Management Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$14.26
	Work Subtotal:				\$6,238		\$7,435		\$0		\$119	\$13,958.41

99903. .	Small Tools: 6,237.60 @ 5.00%											\$311.88
99913. .	Self-performed Work: 6,237.60 @ 0.00%											\$0.00
	Subtotal:											\$14,270.29

01556. .	Payment & Performance Bond @ 0.74%											\$103.49
01566. .	Builders Risk Insurance @ 0.11%											\$15.50
99907. .	Liability Insurance @ 0.89%											\$125.52
99909. .	Safety Consultant @ 0.19%											\$27.04
99911. .	Warranty Management @ 0.10%											\$14.26
	Subtotal:											\$14,556.10
	Nunn Fee @ 1.47% for Added Work Only:											\$213.65

Total Change Proposal Add: \$14,768.75

Schedule Impact of this Contract Change Proposal:
TBD

Qualifications to this Contract Change Proposal:
Additional GCs have not been added - assumes work can be completed by Oct 4th 2019

Exclusions to this Contract Change Proposal:

Attachments to this Contract Change Proposal:
None

Submitted By:
Nunn Construction, Inc.
DocuSigned by:
Annette Osterander
Annette Osterander, Project Manager

Approved By:
Custer County School District C-1
DocuSigned by:
[Signature]
Michele Strable 3/19

Approved By:
Anderson Hallas Architects, PC
DocuSigned by:
[Signature]
Wells Sclafani
808698E3D54438



Custer County SD C-1, Facilities Upgrades, Phase 2
Nunn Project #1808- 10

Date:

Install Chain link fencing around transformer

Phase Code	Work Description: Contractor	Quantity	Unit	Labor Unit Price	Labor Total	Material Unit Price	Material Total	Subcontractor Unit Price	Subcontractor Total	Equipment / Other Unit Price	Equipment / Other Total	Line Total
01556 . .	Nunn Bond Premium (s): Nunn	1.00	LS		\$0		\$0		\$0		\$40	\$39.80
01566 . .	Builder's Risk Ins (s): Nunn	1.00	LS		\$0		\$0		\$0		\$6	\$5.96
02900 . .	Landscape & Irrigation: Nunn	1.00	LS		\$1,313		\$4,000		\$0		\$0	\$5,313.00
99907 . .	Umbrella Insurance Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$48.28
99909 . .	Safety Consultant Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$10.40
99911 . .	Warranty Management Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$5.48
	Work Subtotal:				\$1,313		\$4,000		\$0		\$46	\$5,422.92

99903 . .
99913 . .
Subtotal:

Small Tools: 1,313.00 @ 5.00%
Self-performed Work: 1,313.00 @ 0.00%
Subtotal:

01556 . .
01566 . .
99907 . .
99909 . .
99911 . .
N/A

Payment & Performance Bond @ 0.74%:
Builders Risk Insurance @ 0.11%:
Liability Insurance @ 0.89%:
Safety Consultant @ 0.19%:
Warranty Management @ 0.10%:
Subtotal:
Nunn Fee @ 1.47% for Added Work Only:

Total Change Proposal Add:

Total Change Proposal Add:

DS
KS

Approved By:
Custer County School District C-1

DocuSigned by:
M. J. Squire
MILKMAN
CUSTERSD DISTRICT C-1

Submitted By:
Nunn Construction, Inc.
DocuSigned by:
Annette Ostrander
Annette Ostrander, Project Manager

Date

Approved By:
Anderson Hallas Architects, PC
DocuSigned by:

Bells Squire
Wells Squire
WELLS SQUIRE ARCHITECTS, PC

Date

Schedule Impact of this Contract Change Proposal:

Qualifications to this Contract Change Proposal:

Labor and materials to install a chain link fence around new transformer. Includes (1) gate.

Exclusions to this Contract Change Proposal:

Attachments to this Contract Change Proposal:

None



Custer County SD C-1, Facilities Upgrades, Phase 2
Nunn Project #1808- 10

Vent Dryer Through Roof per Code

Contract Change Proposal (CC#56)

Date:

Phase Code	Work Description: Contractor	Quantity	Unit	Labor Unit Price	Labor Total	Material Unit Price	Material Total	Subcontractor Unit Price	Subcontractor Total	Equipment / Other Unit Price	Equipment / Other Total	Line Total
01556 . .	Nunn Bond Premium (s): Nunn	1.00	LS		\$0		\$0		\$0		\$9	\$8.78
01566 . .	Builder's Risk Ins (s): Nunn	1.00	LS		\$0		\$0		\$0		\$1	\$1.31
06108 . .	Framing-Roof: Nunn	1.00	LS		\$416		\$150		\$0		\$0	\$566.00
07610 . .	Roofing - Sheet Metal: Nunn	1.00	LS		\$0		\$0		\$600		\$0	\$600.00
99907 . .	Umbrella Insurance Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$10.66
99909 . .	Safety Consultant Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$2.29
99911 . .	Warranty Management Revenue: Nunn	1.00	LS		\$0		\$0		\$0		\$0	\$1.21
	Work Subtotal:				\$416		\$150		\$600		\$10	\$1,190.25

99903 . .	Small Tools: 416.00 @ 5.00%	\$20.80
99913 . .	Self-performed Work: 416.00 @ 0.00%	\$0.00
	Subtotal:	\$1,211.05

01556 . .	Payment & Performance Bond @ 0.74%:	\$8.78
01566 . .	Builders Risk Insurance @ 0.11%:	\$1.31
99907 . .	Liability Insurance @ 0.89%:	\$10.66
99909 . .	Safety Consultant @ 0.19%:	\$2.29
99911 . .	Warranty Management @ 0.10%:	\$1.21
	Subtotal:	\$1,235.30
	Nunn Fee @ 1.47% for Added Work Only:	\$18.14

Total Change Proposal Add: **\$1,253.44**

Schedule Impact of this Contract Change Proposal:

TBD

Qualifications to this Contract Change Proposal:

Exclusions to this Contract Change Proposal:

Attachments to this Contract Change Proposal:

None

Submitted By:

Nunn Construction, Inc.

DocuSigned by:

Annette Ostrander

Annette Ostrander, Project Manager

Date

Approved By:

Custer County School District C-1

DocuSigned by:

[Signature]

1808/07/18/18-3419

-DS

[Signature]

Date



Custer County SD C-1, Facilities Upgrades, Phase 2
Nunn Project #1808-10

Vent Dryer Through Roof per Code

Contract Change Proc. #al (CC#56)

Date:

Approved By:
Anderson Hallas Architects, PC

DocuSigned by:

Wells Spitzer
Wells Spitzer
88A888E3D054438...

Date



Contract Change Proposal (CC#57)

Date:

Custer County SD C-1, Facilities Upgrades, Phase 2
Nunn Project #1808- 10

Additional hallway doors per Construction Inspector

Phase Code	Work Description: Contractor	Quantity	Unit	Labor Unit Price	Labor Total	Material Unit Price	Material Total	Subcontractor Unit Price	Subcontractor Total	Equipment / Other Unit Price	Equipment / Other Total	Line Total
06200 .	Finish Carpentry/Millwork: Nunn	1.00	LS		\$2,448		\$660	\$0	\$0	\$0	\$0	\$3,108.00
08102 .	HM Doors, Frames, & Hardware: Nunn	1.00	LS		\$3,060		\$8,045	\$0	\$0	\$0	\$0	\$11,105.00
16100 .	Electrical: Nunn	1.00	LS		\$0		\$0	\$820	\$820	\$0	\$0	\$820.00
	Work Subtotal:				\$5,508		\$8,705		\$820		\$0	\$15,033.00

99903. .
99913. .
Subtotal: \$15,308.40

Small Tools: 5,508.00 @ 5.00% \$275.40
Self-performed Work: 5,508.00 @ 0.00% \$0.00

01556. .
01566. .
99907. .
99909. .
99911. .
N/A

Payment & Performance Bond @ 0.74%: \$113.28
Builders Risk Insurance @ 0.11%: \$16.96
Liability Insurance @ 0.89%: \$137.40
Safety Consultant @ 0.19%: \$29.60
Warranty Management @ 0.10%: \$15.61
Subtotal: \$15,621.25
Nunn Fee @ 3.50% for Added Work Only: \$546.75

Total Change Proposal Add: \$16,168.00

Schedule Impact of this Contract Change Proposal:
TBD

Qualifications to this Contract Change Proposal:
Supply and install new doors in hallways to replace existing gates (not per code) required per building inspector.

Exclusions to this Contract Change Proposal:

Attachments to this Contract Change Proposal:
Subcontractor Pricing

Submitted By:
Nunn Construction, Inc.
DocuSigned by:
Arnette Ostrander
Arnette Ostrander, Project Manager
EX7885F-CABBDC

Approved By:
Custer County School District C-1
DocuSigned by:
MS McE...
MK686E2D76E3419

Approved By:
Anderson Hallas Architects, PC
DocuSigned by:
Watts Spitzer
88A698E3DD54438

Date

Date

Date

Change Order Quotation


colorado
DOORWAYS
inc.

5151 Bannock Street #17 Denver, CO 80216-1846
(303) 291-0900 Fax (303) 291-0113
www.doorwaysinc.com

DOORWAYS
of Wyoming
DOORWAY
Solutions®

Proposed Change Order

To: Nunn Construction, Inc. c/o Custer County School Renov. Phase 2 Westcliffe, CO	Date: September 16, 2019
Attn: Annette	Customer Job#:
Fax#: 111-111-1111	CDI Job#: 9238ANB
	Change Order#: 06
	Re: Added Pairs

Page 1 of 2

DESCRIPTION OF CHANGE OR MODIFICATION

To add openings per phone call 9/16/19. Please confirm Jamb Depths, Anchors, and Hardware Required before order.

1 Pair Doors #1 95/90 LHR\|RHR

1 Pair WD 3070 1 3/4" F PC 45 PSRO CLEAR WHI DPC LHR\|RHR (A45SWL; BVREDLBR; CSTM; RBOD)

1 6070 DBL W 6 M 16 CR SW1 90 LHR\|RHR (SCF8; A90CFL; ADHR; CRS; VRRH; WGPCW)

2 Continuous Hinge 780-224HD 83" CLR HA

2 Exit Device 4501 SVR F 36" X 84" LBR US26D HA

1 Exit Device Trim 45PD US26D HA

1 Exit Device Trim 45PN US26D HA

1 Rim Cylinder Housing 3901 SFIC US26D HA

1 Cylinder Core 23-030 C123 KEYWAY 626 SC

2 Magnetic Holder 998 689 RX

2 Closer 5100 ALM HA

2 Protection Plate 190S 10" x 35" US32D HA

1 Master keying MK MIHW

1 Pair Doors #2 95/90 LHR\|RHR

1 Pair WD 3070 1 3/4" F PC 45 PSRO CLEAR WHI DPC LHR\|RHR (A45SWL; BVREDLBR; CSTM; RBOD)

1 6070 DBL W 6 M 16 CR SW1 90 LHR\|RHR (SCF8; A90CFL; ADHR; CRS; VRRH; WGPCW)

2 Continuous Hinge 780-224HD 83" CLR HA

2 Exit Device 4501 SVR F 36" X 84" LBR US26D HA

1 Exit Device Trim 45PD US26D HA

1 Exit Device Trim 45PN US26D HA

1 Rim Cylinder Housing 3901 SFIC US26D HA

1 Cylinder Core 23-030 C123 KEYWAY 626 SC

2 Magnetic Holder 998 689 RX

2 Closer 5100 ALM HA

2 Protection Plate 190S 10" x 35" US32D HA

1 Master keying MK MIHW

SubTotal	\$8,045.00
Tax Rate: 0.00%	\$0.00
Labor:	\$0.00
Change Order Total	\$8,045.00

NOTE: NO MATERIAL WILL BE ORDERED until a signed Change Order or Purchase Order is received.

If your accounting department requires field authorization numbers or purchase order numbers to approve payment, that number must accompany the signed change order.

ALL TERMS AND GENERAL CONDITIONS FROM THE ORIGINAL CONTRACT APPLY TO THIS CHANGE ORDER.

PLEASE RETURN ONE SIGNED COPY TO COLORADO DOORWAYS, INC. THANK YOU.

Equal Employment Opportunity Clause
(Incorporated by Reference)

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam Era, set forth in 41 CFR 60-250.4, the affirmative action clause for disabled workers, set forth in CFR 80-741.4, and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in this change order. By accepting this change order, customer certifies that it complies with the authorities cited above and does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60-1.8

Accepted By: _____

Date: _____

Submitted By: Amanda Baker



Contract Change Order

Distribution: Owner
 Architect
 Contractor
 Other

Project: 1808- 10 Custer County SD C-1, Facilities
 Upgrades, Phase 2
 709 Main Street

Contract Number: 1808- 10 Custer County SD C-1, Facilities
 Upgrades, Phase 2

Change Order #: 19 PCO 70, 72, 73, 74, 75 and 63

To (Contractor): Nunn Construction, Inc.
 925 Elkton Drive
 Colorado Springs, CO 80907-3537

Change Order Date : 9/23/19

You are directed to make the following changes in this Contract:

Type	#	Description	Approved Date	Contract Change Amount
CC	63	Remove Wing wall by Gym (not safe) Demo CMU wall (6 hours labor) Haul away and dispose of CMU		867.43
CC	70	Rework North concrete walks to make ADA compliant Re-work back sidewalk/ramp to make ADA compliant per construction inspector. Remove existing walks/ramps and remove from site, rework grading, install new steps, ramp and steel railings where required for new work. Includes 4 days of supervision to complete work.		37,800.73
CC	72	RFI #82 Roof Duct Insulation Labor and Materials to install insulation with jacketing to reach the minimum R-12 value required per 2015 IECC code since the duct is exposed to outdoor conditions as described in response to RFI #82. See PCO 72 for details.		11,589.15
CC	74	Additional Electrical work required per ode Labor and materials to convert (24) standard duplex receptacles to GFCI receptacles in Science RM442 and RM444 to rectify code violations. Labor and materials to add power for (15) overhead projector locations required per electrical inspector.		6,360.14
CC	75	New plaque and additional signs. Supply and install additional signs per punch walk and inspections. See PCO 75 for details Supply and install new plaque per request. See PCO 75 for details.		3,820.11
CC	76	Supply and install (1) exterior light fixture for EM exit Provide and install (1) exterior light per building inspector to create required (3) exits for west gym		1,095.23

Total For Change Order: 19

\$61,532.79



Contract Change Order

Distribution: Owner
 Architect
 Contractor
 Other

Not valid until signed by both the Owner and Architect. Signature of the Contractor indicates the Contractor's agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	\$0.00
The net change by previously authorized Change Orders was	\$8,885,527.25
The Contract Sum prior to this Change Order was	\$8,885,527.25
The Contract Sum will be increased by this Change Order	\$61,532.79
The new Contract Sum will be	\$8,947,060.04

The contract time will be increased by 5 days

Authorized By Owner:
Custer County School District C-1

Accepted By Contractor:
Nunn Construction, Inc.

Architect:
Anderson Hallas Architects, PC

DS
RS

By: DocuSigned by:
Date: [Signature]
C0082E2D78E3419

By: DocuSigned by:
Date: Debralette Ostrander
EA78865FC8BD4C2

By: DocuSigned by:
Date: Wells Squier
88A698E3DD54438



Custer County School District C-1

Post Office Box 730, Westcliffe, Colorado 81252

Mike Mc Falls – Superintendent

Joe Vergilio – Principal

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

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

BUSINESS MANAGER'S FINANCIAL OVERVIEW REPORT (TOPICS LISTING)

- Receipt of State Transportation Reimbursement based on CDE-40
- Update on Student Count Revenues Projection
- Other:

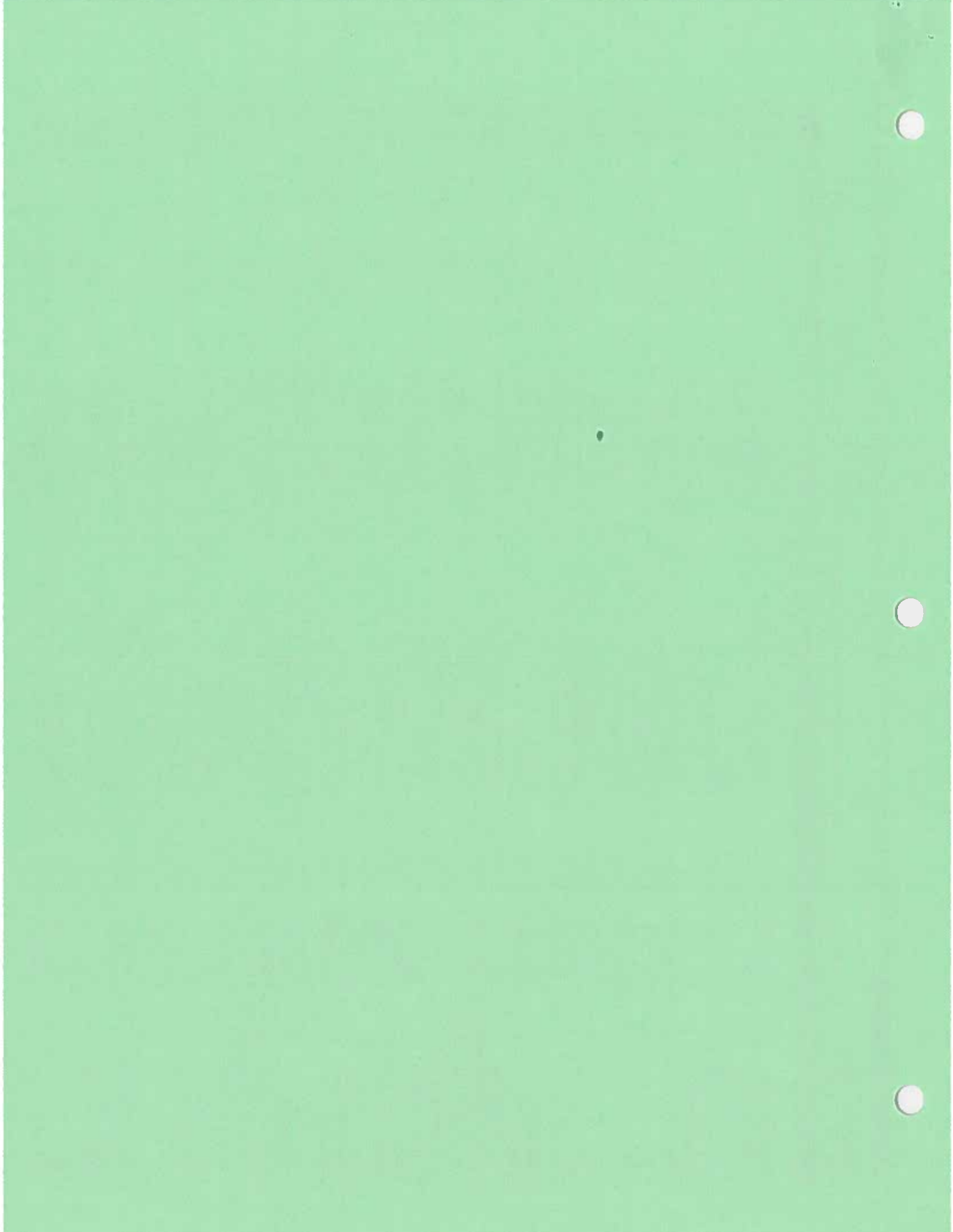


Custer County C1 October 2019 Payroll + Non-payroll Payables Summary

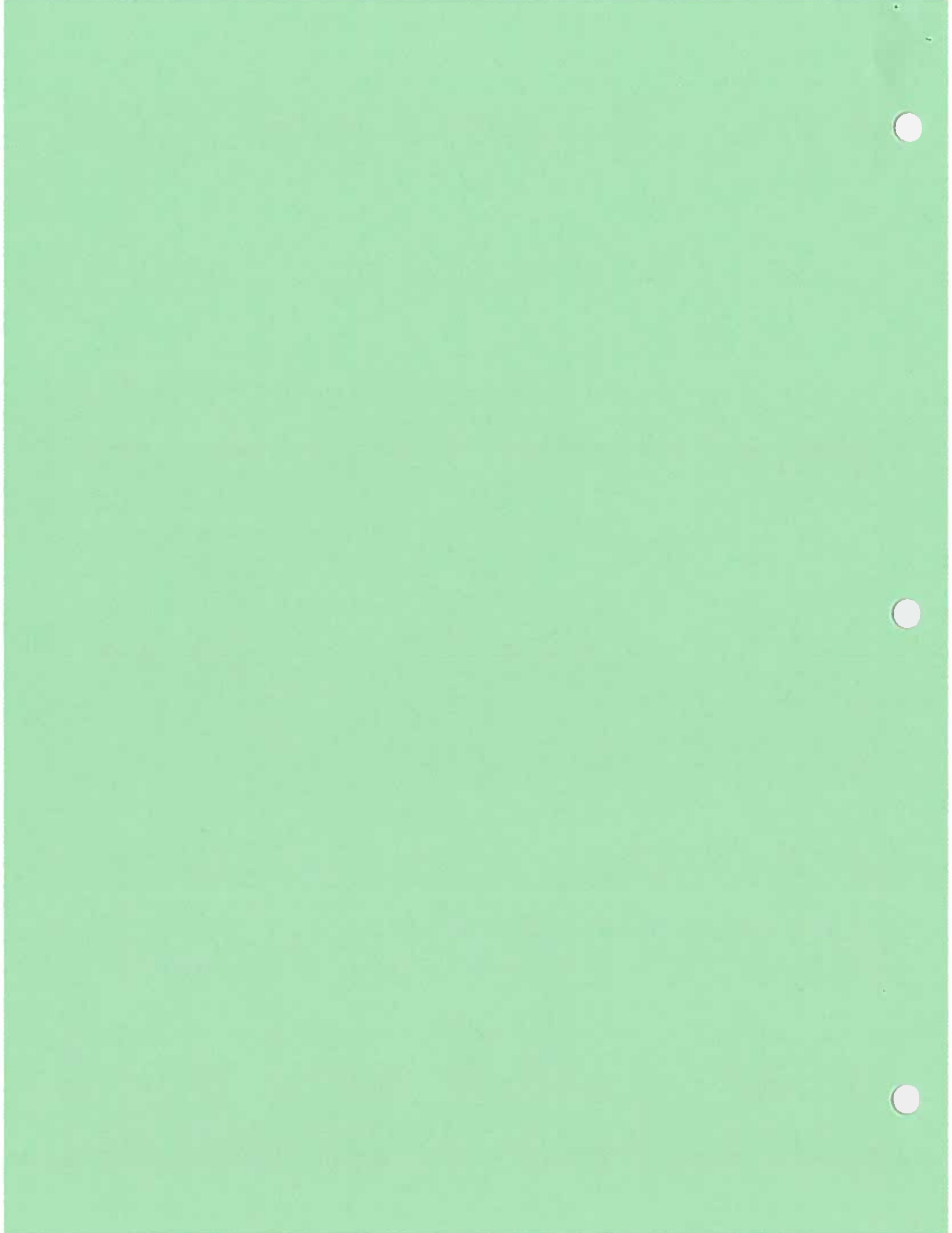
Check Report

Begin Date: 10/01/2019; End Date: 10/31/2019; 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: 11/6/2019 1:56:20 PM

Payee	Check Date	Check Number	Description	Type	Amount
Affordable HVAC, LLC	10/01/2019	47551	Electric hot water heater repair	Accounts Payable	\$567.00
Affordable HVAC, LLC	10/23/2019	47614	Laundry Room	Accounts Payable	\$380.00
Affordable HVAC, LLC	10/23/2019	47614	Maintenance building	Accounts Payable	\$665.00
Affordable HVAC, LLC	10/23/2019	47614	Reach-In Cooler	Accounts Payable	\$351.00
Affordable HVAC, LLC	10/23/2019	47614	Reach-In Freezer	Accounts Payable	\$318.00
Affordable HVAC, LLC	10/30/2019	47651	Service Milk Cooler	Accounts Payable	\$979.50
Aflac	10/24/2019	47639	Aflac Accident Ins EO	Payroll Liability	\$21.58
Aflac	10/24/2019	47639	Aflac Accident Ins ES	Payroll Liability	\$30.55
Aflac	10/24/2019	47639	Aflac Cancer Ins E+1	Payroll Liability	\$53.95
Aflac	10/24/2019	47639	Aflac Cancer Ins EO	Payroll Liability	\$31.72
Aflac	10/24/2019	47639	Aflac-Critical Care Ins EO	Payroll Liability	\$41.08
Airgas USA, LLC	10/09/2019	47576	Sept Cylinder Rental	Accounts Payable	\$56.46
Airgas USA, LLC	10/09/2019	47576	Supplies	Accounts Payable	\$319.01
Airgas USA, LLC	10/30/2019	47652	Hazmat fee	Accounts Payable	\$15.43
Alexander Carpenter	10/09/2019	47577	Fingerprinting-Coaching	Accounts Payable	\$49.50
American Public Life Insurance	10/24/2019	47640	APL Gap Insurance EO	Accounts Payable	\$240.00
American Public Life Insurance	10/24/2019	47640	APL Gap Insurance ES	Payroll Liability	\$80.00
Amplify Education, Inc.	10/30/2019	47653	Literacy Intervention Subscription	Accounts Payable	\$2,520.00
Anderson, Rebecca A:	10/09/2019	47578	MSVB Ref	Accounts Payable	\$45.00
Anthem BCBS VIS	10/24/2019	47641	Vision Ins FAM	Payroll Liability	\$99.64
Anthem BCBS VIS	10/24/2019	47641	Vision Ins EC	Payroll Liability	\$15.70
Anthem BCBS VIS	10/24/2019	47641	Vision Ins EO	Payroll Liability	\$260.28
Anthem BCBS VIS	10/24/2019	47641	Vision Ins ES	Payroll Liability	\$163.90
Anthem BCBS VIS	10/31/2019	47669	Nov additional	Accounts Payable	\$85.90
AT & T Mobility	10/01/2019	47552	Bus barn mobile phone Sept 2019	Accounts Payable	\$23.43
AT & T Mobility	10/30/2019	47654	Bus barn mobile phone Oct 2019	Accounts Payable	\$23.54
Atlas Building Maintenance, Inc.	10/01/2019	47553	Non-Food Nutrition Services	Accounts Payable	\$361.96
Atlas Building Maintenance, Inc.	10/30/2019	47655	Kitchen cleaner	Accounts Payable	\$361.96
Benesch, Sydney A	10/09/2019	47579	MSVB Official	Accounts Payable	\$45.00
Beth Archuleta	10/23/2019	47615	Coach CPR Cards	Accounts Payable	\$42.00
Black Hills Energy	10/23/2019	47616	September electricity	Accounts Payable	\$5,561.06
Borggardner, Troy J	10/23/2019	47617	FB supplies	Accounts Payable	\$438.62
BSN Sports	10/09/2019	47580	Athletic Supplies	Accounts Payable	\$409.93
Capital One, F.S.B.	10/25/2019	47673	November statement-supplies	Accounts Payable	\$7,174.77
Capital One, F.S.B.	10/25/2019	47673	Oct statement	Accounts Payable	\$2,923.88
Caplan And Earnest LLC	10/30/2019	47656	Legal consultations-September	Accounts Payable	\$184.50
CEBT	10/24/2019	47642	Med ins Child(ren)	Payroll Liability	\$501.00
CEBT	10/24/2019	47642	Med ins Makeup	Payroll Liability	\$250.50
CEBT	10/24/2019	47642	Med ins Spouse	Payroll Liability	\$1,761.00



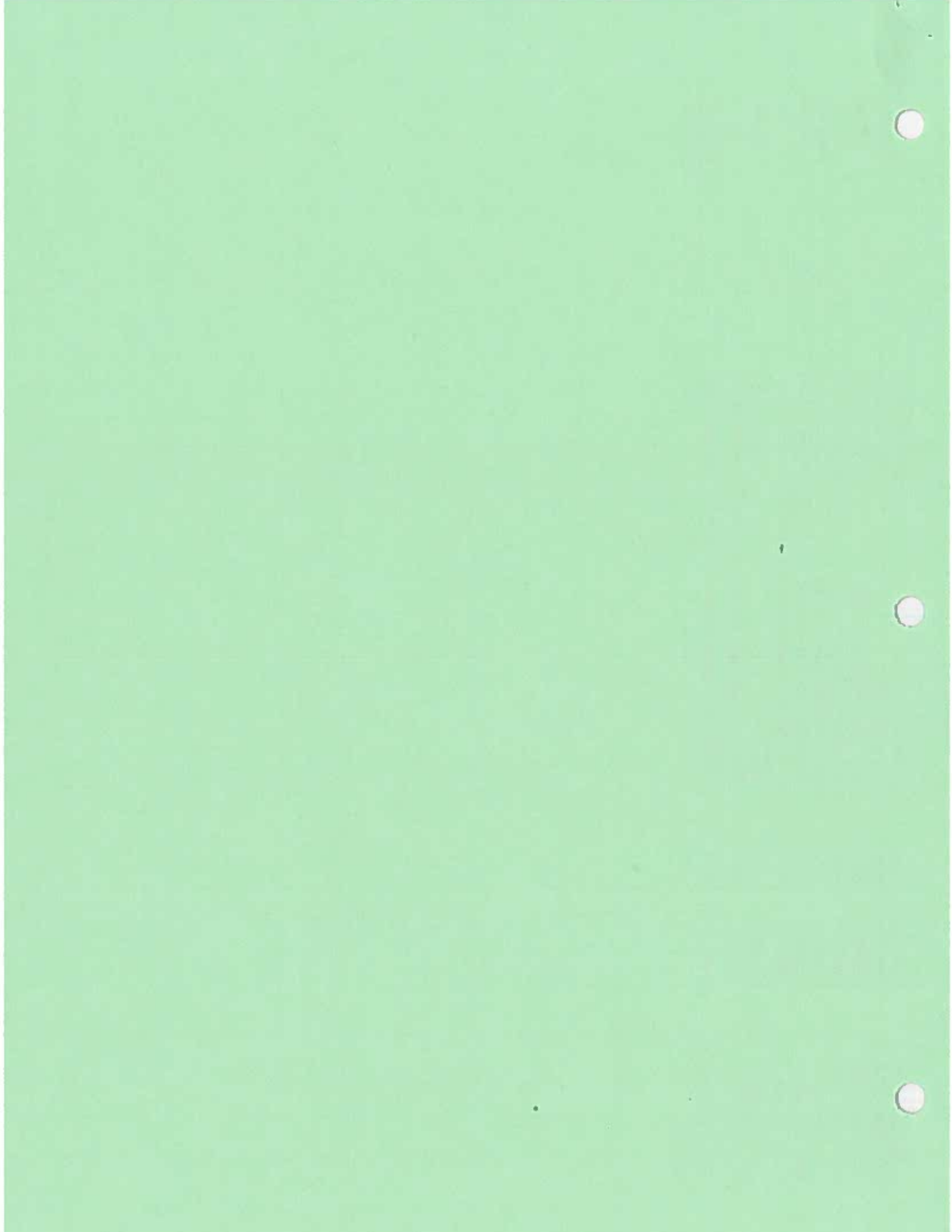
CEBT	10/24/2019	47642	Medical Ins. Family	Payroll Liability	\$6, J0
CEBT	10/31/2019	47670	Nov Medical Ins	Accounts Payable	\$30,193.16
Central High School	10/30/2019	47657	MS XC entry fee	Accounts Payable	\$50.00
CenturyLink	10/01/2019	47554	Sept phone and internet	Accounts Payable	\$5,421.42
CenturyLink	10/30/2019	47658	Oct phone and internet	Accounts Payable	\$5,456.91
CHSSA	10/01/2019	47555	Athletics courtesy cards	Accounts Payable	\$60.00
Colo State Treasurer	10/24/2019	47643	Unemployment	Payroll Liability	\$622.46
Colo State Treasurer	10/31/2019	47671	Unemployment 3rd Qtr	Accounts Payable	\$19.43
Colo. Assoc. Of School Boards	10/09/2019	47581	Winter Legislation Conf Reg	Accounts Payable	\$3,000.00
Colorado Dept. Of Revenue	10/24/2019	47644	State Withholding - CO	Payroll Liability	\$5,416.00
Colorado P E R A	10/24/2019	47645	PERA Contribution	Payroll Liability	\$59,972.78
Colorado P E R A	10/24/2019	47645	Pera Ins	Payroll Liability	\$62.00
Colorado Sports	10/09/2019	47582	Football Supplies	Accounts Payable	\$455.00
Companion Life	10/24/2019	47646	Dental Ins E+1	Payroll Liability	\$454.02
Companion Life	10/24/2019	47646	Dental Ins EO	Payroll Liability	\$760.40
Companion Life	10/24/2019	47646	Dental Ins, Principat+1	Payroll Liability	\$37.65
Companion Life	10/31/2019	47672	Oct Admin/ COBRA Dental Ins	Accounts Payable	\$256.50
CopperPoint Insurance Company	10/01/2019	47556	Work Comp Ins. Installment	Accounts Payable	\$2,739.30
CopperPoint Insurance Company	10/09/2019	47583	Work Comp Ins. Installment	Accounts Payable	\$2,739.30
CPM Educational Program	10/23/2019	47618	Math curriculum	Accounts Payable	\$1,903.79
Crestone Graphics	10/09/2019	47584	FB Team shirts-balance	Accounts Payable	\$886.25
Custer County High School	10/24/2019	47647	Staff Scholarship	Payroll Liability	\$174.93
Custer County School Activity	10/24/2019	47648	Computer Ins Pool	Payroll Liability	\$39.00
Custer County Sheriff's Office	10/23/2019	47619	September 2019 SRO Program	Accounts Payable	\$720.00
David Gobbo	10/01/2019	47557	HS FB Official	Accounts Payable	\$93.00
Dean Frink	10/09/2019	47585	Pueblo Chieflain, Sept 2019	Accounts Payable	\$10.00
Dr. Vicky J. Lowrance	10/09/2019	47586	CDOT Physical-L. Bosse	Accounts Payable	\$75.00
Dustin Bertelsen	10/01/2019	47558	HS FB Official	Accounts Payable	\$61.00
Federal Reserve-KC	10/24/2019	EFT	Direct Deposit	Payroll Liability	\$149,390.85
First State Bank of Colorado	10/24/2019	47649	Federal Withholding	Payroll Liability	\$12,263.46
First State Bank of Colorado	10/24/2019	47649	Medicare	Payroll Liability	\$6,067.90
Flinn Scientific Inc	10/01/2019	47559	HS science supplies	Accounts Payable	\$574.09
Glatfelter Claims Management,	10/09/2019	47587	Liability deductible	Accounts Payable	\$5,000.00
Greg Macik	10/01/2019	47560	HS FB Official	Accounts Payable	\$61.00
Gregg, Anita L.	10/09/2019	47588	Reimb gift cert, elementary attendance	Accounts Payable	\$50.00
Hardesty, LorieAnn	10/09/2019	47589	Reimb classroom supplies	Accounts Payable	\$34.98
Harris School Solutions	10/01/2019	47561	FY 19/20 License/Support: 11/1/19-10/21/20	Accounts Payable	\$8,523.01
HMC Networks, Inc.	10/09/2019	47590	Oct IT Tech Support	Accounts Payable	\$1,750.00
Houghton Mifflin Company	10/23/2019	47620	Elem math curriculum	Accounts Payable	\$7,738.61
Huffman, Ginja S	10/09/2019	47591	Reim for bar code scanner	Accounts Payable	\$28.40
J. W. Pepper & Son, Inc.	10/23/2019	47621	HS Choir	Accounts Payable	\$69.74
Jim Bistodeau	10/01/2019	47562	Reimb classroom supplies	Accounts Payable	\$135.56
Johnson Controls Fire Protection	10/23/2019	47622	Fire inspection	Accounts Payable	\$13.00
Johnson Controls Fire Protection	10/30/2019	47659	Annual Inspection	Accounts Payable	\$573.00
Josh Denboske	10/01/2019	47563	HS FB Ref	Accounts Payable	\$93.00



Vendor Name	Date	Amount	Description	Account Type	Balance
Joy Parrish	10/23/2019	47623	Cash for State Athletics Co. Division	Accounts Payable	\$0
Madysen Paxton	10/09/2019	47592	Reim fingerprinting	Accounts Payable	\$49.50
Medco Supply	10/01/2019	47564	Athletics	Accounts Payable	\$707.62
Medco Supply	10/30/2019	47660	Athletics	Accounts Payable	\$16.30
Melinda Huckabay	10/01/2019	47565	Pre-K Snacks	Accounts Payable	\$41.06
Melinda Huckabay	10/01/2019	47565	Reimburse PK supplies	Accounts Payable	\$21.25
Mountain West Agency Services	10/23/2019	47624	Workers Comp deductible pymts, claims 40209414, 40212043	Accounts Payable	\$1,684.22
National Association of	10/30/2019	47661	Membership	Accounts Payable	\$385.00
Oak Disposal Services	10/01/2019	47566	Electronics disposal	Accounts Payable	\$100.00
P Bar O Disposal	10/09/2019	47593	Dumpsters-weekly pick up	Accounts Payable	\$550.00
Parrish, Joy J	10/23/2019	47625	Classroom Budget	Accounts Payable	\$38.72
PowerSchool Group LLC	10/30/2019	47662	Recruiting Software 01/06/20-01/05/21	Accounts Payable	\$1,734.62
Ramer, Heather L	10/23/2019	47626	Classroom supplies	Accounts Payable	\$103.00
Randy Schoutre	10/01/2019	47567	HS FB Official	Accounts Payable	\$109.00
Raptor Technologies	10/30/2019	47663	Visitor Badge Equipment	Accounts Payable	\$1,725.00
Ribaudo & Wiebers Scale	10/30/2019	47664	Scale Certification	Accounts Payable	\$115.00
Rocky Ford High School	10/30/2019	47665	XC Regional Fee	Accounts Payable	\$80.00
Round Mountain Water	10/01/2019	47568	Aug water bills	Accounts Payable	\$2,991.59
Round Mountain Water	10/23/2019	47627	Sept water bills	Accounts Payable	\$3,308.99
Salsbury Industries	10/23/2019	47628	Mailbox keys	Accounts Payable	\$33.89
Sam's Club	10/23/2019	47629	Art Supplies	Accounts Payable	\$317.63
San Isabel Services Propane	10/01/2019	47569	Acct 3206	Accounts Payable	\$1.07
San Isabel Services Propane	10/01/2019	47569	Acct 3207	Accounts Payable	\$851.92
San Isabel Services Propane	10/09/2019	47594	Propane	Accounts Payable	\$1,418.74
Sargent, Jonathan W	10/23/2019	47630	FB supplies	Accounts Payable	\$385.86
Scholastic Magazines	10/23/2019	47631	Elem curriculum	Accounts Payable	\$1,328.27
Scripps National Spelling Bee	10/23/2019	47632	Spelling Bee	Accounts Payable	\$172.50
SECOM	10/09/2019	47595	October Bus Barn internet	Accounts Payable	\$49.95
Shamrock CO Foods Division	10/01/2019	47570	Food	Accounts Payable	\$1,393.91
Shamrock CO Foods Division	10/23/2019	47633	Food	Accounts Payable	\$1,071.72
Shamrock CO Foods Division	10/30/2019	47666	Food	Accounts Payable	\$2,357.08
South Central Boces	10/01/2019	47571	FY20 Membership and SPED	Accounts Payable	\$26,297.18
Terry, Traci Ann	10/01/2019	47572	Reimb bus garage supplies	Accounts Payable	\$98.15
Terry, Traci Ann	10/23/2019	47634	Transp supplies	Accounts Payable	\$14.99
Terry, Traci Ann	10/30/2019	47667	Reimb for Bus Tags	Accounts Payable	\$4.06
Tony's Mountain Pizza	10/01/2019	47573	Nunn lunch	Accounts Payable	\$882.49
Valley Ace Hardware -	10/17/2019	47599	AG supplies	Accounts Payable	\$21.76
Valley Ace Hardware -	10/17/2019	47599	Maintenance supplies	Accounts Payable	\$2,214.94
Valley Ace Hardware -	10/17/2019	47599	Transportation Supplies	Accounts Payable	\$53.32
Valley Ace Hardware -	10/23/2019	47635	Maintenance Supplies	Accounts Payable	\$185.32
Valley Ace Hardware -	10/23/2019	47635	Transportation Supplies	Accounts Payable	\$81.14
Voluntary Investment Program	10/24/2019	47650	Pera 401k	Payroll Liability	\$1,850.00
Voluntary Investment Program	10/24/2019	47650	Pera 401k %	Payroll Liability	\$363.83
Ward's Natural Science	10/01/2019	47574	HS science supplies	Accounts Payable	\$208.49
Ward's Natural Science	10/09/2019	47596	HS science supplies	Accounts Payable	\$317.77



WAXIE Sanitary Supply	10/01/2019	47575	Custodial Supplies	Accounts Payable	\$1,300
Westcliffe Petroleum, Inc.	10/09/2019	47597	Sept Fuel Supplies	Accounts Payable	\$973.93
Wet Mountain Tribune	10/23/2019	47636	Emp ads and subscription renewal	Accounts Payable	\$211.20
Wet Mountain Tribune	10/30/2019	47668	Oct board mfg announcement	Accounts Payable	\$39.16
Xerox Corporation	10/09/2019	47598	MX1-215296 Sept base and copies	Accounts Payable	\$389.95
Xerox Corporation	10/09/2019	47598	MX1-215340 Sept base and copies	Accounts Payable	\$434.64
Xerox Corporation	10/23/2019	47637	Credit MX1-215283 Reverse meter due to incorrect estimate	Accounts Payable	(\$154.84)
Xerox Corporation	10/23/2019	47637	MX1-215283	Accounts Payable	\$185.04
Xerox Corporation	10/23/2019	47637	MX1-215283 Rebill meter charge due to incorrect estimate	Accounts Payable	\$22.17
Xerox Financial Services	10/23/2019	47638	Large Copiers - Lease & Protection Plan October	Accounts Payable	\$1,889.84
Sub Total					\$403,746.29



Cash and Investment Summary

	September '19 Current Cash	October '18 Current Cash	October '19 Current Cash
General Fund	1,727,883.65	1,211,479.23	1,534,264.08
Insurance Reserve Fund	69,802.82	90,754.08	66,348.15
Capital Projects Fund	65,654.45	57,259.23	58,101.98
Bond Redemption Fund	683,148.31	678,066.69	690,516.44
Bond Construction Fund	1,905,106.84	4,714,995.06	1,237,814.18
Total at Month End	\$4,451,596.07	\$6,752,554.29	\$3,587,044.83



Custer County School District C-1

Current Year 2019-2020

Preceding Year 2018-2019

	Current Period October	Year to Date 2019-2020	YTD Remaining Budget	Budget 2019-2020	Percent of 2019-2020	Preceding Year October	Year to Date 2018-2019	Budget 2018-2019	Percent of 2018-2019
REVENUES									
Property Taxes	25,620.10	126,433.10	2,141,635.90	2,268,069.00	6%	21,971.41	146,607.77	2,242,784.00	7%
Specific Ownership Taxes	45,167.18	157,203.48	180,052.52	337,256.00	47%	-	116,893.07	315,895.00	37%
Interest	765.78	3,369.40	630.60	4,000.00	84%	560.19	2,564.79	3,200.00	80%
Other Local Tax Adjustment									
Other Local	12,076.80	22,644.22	81,855.78	104,500.00	22%	6,597.36	23,031.73	84,500.00	27%
Sale of Fixed Assets									
Total State	126,709.82	498,761.66	934,347.34	1,433,109.00	35%	127,028.88	556,020.38	1,317,154.00	42%
Federal	41,843.01	41,843.01	249,601.99	291,445.00	14%	8,514.08	55,964.40	339,759.00	16%
Beginning Fund Balance			1,349,355.00	1,349,355.00				1,070,885.00	
Capital Projects	28.69	5,295.47	75,954.53	81,250.00	7%	5,104.67	8,430.50	42,200.00	20%
Insurance Reserve	28.69	128.55	(127.55)	1.00	12855%	2,967.51	9,247.81	30,000.00	31%
Total General Fund Revenues	252,240.07	855,678.89	5,013,306.11	5,868,985.00	15%	172,764.10	918,760.45	5,446,381.00	17%
EXPENDITURES									
Total Salaries	209,235.58	762,019.98	1,555,391.02	2,317,411.00	33%	189,097.10	699,787.99	2,148,170.00	33%
Total Benefits	76,337.71	278,849.17	672,417.83	951,267.00	29%	71,182.42	272,293.87	934,749.00	29%
Purchased Services & Supplies	131,345.12	375,497.50	811,811.50	1,187,309.00	32%	109,426.11	344,619.68	1,186,105.00	29%
Capital Projects	7,581.16	25,644.95	101,896.05	127,541.00	20%	7,760.37	52,565.54	117,780.00	45%
Insurance Reserve	3,483.36	15,561.51	76,438.49	92,000.00	17%	2,969.26	14,816.77	120,000.00	12%
Reserves									
Total General Fund Expenditures	427,982.93	1,457,573.11	3,217,954.89	4,675,528.00	31%	380,435.26	1,384,083.85	4,506,804.00	31%

CUSTER COUNTY SCHOOLS

General Ledger Report

Financial Report

From Acct:	1
To Acct:	999999

From Date:	10/1/2019
To Date:	10/31/2019

Activity Accounts

Acct	Account Name	Beg. Bal.	Recpt / 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	\$0.00	\$0.00	\$1,775.00	\$0.00	\$1,775.00
112	HS WRESTLING FEES/GATES	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
120	HS FOOTBALL FEES/GATES	\$570.00	\$283.50	\$0.00	\$0.00	\$853.50	\$0.00	\$853.50
121	HS VOLLEYBALL FEES/GATES	\$768.00	\$1,253.50	\$0.00	\$0.00	\$2,021.50	\$0.00	\$2,021.50
130	HS STUDENT COUNCIL	\$1,393.30	\$290.00	\$(250.00)	\$0.00	\$1,433.30	\$0.00	\$1,433.30
132	HS BUSINESS CLUB	\$587.15	\$0.00	\$0.00	\$0.00	\$587.15	\$0.00	\$587.15
135	MS STUDENT COUNCIL	\$2,383.05	\$0.00	\$(123.40)	\$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	\$(1,262.02)	\$1,437.00	\$(810.00)	\$0.00	\$(635.02)	\$0.00	\$(635.02)
141	HS GOLF-GIRLS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
142	CHOIR	\$1,418.17	\$110.00	\$(50.00)	\$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	\$0.00	\$0.00	\$0.00	\$687.61	\$0.00	\$687.61
170	WOODSHOP	\$593.24	\$0.00	\$0.00	\$0.00	\$593.24	\$0.00	\$593.24
171	BUILDING TRADES	\$64,893.34	\$0.00	\$(38,277.15)	\$0.00	\$26,616.19	\$0.00	\$26,616.19
172	SPECIAL EDUCATION	\$757.22	\$0.00	\$(37.97)	\$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	\$48.58	\$0.00	\$(1,204.88)	\$0.00	\$(1,156.30)	\$0.00	\$(1,156.30)
201	ELEMENTARY FUND-GENERAL	\$2,023.90	\$0.00	\$0.00	\$0.00	\$2,023.90	\$0.00	\$2,023.90
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	\$457.04	\$0.00	\$(298.30)	\$0.00	\$158.74	\$0.00	\$158.74
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	\$15,533.77	\$378.19	\$0.00	\$0.00	\$15,911.96	\$0.00	\$15,911.96
280	COMPUTER INSURANCE POOL	\$3,030.00	\$88.00	\$0.00	\$0.00	\$3,118.00	\$0.00	\$3,118.00
281	STUDENT COMPUTER FEES	\$1,180.08	\$0.00	\$0.00	\$0.00	\$1,180.08	\$0.00	\$1,180.08
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	\$0.00	\$0.00	\$0.00	\$14,697.43	\$0.00	\$14,697.43
301	SOURCES OF STRENGTH	\$705.11	\$0.00	\$(72.98)	\$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

Financial Report

From Date: 10/1/2019
To Date: 10/31/2019

From Acct: 1
To Acct: 999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Recpt / 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	\$184.82	\$0.00	\$(22.26)	\$0.00	\$162.56	\$0.00	\$162.56
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	\$2,265.78	\$2,235.00	\$(4,395.09)	\$0.00	\$105.69	\$0.00	\$105.69
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	\$861.60	\$0.00	\$(66.81)	\$0.00	\$794.79	\$0.00	\$794.79
383	CROSS COUNTRY ACTIVITY	\$2,207.68	\$0.00	\$0.00	\$0.00	\$2,207.68	\$0.00	\$2,207.68
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	\$4,262.55	\$(230.00)	\$(453.11)	\$0.00	\$3,579.44	\$0.00	\$3,579.44
395	GEN.ATHLETICS FUNDRAISER	\$2,113.35	\$0.00	\$0.00	\$0.00	\$2,113.35	\$0.00	\$2,113.35
400	ACTIVITIES BOOSTER FUND	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
401	PRESCHOOL	\$1,552.71	\$0.00	\$(93.51)	\$0.00	\$1,459.20	\$0.00	\$1,459.20
403	FRESHMAN CLASS OF 2023	\$230.29	\$0.00	\$0.00	\$0.00	\$230.29	\$0.00	\$230.29
404	SOPHOMORE CLASS OF 2022	\$794.44	\$0.00	\$0.00	\$0.00	\$794.44	\$0.00	\$794.44
405	JUNIOR CLASS OF 2021	\$2,221.73	\$0.00	\$0.00	\$0.00	\$2,221.73	\$0.00	\$2,221.73
406	SENIOR CLASS OF 2020	\$626.10	\$0.00	\$0.00	\$0.00	\$626.10	\$0.00	\$626.10
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		\$201,036.90	\$5,845.19	\$(46,155.46)	\$0.00	\$160,726.63	\$0.00	\$160,726.63

GL Accounts

GL Acct		Begin Bal	Recpt / 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	\$200,836.90	\$5,845.19	\$(46,155.46)	\$0.00	\$160,526.63	\$0.00	\$160,526.63
General Ledger Grand Total		\$201,036.90	\$5,845.19	\$(46,155.46)	\$0.00	\$160,726.63	\$0.00	\$160,726.63



kathy schickling <kathy.schickling@ccbobcats.net>

Board Agenda

1 message

joy parrish <joy.parrish@ccbobcats.net>

Tue, Oct 22, 2019 at 8:28 AM

To: Mike McFalls <michael.mcfalls@ccbobcats.net>, kathy schickling <kathy.schickling@ccbobcats.net>

I need the following to be added to the agenda for the next board meeting:

Coaching Positions approval:

Head Boys MS Basketball Coach: Joy Parrish

Assistant Boys MS Basketball Coach: Jennifer Kriegh

Thank you!

Joy Parrish

Custer County School District

MS/HS Science Teacher

Athletic Director

MS Head Volleyball Coach

HS Head Track and Field Coach

Office Phone: (719) 783-4930

Cell Phone: (719) 242-7114

GO BOBCATS!!!

NOTICE OF CONFIDENTIALITY: This electronic communication may contain confidential student record information intended solely for school business by the individual to whom it is addressed. Any disclosure (verbal or in print), copying, distribution, or use of this information by an unauthorized person is strictly prohibited. Should you receive this electronic communication in error, please notify the sender immediately. Thereafter, please delete the message.

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Custer County School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates. Complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district: Secondary Principal, 709 Main Street, Westcliffe, CO 81252, (719) 783-2291.

○ 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.

BOE Suggested Goals and Goals to be Incorporated into District Strategic Plan

Vision: To provide a quality education in a safe environment

Mission: To prepare students for life beyond graduation

Nine essential practices for success

- 1. High expectations for all students**
- 2. Strong personal connections between students and adults**
- 3. Greater student engagement and motivation**
- 4. A rich and engaging formal and informal curriculum**
- 5. Effective teaching practices in all classrooms on a daily basis**
- 6. Effective use of data and feedback by students and staff to improve learning.**
- 7. Early support with minimum disruption for students in need.**
- 8. Strong positive relationships with parents.**
- 9. Effective engagement with broader community.**

5 District Level Leadership Responsibilities with Significant Impact on Student Achievement

- 1. Collaborative Goal Setting.**
- 2. Nonnegotiable Goals for Achievement and Instruction.**
- 3. Board Alignment and Support of District Goals.**
- 4. Monitoring Goals for Achievement and Instruction.**
- 5. Use of Resources to Support Achievement and Instructional Goals**

Recommended Strategic Plan Goals

Action Item, Person Responsible, Personnel Responsible, Financial Resources, Total est. cost, Material Resources, Tie Frame, Measure of Success,

SMARTER Goals: Specific, Measurable, Attainable, Relevant, Time bound, Evaluate, Readjust/Reflect

To Grow CCSD into the Best Rural District in Colorado

Action Items: To provide a quality education in a safe environment. To prepare students for life beyond graduation

- 1. Goal setting and reflection**
 - a. Create a positive, safe, and encouraging school culture where adults like to work and students like to learn**
 - b. BOE will set and adopt BOE yearly measurable goals**
 - i. Quarterly examine public meetings and assess how the meetings went and what can be improved upon.**

- ii. Hold sessions two times a year to assess Board work and progress. • Effective school boards take part in team development and training, sometimes with their superintendents, to build shared knowledge, values and commitments for their improvement efforts. High-achieving districts have formal, deliberate training for new board members. They also gather to discuss specific topics.
 - iii. Evaluate and examine Board interface with the public and what can be improved. • Effective school boards have a collaborative relationship with staff and the community and establish a strong communications structure to inform and engage both internal and external stakeholders in setting and achieving district goals.
 - iv. The Board will advocate for and support high standards and expectations for ALL students.
 - v. The Board will increase communication & community engagement.
- c. BOE will periodically reflect on their progress and make corrections as necessary
 - d. Superintendent will meet with BOE, staff, parents and community members to set and adjust yearly goals that will be embodied in the CCSD Strategic Plan
 - e. The Principal will meet with Superintendent and staff to develop and adjust the school UIP
 - f. The Principal and staff will develop student achievement 90 day plans
2. All students graduate college, career, and life ready
- a. Graduation diploma pathways. Increase required courses: College ready, career ready, minimum standards.
 - b. Continue to develop student technology skills
 - c. Continue to integrate cutting edge technology instruction, programs, and equipment.
 - i. Provide training on the Promethium Boards
 - ii. Purchase additional Promethium Boards
 - iii. invest in the infrastructure for filtering systems, servers, security, and network management.
 - iv. Investigate 1-on-1 student computing device initiatives as well as other successfully technology implementations.
 - v. Invest in professional development of specific methods for integrating technology into classroom instruction. Investigate hiring a full time technology instructor to demonstrate new technology integration methods to individual teachers.
 - vi. Purchase and replace student 1 to 1 computing devices (Chromebooks)
 - d. Continue conducting 90 Day Action Plans based on NWEA, state, and classroom assessments.
 - e. 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.
 - f. Provide courses and pathways to allow students to graduate with maximum number of college credits up to an Associates Degree.
 - g. Increase college acceptance and scholarships offered.

- h. CMAS - improves all "improvement required" and "approaches" to meets. (Eventually earn Distinctions)
 - i. CMAS and SAT/ACT above state average.
 - j. Improvement in writing and math.
 - k. SAT - increase scores across all pops and above state average.
 - l. Begin teaching Spanish in elementary.
 - m. Develop a Scope and Sequence for each grade and/or subject based on State Standards and focused on preparation for the CMAS, PSAT, SAT.
 - n. Examine, and implement, methods to strengthen the teaching of skills looked for by future employers.
 - o. Develop an entrepreneurial capstone project
 - p. Maximize teacher/student contact time in order to increase student achievement
3. All students graduate with a CTE skill or certification
 - a. Incorporate differentiated graduation requirements to include at least one elective in an arts, vocational, or skills-based class.
 4. Maintain a fiscally conservative budget with a growing fund balance.
 - a. Budget in the black
 - b. Fund balance growing
 5. Recruit, grow, retain, and competitively compensate high quality employees
 - a. Develop and maintain an annual budget that provides competitive salaries and benefits that meet or exceed the Colorado state average.
 - b. Provide targeted professional development for teachers aligned with the UIP and 90 Day Action Plans.
 - c. Create a system of planning that fosters collegiality and student achievement.
 - d. Develop a teacher coaching and feedback system for growth and improvement.
 - e. Research, develop, and participate in a variety of teacher recruitment opportunities.
 - f. Develop a community Perks Package of local discounts and services for staff below senior administration.
 - g. Develop a first year/novice teacher support and mentoring program or improve one in place.
 - h. Develop a substitute training program.
 6. Improve communication with and among parents, students, staff, and community to increase student readiness for life beyond graduation and increase school funding.
 - a. Superintendent will conduct a yearly survey from staff, parents, students, and community.
 - b. Superintendent will hold periodic parent/community meetings
 - c. Research and develop survey to communicate and provide avenues of input on the Strategic Plan and school environment.
 - d. Plan events to bring the greater community into the schools.
 7. Maintain and upgrade physical plant.
 - a. Develop a cycle of inventory, assessment, and schedule of replace for equipment, furniture, and capital items (Buses, shop equipment, etc.)
 - b. Implementation of Facilities Maintenance Master Plan

8. Provide a safe environment for a quality education
 - a. Develop a system of expectations from PK-12 for behavior and procedures that are common to every class and enforced by all.
 - b. Social and emotional welfare
 - c. Positive and encouraging environment
 - d. Bully and suicide prevention
 - e. Investigate hiring an additional counselor and/or Social Worker
 - f. Annually review, update, and implement the Custer County School District Crisis Prevention and Response Plan
 - g. Annually review, refine and implement student conduct expectations and student discipline and expulsion procedures in the "Custer County School District Student Handbook".
 - h. Investigate and plan for additional security measures.
 - i. Continue current posse agreement and/or investigate possibility of employing a school resource officer or campus monitor.
 - j. Mentor program
 - k. Behavior expectations and supports
 - i. PAWS (acronym for: Positive respect, Accepts responsibility, Work together, Safety first.)

Prevention of Disease/Infection Transmission
(Handling Body Fluids)

All schools shall provide a sanitary environment and shall establish routines, recommended by appropriate health professionals, for handling body fluids.

All school district personnel shall be advised of and follow routine procedures regarding handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices developed in consultation with medical personnel. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The procedures shall be published as school district regulations and distributed to all staff on a regular basis. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a district-wide basis, special emphasis shall be placed in those areas of school district operation that potentially present a greater need for these precautions. Under no circumstances shall students be directed or knowingly be allowed to handle body fluids other than their own.

(Adoption date)

LEGAL REF.: 6 CCR [1010-6](#) (department of public health and environment rules governing schools)

CROSS REFS.: [GBGA](#), Staff Health (and Physical and Mental Health Examination Requirements)

[JLCC](#), Communicable/Infectious Diseases

[JLCE](#), First Aid and Emergency Medical Care

NOTE: See "Guidelines for Infectious Diseases in Child Care and School Settings: Guidelines for Child Care Providers, School Nurses and Other Personnel" published by the Colorado Department of Public Health and Environment (CDPHE). Visit CDPHE's Division of Disease Control and Environmental Epidemiology's website or call 303-692-2700 to access these guidelines and other information applicable to schools.

[Revised February 2016]

COLORADO SAMPLE POLICY 1993©

Prevention of Disease/Infection Transmission



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 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 the drain.

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.
- ❖ 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
 - ❖ Health care professional's written opinion

• 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>

- 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 and 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/OSHA3186.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: _____

Hepatitis B Declination Statement

The following statement of declination of hepatitis B vaccination must be signed by an employee who chooses not to accept the vaccine. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration, and benefits of vaccination, and that the vaccine and vaccination are provided free of charge to the employee. The statement is not a waiver; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

Declination Statement

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to me; however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature: _____ Date: _____



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.

1

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.
- 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

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/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).

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).

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; the teletypewriter (TTY) number is (877) 889-5627.

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



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 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.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

1970

1971

1972