

# Custer County School District C-1

Regular School Board Meeting: CCSD Library – Jan 14th, 2020 – 4:30 pm

## AGENDA

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

1. Call to Order and the Pledge of Allegiance (Joe will call the student up and introduce, Student led, BOE Picture and Certificate)
2. Roll Call – Board Attendance
3. Approval of Agenda
4. Audience introductions and recognition of staff/student in attendance.
5. School/student/staff: Presentations, Recognition of accomplishments and achievements.
6. Correspondence to the Board: Dr. Terre Davis
7. General Public Comment Session Comments will be limited to 3 minutes
8. Consent Agenda
  - a. Approval: Minutes of the Regular Board Meeting on 12/10/2019
  - b. Approval: Minutes of the Special Board Meeting on 12/17/2019
9. Board Committee Reports: Accountability, BOCES, FFA, Legislative, Preschool Advisory/CCKC
10. Action Item/ Informational Items
  - a. Posting CCSD BOE Policy's on CASB website
11. Report from NV5 – Construction update
12. Reports from Public: Excellence in Education (TBD), District/School Accountability (DAC/ SAC)
13. Approval/Action Items:
  - a. Approval / Standing Action: District Financial Report – Monthly Overview, Check Vouchers – Mike McFalls, Emily Goss Business Manager
  - b. Approval/Action – Revised CCSD budget for 2019-2020
  - c. Approval/Action – New substitutes
14. Policy and procedures update
  - a. Approval: Disposal of District property DN, DN-R, DN-E
  - b. Approval: Addendum to Staff Handbook – Reporting Fraud
  - c. First Reading (CASB suggest policy updates)
    - i. Policy DBE Restricted / Prohibited Expenditures
    - ii. Policy IHBK, IHBK-R Post-secondary and Workforce - **Pulled**
    - iii. Policy JLCE First Aide
    - iv. Policy BEC, BEDA Executive Sessions, Notification of BOE Meetings
    - v. Policy GBEB, GEB-R Staff Conduct
    - vi. Policy GCE/GCF, GDE/GDF, GCE/GCF-R, GDE/GDF-R Staff Recruiting
    - vii. Policy KDB Freedom of Information
    - viii. CBF Superintendent's Conduct
    - ix. Policy BC, BC-R Board Member's Conduct
    - x. Policy IHBIB Primary/Preprimary Education
    - xi. Policy KFA Public Conduct on School Property
    - xii. Policy JLCD Administering Medications to Students
    - xiii. Policy JLCDB Administering Medical Marijuana to Qualified Students
  - d. First Reading (Response to required policy updates from CDE for SSD grant)
    - i. Policy DID Inventories and Tagging
    - ii. Policy DIE Audit
    - iii. Policy DJB Federal Procurement
15. Administration Reports:

- a. Principal's Report: Joe Vergilio
- b. AD Report: Joy Parrish
- 16. Superintendent's Report – Mike McFalls
- 17. General Public Comment Session Comments will be limited to 3 minutes
- 18. Board member future discussion items
- 19. Adjournment – Next Meeting: **February 11<sup>th</sup>, 4:30pm. Library.**

Custer County C-1

BOE Agenda Item

Meeting date: Jan 14<sup>th</sup>

1. Agenda Number & Item: 8. Consent Agenda
  - a. Approval: Minutes of the Regular Board Meeting on 12/10/2019
  - b. Approval: Minutes of the Special Board Meeting on 12/17/2019

Admin recommendation:

**Pass motion**

Not to pass motion

Amend motion (Suggested below)

Table the motion

**Suggested Motion Format**

To Move (After motion is stated there must be a second or motion will die).

"I move that we approve the minutes of the Regular Board meeting held on 12/10/2019"

2<sup>nd</sup> required

**VOTE**

"I move that we approve the minutes of the Special Board meeting held on 12/17/2019"

2<sup>nd</sup> required

**VOTE**

To Amend

"I move to amend the motion (State Main motion) by (inserting or adding; by striking out { words, sentences, or paragraphs}; by striking out and inserting words {with the words inserted replacing the words struck out})

2<sup>nd</sup> required

Background Information

NA

Person Presenting Information

BOE President

*Minutes*  
Custer County School District C-1

Regular Board Meeting

CCSD Library – December 10, 2019, 4:30 p.m.

1. Call to order and Pledge of Allegiance (student led) 4:30 p.m.
2. Roll call: Dr. Terre Davis, Doreen Newcomb, DeeAnna Pratt, Jake Shy, Newell Woodbury.
3. Approval of Agenda-Motion Jake Shy, Second DeeAnna Pratt-Unanimous.
4. Audience introductions-students, staff, community
5. Recognition of student Kaya Huffman – outbound Rotary Exchange Student to Chili. Reported on high school events. Christmas theme for last week of school with hot chocolate planned for all students. An athletic update for high school was given.
6. Consent Agenda
  - a. Approval: minutes of regular board meeting on 11-12-2019. Motion Newell Woodbury, Second Jake Shy. Unanimous.
7. Board Committee Reports:
  - a. Accountability – February 19, 2020 Family Night, Bullying Grant was discussed.
  - b. BOCES- December Newsletter
  - c. FFA-Fruit will arrive December 12, 2019, Oyster Fry will be on January 17, 2020.
  - d. Preschool Advisory/CCKC-new coordinator is Stacy Terrill.
8. Report from NV5-Mike McFalls gave a construction update. NV5 is no under contract. HVAC system is still being investigated and balanced. Solar panels are online. Bells, clocks and PA system will be installed. New kitchen equipment will be purchased, and security camera equipment training will be scheduled.
9. Reports:
  - a. Excellence in Education-Julie McClain, Carol Franta. Spirit Campaign ends December 31, 2019. Board members are encouraged to support this campaign.
  - b. District/School Accountability-SAC is accepting student applications to join, Parent Survey is to be sent through googledocs.
10. Action/Information Items
  - a. Approval of District Financial Report, Monthly Overview, Check Vouchers. Motion Newell Woodbury, Second Terre Davis, Unanimous.
  - b. Approve new bus driver, Dave Bennett. Motion Doreen Newcomb, Second Terre Davis – Unanimous.
  - c. Approve Coaching Positions
    - i. Alex Carpenter Assistant Coach – Wrestling
    - ii. Sabrina Bliss Volunteer Assistant MS Basketball Coach
  - d. Approval: Expenditure of part of the interest from the Bond on additional projects previously approved by the board. Motion Doreen Newcomb, Second Terre Davis – Unanimous.
  - e. Approval: Board of Education Bylaws with change to Article 3, 3.1. Motion DeeAnna Pratt, Second Jake Shy – Unanimous.
  - f. Approval: Strategic Plan – Motion Newell Woodbury, Second Terre Davis – unanimous.
  - g. Approval: Superintendent Evaluation Instrument – Motion DeeAnna Pratt, Second Terre Davis – Unanimous.
  - h. Approval: Certify Mills – Motion Terre Davis, Second Doreen Newcomb – Unanimous.
  - i. Draft Audit is still in process.

CUSTER COUNTY SCHOOL DISTRICT C-1

MINUTES OF SPECIAL SCHOOL BOARD MEETING

CCSD ADMIN. CONFERENCE ROOM – DECEMBER 17, 2019, 5:30 P.M.

1. Call to Order - 5:30 p.m. by Dr. Terre Davis.
  - 1.a. Roll Call – Board members present are as follows: Dr. Terre Davis, Doreen Newcomb, DeAnna Pratt, Jake Shy, and Newell Woodbury; also present is CCSD Superintendent, Mike McFalls.
2. Approve Draw 17 for construction completed.  
Motion – Doreen Newcomb; Second – Terre Davis; members polled – unanimous.
3. Approve Draw 18 for construction completed.  
Motion – Doreen Newcomb; Second – Newell Woodbury; members polled – unanimous.
4. Approve reimbursement for CCSD Superintendent's expenditures at the December 2019 Colorado Association of School Boards Conference (claim submitted) as amended in the amount of \$99,877.  
Motion – Jake Shy; Second – Doreen Newcomb; members polled – unanimous.
- 4.a. Approve adding ten (10) minutes per day to the Secondary students' school day (7:50 a.m. to 4:00 p.m.) beginning January 6, 2020, through May 29, 2020, to make up snow days; and in addition, add May 1, 2020 to the school calendar as an emergency snow day.  
Motion – Terre Davis; Second – Doreen Newcomb; members polled- unanimous.
5. Motion to adjourn – Newell Woodbury; Second – Doreen Newcomb; members polled – unanimous – meeting adjourned at 6:15 p.m.

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Board President: Dr. Terre Davis

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Board Secretary/Treasurer: DeAnna Pratt

Custer County C-1

BOE Agenda Item

Meeting date: Jan 14<sup>th</sup>

Agenda Number & Item: 10. Posting CCSD BOE Policy's on CASB website

Admin recommendation:

Pass motion

Not to pass motion

Amend motion (Suggested below)

Table the motion

**Suggested Motion Format**

To Move (After motion is stated there must be a second or motion will die).

"I move that we approve the posting of CCSD Board Policy's on CASB website"

2<sup>nd</sup> required

**VOTE**

To Amend

"I move to amend the motion (State Main motion) by (inserting or adding; by striking out {words, sentences, or paragraphs}; by striking out and inserting words {with the words inserted replacing the words struck out})  
2<sup>nd</sup> required

To Table / Take off the Table

"I move to lay on the table (state motion)."

2<sup>nd</sup> required

"I move to take from the table (state motion that was tabled).  
2<sup>nd</sup> required

Background Information

Current policies are hard copy and PDF documents on web site which are difficult to modify and search.

Person Presenting Information

Mike McFalls

Custer County C-1

BOE Agenda Item

Meeting date: Jan 14<sup>th</sup>

Agenda Number & Item: 13a. District Financial Report – Monthly Overview, Check Vouchers

Admin recommendation:

**Pass motion**

Not to pass motion

Amend motion (Suggested below)

Table the motion

**Suggested Motion Format**

To Move (After motion is stated there must be a second or motion will die).

"I move that we approve the monthly District Financial Report and Check Vouchers"

2<sup>nd</sup> required

**VOTE**

To Amend

"I move to amend the motion (State Main motion) by (inserting or adding; by striking out { words, sentences, or paragraphs}; by striking out and inserting words {with the words inserted replacing the words struck out})

2<sup>nd</sup> required

To Table / Take off the Table

"I move to lay on the table (state motion).

2<sup>nd</sup> required

"I move to take from the table (state motion that was tabled).

2<sup>nd</sup> required

Background Information

As presented

Person Presenting Information

Mike McFalls    Emily Goss

Payroll and Non-Payroll Payables DECEMBER 2019

**Custer County C1**

**Check Report**

Begin Date: 12/01/2019; End Date: 12/31/2019; 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: 1/9/2020 2:12:53 PM

Payee	Check Date	Check	Description	Type	Amount
Aflac	12/19/2019	47787	Aflac Accident Ins EO	Payroll Liability	\$21.58
Aflac	12/19/2019	47787	Aflac Accident Ins ES	Payroll Liability	\$30.55
Aflac	12/19/2019	47787	Aflac Cancer Ins E+1	Payroll Liability	\$53.95
Aflac	12/19/2019	47787	Aflac Cancer Ins EO	Payroll Liability	\$31.72
Aflac	12/19/2019	47787	Aflac-Critical Care Ins EO	Payroll Liability	\$41.08
Alpine Lodge	12/15/2019	47750	Christmas Party	Accounts Payable	\$2,400.00
American Public Life	12/11/2019	47749	Replacement check	Accounts Payable	\$320.00
American Public Life Insurance	12/19/2019	47788	APL Gap Insurance EO	Payroll Liability	\$240.00
American Public Life Insurance	12/19/2019	47788	APL Gap Insurance ES	Payroll Liability	\$80.00
Anthem BCBS VIS	12/02/2019	47746	Dec additional	Accounts Payable	\$72.99
Anthem BCBS VIS	12/19/2019	47789	Vision Ins FAM	Payroll Liability	\$99.64
Anthem BCBS VIS	12/19/2019	47789	Vision Ins EC	Payroll Liability	\$15.70
Anthem BCBS VIS	12/19/2019	47789	Vision Ins EO	Payroll Liability	\$269.92
Anthem BCBS VIS	12/19/2019	47789	Vision Ins ES	Payroll Liability	\$147.51
Benoit, Michael R	12/15/2019	47751	Hotel Rooms HSVB	Accounts Payable	\$356.00
Black Hills Energy	12/15/2019	47752	Nov Electricity	Accounts Payable	\$17,873.08
BSN Sports	12/15/2019	47753	Sports Supplies	Accounts Payable	\$429.26
CEBT	12/19/2019	47790	Med Ins Child(ren)	Payroll Liability	\$501.00
CEBT	12/19/2019	47790	Med Ins Spouse	Payroll Liability	\$1,761.00
CEBT	12/19/2019	47790	Medical Ins. Family	Payroll Liability	\$820.00
CEBT Payments	12/02/2019	47747	Dec Med Ins	Accounts Payable	\$26,276.16
CEBT Payments	12/31/2019	47799	Jan Med Ins	Accounts Payable	\$26,510.16
CENEX FLEETCARD	12/15/2019	47754	Nov Fuel	Accounts Payable	\$2,178.10
Center High School	12/15/2019	47755	Wrestling	Accounts Payable	\$120.00
Colo State Treasurer	12/19/2019	47791	Unemployment	Payroll Liability	\$576.04
Colo State Treasurer	12/31/2019	47800	4th Qtr Unemployment	Accounts Payable	\$13.32
Colorado Dept. Of Revenue	12/19/2019	47792	State Withholding - CO	Payroll Liability	\$4,905.00
Colorado P E R A	12/19/2019	47793	PERA Contribution	Payroll Liability	\$54,945.65
Colorado P E R A	12/19/2019	47793	Pera Ins	Payroll Liability	\$62.00
Companion Life	12/02/2019	47748	Nov Admin/ COBRA Dental Ins	Accounts Payable	\$256.50
Companion Life	12/19/2019	47794	Dental Ins E+1	Payroll Liability	\$454.02
Companion Life	12/19/2019	47794	Dental Ins EO	Payroll Liability	\$760.40
Companion Life	12/19/2019	47794	Dental Ins, Principal+1	Payroll Liability	\$37.65
Companion Life	12/31/2019	47801	Dec Dental	Accounts Payable	\$105.16
Crowley County High School	12/15/2019	47756	Wrestling entry fee	Accounts Payable	\$100.00
Custer County High School	12/19/2019	47795	Staff Scholarship	Payroll Liability	\$183.26
Custer County School Activity	12/19/2019	47796	Computer Ins Pool	Payroll Liability	\$40.00
Custer County Sheriff's Office	12/15/2019	47757	Nov SRO fees	Accounts Payable	\$1,584.00
Dean Frink	12/15/2019	47758	Pueblo Chieftain, Nov 2019	Accounts Payable	\$8.00



Federal Reserve-KC	12/19/2019	EFT	Direct Deposit	Payroll Liability	\$145,331.74
First State Bank of Colorado	12/19/2019	47797	Federal Withholding	Payroll Liability	\$11,105.64
First State Bank of Colorado	12/19/2019	47797	Medicare	Payroll Liability	\$5,567.78
FlashAlert Newswire	12/15/2019	47759	News Alerts	Accounts Payable	\$115.00
Fowler High School	12/15/2019	47760	Wrestling	Accounts Payable	\$85.00
Gunnison High School	12/15/2019	47761	Wrestling	Accounts Payable	\$20.00
Hanover JSHS	12/15/2019	47762	Wrestling	Accounts Payable	\$20.00
HMC Networks, Inc.	12/15/2019	47763	Dec IT Tech Support	Accounts Payable	\$1,750.00
Huckabay, Melinda T	12/15/2019	47764	Reimb CBI Fingerprinting	Accounts Payable	\$49.50
Huckabay, Melinda T	12/15/2019	47764	Reimb PK	Accounts Payable	\$20.52
John Mall High School	12/15/2019	47765	Wrestling	Accounts Payable	\$100.00
Las Animas-Huerfano Counties Dist.	12/15/2019	47766	2020 CPP Inspection Fee	Accounts Payable	\$175.00
Mountain Publishing Co, Inc. (The)	12/15/2019	47767	Aug Ads	Accounts Payable	\$103.00
Mountain Publishing Co, Inc. (The)	12/15/2019	47767	Oct Ads	Accounts Payable	\$103.00
P Bar O Disposal	12/15/2019	47768	Dumpsters-weekly pick up	Accounts Payable	\$550.00
Pineview Custom Engraving, LLC	12/15/2019	47769	Plaques-Oversight Committee	Accounts Payable	\$132.00
Ramer, Heather L	12/15/2019	47770	Reim for HS Eng books	Accounts Payable	\$35.94
Round Mountain Water	12/15/2019	47771	Nov water	Accounts Payable	\$1,166.59
SECOM	12/15/2019	47772	Dec Bus Barn internet	Accounts Payable	\$49.95
Shamrock CO Foods Division	12/15/2019	47773	Commodities	Accounts Payable	\$4,597.49
SHS Athletics	12/15/2019	47774	Wrestling	Accounts Payable	\$40.00
Third Way Center, Inc.	12/15/2019	47775	Nov Svcs	Accounts Payable	\$1,381.12
Tony's Mountain Pizza	12/15/2019	47776	MLT Meetings	Accounts Payable	\$54.97
Trinidad High School	12/15/2019	47777	Wrestling	Accounts Payable	\$100.00
Voluntary Investment Program	12/19/2019	47798	Pera 401k	Payroll Liability	\$1,850.00
Voluntary Investment Program	12/19/2019	47798	Pera 401k %	Payroll Liability	\$363.83
Wet Mountain Tribune	12/15/2019	47778	Oct School Financial	Accounts Payable	\$22.00
Xerox Corporation	12/15/2019	47779	MX1-215283	Accounts Payable	\$302.88
Xerox Corporation	12/15/2019	47779	MX1-215296	Accounts Payable	\$240.45
Xerox Corporation	12/15/2019	47779	MX1-215340	Accounts Payable	\$290.57
Xerox Financial Services	12/15/2019	47780	Large Copiers - Lease & Protection	Accounts Payable	\$2,320.94
<b>Sub Total</b>					<b>\$322,725.31</b>

Custer County School District C-1

November 2019 Report  
Corrected Cells are Blue

Current Year 2019-2020

Preceding Year 2018-2019

	Current Period	Year to Date	YTD Remaining	Budget	Percent of	Preceding Year	Year to Date	Budget	Percent of
	November	2019-2020	Budget	2019-2020	2019-2020	November	2018-2019	2018-2019	2018-2019
<b>REVENUES</b>									
Property Taxes	13,922.20	140,355.30	2,127,713.70	2,268,069.00	6%	14,690.54	161,298.31	2,242,784.00	7%
Specific Ownership Taxes	30,726.31	187,929.79	149,326.21	337,256.00	56%	60,527.65	177,420.72	315,899.00	56%
Interest	345.81	3,715.21	284.79	4,000.00	93%	502.61	3,067.40	3,200.00	96%
Other Local Tax Adjustment	-	-	-	-	-	-	-	-	-
Other Local	8,892.64	31,536.86	72,963.14	104,500.00	30%	3,747.98	26,779.71	84,500.00	32%
Sale of Fixed Assets	-	-	-	-	-	-	-	-	-
Total State	84,904.17	583,665.83	849,443.17	1,433,109.00	41%	94,463.65	650,484.03	1,317,154.00	49%
Federal	8,722.83	50,565.84	240,879.16	291,445.00	17%	7,499.77	63,464.17	339,759.00	19%
Beginning Fund Balance	-	-	1,349,355.00	1,349,355.00	-	-	-	1,070,885.00	-
Capital Projects	5,358.01	10,683.48	70,566.52	81,250.00	13%	24.51	8,455.01	42,200.00	20%
Insurance Reserve	39.21	167.76	(166.76)	1.00	16776%	2,967.98	12,215.79	30,000.00	41%
Total General Fund Revenues	152,911.18	1,008,620.07	4,860,364.93	5,868,985.00	17%	184,424.69	1,103,185.14	5,446,381.00	20%
<b>EXPENDITURES</b>									
Total Salaries	193,100.74	955,120.72	1,362,290.28	2,317,411.00	41%	173,173.88	872,961.87	2,148,170.00	41%
Total Benefits	69,026.07	347,875.24	603,391.76	951,267.00	37%	66,443.49	338,737.36	934,749.00	36%
Purchased Services & Supplies	78,249.82	453,747.32	733,561.68	1,187,309.00	38%	68,942.09	413,561.77	1,186,105.00	35%
Capital Projects	7,581.21	33,226.16	94,314.84	127,541.00	26%	4,761.37	57,326.91	117,780.00	49%
Insurance Reserve	-	15,561.51	76,438.49	92,000.00	17%	1,654.95	16,471.72	120,000.00	14%
Reserves	-	-	-	-	-	-	-	-	-
Total General Fund Expenditures	347,957.84	1,805,530.95	2,869,997.05	4,675,528.00	39%	314,975.78	1,699,059.63	4,506,804.00	38%

December 2019 Report

Current Year 2019-2020

Preceding Year 2018-2019

	Current Period		Year to Date		YTD Remaining		Budget		Percent of	
	December	2019-2020	2019-2020	Budget	2019-2020	2019-2020	2019-2020	2019-2020	2019-2020	
<b>REVENUES</b>										
Property Taxes	22,104.65	162,459.95	2,105,609.05	2,268,069.00	7%	25,226.83	161,298.31	2,242,784.00	7%	
Specific Ownership Taxes	41,407.09	229,336.88	107,919.12	337,256.00	68%	38,408.23	177,420.72	315,899.00	56%	
Interest GF	233.26	3,948.47	51.53	4,000.00	99%	461.12	3,528.52	3,200.00	110%	
Other Local Tax Adjustment	-	-	-	-	-	(16,788.53)	(16,788.53)	-	-	
Other Local	1,037.50	32,574.36	71,925.64	104,500.00	31%	7,111.78	33,891.49	84,500.00	40%	
Sale of Fixed Assets	-	-	-	-	-	-	-	-	-	
Total State	106,477.53	690,143.36	742,965.64	1,433,109.00	48%	97,092.33	747,576.36	1,317,154.00	57%	
Federal	4,344.28	54,910.12	236,534.88	291,445.00	19%	4,724.00	68,188.17	339,759.00	20%	
Beginning Fund Balance	-	-	1,349,355.00	1,349,355.00	-	-	-	1,070,885.00	-	
Capital Projects	8.91	10,692.39	70,557.61	81,250.00	13%	22.57	8,477.58	42,200.00	20%	
Insurance Reserve	10.84	178.60	(177.60)	1.00	17860%	2,967.45	15,183.24	30,000.00	51%	
General Fund Revenues	175,624.06	1,184,244.13	4,684,740.87	5,868,985.00	20%	159,225.78	1,198,775.86	5,446,381.00	22%	
<b>EXPENDITURES</b>										
Total Salaries	191,989.92	1,147,110.64	1,170,300.36	2,317,411.00	49%	181,995.23	1,054,957.10	2,148,170.00	49%	
Total Benefits	68,441.10	416,316.34	534,950.66	951,267.00	44%	68,275.65	407,013.71	934,749.00	44%	
Purchased Services & Supplies	38,874.36	492,621.68	694,687.32	1,187,309.00	41%	76,763.94	490,325.71	1,186,105.00	41%	
Capital Projects	8,718.00	41,944.16	85,596.84	127,541.00	33%	2,960.77	60,287.68	117,780.00	51%	
Insurance Reserve	16,072.59	31,634.10	60,365.90	92,000.00	34%	-	16,471.72	120,000.00	14%	
Reserves	-	-	-	-	-	-	-	-	-	
Total General Fund Expenditures	324,095.97	2,129,626.92	2,545,901.08	4,675,528.00	46%	329,995.59	2,029,055.22	4,506,804.00	45%	

CUSTER COUNTY SCHOOLS

From Date: 12/1/2019  
To Date: 12/31/2019

General Ledger Report  
Financial Report  
Activity Accounts

From Acct: 1  
To Acct: 999999

Acct	Account Name	Beg. Bal.	Receipt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
100	GENERAL ACTIVITIES FUND	\$12,802.32	\$0.00	\$0.00	\$0.00	\$12,802.32	\$0.00	\$12,802.32
102	ATHLETIC ADMIN	\$1,457.41	\$0.00	\$(15.40)	\$0.00	\$1,342.01	\$0.00	\$1,342.01
105	WEST CENTRAL LEAGUE	\$1,733.35	\$300.00	\$0.00	\$0.00	\$2,033.35	\$0.00	\$2,033.35
112	HS WRESTLING FEES/GATES	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
130	HS STUDENT COUNCIL	\$1,261.52	\$0.00	\$0.00	\$0.00	\$1,261.52	\$0.00	\$1,261.52
132	HS BUSINESS CLUB	\$587.15	\$0.00	\$0.00	\$0.00	\$587.15	\$0.00	\$587.15
135	MS STUDENT COUNCIL	\$2,207.24	\$212.00	\$0.00	\$0.00	\$2,419.24	\$0.00	\$2,419.24
136	MS HISTORY CLUB	\$476.10	\$0.00	\$0.00	\$0.00	\$476.10	\$0.00	\$476.10
140	BAND	(\$706.53)	\$42.00	\$(228.07)	\$0.00	(\$892.60)	\$0.00	(\$892.60)
141	HS GOLF-GIRLS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
142	CHOIR	\$1,478.17	\$0.00	\$(25.00)	\$0.00	\$1,453.17	\$0.00	\$1,453.17
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	\$2,865.49	\$0.00	\$(2,176.93)	\$0.00	\$688.56	\$0.00	\$688.56
170	WOODSHOP	\$593.24	\$0.00	\$0.00	\$0.00	\$593.24	\$0.00	\$593.24
171	BUILDING TRADES	\$26,616.19	\$0.00	\$(12,950.59)	\$0.00	\$13,665.60	\$0.00	\$13,665.60
172	SPECIAL EDUCATION	\$719.25	\$0.00	\$0.00	\$0.00	\$719.25	\$0.00	\$719.25
182	INTERACT CLUB	\$450.57	\$0.00	\$0.00	\$0.00	\$450.57	\$0.00	\$450.57
185	YEARBOOK	\$1,091.67	\$25.60	\$0.00	\$0.00	\$1,117.27	\$0.00	\$1,117.27
186	Robotics Club	\$0.00	\$422.00	\$0.00	\$0.00	\$422.00	\$0.00	\$422.00
196	HS/MS FUND	\$87.56	\$178.00	\$0.00	\$0.00	\$265.56	\$0.00	\$265.56
200	EX IN ED	(\$481.30)	\$0.00	\$(477.08)	\$0.00	(\$958.38)	\$0.00	(\$958.38)
201	ELEMENTARY	\$2,023.90	\$0.00	\$0.00	\$0.00	\$2,023.90	\$0.00	\$2,023.90
203	FUND-GENERAL							
203	FIELD TRIP FUND	\$75.23	\$0.00	\$0.00	\$0.00	\$75.23	\$0.00	\$75.23
204	SCHOOL SUPPLIES	\$188.90	\$0.00	\$0.00	\$0.00	\$188.90	\$0.00	\$188.90
205	GIFTED & TALENTED GRANT	\$58.20	\$0.00	\$0.00	\$0.00	\$58.20	\$0.00	\$58.20
206	9TH GRADE HEALTH	\$78.79	\$0.00	\$0.00	\$0.00	\$78.79	\$0.00	\$78.79
210	NATIONAL HONOR SOCIETY	\$19.40	\$0.00	\$0.00	\$0.00	\$19.40	\$0.00	\$19.40
211	ELEM MUSIC	\$55.17	\$0.00	\$0.00	\$0.00	\$55.17	\$0.00	\$55.17
220	READING INTERVENTION	\$11.99	\$0.00	\$0.00	\$0.00	\$11.99	\$0.00	\$11.99
221	LIFE SKILLS	\$2,325.58	\$0.00	\$0.00	\$0.00	\$2,325.58	\$0.00	\$2,325.58
222	STAFF INCENTIVE	\$2,473.74	\$0.00	\$0.00	\$0.00	\$2,473.74	\$0.00	\$2,473.74
225	SUMMER FUN	\$419.45	\$0.00	\$0.00	\$0.00	\$419.45	\$0.00	\$419.45
250	BOARD/ADMIN SCHOOL ASSIST	\$2,362.23	\$0.00	\$0.00	\$0.00	\$2,362.23	\$0.00	\$2,362.23
270	ADULT EDUCATION	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
275	FACULTY/STAFF SCHOLARSHIP	\$15,911.96	\$174.93	\$0.00	\$0.00	\$16,086.89	\$0.00	\$16,086.89
280	COMPUTER INSURANCE	\$3,118.00	\$0.00	\$0.00	\$0.00	\$3,118.00	\$0.00	\$3,118.00
281	POOL							
281	STUDENT COMPUTER FEES	\$1,205.08	\$40.00	\$0.00	\$0.00	\$1,245.08	\$0.00	\$1,245.08
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
299	F.F.A.	\$26,804.43	\$0.00	\$0.00	\$0.00	\$26,804.43	\$0.00	\$26,804.43
301	SOURCES OF STRENGTH	\$318.13	\$0.00	\$(440.94)	\$0.00	(\$122.81)	\$0.00	(\$122.81)
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
305	ELF (ED LEGACY FUND)	\$29,856.05	\$0.00	\$0.00	\$0.00	\$29,856.05	\$0.00	\$29,856.05

CUSTER COUNTY SCHOOLS

From Date: 12/1/2019  
To Date: 12/31/2019

General Ledger Report  
Financial Report

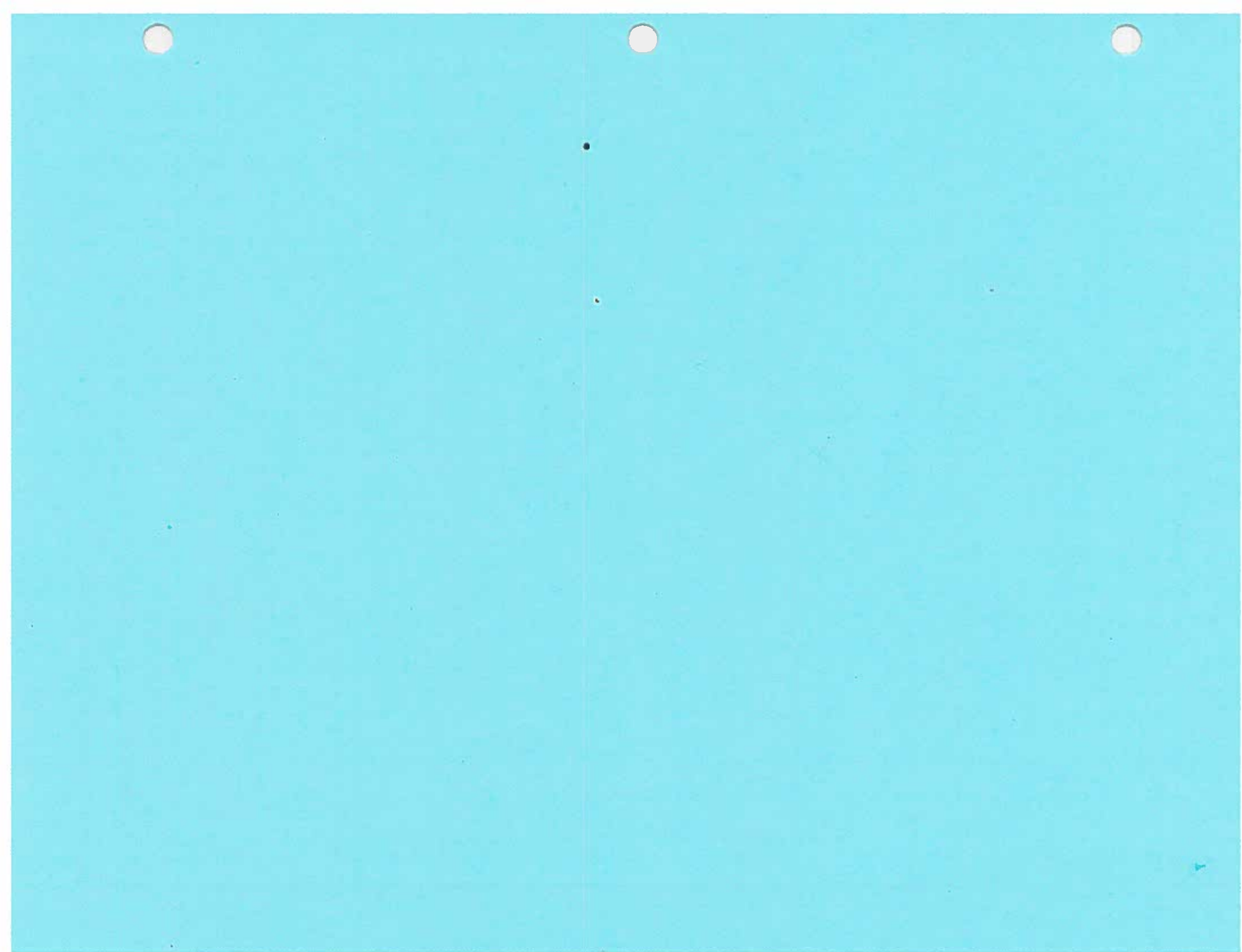
From Acct: 1  
To Acct: 999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Receipt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
330	VO AG SHOP SUPPLIES	\$141.71	\$0.00	\$0.00	\$0.00	\$141.71	\$0.00	\$141.71
345	HS DRAMA CLUB	\$2,990.95	\$0.00	\$0.00	\$0.00	\$2,990.95	\$0.00	\$2,990.95
350	MS DRAMA CLUB	\$1,631.99	\$0.00	\$0.00	\$0.00	\$1,631.99	\$0.00	\$1,631.99
354	HS TRACK/FIELD ACTIVITY	\$5.12	\$0.00	\$0.00	\$0.00	\$5.12	\$0.00	\$5.12
355	HS-G VOLLEYBALL ACTIVITY	(\$801.84)	\$60.00	\$0.00	\$0.00	(\$741.84)	\$0.00	(\$741.84)
360	HS-G BASKETBALL ACTIVITY	(\$238.67)	\$0.00	\$0.00	\$0.00	(\$238.67)	\$0.00	(\$238.67)
365	HS-B BASKETBALL ACTIVITY	\$2,031.37	\$0.00	\$0.00	\$0.00	\$2,031.37	\$0.00	\$2,031.37
370	MS-G BASKETBALL ACTIVITY	\$69.72	\$0.00	\$0.00	\$0.00	\$69.72	\$0.00	\$69.72
373	MS-B BASKETBALL ACTIVITY	\$20.59	\$155.00	\$0.00	\$0.00	\$175.59	\$0.00	\$175.59
375	MS-G VOLLEYBALL ACTIVITY	\$733.69	\$0.00	\$0.00	\$0.00	\$733.69	\$0.00	\$733.69
383	CROSS COUNTRY ACTIVITY	\$2,124.33	\$0.00	\$0.00	\$0.00	\$2,124.33	\$0.00	\$2,124.33
384	CHEER ACTIVITY	\$755.53	\$0.00	\$0.00	\$0.00	\$755.53	\$0.00	\$755.53
385	TAKE DOWN CLUB	\$4,148.92	\$0.00	\$0.00	\$0.00	\$4,148.92	\$0.00	\$4,148.92
390	HS FOOTBALL BOOSTER CLUB	\$3,587.76	\$0.00	\$0.00	\$0.00	\$3,587.76	\$0.00	\$3,587.76
395	GEN ATHLETICS FUNDRAISER	\$2,050.11	\$0.00	\$0.00	\$0.00	\$2,050.11	\$0.00	\$2,050.11
400	ACTIVITIES BOOSTER FUND	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
401	PRECHOOL	\$1,459.20	\$0.00	\$0.00	\$0.00	\$1,459.20	\$0.00	\$1,459.20
402	8TH GRADE CLASS OF 2024	\$621.60	\$0.00	\$0.00	\$0.00	\$621.60	\$0.00	\$621.60
403	FRESHMAN CLASS OF 2023	\$324.11	\$29.03	\$0.00	\$0.00	\$353.14	\$0.00	\$353.14
404	SOPHOMORE CLASS OF 2022	\$994.74	\$0.00	\$0.00	\$0.00	\$994.74	\$0.00	\$994.74
405	JUNIOR CLASS OF 2021	\$2,625.50	\$1,268.29	\$0.00	\$0.00	\$3,893.79	\$0.00	\$3,893.79
406	SENIOR CLASS OF 2020	\$1,108.92	\$0.00	\$0.00	\$0.00	\$1,108.92	\$0.00	\$1,108.92
407	CLASS OF 2019	\$1,115.75	\$0.00	\$0.00	\$0.00	\$1,115.75	\$0.00	\$1,115.75
408	CLASS OF 2018	\$632.46	\$0.00	\$0.00	\$0.00	\$632.46	\$0.00	\$632.46
409	CLASS OF 2017	\$533.93	\$0.00	\$0.00	\$0.00	\$533.93	\$0.00	\$533.93
410	CLASS OF 2016	\$474.95	\$0.00	\$0.00	\$0.00	\$474.95	\$0.00	\$474.95
421	AFTER PROM ACTIVITY	(\$344.89)	\$0.00	\$0.00	\$0.00	(\$344.89)	\$0.00	(\$344.89)
433	3RD GRADE	\$0.22	\$0.00	\$0.00	\$0.00	\$0.22	\$0.00	\$0.22
434	4TH GRADE	\$174.25	\$0.00	\$0.00	\$0.00	\$174.25	\$0.00	\$174.25
435	5TH GRADE	\$131.23	\$0.00	\$0.00	\$0.00	\$131.23	\$0.00	\$131.23
500	PETTY CASH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
	<b>Activity Accounts Grand Total</b>	<b>\$175,026.56</b>	<b>\$2,906.85</b>	<b>\$(16,414.01)</b>	<b>\$0.00</b>	<b>\$161,519.40</b>	<b>\$0.00</b>	<b>\$161,519.40</b>

GL Accounts

GL Acct	Begin Bal	Receipt / 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	\$174,826.56	\$2,906.85	\$(16,414.01)	\$0.00	\$161,319.40	\$0.00	\$161,319.40
	<b>General Ledger Grand Total</b>	<b>\$175,026.56</b>	<b>\$2,906.85</b>	<b>\$(16,414.01)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$161,519.40</b>



Custer County C-1

BOE Agenda Item

Meeting date: Jan 14<sup>th</sup>

Agenda Number & Item: 13c. Approval of New Substitutes

Admin recommendation:

**Pass motion**

Not to pass motion

Amend motion (Suggested below)

Table the motion

**Suggested Motion Format**

To Move (After motion is stated there must be a second or motion will die).

"I move that we approve the New Substitutes"

2<sup>nd</sup> required

Discussion / VOTE

To Amend

"I move to amend the motion (State Main motion) by (inserting or adding; by striking out {words, sentences, or paragraphs}; by striking out and inserting words {with the words inserted replacing the words struck out})  
2<sup>nd</sup> required

To Table / Take off the Table

"I move to lay on the table (state motion)."

2<sup>nd</sup> required

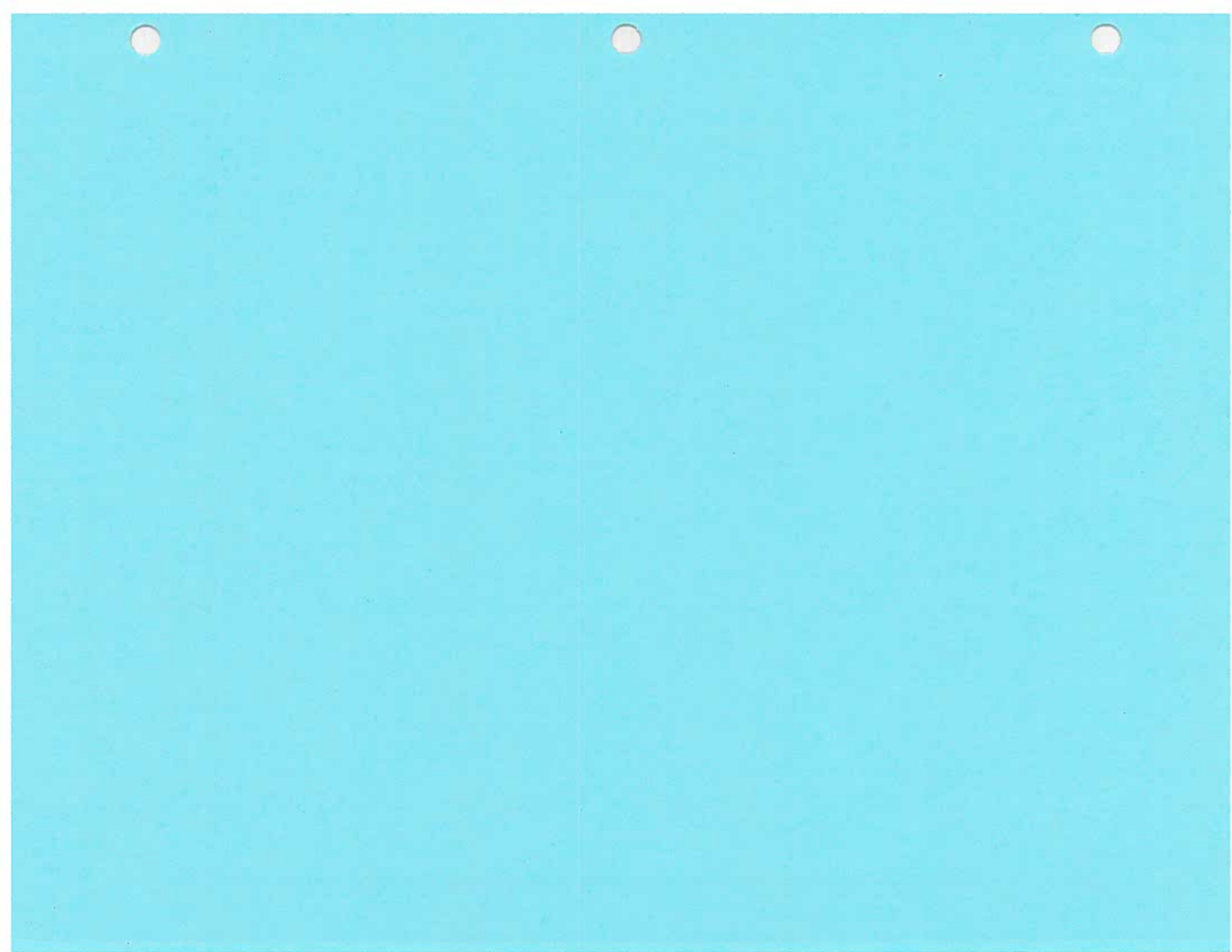
"I move to take from the table (state motion that was tabled).  
2<sup>nd</sup> required

Background Information

As presented

Person Presenting Information

Mike McFalls





Custer County C-1

BOE Agenda Item

Meeting date: Jan 14<sup>th</sup>

Agenda Number & Item: 14c. Approval of Policy for Disposal of District property: DN, DN-R, DN-E

Admin recommendation:

Pass motion

Not to pass motion

Amend motion (Suggested below)

Table the motion

**Suggested Motion Format**

To Move (After motion is stated there must be a second or motion will die).

"I move that we approve Policy for Disposal of District property: DN, DN-R, DN-E as presented"  
2<sup>nd</sup> required

**Discussion / VOTE**

To Amend

"I move to amend the motion (State Main motion) by (inserting or adding: by striking out { words, sentences, or paragraphs}; by striking out and inserting words {with the words inserted replacing the words struck out})  
2<sup>nd</sup> required

To Table / Take off the Table

"I move to lay on the table (state motion)."

2<sup>nd</sup> required

"I move to take from the table (state motion that was tabled)."

2<sup>nd</sup> required

Background Information

As presented

Person Presenting Information

Mike McFalls

## 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-Fraternalization

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 locations 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 the 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).

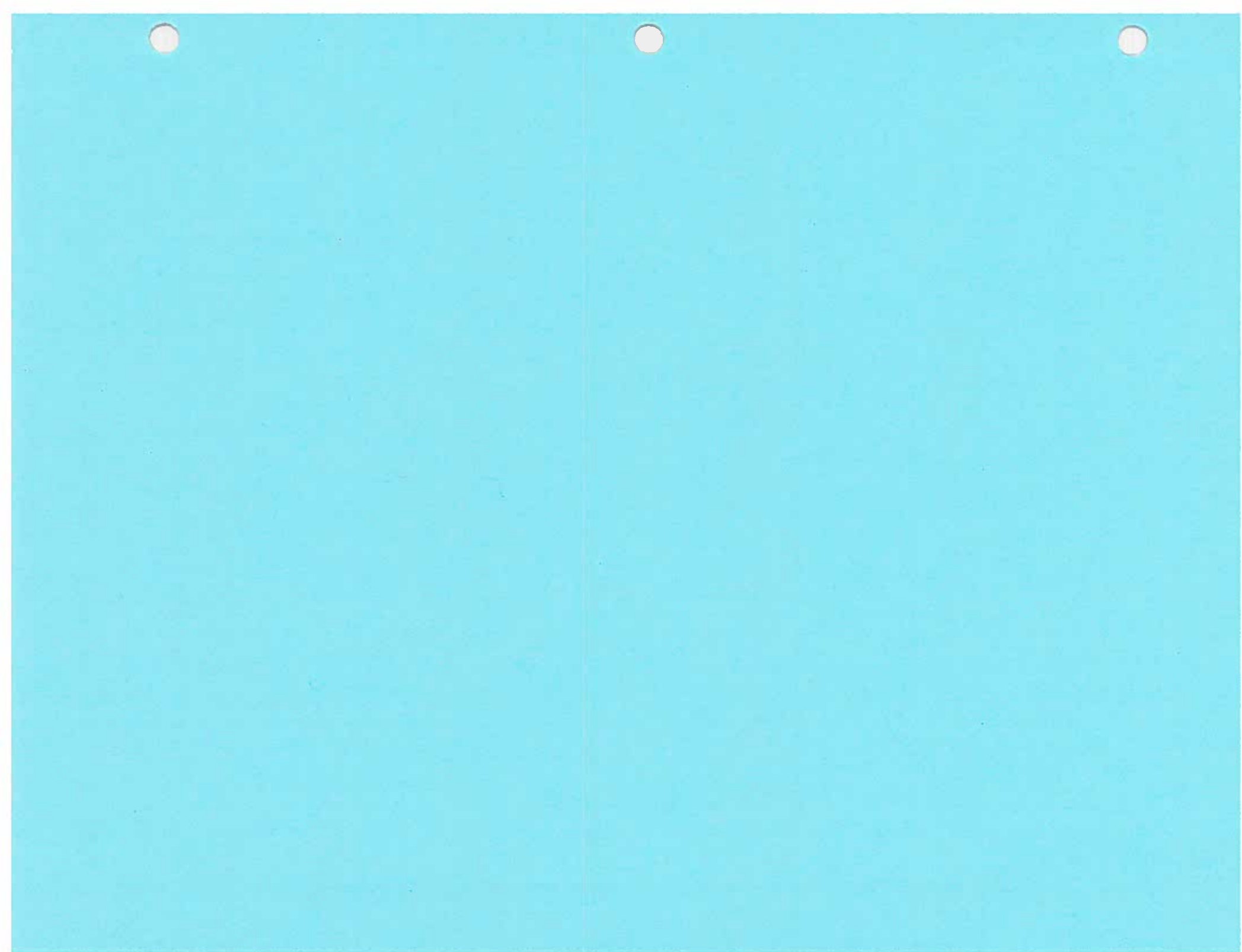
All items evaluated for reuse and not needed at our schools, will be stored at the school until the item is sold. The District Business Manager will facilitate the selling of the item(s). In accordance with Board of Education Regulation, all proceeds will be deposited into the District General Fund.

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

**Additional Notes:**

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

Adopted: 1-14-20



Custer County C-1

BOE Agenda Item

Meeting date: Jan 14<sup>th</sup>

Agenda Number & Item: 14b. Approval of Addendum to Staff Handbook – Reporting Fraud

Admin recommendation:

**Pass motion**

Not to pass motion

Amend motion (Suggested below)

Table the motion

**Suggested Motion Format**

To Move (After motion is stated there must be a second or motion will die).

“I move that we approve the Addendum to Staff Handbook – Reporting Fraud as presented”

2<sup>nd</sup> required

**Discussion / VOTE**

To Amend

“I move to amend the motion (State Main motion) by (inserting or adding; by striking out {words, sentences, or paragraphs}; by striking out and inserting words {with the words inserted replacing the words struck out})

2<sup>nd</sup> required

To Table / Take off the Table

“I move to lay on the table (state motion).

2<sup>nd</sup> required

“I move to take from the table (state motion that was tabled).

2<sup>nd</sup> required

Background Information

As presented

Person Presenting Information

Mike McFalls

Custer County School District C-1  
2019 – 2020  
Staff Handbook Addendum

*Draft*

Approve by CCSD BOE \_\_\_\_\_

Reporting Fraud or Violations of Law or Policy

The Elementary and Secondary Education Act (ESEA), Sec. 9304(a)(3)(C) as reauthorized by the Every Student Succeeds Act in Dec. 2015 amended by the No Child Left Behind Act of 2001 (P.L. 107-110) requires the CO Dept. of Ed to adopt written procedures for receiving and resolving complaints for K-12 education. Local level resolution precedes filing with CDE. See [http://www.cde.state.co.us/fedprograms/ov/index\\_eseacomplaint](http://www.cde.state.co.us/fedprograms/ov/index_eseacomplaint). Complaints regarding students/individuals with disabilities should be filed with CDE's Exceptional Student Services Unit. See [www.cde.state.co.us/spedlaw](http://www.cde.state.co.us/spedlaw). In addition, the Colorado Attorney General's Office maintains a website, Stop Fraud Colorado.

Any staff member that suspects a violation of CCSD policy, state law, Federal law, and/or fraud may report their suspicions to the Superintendent either in person, by phone, by email or anonymously by letter. If the person reporting is reporting the Superintendent or feels that the Superintendent will not properly investigate the allegations the person reporting may contact any CCSD Board Member in person, by phone, by email or anonymously by letter.



### Reporting Fraud or Violations of Law or Policy

The Elementary and Secondary Education Act (ESEA), Sec. 9304(a)(3)(C) as reauthorized by the Every Student Succeeds Act in Dec. 2015 amended by the No Child Left Behind Act of 2001 (P.L. 107-110) requires the CO Dept. of Ed to adopt written procedures for receiving and resolving complaints for K-12 education. Local level resolution precedes filing with CDE. See [http://www.cde.state.co.us/fedprograms/ov/index\\_eseacomplaint](http://www.cde.state.co.us/fedprograms/ov/index_eseacomplaint). Complaints regarding students/individuals with disabilities should be filed with CDE's Exceptional Student Services Unit. See [www.cde.state.co.us/spedlaw](http://www.cde.state.co.us/spedlaw). In addition, the Colorado Attorney General's Office maintains a website, [www.cde.state.co.us/spedlaw](http://www.cde.state.co.us/spedlaw). Stop Fraud Colorado.

Any staff member that suspects a violation of CCSD policy, state law, Federal law, and/or fraud my report their suspicions to the Superintendent either in person, by phone, by email or anonymously by letter. If the person reporting is reporting the Superintendent or feels that the Superintendent will not properly investigate the allegations the person reporting may contact any CCSD Board Member in person, by phone, by email or anonymously by letter.