

Custer County School District C-1

Regular School Board Meeting: CCSD Library – Feb 11th, 2020 – 4:30 pm

AGENDA

"For the good of the students of Custer County Schools"

1. Call to Order and the Pledge of Allegiance (Mr. Vergilio 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 1/14/2020
 - b. Approval: Minutes of the Special Board Meeting on 1/28/2020
9. Board Committee Reports: Accountability, BOCES, FFA, Legislative, Preschool Advisory/CCKC
10. Report from NV5 – Construction update
11. Reports from Public: Excellence in Education (TBD), District/School Accountability (SAC/DAC)
12. Action Item/ Informational Items
 - a. Staff Resignation resignations: Carmalene Odel, Nurse
 - b. Substitute Approval – Megan Justus, Terri Erb
13. Approval/Action Items:
 - a. Approval – District calendar for the 2020-2021 school year
 - b. Approval of Draw 19 for construction
 - c. Approval / Standing Action: District Financial Report – Monthly Overview , Check Vouchers – Mike McFalls, Emily Goss Business Manager
14. Policy and procedures update
 - a. First Reading
 - i. Policy DBE Restricted / Prohibited Expenditures
 - ii. Policy IHBK, IHBK-R Post-secondary and Workforce
 - b. Second Reading
 - i. Policy JLCE First Aide
 - ii. Policy BEC, BEDA Executive Sessions, Notification of BOE Meetings
 - iii. Policy GBEB, GEB-R Staff Conduct
 - iv. Policy GCE/GCF, GDE/GDF, GCE/GCF-R, GDE/GDF-R Staff Recruiting
 - v. Policy KDB Freedom of Information
 - vi. CBF Superintendent's Conduct
 - vii. Policy BC, BC-R Board Member's Conduct
 - viii. Policy IHBIB Primary/Preprimary Education
 - ix. Policy KFA Public Conduct on School Property
 - x. Policy JLCD Administering Medications to Students
 - xi. Policy JLCDB Administering Medical Marijuana to Qualified Students
 - c. Second Reading (Response to required policy updates from CDE for SSD grant)
 - i. Policy DID Inventories and Tagging
 - ii. Policy DIE Audit (3 years)
 - iii. Policy DJB Federal Procurement
 - d. Second Reading Policy GBEB-R

Custer County C-1

BOE Agenda Item

Meeting date: Feb. 11th

1. Agenda Number & Item: 3. Approve the agenda

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 agenda."

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

Custer County C-1

BOE Agenda Item

Meeting date: Feb. 11th

1. Agenda Number & Item: 8a & b. Approve the minutes for the regular board meeting on January 14th and the minutes from the Special Board Meeting on 1/28/2019

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 as read for the regular board meeting on January 14th and the Minutes of the Special Board Meeting on January 28th.

2nd required

VOTE

Background Information

DeeAnna Pratt, Gin Huffman

Person Presenting Information


DeeAnna Pratt


Custer County School District C-1
Regular Board Meeting
CCSD Library - January 14th, 2020 - 4:30pm

1. **Call to Order and Pledge of Allegiance (Student led) 4:30pm**
2. **Roll Call: Dr. Terre Davis, Doreen Newcomb, DeeAnna Pratt, Newell Woodbury - Jake Shy not in attendance**
3. **Approval of Agenda - Motion Dr. Davis, Second Newell Woodbury**
4. **Audience Introductions - students, staff and community**
5. **January National School Board recognition - Postponed to February per Mike McFalls**
6. **Consent Agenda**
 - a. **Approval: Minutes of regular board meeting on 12/10/2019. Motion: Doreen Newcomb, Second DeeAnna Pratt - Unanimous**
 - b. **Approval: Minutes of Special Board Meeting on 12/17/2019. Motion: Doreen Newcomb, Second DeeAnna Pratt - Unanimous**
7. **Board Committee Reports:**
 - a. **Accountability - Family Night, along with Bully Prevention scheduled for early March**
 - b. **FFA - Friday Jan. 17th at 5:30pm Oyster Fry & auction; Stock show on Jan. 22nd for students that raised money through the fruit sale**
 - c. **Legislative - DeeAnna Pratt reported that legislature set 2 days for Student Day (Feb. 12th & March 4th). Also, April 1st there will be 170 new bills introduced - 38 of which influence Education.**
 - d. **PreSchool Advisory/CCKC - new coordinator on board; more info to come during February meeting.**
8. **Action Item/Informational Items**
 - a. **Approval of posting BOE policies on CASB website. Motion: Doreen Newcomb, Second Dr. Davis**
9. **Report from NV5 - Tues. January 7th, Mike met with the Engineer, Architect, Nunn & others involved with the HVAC process; need to resolve balance systems in rooms (some running hot/cold). Moving forward & commissioning next week. Minutes to be issued from that meeting.**
 - a. **Charlotte & Eugene Berry attended the asbestos abatement meeting**
 - b. **We should be expecting answers regarding why our utility bills are high and also why the bells/clocks/speakers issues are delayed.**
10. **Reports from Public:**
 - a. **Excellence in Education will submit their revised by-laws at the February meeting**
11. **Approval/Action Items:**
 - a. **District Financial report - Monthly Overview check vouchers. Emily reported financials are in great shape, reminded that we have heavy spending in the Fall/Winter - but then we balance out. Audit is ongoing - we should expect it to be complete with a Draft review by January 31st. Motion to approve: Doreen Newcomb, Second Newell Woodbury.**

- b. Motion to Approve removal of Doreen Newcomb from signature for bank & replace with DeeAnna Pratt. Motion: Doreen Newcomb, Second Newell Woodbury.
 - c. Motion to Approve meeting for CCSD budget on January 23rd, @3:00pm in Admin Bldg. Motion: DeeAnna Pratt, Second Doreen Newcomb.
 - d. Approval of new substitutes. Motion: Doreen Newcomb, Second DeeAnna Pratt
 - e. Approval of limited waiver of attorney/client privilege. Motion: Dr. Davis, Second Newell Woodbury. Board is De facto.
12. Kaya Huffman - Student Council President stepped in to remind us about the upcoming Winter Fest Jan. 26th - Feb. 1st. There will be a basketball game and Pep Rally planned. Bonfire on Thurs. Jan. 30th & Sadie Hawkins Dance on Sat. Feb. 1st. SC has an Elementary/MS/HS/Community Talent Show scheduled for April 9th - more info to come. Girls Basketball teams wish to thank the Custodial Staff for their hard work.
13. Policy and Procedures Update:
- a. Motion to Approve Disposal of District property DN, DN-R, DN-E. Motion: Doreen Newcomb, Second DeeAnna Pratt.
 - b. Motion to Approve Addendum to Staff Handbook - reporting fraud. Motion: Doreen Newcomb, Second Newell Woodbury.
 - c. First Reading (CASB suggest policy updates) Motion to Approve: Doreen Newcomb, Second Newell Woodbury
 - i. DBE
 - ii. IHBK, IHBK-R (pulled)
 - iii. JLCE
 - iv. BEC, BEDA
 - v. GBEB, GEB-R
 - vi. GCE/GCF, GDE/GDF, GCE/GCF-R, GDE/GDF-R
 - vii. KDB
 - viii. CBF
 - ix. BC, BC-R
 - x. IHBIB
 - xi. KFA
 - xii. JLCD
 - xiii. JLCDB
 - d. First Reading (Response to required policy updates from CDE for SSD grant) Motion to Approve: Doreen Newcomb, Second Newell Woodbury
 - i. DID
 - ii. DIE
 - iii. DJB
14. Administration Reports:
- a. Principal's Report: Joe reported that students and staff were ready to get back to business Jan. 6th after their break. NWEA testing will wrap up this week - we're showing a growth in our testing scores.
 - i. Jan. 24th & 29th there will be Data Meetings (Dibels and NWEA data)
 - ii. Jan. 14th - Auditions for the Spring Musical "Matilda" for grades 5th - 12th

- iii. Jan. 17th - Snow Cats will have their 1st trip of the season to Monarch Ski Area; Also FFA Oyster fry & auction
 - iv. Jan. 22nd - Faculty meeting - BPEG team to do PBIS rodeo with staff
 - v. Jan. 23rd - Elementary Literacy Night - 5:15pm-6:30pm
 - vi. Jan. 24th - Professional Development
 - vii. Feb. 6th - Elementary Collaboration Day
- b. AD's Report: Joy reported that the 2020-2022 scheduling is under way. Next Saturday will be a MS wrestling tournament that CCSD will be hosting. Encouraged everyone to come support the Home games. Updates on changes that CHSSA is making - could make it more difficult for our school to have the minimum number of games to participate.
15. Superintendent's Report: Mike reported that the gym floors have been refinished. Calendar committee currently working on the 20-21 calendar. Upcoming Budget discussions for next year (Mike, Joe & Emily).
16. General Public Comment Session: Tracy Ballard of "The Valley Beat" asked that Press Releases also come to TVB. So far they have not been getting cc'd.
17. Motion to adjourn - Newell Woodbury, Second Doreen Newcomb - members polled - Unanimous.


Board President: Dr. Terre Davis


Board Secretary/Treasurer: DeeAnna Pratt

**Custer County School District C-1
MINUTES**

Special Meeting of BOE: CCSD Admin. Conference room – January 28th, 2020 3:00pm

- 1. Call to Order – Roll call 3:00pm Dr. Davis, Doreen Newcomb, DeeAnna Pratt, Jake Shy, Newell Woodbury, Mike McFalls, Emily Goss, Tracy Ballard (The Valley Beat newspaper) in attendance.**
- 2. Action/Approval/Discussion**
 - a. Information – Draft Audit: Chris Parker of Hinkley & Co. gave a presentation reviewing the Draft of our 2019 audit with those present. No red flags, ready to issue. Our Final will be ready to submit 60 days from our extension deadline.**
 - b. Motion to approve revised budget with changes as per discussion – Motion: Jake, 2nd Doreen.**
 - c. Discuss Job Descriptions**
 - i. Superintendent – DeeAnna will re-format the Superintendent’s job description**
 - ii. Business Manager – discussion regarding posted job description vs actual working description was brought up.**
 - d. Discussion of Salary Adjustment for Business Manger took place. Continuation of discussion will take place when contracts are up for renewal.**
 - e. Motion to approve hire of Betsy Banks for Special Ed Aide made by Doreen, 2nd Jake**
 - f. Motion to approve hire of Gin Huffman as Temporary Admin. Assistant to Business Manager & Superintendent made by Jake, 2nd Doreen**
 - g. Motion to approve Job Description and posting of Temporary Reading Aide position made by Doreen, 2nd Jake**
 - h. Motion to accept resignation of Jim Bistodeau made by Jake, 2nd Doreen**
- 3. Motion to adjourn made by DeeAnna, 2nd Newell at 5:40pm**

Dr. Terre Davis – Board President

DeeAnna Pratt – Board Secretary/Treasurer

BOBCAT PAWS

	Prepare	Act Responsible	Work and play safe	Show Respect
Assemblies	Keep hands and feet to yourself Sit appropriately	Follow directions from adults Enter and exit quietly	Enter and exit quietly Walk at all times Stay in designated area	Enter and exit quietly Walk at all times Stay in your area
Cafeteria	Leave a clean table, chair and floor	Sit with feet under table Use an indoor voice Raise your hand for help	Follow directions from adults Walk at all times Eat only your food	Respect other's space Use kind words and actions
Hallways	Go directly to your destination Set a good example	Follow directions Hold the door for others	Walk face forward Keep to the right Keep hallways clear and clean	Keep hands and feet to self Go quietly - Classes are in progress
Library	Stay on task Put things in their place Return materials on time	Be quiet Use time wisely	Follow directions from adults Walk at all times	Take care of books and equipment Respect others trying to read and learn
Playground	Line up when you are called Set a good example Use equipment appropriately	Play by the rules Invite others to play	Stay in designated areas Report problems to adult Walk to and from building	Take turns Use kind words and actions
Restrooms	Throw trash in receptacle Use time wisely	Wait your turn Go, flush, wash	Wash hands Report problems to an adult Walk at all times Keep water in sink	Respect privacy Use kind words and actions Use equipment and supplies properly
School Bus	Keep track of your belongings	Keep your backpack closed Report problems to an adult Listen to the driver	Stay seated and face forward Watch for traffic when entering/exiting Keep hands and feet to yourself	Keep noise level down Use kind words and actions Listen for your stop Remember your bus number

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	<ul style="list-style-type: none"> ● Practice quiet indoor voices ● Please re-shelve books after you use them ● Leave your area better than you found it. Push in chairs and throw away trash ● Younger kids are always watching. Be good role models
OFFICE	<ul style="list-style-type: none"> ● The office is a public space where business is conducted. All visitors to the office must have self control. ● Be quiet and wait for someone to ask how they can help you. ● Must have a pass or permission to be in the office without a teacher or adult. ● When and if you are speaking with administration, listen and be honest. ● The office staff is there to help you; be polite and respectful at all times.
PLAYGROUND	<ul style="list-style-type: none"> ● Stay inside the fence and where the adult on duty can see you. ● Stay with friends and people who you know. ● Pick up all equipment after use so that it can be brought in and not lost ● Line up quickly and quietly when time. Stand in a straight line. ● Bring a jacket in the colder months.
RESTROOMS	<ul style="list-style-type: none"> ● Only one person at a time allowed out of a classroom. One boy and one girl in elementary. ● Walk in the bathroom and keep your feet on the floor ● Keep your eyes to your space ● Flush when done and wash your hands ● Take care of business in a timely manner ● Keep pens, pencils, and markers in the classroom.
SCHOOL BUS	<ul style="list-style-type: none"> ● Choose one seat and stay seated until it is your turn to exit the bus. PYP...Park Your Pockets ● Keep your hands and feet to yourself and inside the windows. ● Use kind, quiet words, respect each other's personal space ● Be responsible for your belongings. ● Help keep the bus clean by picking up trash ● Respect everyone and follow the posted rules so the bus driver can concentrate on driving safely.

From: South Central BOCES <hoenigman-j@sc-boces.org>
To: Dr. Terre Davis <terredavis@aol.com>
Subject: January Newsletter
Date: Sun, Jan 12, 2020 4:15 pm

Hello, Dr. Terre! Thank you for following our journey.
[View this email in your browser](#)



Words from our Executive Director.

The New Year is here and I'm happy to say
That we have the best staff, bringing so much worth to work each day.
This New Year promises to bring all things great.
And for this reason, I just can't wait.
Have a brilliant New Year and make the joy last.
And hold onto fond memories of the year of the past.

May the New Year bring us all many more wonderful opportunities to
continue our work of helping students reach their potential and ways to
make a difference in the lives of our students every day!

Amy L. Bollinger, SC BOCES Executive/Special Education Director

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



January also brings a reminder of the work completed by the American Dental Association and to celebrate..... Give Kids a Smile Day

Through the ADA Foundation's Give Kids A Smile program, launched nationally by the American Dental Association in 2003, more than 5.5 million underserved children have received free oral health services. These free services are provided by volunteers including approximately 10,000 dentists annually, along with 30,000 other dental team members.

As someone who works with children, you know how a tiny smile can brighten your day. Yet parents may not always make the connection between oral health, overall health, and well-being. Untreated tooth decay can lead to pain and infections, which can affect a child's ability to speak, eat, play, and learn. Fortunately, early intervention and proactive education can help. Tooth decay is preventable!

Give Kids A Smile remains a critical piece of the [ADA's Action for Dental Health](#), a nationwide, community-based movement aimed at ending the dental health crisis facing America today. It is designed to address the dental health crisis in three distinct areas:

1. Provide care now to people who are suffering from untreated disease;
2. Strengthen and expand the public/private safety net; and
3. Bring disease prevention and education into communities.

Visit the [Tiny Smiles website](#) to view and download materials. Thank you for your efforts in raising awareness about children's oral health and for protecting those tiny smiles.

New Year, New You: Professional Development at SC BOCES





Each month, all of the SC BOCES providers gather for a day of training, collaboration, good times and great food. These days provide opportunities for our provider teams to meet and allow for professional development activities to better service our students. With the majority of our staff being itinerant, these days also allow for team building opportunities and a chance for coworkers to visit and catch-up. At our November All Staff PD, our providers were equipped with new Microsoft tablets and smart pens to help make their work lives a bit more streamlined, and hopefully a bit more fun! In December, we celebrated the holidays with a festive lunch and gift exchange just before our Winter Break. Here's to continued growth during Professional Development 2020!!

Success Stories & News:

Winter Mindfulness Activities for Kids

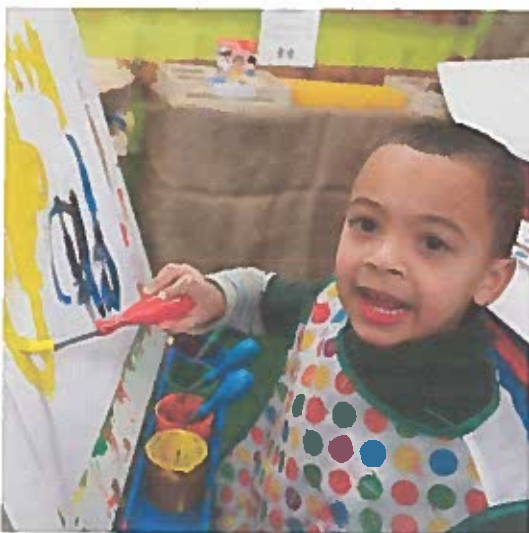
From: The OT Toolbox



Teaching kids mindfulness techniques can be a way to incorporate self-awareness, self-regulation, and the senses. The winter months, can be a time when mindfulness is especially necessary. The winter [mindfulness activities for kids](#) listed below include tips for mindfulness in the classroom and creative mindfulness exercises with a winter theme. These mindfulness activities can be used as a support for so many occupational therapy goal areas. In fact, the benefits of mindfulness are many! Read on to learn more.

\$34 Million Dollar Grant Buoy's Colorado's Early Childhood Efforts

From: Chalkbeat



Colorado won a \$34 million federal grant intended to give more young children access to quality early childhood services.

The grant will pay for a long list of projects, including updates to the state's early childhood technology systems, improvements to the child care rating system Colorado Shines, scholarships for childcare providers seeking a common

industry credential, and microgrants to improve child care facilities. Click [HERE](#) to read more.

 Share  Tweet  Share  Forward

Upcoming Events:

Event: Board of Directors Meeting

Date: Wednesday, January 15, 2020

Time: Dinner at 5:30pm, Meeting begins at 6:00pm

Location: SC BOCES Conference Room

323 S Purcell Blvd

Pueblo West, CO 81007

Event: Gifted Identification Workshop - Part 2

Date: Thursday, January 16, 2020

Time: 8:30am - 12:00pm

Location: SC BOCES Conference Room

323 S Purcell Blvd

Pueblo West, CO 81007

Please RSVP at this [link](#).



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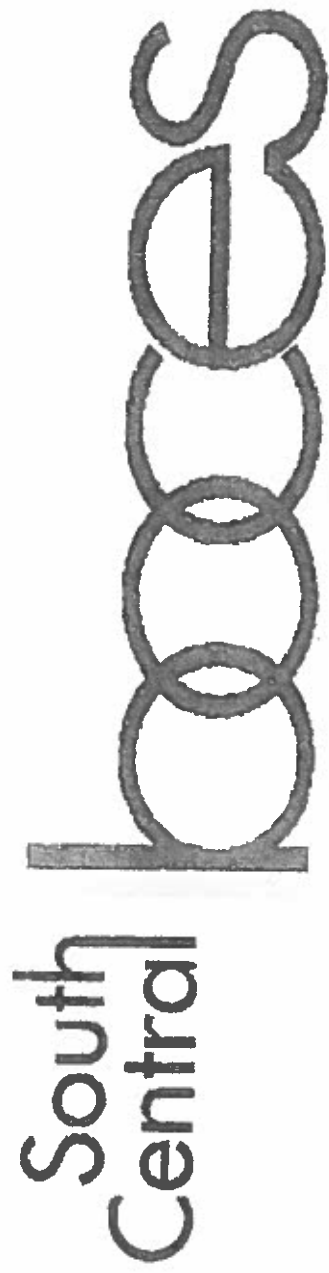
Our mailing address is:

323 S. Purcell Blvd.
Pueblo West, CO 81007

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STRATEGIC PLANNING

Key Driver Diagrams

2019-2020

OUR AIM:
TO IMPROVE STUDENT ACHIEVEMENT
OUTCOMES THROUGH INTER-DISTRICT
COLLABORATION

HIGH
QUALITY
GOVERNANCE

HIGH
QUALITY
STAFF

HIGH
QUALITY
OPERATIONAL
PROCESSES

Three Primary Drivers

**PRIMARY DRIVER:
HIGH QUALITY GOVERNANCE**

BOARD
OPERATIONS

SAC
OPERATIONS

Secondary Drivers

BUDGET

POLICY

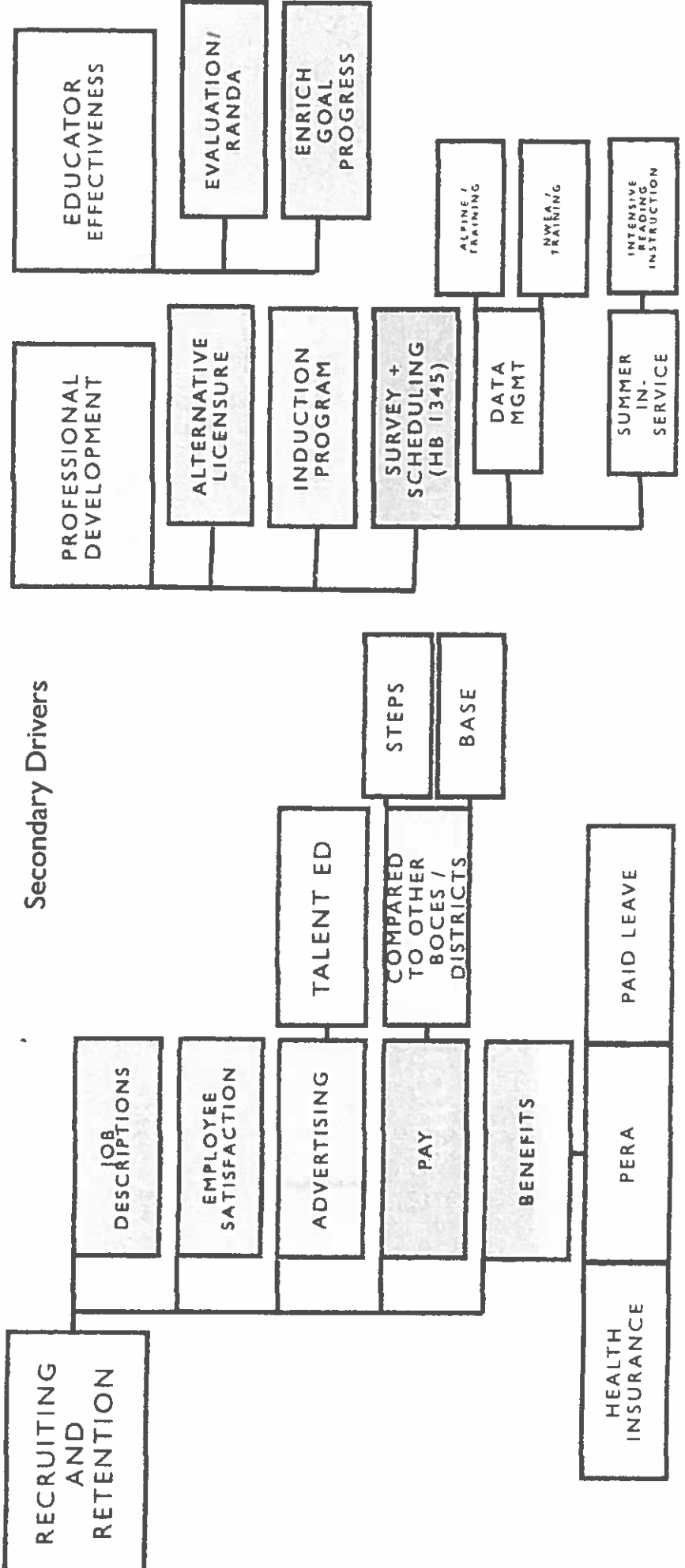
DIRECTOR
SUPERVISION
AND
EVALUATION

ESTABLISH
PRIORITIES

RECS FOR
RESOURCE
ALLOCATION

MONITOR
RESULTS

PRIMARY DRIVER: HIGH QUALITY STAFF



PRIMARY DRIVER:
HIGH QUALITY OPERATIONAL PROCESSES

Secondary Driver

ROLES AND RESPONSIBILITIES OF DISTRICTS / SC BOCES

GENERAL EDUCATION

MTSS

504

GIFTED

GUIDELINES FOR ASSESSMENT

SPECIAL EDUCATION

SERVICE MODEL

DETERMINING INTENSITY OF NEEDS

INDIVIDUAL

GROUP

CONSULT

EFFICIENT SCHEDULES

ONSITE OR ONLINE

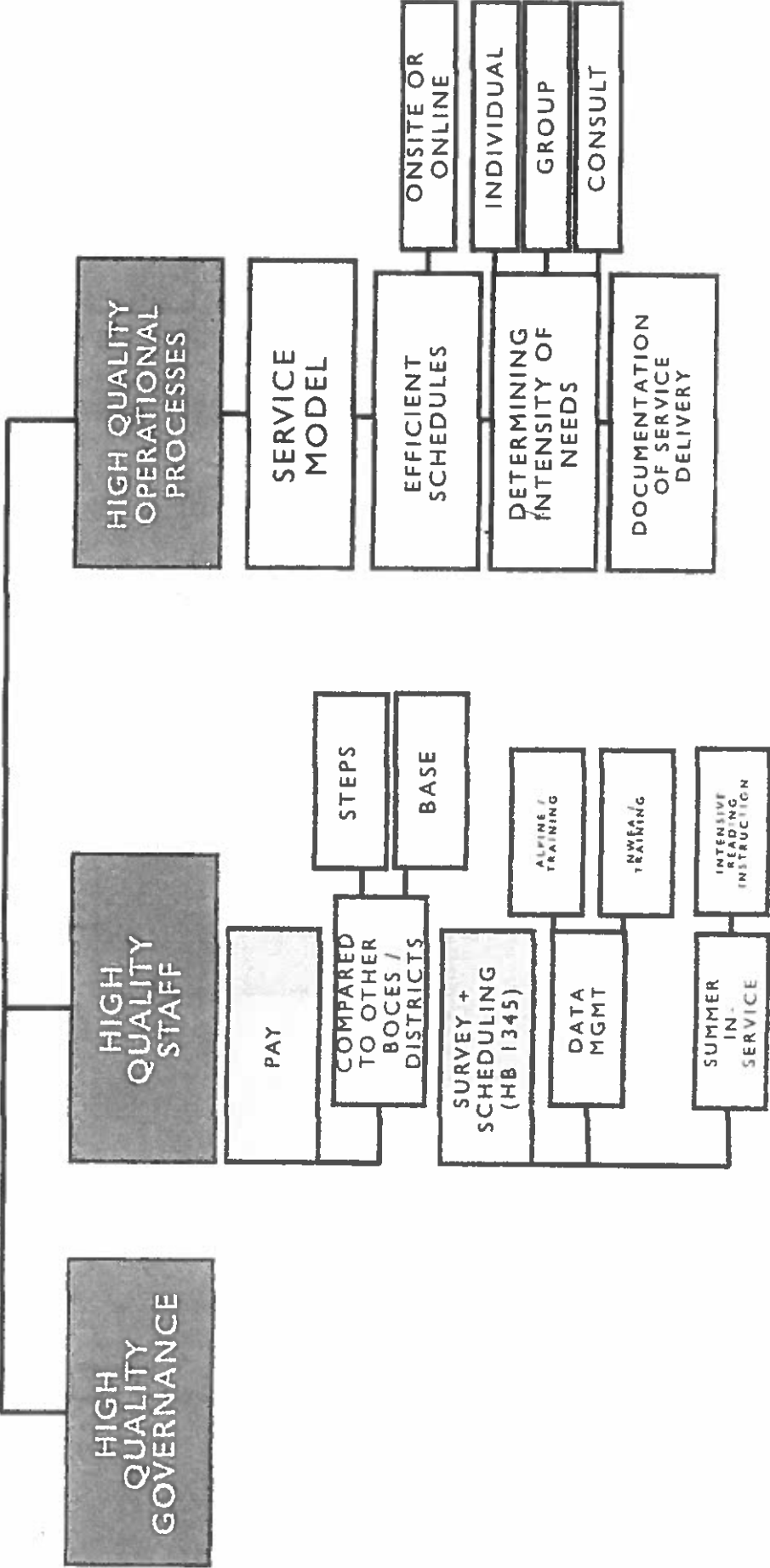
FULL UTILIZATION OF DISTANCE LEARNING

CALENDARING

SHARED COURSES PROVIDED ONLINE

DOCUMENTATION OF SERVICE DELIVERY

PROGRAMS + CHANGE IDEAS



THE EXCELLENCE IN EDUCATION COMMITTEE FUND OF THE WET MOUNTAIN VALLEY COMMUNITY FOUNDATION

COMMITTEE BY-LAWS

Article I - The Committee: These by-laws pertain to the Excellence in Education Committee (the "Committee") of the Wet Mountain Valley Community Foundation ("WMVCF"), which has been established to raise funds for the Custer County School Educational Excellence Fund (the "Fund"). These funds are designated for the exclusive benefit of the Custer County School District C-1 (the "School District"), its students, parents, teachers, and administrators.

Article II - Functions of the Committee:

- A. The Committee shall solicit funding sources to support the mission.
- B. The Committee shall make recommendations to the school administration and the WMVCF concerning prospective funding requests from appropriate funding sources.
- C. The Committee, upon approval from the school administration and WMVCF, shall pursue such funds in the name of either the Fund at WMVCF or the School District directly, as appropriate for the particular funding source. Each potential grant application will be discussed and reviewed by a representative of the school district (Superintendent, Principal, or Business Manager) before being submitted by the Committee. The Committee will also get approval from any school staff member involved in the execution of the grant, to verify school agreement with what is being submitted and that the use of this grant be monitored and sustainable.
- D. The Committee may also solicit other donations and advised funds to become part of the Fund at WMVCF in support of the School District.
- E. The Committee shall be bound by the policies set for it by the School District and policies pertaining to it as set by WMVCF. The Committee shall not have authority to speak for or act on behalf of either the School District or WMVCF unless specifically so authorized.
- F. The Committee shall be responsible for keeping complete records of all its activities, including all communications with donors and prospective donors, and shall be responsible for all necessary reporting required by any funding source. The Committee shall, in particular, assure that all donor intentions and conditions with respect to gifts are fully reported to the school administration.

- G. At least annually, the Committee shall complete a written report of its activities to WMVCF and the School Board.

Article III - Membership:

- A. All members of the Committee are voting members. Members may be appointed by WMVCF, the School Board, and the Committee from the community at large.
- B. Any member appointed by WMVCF or the School Board may, at any time, be removed by the appointing authority.
- C. Members who resign or who are removed shall be replaced. The Committee shall have a minimum of five, and a maximum of nine members at all times.
- D. No term limits shall apply to membership on the Committee

Article IV - Officers

- A. The members of the Committee shall annually elect from their numbers the following: a chairperson, a vice-chairperson, a secretary, and a treasurer. All officers shall be voting members of the Committee.
- B. Duties of the officers
 - 1. The chairperson shall conduct all meetings of the Committee and shall set the agenda. The chairperson, or his/her designee, shall solely be authorized to speak publicly about the decisions and activities of the Committee.
 - 2. The vice-chairperson shall act as chairperson in the chairperson's absence.
 - 3. The secretary or designated member shall take minutes of each meeting and maintain complete records of the Committee's activities and correspondence, all of which shall be made available to WMVCF, the School Board, or the school administration upon request.
 - 4. The treasurer or designated member shall maintain complete records of the Committee's gift and grand requests and donations, all of which shall be made available to WMVCF, the School Board, or the school administration upon request.
 - 5. The treasurer shall communicate as needed with the bookkeeper of the WMVCF, and will follow proper standard procedures for counting and depositing donations received by the Committee. The treasurer will present a short financial report to the Committee members at each of their regular meetings.

Article V - Meetings

- A. Meetings shall be called at the chairperson's discretion or at the request of two members of the Committee.
- B. A majority of the membership shall constitute a quorum.
- C. A vote of the majority of the members present at a meeting at which a quorum is established shall affirm or negate a decision of the Committee.
- D. A member may participate in any meeting of the Committee remotely. A member may also give a written proxy to any other member of the Committee to act on his or her behalf at any Committee meeting. Members communicating remotely or represented by proxy shall be deemed present at the meeting.
- E. The Committee may take action by conducting a telephone or email poll, provided that each member of the Committee is contacted, given reasonable information about the proposed action, and afforded a chance to vote for or against the proposition, or to abstain.

Article VI - Dissolution: If WMVCF ceases to exist as a qualified charity, or if at any time either WMVCF or the School Board desires to discontinue the Fund and the Committee within WMVCF, and if there are any funds remaining to be received or being held by WMVCF in the Fund, such funds shall be disbursed either to the School District for the purposes intended by donors of such funds, or to another qualified charity designated by the School Board to be further held and used in accordance with any applicable donor intentions and conditions.

Article VII - Amendments: These by-laws may be amended at any time by WMVCF with the approval of the School Board.

**THESE BY-LAWS HAVE BEEN ADOPTED ON _____, 2020
AND SUBMITTED TO THE SCHOOL BOARD ON _____,
2020.**

Custer County C-1

BOE Agenda Item

Meeting date: Feb. 11th

1. Agenda Number & Item: 12 a & b. Staff resignation and substitute approval

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 accept with regrets the resignation of Carmalene Odel CCSD Nurse and we approve Megan Justus as a substitute upon passing a required back ground check.

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

January 27, 2020

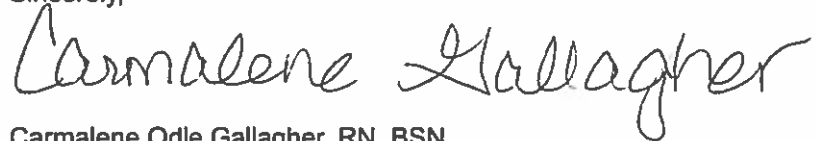
Dear Mr. McFalls and Mr. Vergilio,

Please accept this letter as my official resignation from my position as school nurse with Custer County School District, C-1 at the end of this contract year. After much contemplation, I have made the decision to not renew my contract for the 2020-2021 school year due to the needs of my own growing family.

I have thoroughly enjoyed my last 4 years with the district and am honored to have had a position that I truly will miss and find difficult to leave. It has been a pleasure to build relationships with students, families, and the community over this time.

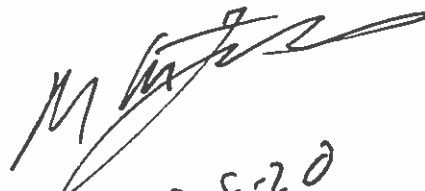
I am happy to help in whatever ways possible to ensure a smooth transition for both our students and a replacement.

Sincerely,



Carmalene Odle Gallagher, RN, BSN

1/28/2020


1-28-20

Custer County C-1

BOE Agenda Item

Meeting date: Feb. 11th

1. Agenda Number & Item: 13a. District calendar for the 2020-2021 school

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 district calendar for the 2020-2021 school year.

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls



Mike McFalls <michael.mcfalls@ccbobcats.net>

Fwd: Calendar winner!

1 message

Michelle Tillotson <michelle.tillotson@ccbobcats.net>
To: Michael McFalls <michael.mcfalls@ccbobcats.net>

Mon, Feb 3, 2020 at 8:32 AM

----- Forwarded message -----

From: michelle tillotson <michelle.tillotson@ccbobcats.net>
Date: Thu, Jan 30, 2020 at 9:19 AM
Subject: Calendar winner!
To: All <all@ccbobcats.net>

Hi everyone! The big winner of the calendar vote was (drum roll, please)....

B

Final votes were:

A-18
B-25
C-4

Calendar B will be presented to the School Board by Mr. McFalls at the February board meeting.

—
Michelle Tillotson
MTSS Coordinator
English Instructor

***Emails that include student information are considered confidential and are for school business only. Please do not add anyone to these emails. If you believe someone needs to be added, please notify me, and I will forward the email to them.*

—
Michelle Tillotson
MTSS Coordinator
English Instructor

***Emails that include student information are considered confidential and are for school business only. Please do not add anyone to these emails. If you believe someone needs to be added, please notify me, and I will forward the email to them.*

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

Teachers & Staff,

Attached are the proposed calendars for 2020-21. Please check front & back of this packet for all pertinent calendar details for each calendar option and the actual options (We're trying to save trees!). Fill out the bottom of this page and put in the manila envelope in the office by Wednesday, Jan. 29.

****Option A is similar to the calendar we have been running in recent years (not this year, of course)! Option B is similar to Option A, but it has the added feature of a soft start in January. If you vote for Option B, please note that with only two inservice days before school starts, time to work in our classrooms on those days will be limited. Option C allows for a later start. The needed days are all made up on select Fridays 1st semester. All calendars are 144 days, and the school day will run from 8 a.m. - 4 p.m. We are planning to continue with closed campus lunch, which allows us to count the secondary's 10 min. recess as instructional time. The result is that, this year, there are 7 snow days built into the calendar!**

Thanks,
Calendar Committee

School Calendar Voting Slip 2020-21

Name of teacher/staff member (please print): _____

Date: _____

My vote for the school calendar for 2020-2021 is option _____.

Signature: _____

****Turn into the office by January 29!**

Details for Calendar Options:

Option A:

Highlights: Soft start in August, no Fridays

Aug. 17-19: Teacher inservice/workdays

Aug. 20: First day of school

Sept. 7: Labor Day (no school)

Sept. 25: Teacher inservice

Oct. 15: Secondary P/T conferences 4:30-6 (MS & HS)

Oct. 22: Elem/MS end of 1st quarter

Oct. 29: Elementary P/T conference 8-6

Nov. 13: Teacher inservice

Nov. 20-29: Thanksgiving break

Dec. 17: High School, End of 1st semester

Dec. 18-Jan. 3: Christmas Break

Jan. 14: Elem/MS End of 2nd quarter

Jan. 29: Teacher inservice

Feb. 11: Elem. P/T Conferences 8-6 & HS P/T conferences 4:30-6

Mar. 18: MS/Elem End of 3rd Quarter

Mar. 19-28: Spring Break

Apr. 1: MS Student-Led Conferences, 8-6; Elementary Collaboration Day (no school for elem or ms)

May 27: High School End of 2nd semester, Elem. & MS End of 4th quarter

May 28: Teacher workday

Draft

Calendar

Option A

See details!
←

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
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20	21	22	23	24	25	26
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October 2020						
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November 2020						
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22	23	24	25	26	27	28
29	30					

December 2020						
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27	28	29	30	31		

January 2021						
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23	24	25	26	27	28	29
30	31					

February 2021						
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28						

March 2021						
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21	22	23	24	25	26	27
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April 2021						
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May 2021						
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June 2021						
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20	21	22	23	24	25	26
27	28	29	30			

Holidays:

Sep 7, 2020 Labor Day

Oct 12, 2020 Columbus Day (Most regions)

Nov 11, 2020 Veterans Day

Nov 26, 2020 Thanksgiving Day

Dec 25, 2020 Christmas Day

Jan 1, 2021 New Year's Day

Jan 18, 2021 Martin Luther King Jr. Day

Feb 15, 2021 Presidents' Day (Most regions)

May 31, 2021 Memorial Day

Calendar generated on www.timeanddate.com/calendar

* Must include 144 days (which gives us 7 built-in snowdays)
w/ closed campus lunch

Option B

Highlights: Soft starts in both August AND January, no Fridays

Aug. 17-18: Teacher inservice/workdays

Aug. 19: First day of school

Sept. 7: Labor Day (no school)

Sept. 25: Teacher inservice

Oct. 15: Secondary P/T conferences 4:30-6 (MS & HS)

Oct. 22: Elem/MS end of 1st quarter

Oct. 29: Elementary P/T conference 8-6

Nov. 13: Teacher inservice

Nov. 20-29: Thanksgiving break

Dec. 17: High School, End of 1st semester

Dec. 18-Jan. 3: Christmas Break

Jan. 4: Teacher inservice/workday

Jan. 14: Elem/MS End of 2nd quarter

Feb. 11: Elem. P/T Conferences 8-6 & HS P/T conferences 4:30-6

Feb. 13: Teacher inservice

Mar. 18: MS/Elem End of 3rd Quarter

Mar. 19-28: Spring Break

Apr. 1: MS Student-Led Conferences 8-6; Elementary Collaboration Day (no school for elem & ms)

May 27: High School End of 2nd semester, Elem. & MS End of 4th quarter

May 28: Teacher workday

Draft Calendar

Option B

See details
←

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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September 2020						
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October 2020						
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November 2020						
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December 2020						
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27	28	29	30	31		

January 2021						
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February 2021						
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March 2021						
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21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
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May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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June 2021						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Holidays:

Sep 7, 2020 Labor Day	Nov 26, 2020 Thanksgiving Day	Jan 18, 2021 Martin Luther King Jr. Day
Oct 12, 2020 Columbus Day (Most regions)	Dec 25, 2020 Christmas Day	Feb 15, 2021 Presidents' Day (Most regions)
Nov 11, 2020 Veterans Day	Jan 1, 2021 New Year's Day	May 31, 2021 Memorial Day

Calendar generated on www.timeanddate.com/calendar

* Must include 144 days (which gives us 7 built-in snowdays)
w/ closed campus lunch

Option C

Highlights: Later start, 3 Fridays in 1st semester, school still ends before Memorial Day

Aug. 20, 24, 25: Teacher inservice/workdays

Aug. 26: First day of school

Sept. 7: Labor Day (no school)

Sept. 11: Friday school

Sept. 25: Teacher inservice

Oct. 9: Friday School

Oct. 15: Secondary P/T conferences 4:30-6 (MS & HS)

Oct. 22: Elem/MS end of 1st quarter

Oct. 29: Elementary P/T conference 8-6

Nov. 13: Friday school

Nov. 20-29: Thanksgiving break

Dec. 4: Teacher inservice

Dec. 17: High School, End of 1st semester

Dec. 18-Jan. 3: Christmas Break

Jan. 14: Elem/MS End of 2nd quarter

Jan. 29: Teacher inservice

Feb. 11: Elem. P/T Conferences 8-6 & HS P/T conferences 4:30-6

Mar. 18: MS/Elem End of 3rd Quarter

Mar. 19-28: Spring Break

Apr. 1: MS Student-Led Conferences 8-6; Elementary Collaboration Day (no school elem and ms)

May 27: High School End of 2nd semester, Elem. & MS End of 4th quarter

May 28: Teacher workday

Draft

Calendar

Option C

see details
←

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
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September 2020						
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October 2020						
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November 2020						
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December 2020						
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6	7	8	9	10	11	12
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January 2021						
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February 2021						
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March 2021						
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April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Holidays:

Sep 7, 2020 Labor Day

Oct 12, 2020 Columbus Day (Most regions)

Nov 11, 2020 Veterans Day

Nov 26, 2020 Thanksgiving Day

Dec 25, 2020 Christmas Day

Jan 1, 2021 New Year's Day

Jan 18, 2021 Martin Luther King Jr. Day

Feb 15, 2021 Presidents' Day (Most regions)

May 31, 2021 Memorial Day

Calendar generated on www.timeanddate.com/calendar

* Must include 144 days (which gives us 7 built-in snowdays)
w/ closed campus lunch

Custer County C-1

BOE Agenda Item

Meeting date: Feb. 11th

a. Agenda Number & Item: 13b. Approval of Draw 19 for construction

1.

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 Draw 19 for construction."

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

Custer County C-1

BOE Agenda Item

Meeting date: Feb. 11th

Agenda Number & Item: 13c. Approval 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 District Financial Report – Monthly Overview and Check Vouchers”

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

Cash and Investment Summary

January '20 report

	December '19 Current Cash	January '19 Current Cash	January '20 Current Cash
General Fund	1,315,394.82	686,472.52	1,129,333.73
Insurance Reserve Fund	50,325.61	89,280.08	50,334.16
Capital Projects Fund	47,170.69	46,763.81	39,597.21
Bond Redemption Fund	239,023.18	234,748.10	238,988.61
Bond Construction Fund	4,464.47	4,612,526.20	172,190.62
Total at Month End	\$3,859,961.49	\$5,669,790.71	\$1,630,444.33

December 2019 Report

Corrected

Current Year 2019-2020

Preceding Year 2018-2019

	Current Year 2019-2020			Preceding Year 2018-2019			
	Current Period December	Year to Date 2019-2020	YTD Remaining Budget	Budget 2019-2020	Year to Date 2018-2019	Budget 2018-2019	Percent of 2018-2019
REVENUES							
Property Taxes	22,104.65	162,459.95	2,105,609.05	2,268,069.00	161,298.31	2,242,784.00	7%
Specific Ownership Taxes	41,407.09	229,336.88	107,919.12	337,256.00	177,420.72	315,899.00	68%
Interest GF	233.26	3,948.47	51.53	4,000.00	3,528.52	3,200.00	99%
Other Local Tax Adjustment	-	-	-	-	(16,788.53)	-	110%
Other Local	1,037.50	32,574.36	71,925.64	104,500.00	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	747,576.36	1,317,154.00	57%
Federal	4,344.28	54,910.12	236,534.88	291,445.00	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	8,477.58	42,200.00	20%
Insurance Reserve	10.84	178.60	(177.60)	1.00	15,183.24	30,000.00	51%
Total General Fund Revenues	175,624.06	1,184,244.13	4,684,740.87	5,868,985.00	1,198,775.86	5,446,381.00	22%
EXPENDITURES							
Total Salaries	191,989.92	1,147,110.64	1,170,300.36	2,317,411.00	1,054,957.10	2,148,170.00	49%
Total Benefits	68,441.10	416,316.34	534,950.66	951,267.00	407,013.71	934,749.00	44%
Purchased Services & Supplies	38,874.36	492,621.68	694,687.32	1,187,309.00	490,325.71	1,186,105.00	41%
Capital Projects	7,581.21	40,807.37	86,733.63	127,541.00	60,287.68	117,780.00	51%
Insurance Reserve	16,072.59	31,634.10	60,365.90	92,000.00	16,471.72	120,000.00	14%
Reserves	-	-	-	-	-	-	-
Total General Fund Expenditures	322,959.18	2,128,490.13	2,547,037.87	4,675,528.00	2,029,055.22	4,506,804.00	45%

January 2020 Report

Current Year 2019-2020

Preceding Year 2018-2019

	Current Period Jan-20	Year to Date 2019-2020	YTD Remaining Budget	Budget 2019-2020	Percent of 2019-2020	Preceding Year Jan-19	Year to Date 2018-2019	Budget 2018-2019	Percent of 2018-2019
REVENUES									
Property Taxes	-	162,459.95	2,105,609.05	2,268,069.00	7%	-	161,298.31	2,242,784.00	7%
Specific Ownership Taxes	37,441.00	266,778.73	70,477.27	337,256.00	79%	35,404.00	212,824.72	315,899.00	67%
Interest GF	224.38	4,172.85	(172.85)	4,000.00	104%	384.46	3,192.98	3,200.00	100%
Other Local Tax Adjustment	-	-	-	-	-	-	(16,788.53)	-	-
Other Local*	117,128.85	149,703.21	(45,203.21)	104,500.00	143%	4,589.14	38,480.63	84,500.00	46%
Sale of Fixed Assets	-	-	-	-	-	-	-	-	-
Total State	105,551.34	795,694.70	637,414.30	1,433,109.00	56%	93,507.34	841,038.70	1,317,154.00	64%
Federal	5,671.12	60,581.24	230,863.76	291,445.00	21%	5,252.32	73,440.49	339,759.00	22%
Beginning Fund Balance	-	-	1,349,355.00	1,349,355.00	-	-	-	1,070,885.00	-
Capital Projects	7.73	10,700.12	70,549.88	81,250.00	13%	21.61	8,499.19	42,200.00	20%
Insurance Reserve	8.55	187.15	(186.15)	1.00	18715%	2,969.47	18,152.71	30,000.00	61%
Total General Fund Revenues	266,032.97	1,450,277.95	4,418,707.05	5,868,985.00	25%	142,128.34	1,340,904.20	5,446,381.00	25%
EXPENDITURES									
Total Salaries	191,747.06	1,338,857.70	978,553.30	2,317,411.00	58%	187,967.01	1,242,924.11	2,148,170.00	58%
Total Benefits	69,439.64	485,755.98	465,511.02	951,267.00	51%	69,493.26	476,506.27	934,749.00	51%
Purchased Services & Supplies	65,945.30	558,566.98	628,742.02	1,187,309.00	47%	131,338.41	621,664.12	1,186,105.00	52%
Capital Projects	7,581.21	48,388.58	79,152.42	127,541.00	38%	2,901.37	63,189.05	117,780.00	54%
Insurance Reserve	-	31,634.10	60,365.90	92,000.00	34%	8,723.95	25,195.67	120,000.00	21%
Reserves	-	-	-	-	-	-	-	-	-
Total General Fund Expenditures	334,713.21	2,463,203.34	2,212,324.66	4,675,528.00	53%	400,424.00	2,429,479.22	4,506,804.00	54%

January 2020 Payroll and Non-Payroll Checks

Custer County C1

Check Report

Begin Date: 01/01/2020; End Date: 01/31/2020; Check Type: Accounts Payable and Payroll Liability; Payee: [All]; Bank: Colorado Mountain Bank; Accounting Cycle: FY19-20; Limit_Cycle: No; Account Code Expression: [All]; Show Detail by Voucher: Yes; Created On: 2/5/2020 9:41:38 PM

Payee	Check Date	Check	Description	Type	Amount
Affordable HVAC, LLC	01/06/2020	47802	Ice maker installation	Accounts Payable	\$1,226.00
Aflac	01/26/2020	47912	Aflac Accident Ins EO	Payroll Liability	\$21.58
Aflac	01/26/2020	47912	Aflac Accident Ins ES	Payroll Liability	\$30.55
Aflac	01/26/2020	47912	Aflac Cancer Ins E+1	Payroll Liability	\$53.95
Aflac	01/26/2020	47912	Aflac Cancer Ins EO	Payroll Liability	\$31.72
Aflac	01/26/2020	47912	Aflac-Critical Care Ins EO	Payroll Liability	\$41.08
Airgas USA, LLC	01/06/2020	47803	Supplies	Accounts Payable	\$304.87
American Public Life Insurance	01/26/2020	47913	APL Gap Insurance EO	Payroll Liability	\$240.00
American Public Life Insurance	01/26/2020	47913	APL Gap Insurance ES	Payroll Liability	\$80.00
Anthem BCBS VIS	01/26/2020	47914	Vision Ins FAM	Payroll Liability	\$99.64
Anthem BCBS VIS	01/26/2020	47914	Vision Ins EC	Payroll Liability	\$15.70
Anthem BCBS VIS	01/26/2020	47914	Vision Ins EO	Payroll Liability	\$269.92
Anthem BCBS VIS	01/26/2020	47914	Vision Ins ES	Payroll Liability	\$131.12
AT & T Mobility	01/21/2020	47880	Bus barn mobile phone Nov/Dec 2019	Accounts Payable	\$47.08
Atlas Building Maintenance, Inc.	01/21/2020	47881	Kitchen cleaner	Accounts Payable	\$361.96
Black Hills Energy	01/06/2020	47804	Dec Electricity	Accounts Payable	\$16,698.50
Bosse Ranch And Repair	01/21/2020	47882	Transportation parts and labor	Accounts Payable	\$5,602.60
Caplan And Earnest LLC	01/21/2020	47883	Legal consultations-Nov	Accounts Payable	\$73.50
CCSD Junior Class	01/06/2020	47805	FB Concessions	Accounts Payable	\$64.50
CEBT	01/26/2020	47915	Med Ins Child(ren)	Payroll Liability	\$501.00
CEBT	01/26/2020	47915	Med Ins Spouse	Payroll Liability	\$1,174.00
CEBT	01/26/2020	47915	Medical Ins. Family	Payroll Liability	\$820.00
CEBT Payments	01/31/2020	47933	Feb Med Ins	Accounts Payable	\$27,674.66
CENEX FLEETCARD	01/21/2020	47884	Dec Fuel	Accounts Payable	\$2,081.41
CenturyLink	01/06/2020	47806	Dec phone/Internet	Accounts Payable	\$5,425.95
Coleman Auto Supply, Inc.	01/21/2020	47885	Bus parts	Accounts Payable	\$180.01
Colorado State Treasurer	01/26/2020	47916	Unemployment	Payroll Liability	\$572.97
Colorado State Treasurer	01/26/2020	47925	Unemployment	Payroll Liability	\$1.59
Colorado State Treasurer	01/28/2020	479308	Unemployment	Payroll Liability	\$0.84
Colorado Dept. Of Revenue	01/26/2020	47917	State Withholding - CO	Payroll Liability	\$4,907.00
Colorado P E R A	01/26/2020	47918	PERA Contribution	Payroll Liability	\$54,647.33
Colorado P E R A	01/26/2020	47918	PERA Ins	Payroll Liability	\$62.00
Colorado P E R A	01/26/2020	47926	PERA Contribution	Payroll Liability	\$154.35
Colorado P E R A	01/28/2020	479309	PERA Contribution	Payroll Liability	\$81.49
Colorado/West Equipment, Inc.	01/06/2020	47807	Bus maintenance	Accounts Payable	\$205.84
Companion Life	01/26/2020	47919	Dental Ins E+1	Payroll Liability	\$378.35
Companion Life	01/26/2020	47919	Dental Ins EO	Payroll Liability	\$760.40
Companion Life	01/26/2020	47919	Dental Ins, Principal+1	Payroll Liability	\$37.65
CopperPoint Insurance Company	01/06/2020	47808	Work Comp Ins. Installment	Accounts Payable	\$2,739.30

Crestone Graphics	01/06/2020	47809	MSBBB shirts	Accounts Payable	\$164.50
Crestone Graphics	01/21/2020	47886	Staff shirts/hoodies order	Accounts Payable	\$406.70
Curt Lukassen	01/21/2020	47887	MSBB Official	Accounts Payable	\$102.20
Custer County	01/21/2020	47888	Vermont Tower	Accounts Payable	\$564.85
Custer County High School	01/26/2020	47920	Staff Scholarship	Payroll Liability	\$174.93
Custer County Public Health Agency	01/06/2020	47810	CPR/1st Aide Class	Accounts Payable	\$52.00
Custer County School Activity	01/21/2020	47889	Reimb Activity #355 for VB Regional	Accounts Payable	\$455.00
Custer County School Activity	01/26/2020	47921	Computer Ins Pool	Payroll Liability	\$39.00
Digitcom Electronics	01/21/2020	47890	Bus radio chargers	Accounts Payable	\$530.44
Dr. Terre Davis	01/06/2020	47811	Reimb Mileage-CASB Conv	Accounts Payable	\$104.40
Drenda Manning	01/21/2020	47891	MSBBB Official	Accounts Payable	\$70.00
Federal Reserve-KC	01/26/2020	EFT	Direct Deposit	Payroll Liability	\$145,942.15
First State Bank of Colorado	01/26/2020	47922	Federal Withholding	Payroll Liability	\$11,175.61
First State Bank of Colorado	01/26/2020	47922	Medicare	Payroll Liability	\$5,538.04
First State Bank of Colorado	01/26/2020	47927	Medicare	Payroll Liability	\$15.36
First State Bank of Colorado	01/28/2020	479310	Medicare	Payroll Liability	\$8.10
Fleetwood Student Sales, Inc.	01/21/2020	47892	Master locks and keys	Accounts Payable	\$540.88
Harris School Solutions	01/21/2020	47893	W-2 Forms	Accounts Payable	\$126.30
HMC Networks, Inc.	01/06/2020	47813	Jan IT Tech Support	Accounts Payable	\$1,750.00
Jim Austin Snow Plowing	01/06/2020	47814	Bus Barn snow plowing	Accounts Payable	\$250.00
Jim Austin Snow Plowing	01/21/2020	47894	Snow plowing	Accounts Payable	\$50.00
Johnson Controls Fire Protection LP	01/06/2020	47815	Fire inspection	Accounts Payable	\$420.00
Kraus, Janice M	01/21/2020	47895	Reimb classroom supplies	Accounts Payable	\$87.07
Leonard, Cheryl J	01/21/2020	47896	Reimb MS SPED Supplies	Accounts Payable	\$67.53
McKinney Door & Hardware, Inc.	01/21/2020	47897	Lock/Key Supplies	Accounts Payable	\$1,001.02
Michael McFalls	01/21/2020	47898	CDE presentation travel expenses	Accounts Payable	\$99.87
Mountain Publishing Co, Inc. (The)	01/21/2020	47899	Help Wanted Ad: Admin	Accounts Payable	\$80.00
Mountain West Agency Services	01/06/2020	47816	Workers Comp claim pymt	Accounts Payable	\$2,703.46
P Bar O Disposal	01/06/2020	47817	Dumpsters-weekly pick up + extra	Accounts Payable	\$580.00
Pineview Custom Engraving, LLC	01/21/2020	47900	Plaques-Oversight Committee	Accounts Payable	\$50.00
Pitney Bowes Purchase Power	01/06/2020	47818	Postage Meter Lease-Dec	Accounts Payable	\$199.92
PRO COM	01/06/2020	47819	Random testing	Accounts Payable	\$45.00
Pueblo Community College	01/21/2020	47901	Concurrent Enrollment	Accounts Payable	\$2,764.80
Rachel Clinec	01/21/2020	47902	Spanish books	Accounts Payable	\$65.90
Regional Care, Inc.	01/06/2020	47821	1094/95 processing setup fee	Accounts Payable	\$500.00
Round Mountain Water	01/21/2020	47903	Dec water	Accounts Payable	\$1,151.97
San Isabel Services Propane	01/06/2020	47822	Propane	Accounts Payable	\$1,873.68
San Isabel Services Propane	01/21/2020	47904	Propane	Accounts Payable	\$2,099.70
Seifert Enterprises LLC	01/06/2020	47823	Snowplowing	Accounts Payable	\$812.50
Shamrock CO Foods Division	01/06/2020	47824	Additional for Inv #20181889	Accounts Payable	\$312.49
Shamrock CO Foods Division	01/06/2020	47824	Food	Accounts Payable	\$4,613.44
Shamrock CO Foods Division	01/21/2020	47905	Food	Accounts Payable	\$2,279.22
Steven McNew	01/21/2020	47906	MSBB Official	Accounts Payable	\$73.00
Tillotson, Michelle R	01/06/2020	47825	Reimb College Lit/Eng 12 texts	Accounts Payable	\$78.84
Voluntary Investment Program	01/26/2020	47923	Pera 401k	Payroll Liability	\$1,850.00

Voluntary Investment Program	01/26/2020	47923	Pera 401k %	Payroll Liability	\$363.83
WAXIE Sanitary Supply	01/21/2020	47907	Custodial Supplies	Accounts Payable	\$343.44
Westcliffe Petroleum, Inc.	01/21/2020	47908	Fuel	Accounts Payable	\$342.49
Westcliffe Petroleum, Inc.	01/21/2020	47908	Transp Fuel	Accounts Payable	\$268.45
Wet Mountain Tribune	01/21/2020	47909	Ad	Accounts Payable	\$22.00
Wet Mountain Tribune	01/21/2020	47909	Ads-175813	Accounts Payable	\$130.00
Xerox Corporation	01/21/2020	47910	MX1-215283	Accounts Payable	\$246.24
Xerox Corporation	01/21/2020	47910	MX1-215296	Accounts Payable	\$247.50
Xerox Corporation	01/21/2020	47910	MX1-215340	Accounts Payable	\$261.99
Xerox Financial Services	01/21/2020	47911	Large Copiers - Lease & Protection Plan	Accounts Payable	\$1,944.99
Sub Total					\$323,841.21

Custer County C-1

BOE Agenda Item

Meeting date: Feb. 11th

Agenda Number & Item: 14a. First Reading:

- i. Policy DBE Restricted / Prohibited Expenditures
- ii. Policy IHBK, IHBK-R Post-secondary and Workforce

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 First Reading of:

- iii. Policy DBE Restricted / Prohibited Expenditures
- iv. Policy IHBK, IHBK-R Post-secondary and Workforce

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

DBE

RESTRICTED/PROHIBITED EXPENDITURES

A. General Principles.

This policy is intended to prohibit/restrict specific expenditures made for the benefit of District employees, spouses/significant others, or their families. It does not apply to travel, food/beverages, apparel and similar expenditures made strictly and exclusively for students, parents, or other community members in support of Board of Education objectives and priorities.

This policy only applies to the use of "District funds." "District funds" refers to revenues disbursed to the District, its departments and schools through the general fund, mill levy overrides, general obligation bonds, certificates of participation, allocations from the federal government through "title" programs, other tax revenues, **or funds that may be accrued through district activity or expenditure of funds (ex. Credit cards cash back, etc.)**. "District funds" include professional development funds allocated for use by a specific employee or to a position on District Staff. "District funds" do not include revenues received by third party donations, including those from parents, foundations, and businesses; those resulting from employee expenditures, nor those generated from fundraising efforts in which it is disclosed that some portion of the proceeds will be spent for the benefit of District employees.

Money collected exclusively by staff members from other staff members for social purposes may be deposited in an external account. This does not apply to funds from other sources, including fundraising.

This policy's prohibitions apply to all employee groups, including senior District leadership.

B. Food/Beverage Expenditures.

The expenditure of District funds for food or beverages, including but not limited to staff appreciation events, staff meetings, and training meetings, is prohibited except as provided below.

Permitted exceptions to the food and beverage prohibition are the following, or events that are similar in scope or purpose to the specific exceptions identified above:

1. Food/beverages for Back-to-School Night events, parent/teacher conferences, and other events with the primary purpose of parent or community engagement, provided that such food/beverages are furnished exclusively at school sites.
2. Food/beverage purchases celebrating exceptional achievements by groups of students, provided that such food/beverages are furnished exclusively at school sites.
3. The annual dinner recognizing retirees from the District.

4. Events where staff or committees or asked to stay after school or work on a non-calendar school day for a school function.

5. Inservice days that are on the school calendar.

District staff may partake of any food / beverages purchased pursuant to any of the above exceptions.

C. Employee Gifts/Purchases.

Except for work-related clothing provided pursuant to a collective bargaining master agreement, District funds shall not be used to purchase t-shirts, sweatshirts, water bottles, bags, gift cards, or other items of a personal nature regardless of whether such item includes a District, department, or school logo.

D. Employee Recognition.

There are circumstances and occasions wherein District employees deserve recognition for their exceptional or extraordinary service to students. Within the guidelines and principles of this policy, department supervisors and principals may determine that District funds in an amount not to exceed \$40 per employee per year may be expended on items of a personal nature to acknowledge the exceptional or extraordinary service. Such a determination may be made only when there are no "non-District funds" as identified above, available for the expenditure.

Adopted:

Revised Sample Policy

File: IHBK*

NOTE: Boards are required by law to adopt a policy that requires notification to the parents of eighth grade students of the district's available courses that satisfy the higher education admission guidelines of the Colorado Commission on Higher Education and a policy requiring each school to assist students and their parents to develop and maintain individual career and academic plans no later than the beginning of ninth grade. This policy reflects these legal requirements.

This policy is intended to replace former policy IHA, Basic Instructional Program.

Preparation for Postsecondary and Workforce Success

The Board believes that to decrease student dropout rates, increase graduation rates and encourage all students to reach their learning potential, it is important to support students in planning for postsecondary and workforce opportunities throughout their education. To promote students' postsecondary and workforce success and in accordance with state law, the district shall provide the following opportunities and information.

Sixth grade: Each student who enrolls in the sixth grade, on the day of enrollment, will be encouraged to register with the state-provided, free online college planning and preparation resource, commonly referred to as "CollegelnColorado."

Eighth grade: The Colorado Commission on Higher Education (CCHE) will provide information to the parents/guardians of eighth grade students about the admission requirements for institutions of higher education in Colorado. In addition, the district will make information available to these same parents/guardians about the courses the district offers that meet the CCHE admission requirements. This information will be made available to parents/guardians prior to the student's enrollment in his or her ninth grade courses.

NOTE: State law requires the district to assist students with the development of individual career and academic plans (ICAPs) no later than the beginning of ninth grade. The district may choose, however, to require development of ICAPs in any grade prior to ninth grade. C.R.S. 22-32-109(1)(oo)(l).

Beginning in 9 grade: District personnel shall assist students to develop and maintain individual career and academic plans (ICAP) in accordance with the requirements of state law. Each student's ICAP will be designed to assist the student and the student's parent/guardian with the following:

- exploring the postsecondary career and educational opportunities available to the student;
- aligning coursework and curriculum;
- setting performance expectations;
- meeting academic and career goals;
- applying to postsecondary education institutions;

- enabling the student to demonstrate postsecondary and workforce readiness prior to or upon high school graduation;
- securing financial aid; and
- ultimately entering the workforce.

The district's plan for the development and implementation of student ICAPs shall be in accordance with this policy's accompanying regulation.

(Adoption date)

LEGAL REFS.: C.R.S. 22-32-109 (1)(ff) (*notice of courses that satisfy higher education admission guidelines*)
C.R.S. 22-32-109 (1)(oo) (*board duty to adopt policy requiring individual career and academic planning for students no later than the beginning of ninth grade*)
C.R.S. 22-32-109.5 (4) (*district may administer "basic skills developmental education" placement or assessment tests to determine postsecondary and workforce readiness; if such test is administered, score shall be included on student's ICAP*)
C.R.S. 22-54-138 (*career development success program provides financial incentives to participating districts to encourage completion of industry-credential programs, apprenticeships and advanced placement courses*)
1 CCR 301-81 (*rules governing standards for individual career and academic plans*)

CROSS REFS.: IHCDA, Concurrent Enrollment
IKF, Graduation Requirements

NOTE: A district that chooses to participate in the career development success program shall "regularly communicate to all high school students" regarding qualified industry-credential programs, qualified internship, residency, or construction industry pre-apprenticeship or apprenticeship programs, and qualified advanced placement courses and the benefits a student receives as a result of successfully completing one of these programs or courses. Such communications shall be designed "with the goal of increasing participation in these programs and courses across all student subgroups." C.R.S. 22-54-138(7).

Revised Sample Regulation

File: IHBK*-R

NOTE: Colorado school districts are required by law to adopt a regulation on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

This regulation is intended to replace former regulation IHA-R, Basic Instructional Program.

Preparation for Postsecondary and Workforce Success (Implementation Plan for Student Individual Career and Academic Plans)

In accordance with state law and the timeline prescribed by applicable State Board of Education rules (Rules), the district shall create a plan for the development and implementation of student individual career and academic plans (ICAP).

NOTE: The Rules require the district's ICAP implementation plan to be "based on recommendations from school counselors, school administrators, school personnel and/or approved postsecondary service providers" (e.g. Trio, Gear Up, Denver Scholarship Foundation, admission counselors).

At a minimum, the district's ICAP plan shall address:

1. How the district will ensure that all students, beginning in the 9 grade, have access to and assistance in the development of an ICAP.

NOTE: Insert the grade level at which the district will provide access to ICAPs, in accordance with this regulation's accompanying policy. The Rules require school counselors, school administrators, school personnel, and/or approved postsecondary service providers at the middle and high school levels to ensure students and parents/guardians receive information and advising regarding the relationship between the ICAP and postsecondary goals and expectations.

NOTE: State law requires schools to ensure that, in developing and maintaining each student's ICAP, the counselor or teacher explains to students and their parents/guardians: (1) the requirements for and benefits of enrolling in postsecondary courses pursuant to the Concurrent Enrollment Programs Act, (2) the various career pathways created by state law concerning workforce development and the types of certificates and jobs to which each pathway leads, and (3) the skills and educational opportunities available through military enlistment. The explanation to students' parents/guardians shall be by electronic mail or other written form. C.R.S. 22-32-109 (1)(oo)(III).

NOTE: State law also requires schools to assist students to use the ICAP "effectively" to: (1) direct the student's course selections and performance expectations in at least grades nine through twelve; (2) assist the student in meeting the academic and career goals described in the ICAP; and (3) enable the student to demonstrate postsecondary and workforce readiness prior to or upon graduation from high school at a level that allows the student to progress toward the student's postsecondary education goals, if any, without requiring remedial educational services or courses. C.R.S. 22-32-109-(1)(oo)(II).

*NOTE: Finally, state law provides that districts "may" administer basic-skillsdevelopmental education placement or assessment tests to students in grades 9 through 12. C.R.S. 22-32-109.5-(4)(a). If such tests are administered, the scores of the testing "shall" be included on the student's ICAP. C.R.S. 22-32-109.5-(4)(b); 1 CCR 301-81, Rule 2.01(1)(k). If a student's scores indicate that the student is at risk of being unable to demonstrate postsecondary and workforce readiness prior to or upon high school graduation, school personnel "shall" work with the student and student's parent/guardian to create an intervention plan. *Id.**

2. The role and responsibilities of the student, parents/guardians, and district staff in creating and updating an ICAP for the student.

NOTE: Best practices indicate a partnership involving the student, parents/guardians, and school staff, with the student "driving" the ICAP process, creates a relevant and personalized ICAP for the student.

3. The activities that will be addressed at each grade level of a student's ICAP.

NOTE: State law requires ICAPs to address specific elements. See, C.R.S. 22-2-136-(1); 1 CCR 301-81, Rule 2.01(1). However, these elements may be addressed differently at each grade level. For example, career planning in eighth grade may look different than career planning in eleventh grade. The Rules require review of a student's ICAP on an annual basis. Such review shall indicate any differences from the previous year's ICAP, including but not limited to goal revision, new postsecondary career and educational plans, financial aid opportunities and changes in academic courses.

4. How students' ICAPs will be stored.

NOTE: The Rules require ICAP and ICAP related data to be available upon request to the student, parent/guardian, educators and/or approved postsecondary service providers in electronic and/or printable form. The Rules also require the district's ICAP plan to include a means to insert ICAP related data into an electronic database for an individual student, "to the extent practicable." 1 CCR 301-81, Rule 2.01(1)(j).

5. If possible, the professional development that will be provided to appropriate district staff regarding ICAPs and the staff's role in implementing the district's ICAP plan.

NOTE: The Rules require the district's ICAP plan to demonstrate that professional development regarding ICAP implementation is in place for school counselors, school administrators and school personnel "where possible." Staff training opportunities about ICAP development and implementation are provided at no cost to school districts by organizations such as College in Colorado, Colorado Department of Education and the Community College System's Career and Technical Education Office.

6. The method that will be used to evaluate the implementation and effectiveness of the district's ICAP plan.

NOTE: One option is to base the district's evaluation method on the American School Counselor Association's National Model Standards.

(Adoption date)

NOTE 1: State law concerning workforce development defines a career pathway as "a series of connected education and training strategies and support services that enable students to secure industry-relevant skills and certification where applicable, to obtain employment within an occupational area, and to advance to higher levels of future education and employment." C.R.S. 24-46.3-104 (2)(b).

NOTE 2: Comprehensive career guidance resources and ICAP support, including sample ICAP implementation plans, can be found on the Colorado Community College System's website, www.coloradostateplan.com/counselors.htm, College In Colorado's website, www.collegeincolorado.org, and College In Colorado Partner Network's website, www.cicpartnernetnetwork.org.

Custer County C-1

BOE Agenda Item

Meeting date: Feb. 11th

Agenda Number & Item: 14b. Second Reading

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 Second Reading of policies i through xii.

- i. Policy JLCE First Aide
- ii. Policy BEC, BEDA Executive Sessions, Notification of BOE Meetings
- iii. Policy GBEB, Staff Conduct
- iv. Policy GCE/GCF, GDE/GDF, GCE/GCF-R, GDE/GDF-R Staff Recruiting
- v. Policy KDB Freedom of Information
- vi. CBF Superintendent's Conduct
- vii. Policy BC, BC-R Board Member's Conduct
- viii. Policy IHBIB Primary/Preprimary Education
- ix. Policy KFA Public Conduct on School Property
- x. Policy JLCD Administering Medications to Students
- xi. Policy JLCDB Administering Medical Marijuana to Qualified Students

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

Custer County C-1

BOE Agenda Item

Meeting date: Feb. 11th

Agenda Number & Item: 14c. Second Reading

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 Second Reading of:

- i. Policy DID Inventories and Tagging
- ii. Policy DIE Audit
- iii. Policy DJB Federal Procurement

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

Annual Audit

In accordance with state law, all funds and accounts of the district shall be audited annually, following the close of the fiscal year.

The Board shall issue a request for proposal (RFP) every three years or use some other similar process for selection of an independent auditor licensed to practice in Colorado and knowledgeable in government accounting to conduct the audit. The independent auditor also shall audit the activities accounts of the district for report to the Board of Education.

The audit report shall contain among other information:

1. Financial statements prepared insofar as possible in conformity with generally accepted governmental accounting principles. (The financial statements are the representation of the district whether prepared by the district or by the auditor.)
2. Disclosures in accordance with the Financial Policies and Procedures Handbook. The supplemental schedules of receipts and expenditures for each fund shall be in the format prescribed by the State Board of Education and shall be in agreement with the audited financial statements of the district.
3. All funds and activities of the school district.
4. A budget to actual comparison for each fund and activity.
5. The auditor's opinion on the financial statements. If the opinion is anything other than unqualified, the reason must be explained. The opinion shall include general fixed assets.
6. Disclosure of all instances of noncompliance with state law, including the Public School Finance Act of 1994, irrespective of materiality.
7. A supplemental listing of all investments held by the district at the date of the financial statement.
8. A calculation of the school district's fiscal year spending in accordance with the state constitution.

NOTE: Colorado school districts that receive federal funds are required by federal law to adopt procurement procedures and the law contains some specific direction as to the content or language. This sample policy and its accompanying regulation contain the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

*The district may continue to comply with the procurement standards in previous federal guidance for two additional fiscal years following the implementation of the federal Uniform Grant Guidance (UGG), which became effective December 26, 2014. If the district chooses to use previous procurement standards, the district must document this decision in its internal procurement policies and procedures. **As of July 1, 2017, districts that receive federal funds must comply with the UGG for all purchases made with federal funds and must implement procurement procedures that meet the UGG's requirements.***

Federal Procurement

This policy and its accompanying regulation shall apply to the purchase of services, supplies, equipment or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of such laws shall control.

NOTE: We recommend the following paragraph to clarify that district employees shall follow other applicable Board policies and state law, such as purchasing authority and competitive bidding, to the extent these policies impose additional requirements or procedures. For example, state law requires districts to conduct criminal background checks for any person providing direct services to students pursuant to a written contract. C.R.S. [22-32-122 \(4\)](#).

District employees shall follow Board policy concerning employee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. District employees shall also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements that are not inconsistent with this policy and its accompanying regulation. **When applicable by law and/or policy a check for debarment with the Secretary of State shall be conducted as well as, where applicable by law or policy a requirement of a criminal background check, proof of liability insurance and works comp. shall be provided.**

Micro-purchases (less than \$3,500)

A "micro-purchase" is a purchase that, in an aggregate amount, is less than \$3,500.

NOTE: The micro-purchase dollar amount is adjusted periodically by the federal government. The threshold most recently established and published in the Federal Register is \$3,500.

Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy, "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the district will distribute micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

Small purchases (\$3,500 to under \$150,000)

A "small purchase" is a purchase that, in an aggregate amount, is \$3,500 or more, but less than \$150,000.

NOTE: Given that the federal government periodically adjusts the micro-purchase dollar amount as well as the amount that requires competitive bidding, the amount considered to be a "small purchase" is currently \$3,500 or more but less than \$150,000.

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy's accompanying regulation, unless:

1. a valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., "single source" procurement); or
2. the district elects to use a more formal competitive bid or request for proposal process.

Large purchases (\$150,000 or more)

A large purchase is a purchase that, in an aggregate amount, is \$150,000 or more.

NOTE: The dollar amount at which competitive bidding is required is adjusted periodically by the federal government. The threshold most recently established and published in the Federal Register is \$150,000.

The district shall conduct a cost or price analysis for large purchases that, at a minimum, includes making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A cost analysis means evaluating the separate cost elements that make up the price. A price analysis means evaluating the total price, without looking at the individual cost elements.

Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which shall then be incorporated into any solicitations of bids or proposals.

Unnecessary or duplicative items

The district shall avoid the acquisition of unnecessary or duplicative items.

Consideration shall also be given to consolidating or breaking out purchases to obtain a more economical purchase.

Recordkeeping

The district shall maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

(Adoption date)

LEGAL REFS.: 2 C.F.R. Part 200 Subpart D (*post-award requirements under the federal Uniform Grant Guidance*)

2 C.F.R. 200.318 (*general standards for procurement supported by federal funds*)

2 C.F.R. 200.319 (*written procurement standards required*)

2 C.F.R. 200.320 (*methods of procurement to be followed*)

2 C.F.R. 200.323 (*cost or price analysis*)

2 C.F.R. 200.333 (*record retention requirements*)

2 C.F.R. 200.336 (*access to records*)

7 C.F.R. 3016.36 (*USDA's procurement standards*)

7 C.F.R. 3016.37 (*USDA's procurement requirements for subgrants*)

34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

48 C.F.R. Subpart 2.1 (*micro-purchase and competitive bidding thresholds*)

CROSS REFS.: [BCB](#), School Board Member Conflict of Interest

[DAC*](#), Federal Fiscal Compliance

[DJ/DJA](#), Purchasing/Purchasing Authority

[DJE](#), Bidding Procedures

[DKC](#), Expense Authorization/Reimbursement (Mileage and Travel)

[EHB](#), Records Retention

[GBEA](#), Staff Ethics/Conflict of Interest

COLORADO SAMPLE POLICY 2017

Custer County C-1

BOE Agenda Item

Meeting date: Feb. 11th

1. Agenda Number & Item: 14 d. Policy GBEB-R

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 modify Policy GBEB-R to insert after the section "**Professional boundaries with students**" the following section:

Notice upon arrest for specific criminal offenses

An employee's criminal misconduct may constitute a violation of Board policy. Such criminal misconduct may also necessitate disciplinary action against the employee and require the district to notify students' parents/guardians of the employee's criminal charges in accordance with state law.

In an effort to keep the district apprised in a timely manner of potentially concerning behavior by its employees, an employee who is arrested for any reason including one of the following criminal offenses shall provide written notice to the superintendent or designee. Such notice shall be provided prior to reporting to duty in the district and no later than five days after the employee's arrest.

The required notice applies to the following criminal offenses:

1. felony child abuse, as specified in C.R.S. 18-6-401;
2. a crime of violence, as defined in C.R.S. 18-1.3-406(2), except second degree assault, unless the victim is a child;
3. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
4. felony domestic violence, as defined in C.R.S. 18-6-800.3;
5. felony indecent exposure, as described in C.R.S. 18-7-302; or
6. a level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 et seq.

Disciplinary action and parental notification

Upon receiving notification of an employee's arrest for one or more of the above-listed criminal offenses, the district may conduct further investigation as it deems necessary and/or refer the matter to the Colorado Department of Education. Disciplinary action, including dismissal, may be taken against the employee as deemed appropriate by the district, in accordance with applicable law and Board policy.

The district may also notify students' parents/guardians when an employee is charged with any of the above-listed criminal offenses, in accordance with state law and applicable Board policy.

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

Staff Conduct

(And Responsibilities)

Professional boundaries with students

In a professional staff/student relationship, staff members maintain boundaries with students that are consistent with their professional code of conduct and obligations. All district employees are expected to observe and maintain proper professional boundaries, in accordance with this regulation and accompanying policy.

The following list provides examples of staff conduct that, in the absence of evidence of a legitimate educational purpose or other reason deemed valid by the district, may be regarded as evidence that a staff member has violated professional boundaries with a student:

- any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under Board policy
- furnishing alcohol, drugs or tobacco to a student or being present when any student is consuming these substances
- repeating sexual or inappropriate romantic rumors
- accepting massages, or offering or giving massages other than in the course of injury care administered by the appropriate athletic trainer, coach or health care provider
- singling out a particular student or students for personal attention or friendship beyond the ordinary professional staff-student relationship
- being alone with a student behind closed doors
- initiating or extending contact with a student beyond the school day or outside of class times for the staff member's personal purposes
- sending or accompanying a student on personal errands
- inviting a student to a staff member's home without appropriate chaperones
- going to a student's home when the student's parent/guardian or an appropriate chaperone is not present
- giving a student a ride in a vehicle without prior notification to and approval from both the student's parent/guardian and the building principal, except in an emergency under appropriate circumstances
- giving gifts or money to the student

- any other action or activity similar in nature to those listed above

Prohibited communications in any format (email, text messaging, written communications, in person, etc.) by a staff member with a student includes, but is not limited to the following:

- any communications without a legitimate educational reason
- flirting, propositions or sexual remarks
- sexual slurs, leering, sexual or derogatory comments
- inappropriate comments about a student's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- displaying or transmitting sexual pictures, objects or depictions
- disclosing personal, sexual, romantic, marital or employment issues or other private matters
- other communications or activities similar in nature to those listed above

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4. felony domestic violence, as defined in C.R.S. [18-6-800.3](#);
5. felony indecent exposure, as described in C.R.S. [18-7-302](#); or
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The district may also notify students' parents/guardians when an employee is charged with any of the above-listed criminal offenses, in accordance with state law and applicable Board policy.

Reporting violations and disciplinary action

Staff members shall promptly notify the principal or superintendent if they become aware of a situation that may constitute a violation of this regulation. Depending on the specific circumstances of the allegations or suspicions, staff members may have a mandatory duty under state law to report the violation(s) as child abuse, in accordance with applicable Board policy.

Students and their parents/guardians should notify the principal or superintendent if they believe a teacher or other staff member may be engaging in conduct that violates this regulation.

In determining whether a violation of professional boundaries has occurred, the district shall consider the totality of the circumstances, including the nature and extent of the conduct involved, the job description and duties of the employee, the employee's intent or purpose in engaging in the conduct, and whether the conduct caused harm to the student or adversely affected the education of students.

Persons reporting in good faith regarding alleged violations or suspected violations of this regulation shall not be subjected to retaliation in any form.

Initial date:

Revised: