

Custer County C-1

BOE Agenda Item

Meeting date: March 10th

Agenda Number & Item: 12 e. Approval - Photography Club Stipend

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 a \$500 per year stipend to the Photography Club Staff Sponsor"

2nd required

VOTE

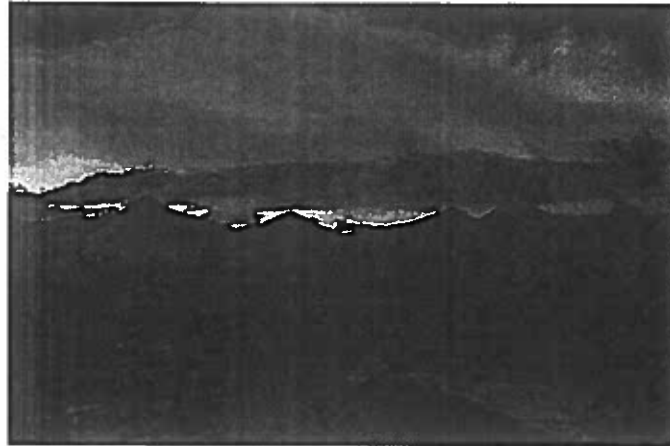
Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

Bylaws of the Custer County High School Photography Club



ARTICLE I – NAME

This organization shall be known as the *Custer County High School Photography Club [CCHSPC]*.

ARTICLE II – OBJECTIVE

The object of the *CCHSPC* shall be the enjoyment, mastery, and furtherance of photography through cooperation, effort, and teamwork. Developing these skills will enhance the quality of our annual yearbook.

ARTICLE III – MEMBERSHIP

Any CCHS yearbook staff member interested in photography may apply for membership. To exist, the club must have an adult sponsor who also serves as the Yearbook Advisor.

ARTICLE IV – MEETINGS

Regular meetings of the *CLUB* shall have place, date, and time stipulated by the Advisor. The September regular meeting will function as the annual meeting.

ARTICLE V – OFFICERS

The following officers shall be appointed by a majority vote of the yearbook staff: (1) President (who will also be the yearbook editor) and (2) Vice President. When a vacancy exists, nominations for officers will be solicited from the members of the club.

ARTICLE VI – DUTIES OF OFFICERS

Duties of the President shall be: To preside at club meetings; to appoint photographers for school events (in coordination with the Advisor); to act as club spokesperson; to generally supervise and keep in touch with all club activities; to notify members of meetings and events; and to conduct club correspondence.

Duties of the Vice President shall be: To assume the duties of the President in his/her absence.

ARTICLE VII – AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the CCHSPC, where at least four members (including the sponsor) are present, by a two-thirds majority vote, provided that the amendment has been submitted in writing at a previous regular meeting. The President, Vice President, and Advisor may vote.

Michelle Tiltonson

Signature of CCHSPC Advisor

12/5/19

Date

Elizabeth Acqua

Signature of CCHSPC President

12/5/19

Date

Uylinn Wise

Signature of CCHSPC Vice President

12/5/19

Date

Custer County C-1

BOE Agenda Item

Meeting date: March 10th

Agenda Number & Item: 12 f. Approval - Items for Auction/bidding/liquidation

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 items on the attached list to be publicly offered up for either auction, bidding and/or liquidation on a date that is set by administration which is to be published in the local media.

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

Auction List

Bus Barn

1996 Pontiac Bonneville does NOT run
Propane grill, needs cleaning
Assorted used tires (not bus tires)
Flatbed of scrap metal
(2) 4-drawer filing cabinets
Coffee table
Nuts/bolts organizer
Heavy duty battery charger
Symphonic TV/VCR combo
Magnavox DVD/VCR player
Pressure washer - doesn't work, no hose
General Electric refrigerator doesn't work
Mini refrigerator doesn't work

Library

6 video cameras (Canon ZR960, (2) Canon ZR80, Canon PI, Panasonic Pamcorder, and JVC Digital Video Camera)
6 Cameras (Kodak Easyshare, Canon Powershot SX40, (2) Small Canon Powershots, (2) Nikon CoolPix cameras)
2 Linksys WiFi Routers
1 Acer Aspire netbook
1 Alpha Smart Prok keyboard
Assorted camera bags, chargers, and tapes.

device	working	brand	quantity	comments
monitor	bad	nec	3	
monitor	bad	acer	1	
monitor	bad	dell	1	
monitor	bad	view sonic	1	
monitor	bad	aoc	1	
projector	bad	nec	5	
projector	bad	epson	1	
projector	bad	cannon	1	
computer	bad	vaio	1	last OS was XP or Ubuntu

computer	bad	hd	4	last OS was XP or Ubuntu
computer	bad	dell	10	last OS was XP or Ubuntu
computer	bad	DakTech	1	last OS was XP or Ubuntu
computer	bad	byte speed	2	last OS was XP or Ubuntu
laptop	maybe	Toshiba	21	some missing keys, latest OS was XP

Misc. office/classroom furniture that was removed during construction.

Ag

2 cylinder diesel engine

Custer County C-1

BOE Agenda Item

Meeting date: March 10th

Agenda Number & Item: 13.1 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

Reporting Month: February 2020

GENERAL FUND

Beginning Balance				Ending Balance
\$ 1,129,333.73	Expenditures	Receivables	Interest Earned	\$ 1,407,923.73
	\$ 296,344.52	\$ 574,753.88	\$ 180.64	

INSURANCE RESERVE

Beginning Balance			Ending Balance
\$ 50,334.16	Expenditures	Receivables	\$ 50,342.16
	\$ -	\$ -	\$ 8.00

BOND CONSTRUCTION BEST

Beginning Balance			Ending Balance
\$ 172,190.62	Expenditures	Transfers In	\$ 95,253.51
	\$ 194,092.79	\$ 117,132.52	\$ 23.16

CAPITAL PROJECTS (Bus loans and Quad loan)

Beginning Balance			Ending Balance
\$ 39,597.21	Expenditures (loans)	Receivables (rent)	\$ 32,022.00
	\$ 7,581.21	\$ -	\$ 6.00

BOND REDEMPTION UMB

Beginning Balance			Ending Balance
Feb statement not yet i	Expenditures	Receivables	#VALUE!
	\$ -	\$ -	\$ -

COLOTRUST

Beginning Balance			Ending Balance
\$ 601,272.02	Withdrawals for BEST		\$ 502,054.82
	\$ 100,000.00		\$ 782.80

CUSTER COUNTY SCHOOLS

General Ledger Report

Financial Report

From Date: 2/1/2020
To Date: 02/29/2020

From Acct: 1
To Acct: 999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
100	GENERAL ACTIVITIES FUND	\$12,442.25	\$0.00	\$0.00	\$0.00	\$12,442.25	\$0.00	\$12,442.25
102	ATHLETIC ADMIN	\$1,188.44	\$0.00	\$0.00	\$0.00	\$1,188.44	\$0.00	\$1,188.44
105	WEST CENTRAL LEAGUE	\$1,974.53	\$0.00	\$(28.10)	\$0.00	\$1,946.43	\$0.00	\$1,946.43
112	HS WRESTLING FEES/GATES	\$894.00	\$0.00	\$0.00	\$0.00	\$894.00	\$0.00	\$894.00
122	HS BASKETBALL FEES/GATES	\$2,124.50	\$1,600.26	\$0.00	\$0.00	\$3,724.76	\$0.00	\$3,724.76
130	HS STUDENT COUNCIL	\$1,086.36	\$0.00	\$(80.00)	\$0.00	\$1,006.36	\$0.00	\$1,006.36
132	HS BUSINESS CLUB	\$587.15	\$0.00	\$0.00	\$0.00	\$587.15	\$0.00	\$587.15
135	MS STUDENT COUNCIL	\$2,419.24	\$0.00	\$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	\$(217.61)	\$25.00	\$0.00	\$0.00	\$(192.61)	\$0.00	\$(192.61)
141	HS GOLF-GIRLS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
142	CHOIR	\$1,234.80	\$0.00	\$(153.47)	\$0.00	\$1,081.33	\$0.00	\$1,081.33
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	\$1,391.82	\$35.00	\$0.00	\$0.00	\$1,426.82	\$0.00	\$1,426.82
170	WOODSHOP	\$593.24	\$0.00	\$0.00	\$0.00	\$593.24	\$0.00	\$593.24
171	BUILDING TRADES	\$12,177.42	\$0.00	\$(2,182.34)	\$0.00	\$9,995.08	\$0.00	\$9,995.08
172	SPECIAL EDUCATION	\$789.32	\$445.56	\$0.00	\$0.00	\$1,234.88	\$0.00	\$1,234.88
182	INTERACT CLUB	\$450.57	\$0.00	\$0.00	\$0.00	\$450.57	\$0.00	\$450.57
185	YEARBOOK	\$1,117.27	\$0.00	\$0.00	\$0.00	\$1,117.27	\$0.00	\$1,117.27
186	ROBOTICS CLUB	\$422.00	\$0.00	\$0.00	\$0.00	\$422.00	\$0.00	\$422.00
198	HS/MS FUND	\$265.56	\$0.00	\$(98.74)	\$0.00	\$166.82	\$0.00	\$166.82
200	EX IN ED	\$(470.02)	\$0.00	\$(1,174.00)	\$0.00	\$(1,644.02)	\$0.00	\$(1,644.02)
201	ELEMENTARY FUND-GENERAL	\$1,957.95	\$0.00	\$0.00	\$0.00	\$1,957.95	\$0.00	\$1,957.95
203	FIELD TRIP FUND	\$75.23	\$0.00	\$(10.00)	\$0.00	\$65.23	\$0.00	\$65.23
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	\$(365.60)	\$0.00	\$0.00	\$0.00	\$(365.60)	\$0.00	\$(365.60)
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	\$1,925.94	\$445.56	\$(257.41)	\$(45.00)	\$2,069.09	\$0.00	\$2,069.09
222	STAFF INCENTIVE	\$2,314.14	\$0.00	\$0.00	\$0.00	\$2,314.14	\$0.00	\$2,314.14
223	FESTIVAL OF TREES	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
225	SUMMER FUN	\$419.45	\$0.00	\$0.00	\$(419.45)	\$0.00	\$0.00	\$0.00
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	\$15,920.15	\$349.86	\$0.00	\$0.00	\$16,270.01	\$0.00	\$16,270.01
280	COMPUTER INSURANCE POOL	\$3,158.00	\$78.00	\$0.00	\$0.00	\$3,236.00	\$0.00	\$3,236.00
281	STUDENT COMPUTER FEES	\$1,245.08	\$0.00	\$0.00	\$0.00	\$1,245.08	\$0.00	\$1,245.08
285	ONLINE COURSES	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00	\$0.00	\$360.00
290	ART	\$160.09	\$0.00	\$0.00	\$0.00	\$160.09	\$0.00	\$160.09
291	KINDERGARTEN SNACKS	\$264.89	\$0.00	\$0.00	\$0.00	\$264.89	\$0.00	\$264.89
292	REBECCA'S FUND	\$643.74	\$0.00	\$0.00	\$0.00	\$643.74	\$0.00	\$643.74
300	F.F.A.	\$27,892.99	\$500.00	\$(2,756.80)	\$200.00	\$25,836.19	\$0.00	\$25,836.19
301	SOURCES OF STRENGTH	\$(158.33)	\$0.00	\$0.00	\$419.45	\$261.12	\$0.00	\$261.12
302	BOBCAT BUCKS	\$126.64	\$0.00	\$0.00	\$0.00	\$126.64	\$0.00	\$126.64

CUSTER COUNTY SCHOOLS

General Ledger Report

Financial Report

From Date: 2/1/2020
To Date: 02/29/2020

From Acct: 1
To Acct: 999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
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
330	VO AG SHOP SUPPLIES	\$141.71	\$0.00	\$0.00	\$0.00	\$141.71	\$0.00	\$141.71
345	HS DRAMA CLUB	\$1,325.95	\$0.00	\$0.00	\$0.00	\$1,325.95	\$0.00	\$1,325.95
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	\$(286.84)	\$0.00	\$0.00	\$0.00	\$(286.84)	\$0.00	\$(286.84)
360	HS-G BASKETBALL ACTIVITY	\$485.88	\$200.00	\$0.00	\$0.00	\$685.88	\$0.00	\$685.88
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	\$44.89	\$0.00	\$0.00	\$0.00	\$44.89	\$0.00	\$44.89
375	MS-G VOLLEYBALL ACTIVITY	\$632.19	\$0.00	\$0.00	\$0.00	\$632.19	\$0.00	\$632.19
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	\$175.12	\$(320.00)	\$0.00	\$4,004.04	\$0.00	\$4,004.04
390	HS FOOTBALL BOOSTER CLUB	\$3,427.94	\$0.00	\$0.00	\$(200.00)	\$3,227.94	\$0.00	\$3,227.94
395	GEN.ATHLETICS FUNDRAISER	\$2,373.59	\$0.00	\$0.00	\$0.00	\$2,373.59	\$0.00	\$2,373.59
400	ACTIVITIES BOOSTER FUND	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
J1	PRESCHOOL	\$1,367.65	\$0.00	\$(48.62)	\$0.00	\$1,319.03	\$0.00	\$1,319.03
402	8TH GRADE CLASS OF 2024	\$748.00	\$595.75	\$0.00	\$45.00	\$1,388.75	\$0.00	\$1,388.75
403	FRESHMAN CLASS OF 2023	\$420.39	\$64.03	\$0.00	\$0.00	\$484.42	\$0.00	\$484.42
404	SOPHOMORE CLASS OF 2022	\$994.74	\$232.00	\$(34.84)	\$0.00	\$1,191.90	\$0.00	\$1,191.90
405	JUNIOR CLASS OF 2021	\$3,661.68	\$0.00	\$(100.00)	\$0.00	\$3,561.68	\$0.00	\$3,561.68
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
411	HARLEY D SHIRTS	\$207.00	\$32.00	\$0.00	\$0.00	\$239.00	\$0.00	\$239.00
421	AFTER PROM ACTIVITY	\$(344.89)	\$200.00	\$0.00	\$0.00	\$(144.89)	\$0.00	\$(144.89)
433	3RD GRADE	\$0.22	\$0.00	\$0.00	\$0.00	\$0.22	\$0.00	\$0.22
434	4TH GRADE	\$224.25	\$0.00	\$0.00	\$0.00	\$224.25	\$0.00	\$224.25
435	5TH GRADE	\$131.23	\$0.00	\$0.00	\$0.00	\$131.23	\$0.00	\$131.23
500	PETTY CASH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
Activity Accounts Grand Total		\$163,317.52	\$4,978.14	\$(7,244.32)	\$0.00	\$161,051.34	\$0.00	\$161,051.34

GL Accounts

GL Acct	Begin Bal	Recpt / JV	Disb / JV	Transfers	End Bal	YTD Payables	Work Bal
990 Petty Cash	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
992 Checking	\$163,117.52	\$4,978.14	\$(7,244.32)	\$0.00	\$160,851.34	\$0.00	\$160,851.34
General Ledger Grand Total	\$163,317.52	\$4,978.14	\$(7,244.32)	\$0.00	\$161,051.34	\$0.00	\$161,051.34

CUSTER COUNTY SCHOOLS

General Ledger Report

Financial Report

From Date:	2/1/2020
To Date:	02/29/2020

From Acct:	1
To Acct:	999999

Custer County C-1

BOE Agenda Item

Meeting date: March 10th

Agenda Number & Item: 13. Approve Superintendent's modified job description

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 Superintendent's modified job description."

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

CUSTER COUNTY SCHOOL DISTRICT C-1

SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS: Colorado Superintendent Certification and Principal Endorsement

REPORTS TO: Board of Education

JOB GOAL: Provide general direction to the School District consistent with the Board of Education Policies, State Law, and the Department of Education regulations.

PERFORMANCE RESPONSIBILITIES:

1. A school superintendent oversees the daily operations and the long-range planning of a school district. Serving as the point person for all district matters, the role of a superintendent is to supervise school principals and district staff, work with the school board members and to manage fiscal operations. The superintendent implements the school board's vision by making day-to-day decisions about educational programs, spending, staff, and facilities.
2. Sees that the school laws and regulations of the State Board of Education and the Custer County School Board are faithfully executed.
3. Keeps informed of modern education through the practices by advanced study, by visiting school systems elsewhere, by attending education conferences, and by other appropriate means. Keeps the Board informed of trends in education.
4. Studies problems confronting the schools, and from time to time, presents to the Board factual data with proper evaluation relative to such problems.
5. Studies and revises, together with staff, all curriculum guides and courses of study on a regular basis.
6. Recommends to the Board for its adoption, all courses of study, curriculum guides, major changes in texts, and time schedules to be used in the District.
7. Provides for the annual audit of the accounts by a Certified Public Accountant approved by the Board.
8. Administers the preparation of reports required by the State Board of Education.
9. Maintains adequate records for the schools, including a system of financial accounts, business and property records, personnel, school population, and scholastic records. Acts as custodian of such records and all contracts, securities, documents, title papers, books of record, and other papers and recordings belonging to the Board.
10. Has charge of all buildings, equipment, and supplies belonging to the District, and causes to be kept an up-to-date inventory of all items.
11. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.

PERSONNEL:

1. Is responsible for recruitment, placement, transfers, and dismissal of all employees of the School District according to provisions of State Law. Under C.R.S. 22-32-109, the power to employ teachers rests exclusively with the Board of Education. However, the Superintendent will conduct the recruitment and provide recommendations to the Board.

2. Prescribes such rules and regulations for the school system and its employees as shall be necessary to secure efficiency and promote the best interests of the Custer County School District.
3. Develops and maintains procedures and records of evaluation of performances of each District employee. For those employees whose service is exceptional or unsatisfactory, the Superintendent will recommend the appropriate action.
4. Holds such meetings of teachers and other employees as the Superintendent deems necessary for the discussion of matters concerning the improvement and welfare of the schools.
5. Promotes among the staff an understanding of the policies of the District.
6. Assists the Principal in the overall administration.
7. Delegates at the Superintendent's own discretion to the other employees the exercise of any powers of the discharge of any duties imposed upon the Superintendent by the Board. The delegation of powers or duty; however, does not relieve the Superintendent of final responsibility for the action taken under such delegation.

BOARD/COMMUNITY:

1. Serves as the Administrative and Executive Officer of the Board.
2. Attends and participates in all meetings of the Board and its committees, except when the Superintendent's own employment evaluation is under consideration.
3. Recommends to the Board such policies and procedures as seem necessary for the efficient conduct of the school and carries into effect with the aid of the staff such policies and procedures authorized by the Board.
4. Prepares and submits to the Board recommendations relative to all matters requiring action by the Board, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the Board's acting in full possession of all relevant data.
5. Informs and advises the Board about the education philosophy and practices of the schools, and keeps the Board informed of the activities operating under the Board's authority.
6. Provides for Board approval and organizational plan for management of the District, complete with a recommendation as to the amount of staff necessary to accomplish such management.
7. Presents to the Board of Education an annual budget, makes recommendations concerning it, and supervises the administration of the approved budget.
8. Provides guidance to the Board in facilitating professional growth and development of the Board and the individual members.
9. Keeps public information about modern educational practices, educational trends, and the practices and problems of the District. At least quarterly will provide updates to local news outlets regarding the progress of the District.

Custer County C-1

BOE Agenda Item

Meeting date: March 10th

Agenda Number & Item: 13j Approve Superintendent's modified contract

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 Superintendent's modified contract."

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

AMENDED SUPERINTENDENT'S CONTRACT

THIS CONTRACT, as amended, made this 10th day of March, 2020, by and between the BOARD OF EDUCATION, Custer County School District, ("the Board") and Michael S. McFalls ("Superintendent"), was previously ratified by a resolution adopted at the regular meeting of the Board held on April 9, 2019, and found in the minutes of that meeting. Upon acceptance and signatures, this Amended Contract becomes effective March 10, 2020.

The Board and Superintendent, in consideration of the promises and the covenants herein specified, agree as follows:

1. Employment

1.1 Time. Superintendent was hereby hired and retained on July 1, 2019. Said employment shall continue to June 30, 2021, as Superintendent of Schools for the Custer County School District.

Although this agreement is for employment of Superintendent for a period of two (2) contract years, any financial commitment on the part of the Board contained in this Agreement is subject to annual appropriation by the Board based upon the fiscal resources of the District and the parties agree that the Board has no obligation to find the financial obligations under this Agreement other than for the current year of the contract term and that the Board has not irrevocably pledged and held for payment sufficient cash reserves for the payment of salary or benefits herein for the entire term of the Agreement.

1.2 Activation. Superintendent shall accept the terms of this Contract within thirty (30) days of receipt of this Contract, unless Superintendent and the DISTRICT mutually agree on an alternative deadline. If Superintendent fails to sign and return this Contract to the District by the deadline, the District may open the position and offer a contract to another candidate.

1.3 Automatic Renewal of Agreement. If the Board does not notify Superintendent in writing before February 28, 2020, that this Agreement will not be renewed, it shall be deemed that the Board has renewed this Agreement for one (1) year extending from the termination date set forth in paragraph 1.1 above.

2. Professional Responsibilities of Superintendent

2.1 Duties. The duties and responsibilities of Superintendent shall be all those duties incident to the office of Superintendent as set forth in the job description (Board Policy CBA/CBC); those obligations imposed by state and federal law, and, in addition, Superintendent shall serve as the executive officer of the Board and perform such other duties as from time to time may be assigned to Superintendent by the Board.

2.2 Services. This Agreement is intended by the parties to be full-time contract and Superintendent will devote his or her attention to the functions of Superintendent at all times during the term of this Agreement. It is not contemplated that Superintendent will ordinarily perform services on weekends or legal holidays. However, it is intended that Superintendent shall remain available on such days to meet the responsibilities of Superintendent on such occasions as are necessary.

2.3 Relationship to Board. The Board shall promptly refer all criticisms, complaints, and suggestions called to its attention to Superintendent for study and recommendation unless the Board determines that the welfare of the District, its students or its staff requires action inconsistent with this provision. Superintendent shall have the obligation, unless excused, to attend all Board meetings and

District-created citizen committee meetings, serve as an *ex officio* member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

2.4 Outside Activities. Superintendent shall devote time, attention and energy to the business of the District. Participation in outside activities by Superintendent shall be subject to approval by the Board in its discretion where one-time requirements for such activities is anticipated to be substantial (e.g., conferences of two (2) days duration or longer). Superintendent may undertake consultative work, speaking engagements, writing lecturing or other professional duties and obligations only with the prior agreement of the Board.

3. Salary

The District shall pay Superintendent a gross annual salary of ninety-five thousand dollars (\$95,000.00), to be paid in equal monthly installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Deductions authorized by law or Board policy shall be made from the monthly installments of the salary due to Superintendent. This salary may be hereto. It is agreed, however, that by so doing, it shall not be deemed that the Board and Superintendent have entered into a new agreement nor that the termination date of this Agreement has been in any way extended.

4. Fringe Benefits

Superintendent shall be entitled to all the benefits applicable to twelve (12) month administrative employees, including, but not limited to, vacation and illness benefits and leaves, and other forms of insurance protection, retirement program, choice of tack-sheltered annuities, and other administrative employee benefits unless specifically modified by this Agreement as follows:

4.1 Vacation/Personal Days. Superintendent shall receive twelve (12) days of vacation/personal days annually, exclusive of regular school holidays and Saturdays and Sundays. Unused vacation may be accumulated up to thirty (30) days. Upon termination, unused accumulated vacation will be compensated at the *per diem* salary rate then in effect. Vacation leave is accrued proportionately to the time of service in any given year, but the entire yearly allowance may be utilized at any time during the year, subject to reimbursement to the District if leave is taken in excess of the proportion finally accrued. Vacation shall be taken at sch time as agreed upon by the Board and Superintendent; provided, however, that the Board shall not unreasonably withhold such agreement.

4.2 Professional Memberships and Activities. The District shall pay membership fees for Superintendent to maintain membership in the American Association of School Administrators and the Colorado Association of School Executives. Superintendent shall be encouraged to attend appropriate professional meetings at the local, state and national levels. Within budget constraints, as approved by the Board, such costs of attendance shall be paid by the Board.

4.3 Health Insurance. Superintendent shall be provided health insurance coverage under the policies carried or sponsored by the District, with such coverage extended to Superintendent and Superintendent's family and being paid for entirely by the District.

4.4 Transportation. The District shall reimburse Superintendent for all business travel at the current Internal Revenue Service (IRS) rate as specified in Board Policy DKC.

5. Expense Reimbursement

The District shall reimburse Superintendent for reasonable expenses necessarily incurred by Superintendent in carrying out the duties hereunder, subject to submission of paid receipts. Notwithstanding the foregoing, Superintendent shall be reimbursed actual expenses for attending appropriate professional meetings at the local level and meeting with local leaders.

6. Evaluation

6.1 Evaluation Process. The Board shall evaluate and assess in writing the performance of Superintendent at least once during the term of this Agreement during each school year in which this Agreement continues. This evaluation and assessment shall be based upon Superintendent's job description, and upon any goals and objectives with performance standards as agreed by the Board and Superintendent. At a minimum, this evaluation shall include a meeting between Superintendent and the Board in January each year of this Agreement to conduct the formative part of the evaluation and meeting in February to conduct the summative evaluation.

6.2 Performance Review. In the event the Board determines that the performance of Superintendent is unsatisfactory in any respect, the Board shall describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation shall include recommendations as to areas where the Board deems performance to be unsatisfactory. Superintendent shall have the right to make a written response to the evaluation, which shall be attached to the Board's written evaluation.

6.3 The parties agree that the evaluation process established by this Agreement shall not be construed to be a prerequisite to or a condition or suspension, dismissal or termination except as otherwise provided herein.

7. Licensure/Certification

The Superintendent will take all steps necessary to transfer within ninety (90) days any licenses, especially the Principal license, to the State of Colorado. The Superintendent will also work to obtain a Colorado administrator's license appropriate for Superintendent of Schools.

8. Professional Liability

8.1 Hold Harmless. The Board agrees that, to the extent it can legally do so. It shall defend, hold harmless and indemnify Superintendent from any and all demands, claims, suits, actions, and legal proceedings at law or in equity (specifically excluding, however, any demand, claims, suits, action or legal proceedings brought against Superintendent by or on behalf of the District, and any criminal proceedings brought against Superintendent), in individual capacity or in official capacity as agent and employee of the District, provided the incident giving rise to the claim arose while Superintendent was acting in good faith and within the scope of Superintendent's employment and not willfully or wantonly.

8.2 Provision of a Defense. The obligations of the District pursuant to this Section 8 shall be conditioned on (a) prompt notification to the District by Superintendent or any claim known to Superintendent; (b) Superintendent's cooperation with the District, the District's Insurer, and the District's legal counsel in defending the claim; and (c) Superintendent not compromising, settling, negotiating or otherwise similarly dealing with the claim without the express consent of the Board. In the event the District has provided a defense pursuant to this Section 8, and a court or other decision-making body having jurisdiction over the matter determines that the act or omission of Superintendent did not occur during the performance of duties hereunder and within the scope of the employment or that the act or

omission was willful or wanton, Superintendent shall reimburse the District for reasonable costs of such defense and any final judgment or award paid on Superintendent's behalf by the District.

8.3 Individual Liability of Board Members. In no event shall individual Board members be individually or collectively liable or responsible to Superintendent for defending or indemnifying Superintendent against such demands, claims, suits, actions, and legal proceedings.

9. Applicable Law and Policy

Notwithstanding and not as modification of any other specification or reference herein, this Agreement is subject to and includes all applicable laws of the federal and state governments and all duly adopted policies, rules, and regulations of the District as are in effect or become in effect during the term of this Agreement: and the Board specifically reserves the right to change such policies, rules and regulations at any time without prior notice.

10. Termination of Employment Contract

This Agreement may be terminated by:

10.1 Mutual Agreement. This Agreement may be terminated by mutual agreement of the parties.

10.2 Disability of Superintendent. Disability will be governed by Board Policy GBGD, the Family Medical Leave Act and applicable Colorado statutes, and any restrictions imposed by PERA.

10.3 Discharge for Cause. Throughout the term of this Agreement, Superintendent shall be subject to discharge for good and just cause, which includes, but is not limited to, a material breach of this Agreement. However, the Board shall not arbitrarily and capriciously dismiss Superintendent. In the event the Board believes that it has cause for dismissal as defined herein, Superintendent shall have the right to service of written charges, notice of hearing and a hearing before the Board or before an independent hearing officer selected in the manner provided for in C.R.S. § 22-63-302(4). If Superintendent chooses to be accompanied by legal counsel at the hearing, said legal expenses shall be paid by Superintendent. In the event of a legally sufficient dismissal for cause hereunder, Superintendent shall not be entitled to any salary or other benefits (except payment for accrued vacation and any other previously vested benefits) beyond the effective date of Superintendents termination and the District shall be relieved from further obligations hereunder.

10.4 Unilateral Termination by Board. At any time during the term of this Agreement, the Board may unilaterally terminate this Agreement for any reason that the Board, in its sole discretion, may deem sufficient. In the event of unilateral termination under the terms of this paragraph, the District shall pay to the Superintendent the remaining salary due for the Contract Year in which notice of termination is provided to the Superintendent.

10.5 Death of the Superintendent. This Agreement shall automatically terminate upon death of Superintendent.

10.6 Unilateral Termination by Superintendent. Superintendent may, at his or her option, unilaterally terminate this Agreement in the manner permitted for chief executive officers in C.R.S. § 22-63-202(2). The parties agree that C.R.S. § 22-63-202(2) and any subsequent amendments thereto are incorporated into this Agreement by references. Superintendent agrees to pay damages to the District and the Board agrees to collect or withhold damages from compensation due or payable to Superintendent if Superintendent abandons, breaches or otherwise refuses to perform services pursuant to this

Agreement, unless Superintendent has given written notice to the Board that he or she will not fulfill the obligations of this Agreement as follows:

- During the academic year, at least thirty (30) days written notice that he or she wishes to be relieved of this Agreement for the remainder of the year as of a certain date; or
- Prior to commencement of the succeeding academic year, at least thirty (30) days written notice that he or she will not fulfill the obligations of this Agreement during the succeeding academic year.

Such damages shall not exceed ordinary and necessary expenses of the Board to secure the services of a suitable replacement for Superintendent, or 1/12 of Superintendent's salary, whichever is less. Such damages shall not be withheld or payable if Superintendent has good cause for failing to provide the thirty (30) days written notice required by this Agreement.

11. Suspension of Superintendent

The Board may, at any time, suspend Superintendent with pay and benefits and without prejudice for such purposes and period of time as the Board deems to be in the best interest of the District. In any case, Superintendent shall be notified in writing of reasons for the suspension.

12. Notice

Any notice or communication permitted or required under this Amended Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the Board, to:

Dr. Terre Davis
President, Board of Education
Custer County School District No. C-1
P.O. Box 730
709 Main Street
Westcliffe, Colorado 81252

If to Superintendent, to:

Michael S. McFalls
P.O. Box 730
Westcliffe, Colorado 81252

13. Miscellaneous

13.1 This Agreement has been executed in Colorado and shall be governed in accordance with the laws of the State of Colorado in every respect.

13.2 Paragraph headings and number have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Agreement, the text shall control.

13.3 This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

13.4 This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether written or oral.

13.5 If, during the term of this Agreement, it is found that a specific clause of this Agreement is illegal under federal or state law, the remainder of this Agreement not affected by such a ruling shall remain in full force and effect.

14. Binding Effect

This Agreement is one for personal services to be provided by Superintendent to the District only and may not be assigned. Any compensation due and payable to Superintendent under this Agreement shall be payable to his or her heirs and legal representatives in the event of Superintendent's death. IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the Board, by its President, to be effective on the day and year first written above.

SUPERINTENDENT, Michael S. McFalls

BOARD OF EDUCATION
CUSTER COUNTY SCHOOL DISTRICT NO.C-1
President, Board of Education
Dr. Terre Davis

ATTEST:

Secretary, Board of Education

Custer County C-1

BOE Agenda Item

Meeting date: March 10th 4:30 pm

Agenda Number & Item: 13k - Approve Transportation Director's Job Description

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 Transportation Director's Job Description."

2nd required

Background Information

Mike McFalls, Traci Terry

Person Presenting Information

Mike McFalls

JOB DESCRIPTION TRANSPORTATION DIRECTOR/BUS DRIVER

TITLE: TRANSPORTATION DIRECTOR/BUS DRIVER

QUALIFICATIONS: High School diploma or equivalent.

3 – 5 years school transportation experience.

2 years supervisor experience.

All qualifications listed for the job description of Bus Driver

REPORTS TO: School Superintendent

JOB SUMMARY: The Transportation Director/Bus Driver is responsible for managing all operations of the transportation department which includes supervising and training personnel, as well as routing, scheduling and driving buses.

RESPONSIBILITIES:

1. Perform all responsibilities listed for the job description of Bus Driver.
2. Oversee bus driver recruitment, training and supervision.
3. Maintain bus driver records.
4. Administer CDE testing annually.
5. Provide annual in-service training.
6. During adverse weather conditions, communicate with superintendent and Road & Bridge supervisor to determine if an alternate school schedule is needed.
7. Attend CDE classes annually.
8. Communicate with school staff to schedule athletic, activity and field trips.
9. Schedule substitute drivers as needed.
10. Attend school and/or Board of Education meetings as needed.
11. Schedule daily bus routes and student pickup/drop off stops.
12. Communicate with parents.

13. Advise bus drivers of schedule and/or route changes.
14. Complete school and CDE required reports.
15. Maintain vehicle records to include maintenance, registration and insurance.
16. Attend new student registration to inform parents of bus routes and times.
17. Oversee the drug and alcohol testing program.
18. Complete small vehicle operator training and testing, maintain driver records.
19. Complete accident reports.
20. Schedule, fuel and clean small vehicles.
21. Monitor the two-way radio when any vehicle is in use.
22. Approve and submit invoices, trip sheets, etc. in a timely fashion.
23. Order supplies as necessary.
24. Maintain maintenance at the Bus Barn (cleaning and minor repairs)
25. Maintain fleet records.
26. Other duties assigned by the superintendent and/or principal.

Custer County C-1

BOE Agenda Item

Meeting date: March 10th

- a. Agenda Number & Item: 13I. Approval of Draw 20 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 20 for construction."

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls



COLORADO
Department of Education

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

(for projects awarded after June 1st, 2015)

Requesting District

1. District Name: Custer County School District C-1		County: Custer County
Address: PO Box 730		
City: Westcliffe	State: CO	Zip: 81252
2. Contact Name: Michael McFalls		Contact Phone: (719) 783-4951 Fax: (719) 783-4944
Contact E-mail: michael.mcfalls@ccbobcats.net		Date of Request: 04/20/18
3. Project Title: Safety/Security Renovations		
Awarded BEST FY: 2017-18		CDE Accounting PO #: 2018-0482

Breakdown of Dollars Requested

	Vendor Name:	Total of Invoice(s):
Vendor 1	Nunn Construction, Inc.	\$77,897.84
Vendor 2	NV5, Inc.	\$260.00
Vendor 3	PCD Engineering Services	\$1,795.00
Vendor 4		
Vendor 5		
Vendor 6		
Vendor 7		
Vendor 8		

Note: Fund requests can be submitted once a month. Please provide invoices from all vendors listed above. Statements and purchase orders will not be accepted.

Total Vendor Costs: \$79,952.84

****Please fill out the three boxes below prior to submittal****

Grantee Adjusted Match % 42.30931381%	Total Prior Billings (previous line 8 total) \$10,697,175.79	Total Project Cost \$11,210,034.82
---	--	--

Financial Summary of Project

	State Grant	Grantee Match	Total
4. Total Amount of the Contribution/Grant	\$6,467,146.01	\$4,742,888.81	\$11,210,034.82
5. Amount Previously Paid/Requested to Date	\$6,171,274.12	\$4,525,901.67	\$10,697,175.79
6. Amount Available before Current Request	\$295,871.89	\$216,987.14	\$512,859.03
7. Amount of this Request	\$46,125.34	\$33,827.50	\$79,952.84
8. Total Billings to Date	\$6,217,399.46	\$4,559,729.17	\$10,777,128.63
9. Total Available Balance	\$249,746.55	\$183,159.64	\$432,906.19

10. Proposed Project Dates Start Date: 11/28/17 Completion Date: 08/31/19

The Grantee certifies that the above information is true; that the funds requested are for the project for which the grantee received the grant; and that the vendors listed provided services or materials for the project for which the grantee received the grant.

Printed Name of Authorized Representative: Michael McFalls Title: Superintendent

Signature of Authorized Representative:  Date: 2/17/2020

Return Funding Requests to: BESTSchools@cde.state.co.us
and Carbon Copy (CC): Your Regional Program Manager



Custer County C-1

BOE Agenda Item

Meeting date: March 10th

Agenda Number & Item: 13m. Appointment of Newell Woodbury to Custer County Attainable Housing Board

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 Appointment of Newell Woodbury to Custer County Attainable Housing Board"

2nd required

VOTE

Background Information

Terre Davis

Person Presenting Information

Terre Davis

From: CB <CB@CharlesBogle.com>

To: Terre Davis <terredavis@aol.com>

Subject: Re: Invitation to join Custer County Attainable Housing Board

Date: Sun, Mar 8, 2020 8:42 pm

Thanks.

Charles

On Mar 8, 2020 8:23 PM, Terre Davis <terredavis@aol.com> wrote:

I will ask the board members at the meeting on Tuesday for a volunteer and let you know.

Terre

On Mar 8, 2020, at 6:50 PM, cb@charlesbogle.com wrote:

Since the initiation of our housing improvement efforts Monty Lee has been an active participant and representative of the housing needs of our teachers. With Monty's end as a school board member, he has also ended his membership in the Attainable Housing Board.

We wish to continue to have a representative for our teachers on our board. We would appreciate it if you would aid in the identification of such an individual to represent that interest group. We meet monthly on the fourth Thursday of the month at 2 PM in the Commissioners Chambers.

If any additional information is require, let me know.

Your assistance in filling the board position will certainly be appreciated.

Charles Bogle

Chairman

Custer County Attainable Housing Board

Custer County C-1

BOE Agenda Item

Meeting date: March 10th

Agenda Number & Item: 14a. First Reading:

- i. Policy IHBK, IHBK-R Post-secondary and Workforce
- ii. Policy GBGH, GBGL, GBGL-E, GBGL-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 approve the First Reading of:

- i. Policy IHBK, IHBK-R Post-secondary and Workforce
- ii. Policy GBGH, GBGL, GBGL-E, GBGL-R

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

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.

Seventh grade: Students in the seventh grade will have access to a free college and career planning resource,

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).

No later than the ninth 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-skillsdevelopmental 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 ~~April 2019~~ November 2019]
COLORADO SAMPLE POLICY 1999©

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 **ninth 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)(ll).

NOTE: Finally, state law provides that districts "may" administer basic skills/developmental 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.cicpartnetwork.org.

[Revised ~~April 2019~~ November 2019]

COLORADO SAMPLE REGULATION 2010©

Emergency Leave Bank

Please note: This policy consolidates former policies GBGH and GBGL into one policy (GBGL).

The Custer County School District will establish an Emergency Leave Bank (ELB) for any employee who is entitled to personal leave days. Membership in the ELB will be a voluntary process whereby each employee is offered an application form on a yearly basis to determine participation (GBGL-E).

The function of the Emergency Leave Bank is to offer those employees with special circumstances or emergencies the opportunity to access additional leave time when their personal leave days have been depleted and when they have had one week leave without pay.

Emergencies are serious, unexpected situations that are cause for immediate utilization of the ELB. This may include a car accident, emergency surgery, a catastrophe (such as a fire or flood), or the death of an immediate family member (parent, spouse, sibling, child) that will require more leave than what is offered under the district's bereavement leave policy; but will not be limited to these situations.

Special Circumstances are situations that do not necessarily meet the definition of "emergencies" but may require utilization of the ELB. This may include: family terminal illness, employee surgery, extended illness, or injury, surgery of a family member, treatments for a disease for the employee or immediate family member, employee maternity/paternity purposes (care of a newborn), illnesses or medical conditions related to pregnancy, or final requests, but will not be limited to these situations. Section 504 employee accommodation may fall under special circumstances.

Any employee who is entitled to personal leave may donate two personal leave days to this bank, thereby becoming a member. Enrollment in the ELB is limited to one month after the beginning of each school year. Years two and three, the employee will donate one additional day (each year) to remain a member. If the balance in the bank is above 150 days, employees in year four or more will no longer be required to donate days; however, if the bank drops below 150 days, members will be required to donate one additional day to remain members. The donation of days will be at the beginning of each school year. A maximum of 32 teaching days can be used by any one member during a school year. A maximum of 24 teaching days can be used for maternity/paternity purposes.

The bank will be administered by a committee of three employees: the Superintendent, a chairperson of the Faculty Advisory Council (FAC), and a designated member of the classified staff (determined by vote of classified staff). This committee will be established at the beginning of the school year. The committee shall determine the validity of the member employee's request and determine whether the request will be denied, granted, or granted in part. In making these determinations, the committee will review information presented by the requesting employee and may consider information available from any other source. The committee may

require documentation concerning the reasons behind the leave request (ie. physician's note). An appeal process does exist. Please see policy GBGL-R for an outline of this process.

To make a request, members will complete the Emergency Leave Bank Request Form (GBGL-F) and submit it to the Emergency Leave Bank Committee (through the Superintendent's office).

Withdrawal from Emergency Leave Bank Participation- If an employee chooses to withdraw from participating as an ELB member, the employee's contributions to the ELB will not be returned. Those contributions allowed the employee's access to the Emergency Leave Bank during his/her period of participation.

Re-entry Membership to the Emergency Leave Bank- Any employee requesting to reapply to membership into the ELB after withdrawing will be required to contribute the initial two sick days; however, the employee will not be required to donate another day on subsequent years unless the bank drops below 150 days.

Employee's Ability to "Gift" Personal Days: All employees who have worked in the district for three or more years (whether they are members of the Emergency Leave Bank or not) may choose to gift up to 16 personal days to any employee (whether he/she is a member of the ELB or not) if that employee is experiencing an emergency or special circumstance as described above. The gift must be unsolicited. The "gifted" days cannot count towards any employees' one week of leave without pay if the recipient plans to request days from the ELB. The employee who is gifting the days will write a letter to the Superintendent requesting the transfer of days. The Superintendent will meet with the employee separately to determine the authenticity of the request.

CROSS REFS: GBGF (Federally-Mandated Family Leave), GBGG (Employee and Family Leave)

CUSTER COUNTY SCHOOL DISTRICT C-1

Adoption date: _____

Emergency Leave Bank Operation

Application process:

Year one: Those employees requesting membership will go through the following procedure:

- A. Fill out the Voluntary Emergency Leave Bank Application Form.
- B. Contribute two sick days.
- C. Receive and read a copy of the policies governing the ELB and an Emergency Leave Bank Request Form.

Year two and beyond:

- A. Employees will contribute one personal leave day to the ELB years two and three.
- B. In subsequent years, if the sick bank holds in excess of 150 days, donations will be suspended for those employees in years four or beyond.
- C. If the ELB total drops below 150 days, members who wish to continue in the ELB will be required to donate one additional day.
- D. Donations of personal days (when needed) are given at the beginning of the school year.
- E. Individuals will be limited to one approved request and to drawing no more than 32 days per fiscal year.

Making an Emergency Leave Bank Request:

- A. Employee fills out an Emergency Leave Bank Request Form.
- B. The ELB Request Form is sent to the Superintendent's office.
- C. The ELB Committee, consisting of the Superintendent, a FAC chairperson, and a designated member of the classified staff, meets to discuss and review all the appropriate documentation.
- D. Within three days, the committee makes a decision and informs the employee in writing and by phone.
- E. A personal appeal process may be presented to the ELB Appeal Committee if an employee feels an unjust denial was obtained. These appeals may result in a reconsideration and change in the initial decision.

Emergency Leave Bank Appeal Committee

- A. Membership of the ELB Appeal Committee will consist of two classified staff members, one PS-5 certified teacher, one 6-12 certified teacher, and one principal.
- B. This committee will be established at the beginning of the school year.
- C. Volunteers will make up the committee, unless a procedure of election is deemed necessary.
- D. The committee will review ELB requests objectively, without personal prejudice, and on an individual, case-by-case basis.
- E. The committee will make decisions on ELB requests within three days, by majority vote, notifying the employee in writing and by phone. If denied, reasons for denial will be explained.

F. Personal contact and testimony may be requested by the committee to obtain clarification and have all the factual information available.

CUSTER COUNTY SCHOOL DISTRICT C-1

Adoption date: _____

Voluntary Emergency Leave Bank Application Form

Employee name: _____

Employee address: _____

Home phone: _____

Work phone: _____

Please check those that apply:

_____ I have received a copy of the Emergency Leave Bank Policy and understand its content.

_____ I have received an Emergency Leave Bank Request Form.

_____ I request to be withdrawn from the ELB or choose not to participate.

_____ I voluntarily choose to become a member of the ELB. I agree to contribute two of my personal leave days, as this is my first year of membership. I am aware that I will need to contribute one day in years two and three to maintain membership.

_____ I wish to be a continuing member of the ELB (no personal leave day donations needed in some years)

_____ I am choosing to reapply for membership in the ELB. I understand that, since I let my coverage lapse, I will need to contribute two days to establish my membership again. In subsequent years, I may not be required to donate additional days.

Signature of employee: _____

CUSTER COUNTY SCHOOL DISTRICT C-1

Adoption date: _____

Emergency Leave Bank Request Form

Employee name: _____

Date: _____

Number of days requested: _____ (please note maximum number of days that can be requested in policy GBGL)

Affidavit: Under my circumstances, which are explained in the attached documents, I intend to deplete my normal personal leave and be on leave without pay for one week before the days from the ELB will be utilized if approved. I certify that I am a current employee of Custer County School District C-1.

Necessary attachments:

- 1) Narrative explanation of your reason for this request and your circumstances.
- 2) All pertinent documentation (such as a physician's note), so this request can be processed in a timely manner. Burden of proof is on the employee.

Employee signature: _____

CUSTER COUNTY SCHOOL DISTRICT C-1

Adoption date: _____

Custer County C-1

BOE Agenda Item

Meeting date: March 10th

Agenda Number & Item: 14b. Second Reading:

- i. Policy DBE Restricted / Prohibited Expenditures

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:

- i. Policy DBE Restricted / Prohibited Expenditures

2nd required

VOTE

Background Information

Mike McFalls

Person Presenting Information

Mike McFalls

Custer County C-1

BOE Agenda Item

Meeting date: March 10th

Agenda Number & Item: 14c. Final 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 approve the 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: March 10th

Agenda Number & Item: 14c. Final 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 approve the following policies:

- 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

AD Report
3/10/20

Winter Sports

- MS Girls Basketball are finished ... both teams placed 3rd
- MS Wrestling finishes this week
 - Unfortunately we couldn't get enough teams to host a tournament this year
 - 8 are going to MS regionals on Sat. 3/21
- Working on winter schedules

Spring Sports

- All coaching positions have been filled!
- Parent meeting tonight
- Already had 3 game changes for HS baseball
- Please know the spring schedules are *subject to change* -- weather, participation numbers, pitching counts, etc.-- throughout the state can change week to week
- Track Rule Changes
 - Relay exchanges -- no acceleration zone, 30m exchange zone (800m medley-- 20m exchange)
 - No running back on runways for horizontal jumps
 - No disqualifications (DQ) for runners helping other runner

SPL Updates

- I very much appreciate our fans and parents -- it never fails that we have to spend part of our monthly AD meetings talking about spectator expectations from other schools and I am so thankful we don't have to have those discussions
- Aguilar will not have HS sports next year

CHSAA

- April meeting will be with CADA (Colorado Athletic Director Association) and CHSAA will be there to talk about the upcoming policy changes-- so a much bigger report expected