NOTICE OF REGULAR MEETING AND AGENDA
May 13, 2020
Educational Services Center
395 South Pratt Parkway
Longmont, Colorado 80501

Joie Siegrist, President, Board of Education
Dr. Don Haddad, Superintendent of Schools

DISTRIBUTION VISION STATEMENT
To be an exemplary school district which inspires and promotes high standards of learning and student well-being in partnership with parents, guardians and the community.

DISTRIBUTION MISSION STATEMENT
To educate each student in a safe learning environment so that they may develop to their highest potential and become contributing citizens.

ESSENTIAL BOARD ROLES
Guide the superintendent
Engage constituents
Ensure alignment of resources
Monitor effectiveness
Model excellence

BOARD MEMBERS
John Ahrens, Secretary
Jim Berthold, Member
Chico Garcia, Member
Dr. Richard Martyr, Member
Paula Peairs, Vice President
Karen Ragland, Treasurer & Asst Secretary
Joie Siegrist, President

1. CALL TO ORDER:
6:00 pm Regular Business Meeting

2. ADDENDUMS/CHANGES TO THE AGENDA:

3. AUDIENCE PARTICIPATION:

4. VISITORS:

5. SUPERINTENDENT’S REPORT:

6. REPORTS:
   1. COVID-19 Update

7. CONSENT ITEMS:
   1. Approval: Staff Terminations/Leaves
   2. Approval: Staff Appointments
   3. Approval: Approval of Minutes for the April 8, 2020 Regular Meeting and the April 22, 2020 Regular Meeting
   4. Approval: First Reading, Adoption, Board Policies JICDA – Code of Conduct and KFA – Public Conduct on District Property
   5. Approval: Approval of Recommendation to Hire Principal for Northridge Elementary School
   6. Approval: Approval of Amendment to Construction Manager/General Contractor (CMGC) Contract for Burlington Elementary School Renovation Project
   7. Approval: Approval of Change Order 3 to CMGC Contract for Main Street School Renovation Project
   8. Approval: Approval of Change Order 1 to CMGC Contract for Elementary #28 Project
   9. Approval: Approval of Fee Adjustment 1 to the Architect Agreement for Elementary #28 Project
  10. Approval: Approval of Change Order 3 for Asbestos Abatement Contract for Main Street School Renovation Project
  11. Approval: First Reading, Adoption Board Policies GBEB – Staff Conduct (And Responsibilities); GCE/GCF – Professional Staff Recruiting/Hiring; GCE/GCF-R – Professional Staff Recruiting/Hiring; GCQC/GCQD – Resignation of Instructional Staff/Administrative Staff; new Board Regulation GCQC/GCQD-R – Resignation of Instructional Staff/Administrative Staff (Mandatory Reporting
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May 13, 2020
Educational Services Center
395 South Pratt Parkway
Longmont, Colorado 80501

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Dr. Don Haddad, Superintendent of Schools

DISTRICT VISION STATEMENT
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Dr. Richard Martyr, Member
Paula Peairs, Vice President
Karen Ragland, Treasurer & Asst Secretary
Joie Siegrist, President

Requirements); GCQF – Discipline, Suspension and Dismissal of Professional Staff (And Contract Nonrenewal); new Board Regulation GCQF-R – Discipline, Suspension and Dismissal of Professional Staff (Mandatory Reporting Requirements); GDE/GDF – Support Staff Recruiting/Hiring; GDE/GDF-R – Support Staff Recruiting/Hiring; GDQB – Resignation of Support Staff; and GDQD – Discipline, Suspension and Dismissal of Support Staff

8. ACTION ITEMS:
   1. Recommendation: Approval of IDEA Narratives

9. DISCUSSION ITEMS:

10. ADJOURNMENT:

Board of Education Meetings: Held at 395 South Pratt Parkway, Board Room, unless otherwise noted:

Wednesday, May 20       Study Session CANCELLED
Wednesday, May 27       5:30 pm April Financials
                        6:00 pm Regular Meeting
MEMORANDUM

DATE: May 13, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: COVID-19 Update
Strategic Priority – Student and Staff Well-Being

PURPOSE

For the Board of Education to be given an update on the COVID-19 pandemic as it affects the students and staff of the District.

BACKGROUND

Dr. Haddad will update the Board of Education at each Regular Board Meeting on how the COVID-19 pandemic is affecting the District.
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<th>NAME</th>
<th>POSITION/LOCATION</th>
<th>LEAVE OF ABSENCE</th>
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*Will work a 110 Day Contract for 2020-2021*
# Terminations/Leaves of Absence

**May 13, 2020**

## EFFECTIVE

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<tr>
<th>EFFECTIVE</th>
<th>NAME</th>
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<th>LEAVE OF ABSENCE</th>
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## CLASSIFIED

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*Will work a 110 Day Contract for 2020-2021*
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*Will work a 110 Day Contract for 2020-2021*
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MEMORANDUM

DATE: May 13, 2020
TO: Board of Education
FROM: Dr. Don Haddad, Superintendent of Schools
SUBJECT: Approval of Board of Education Meeting Minutes
Strategic Priority – High-Functioning School Board

RECOMMENDATION

That the Board of Education approve the minutes from the April Board Meetings.

BACKGROUND

The Board will be asked to approve the minutes from the April 8, 2020 Regular Meeting and the April 22, 2020 Regular Meeting.
MEMORANDUM

DATE: May 13, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: First Reading, Adoption, Board Policies JICDA – Code of Conduct and KFA – Public Conduct on District Property
Strategic Priority – Districtwide Safety and Security

RECOMMENDATION

For the Board of Education to adopt revisions to Board Policies JICDA – Code of Conduct and KFA – Public Conduct on District Property.

BACKGROUND

These Board policies have revisions that reflect changes in law recommended by the Colorado Association of School Boards, administration, and District legal counsel.

Board Policy BG – School Board Policy Process states, “Policy revision shall be accomplished in the same manner as policy adoption, except that revisions mandated by changes in law shall not require a second reading and may be adopted upon majority vote of the Board.”
Code of Conduct

Students in third grade and higher grade levels

In accordance with applicable law and Board policy concerning student suspensions, expulsions, and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student in third grade and higher grade levels who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Causing or attempting to cause damage to district property or stealing or attempting to steal district property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Willful destruction or defacing of district property.
4. Committing any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, e.g., name calling related to ethnicity, race, gender, sexual orientation or disability, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the district or school program or incite violence.
7. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
8. Violation of the Board’s policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of any Board policy/regulation or established school rules.
11. Violation of the Board’s policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board’s policy on student conduct involving drugs and alcohol.
13. Violation of the Board’s tobacco-free schools’ policy.
14. Violation of the Board’s policies prohibiting sexual or other harassment.
15. Violation of the Board’s policy on nondiscrimination.
16. Violation of the Board’s dress code policy.

17. Violation of the Board’s policy on gangs and gang-like activity.

18. Throwing objects (unless part of a supervised school activity) that can or do cause bodily injury or damage to property.

19. Directing profanity, vulgar language or obscene gestures toward other students, school personnel, or others.

20. Lying or giving false information, either verbally or in writing, to a district employee.

21. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.

22. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.

23. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.

24. Repeated interference with the district’s ability to provide educational opportunities to other students.

25. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

**Students in preschool through second grade**

In accordance with applicable law and Board policy concerning student suspensions and expulsions, the principal or designee may suspend or recommend expulsion of a student in preschool, kindergarten, first grade, or second grade who engages in one or more of the following activities while on district property, in a school building, in a district or school vehicle, at a district or school activity or event, or off district property when the conduct has a nexus to school or any district curricular or non-curricular event:

1. Violation of the Board’s policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.

2. Violation of the Board’s policy on student conduct involving drugs and alcohol.

3. Conduct that endangers the health or safety of others.

Adopted: February 28, 1968
Revised: August 8, 1984
Revised: September 29, 1993
Revised: June 8, 1994
Revised: February 22, 1995
Revised: September 25, 1996
Revised: September 9, 1998
LEGAL REFS.:
- C.R.S. 18-3-202 et seq. (offenses against person)
- C.R.S. 18-4-301 et seq. (offenses against property)
- C.R.S. 18-9-124 (2)(a) (prohibition of hazing)
- C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)
- C.R.S. 22-32-109.1 (2)(a)(I) (policy required as part of safe schools plan)
- C.R.S. 22-32-109.1 (2)(a)(I)(A) (duty to adopt policies on student conduct, safety, and welfare)
- C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)
- C.R.S. 22-33-106 (1)(a-g) (grounds for suspension, expulsion, denial of admission)
- C.R.S. 22-33-106.1 (suspension and expulsion for students in preschool through second grade)

CROSS REFS.:
- AC, Nondiscrimination/Equal Opportunity
- ADC, Tobacco-Free Schools
- ADD, Safe Schools
- ECAC, Vandalism
- GBGB, Staff Personal Security and Safety
- JBB*, Sexual Harassment
- JIC, Student Conduct
- JICA, Student Dress Code
- JICC, Student Conduct in School Vehicles
- JICDE*, Bullying Prevention and Education
- JICF, Secret Societies/Gang Activity
- JICH, Drug and Alcohol Involvement by Students
- JICI, Weapons in School
- JK, Student Discipline
- JKD/JKE, Suspension/Expulsion of Students (And Other Disciplinary Interventions)
Public Conduct on District Property

Persons using or upon school district property, including all district buildings, parking lots, and any district vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the superintendent or designee to be in violation of this policy shall be instructed to leave district property and law enforcement may be contacted. Any person who has engaged, or district officials reasonably believe will engage, in conduct prohibited by this policy may be excluded from district property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.

2. Physical abuse or threat of harm to any person or school district property.

3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.

4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.

5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, “controlled substances” means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with the Board’s policy on administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.

6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.

7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.

8. Unlawful use of any tobacco product.

9. **Unlawful possession** of a deadly weapon, as defined in state law, on school property or in school buildings, unless such possession is in accordance with C.R.S. 18-12-105.5 or 18-12-214(3). For the purposes of this policy, “deadly weapon” means:

   a. **a firearm,** whether loaded or unloaded;

   b. **a fixed blade knife with a blade that exceeds three inches in length:**
c. a spring-loaded knife or pocket knife with a blade exceeding three and one-half inches in length; or

d. any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a BB gun, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

10. Profanity or verbally abusive language.

11. Violation of any federal, state or municipal law or Board policy.

Adopted: June 8, 1994
Revised: September 9, 1998
Revised: October 28, 2015
Revised: November 9, 2016
Revised: October 10, 2018

LEGAL REFS.: 21 U.S.C. 860 (crime to distribute or manufacture controlled substances within 1,000 feet of a school)
C.R.S. 18-1-901 (3)(e) (definition of deadly weapon)
C.R.S. 18-9-106 (disorderly conduct)
C.R.S. 18-9-108 (disrupting lawful assembly)
C.R.S. 18-9-109 (interference with staff, faculty or students of educational institutions)
C.R.S. 18-9-110 (public buildings – trespass, interference)
C.R.S. 18-9-117 (unlawful conduct on public property)
C.R.S. 18-12-105.5 (unlawful carrying/possession of weapons on school grounds)
C.R.S. 18-12-214 (3)(a) (person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked)
C.R.S. 18-18-407 (2) (crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or public vehicles)
C.R.S. 22-1-119.3 (3)(c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student’s primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)
C.R.S. 25-1.5-106 (12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)
C.R.S. 25-14-103.5 (boards of education must adopt policies prohibiting tobacco and retail marijuana use on school property)
C.R.S. 25-14-301 (Teen Tobacco Use Prevention Act)

CROSS REFS.: ADC, Tobacco-Free Schools
GBEB, Staff Conduct (And Responsibilities)
GBEC, Alcohol and Drug-Free Workplace
JICH, Drug and Alcohol Involvement by Students
JI CI, Weapons in School
JLCD, Administering Medications to Students
KI, Visitors to Schools
St. Vrain Valley School District RE-1J, Longmont, Colorado
MEMORANDUM

DATE: May 13, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Recommendation to Hire Principal for Northridge Elementary School
Strategic Priority – Strong/Visionary Leadership

RECOMMENDATION

That the Board of Education approve the recommendation to hire Ms. DeAnn Dykes as the Principal for Northridge Elementary School, effective July 1, 2020.

BACKGROUND

Ms. Dykes graduated from Utah State University with a Bachelors degree in Special Education. She continued her education at Utah State University where she completed her Masters degree in Special Education. Additionally, Ms. Dykes completed the Credentialing Program in Elementary Education at Chapman University and received her Principal License in Administrative Leadership and Policy Studies at the University of Colorado.

For the past five years, Ms. Dykes has been the Assistant Principal at Black Rock Elementary School where she collaborated with the school leadership team to address concerns and needs of the school, analyzed school-wide data, planned events, and developed master schedules. From 2008 to 2015, Ms. Dykes served as a Teacher at Blue Mountain Elementary School. Prior to that, she served as a Teacher at Eagle Crest Elementary School from 2006 to 2008. During her time at Eagle Crest, she also served as a Plan Team Member at Blue Mountain from 2007 to 2008. Ms. Dykes has also been a Learning Specialist at Bernice A. Ray School in New Hampshire and a Special Day Class Teacher at Elmira Elementary School in California.

SALARY

Annual salary will be according to schedule.
MEMORANDUM

DATE: May 13, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Amendment to Construction Manager/General Contractor (CMGC) Contract for Burlington Elementary School Renovation Project Strategic Priority – Portfolio of 21st-Century Instructional Focus Schools and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve the Amendment to the Construction Manager/General Contractor (CMGC) contract for the Burlington Elementary School Renovation Project with FCI Constructors, Inc., for a maximum amount of $700,000 and an initial contract value of $697,809. Further, to authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes up to the approved amounts in accordance with Board of Education policy.

BACKGROUND

The CMGC review committee reviewed responses to RFQ 2017-027 for Construction Manager/General Contractor services. FCI Constructors, Inc., was selected as the most qualified for this project.

The project is a renovation addressing several building preservation needs, as well as the installation of a new greenhouse.

The construction budget for this project has been established at $710,000 as part of the 2016 Bond program. This item is being brought forth to comply with Board policy FEG stating any items over $100,000 must have Board approval.
MEMORANDUM

DATE: May 13, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Change Order 3 to Construction Manager/General Contractor (CMGC) Contract for Main Street School Renovation Project
Strategic Priorities – Portfolio of 21st-Century Instructional Focus Schools and Robust Co-Curricular Opportunities, Student and Staff Well-Being

RECOMMENDATION

That the Board of Education approve Change Order 3 for $1,445,966 to the Construction Manager/General Contractor (CMGC) contract with Golden Triangle Construction, Inc., for the Main Street School Renovation Project for a total contract value of $8,880,736. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board of Education policy.

BACKGROUND

This Change Order addresses the cost of completing phase 1 and phase 2 construction, including the replacement of existing carpet, the addition of a site storm water pumping station, and various unforeseen construction issues.

The construction budget for this project has been established at $8,969,543, as part of the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over $99,999 must have Board approval.

<table>
<thead>
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<th>Description</th>
<th>Amount</th>
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<tr>
<td>Original Agreement Amount</td>
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<td>New contract amount</td>
<td>$ 8,880,736.00</td>
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MEMORANDUM

DATE: May 13, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Change Order 1 to the Construction Manager/General Contractor (CMGC) Contract for the new Elementary #28 Project Strategic Priority – Portfolio of 21st-Century Instructional Focus Schools and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve Change Order 1 for $19,735,832 to the Construction Manager/General Contractor contract with JHL Constructors, Inc., for the new Elementary #28 Project for a total contract value of $24,134,749. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board of Education policy.

BACKGROUND

This Change Order sets the overall project contract value for the construction of a new 70,000 square foot 4-round elementary school in Erie.

The construction budget for the project has been established at $24,800,000, as part of the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over $99,999 must have Board approval.

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<td>Current change order (c)</td>
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<td>Total changes (previous + current) (d)</td>
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<td>New contract amount (e)</td>
<td>$24,134,749.00</td>
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MEMORANDUM

DATE: May 13, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Fee Adjustment to the Architect Agreement for Elementary #28 Project

Strategic Priority – Portfolio of 21st-Century Instructional Focus Schools and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve Fee Adjustment 1 for $27,150 to the Elementary #28 design contract with Hord Coplan Macht Architecture for a total contract value of $1,507,150. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board of Education policy.

BACKGROUND

This Consultant Fee Adjustment includes amounts for additional services for crawl space structural changes and water flow testing.

The design budget for this project has been established at $1,568,000 as part of the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over $99,999 must have Board approval.

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<td>New contract amount (e)</td>
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MEMORANDUM

DATE: May 13, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Change Order 3 for Abatement Contract for Main Street School Renovation Project

Strategic Priority – Student and Staff Well-Being

RECOMMENDATION

That the Board of Education approve Change Order 3 for $65,250 to the Asbestos Abatement contract with Environmental Demolition Insight, Inc., for the Main Street School Renovation for a $366,246.48 total contract value. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board of Education policy.

BACKGROUND

This Change Order includes abatement of existing carpet, tile and mastic associated with the new carpet replacement.

The abatement budget for the project has been established at $379,746 as part of the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over $99,999 must have Board approval.

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<th>Original Agreement Amount</th>
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<td>New contract amount</td>
<td>$ 366,246.48</td>
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MEMORANDUM

DATE: April 22, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: First Reading, Adoption, Board Policies GBEB – Staff Conduct (And Responsibilities); GCE/GCF – Professional Staff Recruiting/Hiring; GCE/GCF-R – Professional Staff Recruiting/Hiring; GCQC/GCQD – Resignation of Instructional Staff/Administrative Staff; new Board Regulation GCQC/GCQD-R – Resignation of Instructional Staff/Administrative Staff (Mandatory Reporting Requirements); GCQF – Discipline, Suspension and Dismissal of Professional Staff (And Contract Nonrenewal); new Board Regulation GCQF-R – Discipline, Suspension and Dismissal of Professional Staff (Mandatory Reporting Requirements); GDE/GDF – Support Staff Recruiting/Hiring; GDE/GDF-R – Support Staff Recruiting/Hiring; GDQB – Resignation of Support Staff; and GDQD – Discipline, Suspension and Dismissal of Support Staff.

RECOMMENDATION

For the Board of Education to adopt revisions to Board Policies GBEB – Staff Conduct (And Responsibilities); GCE/GCF – Professional Staff Recruiting/Hiring; GCE/GCF-R – Professional Staff Recruiting/Hiring; GCQC/GCQD – Resignation of Instructional Staff/Administrative Staff; new Board Regulation GCQC/GCQD-R – Resignation of Instructional Staff/Administrative Staff (Mandatory Reporting Requirements); GCQF – Discipline, Suspension and Dismissal of Professional Staff (And Contract Nonrenewal); new Board Regulation GCQF-R – Discipline, Suspension and Dismissal of Professional Staff (Mandatory Reporting Requirements); GDE/GDF – Support Staff Recruiting/Hiring; GDE/GDF-R – Support Staff Recruiting/Hiring; GDQB – Resignation of Support Staff; and GDQD – Discipline, Suspension and Dismissal of Support Staff.

BACKGROUND

These Board policies have revisions that reflect changes in law recommended by the Colorado Association of School Boards, administration, and District legal counsel.

Board Policy BG – School Board Policy Process states, “Policy revision shall be accomplished in the same manner as policy adoption, except that revisions mandated by changes in law shall not require a second reading and may be adopted upon majority vote of the Board.”
Staff Conduct  
(And Responsibilities)

All staff members have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times in accordance with this policy’s accompanying regulation. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Rules of conduct

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee’s personal financial interests.

2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the staff member’s duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.

3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.

4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.

2. Accept or receive a benefit as an indirect consequence of transacting school district business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.

2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.

4. Care and protection of school property.

5. Concern and attention toward the safety and welfare of students.

**Child abuse**

All district employees who have reasonable cause to know or suspect that any child is subjected to abuse or to conditions that might result in abuse or neglect must immediately, upon receiving such information, report such fact in accordance with Board policy and state law.

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information shall remain confidential except that the superintendent shall notify the Colorado Department of Education of the child abuse investigation.

**Possession of deadly weapons**

The Board’s policy regarding public possession of deadly weapons on school property or in school buildings shall apply to district employees. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

**Felony/misdemeanor convictions**

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the district shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district, or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. *When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the district shall require the employee to submit a name-based criminal history record check and may require additional information to determine a disposition.*

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing, *name-based criminal history record check and/or other requested documents* provide relevant information. Non-licensed employees shall be terminated if the results of the fingerprint-based or name-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees shall not be charged fees for processing fingerprints under these circumstances.
Unlawful behavior involving children

The district may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee’s fitness for employment.

Notification concerning arrests

District employees shall notify the district when they are arrested for specific criminal offenses, in accordance with this policy’s accompanying regulations.

The district shall notify students’ parents/guardians when district employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student’s behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student’s parent/guardian. See the Board’s policy concerning survey, assessment, analysis or evaluation of students. School personnel are encouraged to discuss concerns about a student’s behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

Adopted: February 8, 1984
Revised: November 10, 1999
Revised: February 9, 2005
Revised: November 14, 2007
Revised: January 11, 2012
Revised: March 13, 2013
Revised: November 11, 2015
Revised: August 9, 2017
Revised: October 10, 2018

LEGAL REFS.: 28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)
C.R.S. 18-12-105.5 (unlawful carrying/possession of weapons on school grounds)
C.R.S. 18-12-214 (3)(b) (school security officers may carry concealed handgun pursuant to valid permit)
C.R.S. 19-3-308 (5.7) (child abuse reporting)
C.R.S. 22-1-130 (parent notification of employee criminal charges)
C.R.S. 22-2119.3 (6)(d) (name-based criminal history record check – definition)
C.R.S. 22-32-109 (1)(ee) (duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission)
C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)
C.R.S. 22-32-109.1 (8) (policy requiring inquiries upon good cause to Department of Education for purpose of ongoing screening of employees)
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)
C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based criminal history record check)
C.R.S. 22-32-109.8 (6)(a) (requirement to terminate non-licensed employees for certain felony offenses)
C.R.S. 22-32-109.9 (licensed personnel – submittal of fingerprints and name-based criminal history record check)
C.R.S. 22-32-110 (1)(k) (power to adopt conduct rules)
C.R.S. 24-18-104 (government employee rules of conduct)
C.R.S. 24-18-109 (local government employee rules of conduct)
C.R.S. 24-18-110 (voluntary disclosure)

CROSS REFS.: JLC, Student Health Services and Requirements
JLDAC, Screening/Testing of Students (And Treatment of Mental Disorders)
JLF, Reporting Child Abuse/Child Protection
KDBA*, Parent Notification of Employee Criminal Charges
KFA, Public Conduct on District Property

St. Vrain Valley School District RE-1J, Longmont, Colorado
Professional Staff Recruiting/Hiring

Recruiting

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district schools. Any present employee of the district may apply for a position for which he or she is licensed and meets other stated requirements.

Background checks

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant’s fitness for employment. In all cases where credit information or reports are used in the hiring process, the district shall comply with the Fair Credit Reporting Act and applicable state law.

Hiring

There shall be no discrimination in the hiring process on the basis of race, color, creed, sexual orientation (which includes transgender), genetic information, religion, ancestry, sex, national origin, age, marital status, disability or conditions related to pregnancy or childbirth.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent. Unless otherwise required by law, the final selection for nomination shall be made only by the superintendent.

Appointment of candidates

Nominations shall be made at meetings of the Board of Education. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the school district. If there is a negative vote by the Board, the superintendent shall submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: August 18, 1975
LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)
   20 U.S.C. 6312 (c)(6) (teacher licensure requirements under Every Student Succeeds Act)
   42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)
   C.R.S. 2-4-401 (13.5) (definition of sexual orientation, which includes transgender)
C.R.S. 8-2-126 (limits employers’ use of consumer credit information)
   C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check)
   C.R.S. 14-14-111.5 (Child Support Enforcement procedures)
C.R.S. 22-2-119 (inquiries prior to hiring)
   C.R.S. 22-2-119.3 (6)(d) (name-based criminal history record check – definition)
   C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)
   C.R.S. 22-32-109 (1)(p) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)
   C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based criminal history record check)
C.R.S. 22-32-126 (principals’ role in hiring and assignment)
C.R.S. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of school district)
C.R.S. 22-60.5-201 (types of teacher licenses issued)
C.R.S. 22-61-101 (prohibiting discrimination)
C.R.S. 22-61-103 (requirement for teacher’s oath or written pledge)
C.R.S. 22-63-201 (licensure required)
C.R.S. 22-63-202 (employment contracts and mutual consent placement)
C.R.S. 22-63-206 (transfers)
C.R.S. 24-5-101 (effect of criminal conviction on employment)
C.R.S. 24-34-301 (7) (definition of sexual orientation, which includes transgender)
   C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)
   C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted “in a conspicuous place” accessible to employees)
   C.R.S. 24-72-202 (4.5) (definition of personnel file in open records law)

CROSS REF.: GBA, Open Hiring/Equal Employment Opportunity
   GCKAA*, Teacher Displacement
CONTRACT REF.:  SVVEA Agreement

St. Vrain Valley School District RE-1J, Longmont, Colorado
Professional Staff Recruiting/Hiring

Applications of all regular licensed personnel to be employed by the district will be processed according to this procedure. Short-term, temporary or interim appointments may be made directly by the superintendent, subject to the approval of the Board of Education, without following the advertising procedure.

1. **Vacancies**

   All regular vacancies will be advertised by the department of human resources.

2. **Applications**

   All applications will be submitted to the human resources office via the online Applitrack System.

   Current employees may apply for supplemental pay positions by submitting an application outlining their qualifications for the position they are seeking.

   All applicants will refer to the human resources website and complete an application form.

3. **Initial screening and interview**

   The hiring managers will screen applications and conduct the initial interview with all applicants. The objectives of the screening and initial interview process are to:

   a. Determine if the applicant meets applicable licensure requirements under state and federal law.

   b. Determine the suitability of the applicant for the specific position.

   c. Determine those applicants who are most qualified for the position.

   d. Ensure eligible applicants from the district’s priority hiring pool receive first opportunity to interview, as required by law.

   e. Discuss with the applicant any district policies and procedures pertinent to the job and to the employment process.

   f. **Must complete the required district application.**

4. **Background checks**

   Prior to hiring and in accordance with state law, the department of human resources shall:

   a. Conduct a background check through the Colorado Department of Education (the department) to determine the applicant’s fitness for employment.

   The department’s records shall indicate if the applicant has been convicted of, pled *nolo contendere* to, received a deferred sentence, or had his or her license or authorization denied, annulled, suspended or revoked for a felony or misdemeanor crimes involving unlawful sexual behavior, unlawful behavior
involving children or domestic violence. The department shall provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law. The department shall also provide information regarding whether the applicant’s license or certification has ever been denied, suspended, revoked or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher information clearinghouse.

Information of this type that is learned from a different source shall be reported by the district to the department.

The department will not disclose any information reported by a school district unless and until the department confirms that the allegation resulted in the person’s name being placed on the state central registry of child protection.

b. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant’s fitness for employment.

5. **Fingerprinting non-licensed administrators**

a. All non-licensed applicants selected for employment in an administrative position must submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district employee or any third party approved by the Colorado Bureau of Investigation.

b. Non-licensed applicants selected for employment must also submit a completed form, as required by state law, to certify, under penalty of perjury, either that he or she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he or she has been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The form must specify the felony or misdemeanor, the date of conviction, and the court entering judgment.

c. The school district will release the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. **When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the district shall require the employee to submit to a name-based criminal history record check and may require additional information to determine a disposition.**

d. Although an applicant may be conditionally employed prior to receiving the results, he or she may be terminated if the results are inconsistent with the information provided on the form. In accordance with state law, the employee or applicant shall be terminated or disqualified from district employment if the results disclose a conviction for any of the following offenses:

(1) felony child abuse, as described in C.R.S. 18-6-401;
(2) a crime of violence, as defined in C.R.S. 18-1.3-406(2);
(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) a felony drug offense, as described in C.R.S. 18-18-401 et seq., committed on or after August 25, 2012;
(6) felony indecent exposure, as described in C.R.S. 18-7-302;
(7) attempt, solicitation or conspiracy to commit any of the offenses described in items 1-6; or
(8) an offense committed outside of this state, which if committed in this state would constitute an offense described in items 1-7.

The district will notify the district attorney of inconsistent results for action or possible prosecution.

The school district will charge the applicant a nonrefundable fee of $40 to cover the direct and indirect costs of fingerprint processing. The applicant may pay the fee over a period of 60 days after employment. The fee will be credited to the fingerprint processing account.

6. **Credit reports**

The human resources office will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notice, that the district would like to obtain a credit report and requesting the individual’s written authorization to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The human resources office will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant’s rights. If an application for employment is denied because of the credit report, the human resources office will give the applicant notice that the action has been taken, as well as:

a. the name, address and phone number of the credit bureau supplying the report;

b. a statement that the credit bureau was not involved in the decision to deny the application; and

c. a notice of the individual’s right to dispute the information in the report.

7. **Placement interview**

a. Determine whether the applicant can handle the specific assignment.

b. Determine the best applicant for the position.

c. Discuss with the candidate any building or departmental regulations pertinent to the job.

8. **Selection**

In the selection of *secondary teachers*, the principal and department chairman will interview the qualified applicants. The decision regarding selection will be made by
the principal, considering mutual consent placement provisions in law where applicable.

In the selection of *elementary teachers*, the principal will interview the qualified applicants. The decision regarding selection will be made by the principal and human resources, considering mutual consent placement provisions in law where applicable.

In the selection of *athletic coaches*, the principal and director of athletics will interview the qualified applicants, and the decision regarding selection will be made by the principal, the director of athletics and human resources. In the selection of assistant athletic coaches, the head coach of that sport will be involved in the interview process.

In the selection of *department chairpersons*, the principal will interview the qualified applicants, and the decision regarding selection will be made by the principal.

If the department chairman, director of athletics, head coach, or human resources are not available at a time when a selection must be made, the selection will be made by those applicable persons present under the specific direction of the superintendent or designee.

9. **Contract or job offer**

   Only the human resources office is authorized to offer new or supplemental pay contracts and/or jobs to current employees or applicants.

10. **Information report to state**

    In accordance with federal and state law, the human resources office will report the name, address and social security number of every new employee to Colorado State Directory of New Hires, P.O. Box 2920, Denver, Colorado 80201-2920.

    This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, shall be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee’s last known address, the fact of the termination, and the name and address of the employee’s new employer, if known, shall be reported to the applicable court or agency.

    Upon receiving a Notice of Wage assignment, the district shall remit the designated payment within seven (7) days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

Adopted: February 28, 1968
Revised: July 23, 1969
Revised: August 13, 1969
Revised: December 15, 1982
Revised: June 8, 1994
Revised: September 22, 1999
Revised: December 8, 2004
Revised: May 14, 2008
Revised and recoded: November 11, 2015
Revised: February 28, 2018
Revised: October 10, 2018

St. Vrain Valley School District RE-1J, Longmont, Colorado
Resignation of Instructional Staff/Administrative Staff

A teacher or licensed administrator who resigns during the term of their contract shall be paid the prorated amount of their annual salary for each day the teacher or licensed administrator has been on duty.

The following procedures apply to the reporting of allegations against or offenses committed by licensed personnel who resign from the district:

**Mandatory reporting requirements – unlawful behavior involving a child**

The district shall comply with the mandatory reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent shall notify the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee’s resignation. The superintendent or designee shall provide any information requested by the department concerning the circumstances of the resignation. The district shall also notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current or past employee has been convicted of, pled *nolo contendere* to, or received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent or designee shall notify CDE.

**Mandatory reporting requirements – other offenses**

In addition, and in accordance with applicable State Board of Education rules, the superintendent shall immediately notify CDE whenever acceptance of resignation concerning a licensed employee is based upon the employee’s conviction, guilty plea, plea of *nolo contendere*, or deferred sentence for any of the following offenses:

a. Felony child abuse, as specified in C.R.S. 18-6-401;
b. Felony unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
c. A felony offense involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
d. a crime of violence, as defined in C.R.S. 18-1.3-406;
e. indecent exposure, as described in C.R.S. 18-7-302;
f. contributing to the delinquency of a minor, as described in C.R.S. 18-6-701;
g. felony domestic violence, as defined in C.R.S. 18-6-800.3;
h. misdemeanor domestic violence, as described in C.R.S. 18-6-800.3 (1) and such conviction is a second or subsequent conviction for the same offense;
i. misdemeanor sexual assault as described in C.R.S. 18-3-402;
j. misdemeanor unlawful sexual conduct, as described in C.R.S. 18-3-404;
k. misdemeanor sexual assault on a client by a psychotherapist, as described in C.R.S. 18-3-405.5;
l. misdemeanor child abuse, as described in C.R.S. 18-6-401;
m. misdemeanor involving the illegal sale of a controlled substance;
n. physical assault;
o. battery;
p. a drug-related offense; or
q. an offense committed outside of this state, the elements of which are substantially similar to any offense described in items a – m above.

The superintendent or designee shall also immediately notify CDE when the district learns:

a. the resigning employee has forfeited any bail, bond or other security deposited to secure the employee’s appearance and the employee is charged with having committed a felony or misdemeanor for any offense described in items a – m above, or
b. the resigning employee has paid a fine or received a suspended sentence for any offense described in items a – m above.

The superintendent or designee shall also notify CDE when:

a. The county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the district.
b. The Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

Adopted: February 28, 1968
Revised: December 8, 1971
Revised: September 23, 1980
Revised: February 8, 1984
Revised: September 8, 1993
Revised: June 8, 1994
Revised: October 8, 1997
Revised: November 10, 1999
Revised: May 14, 2008
Revised: November 11, 2015

LEGAL REFS.: 20 U.S.C. 7926 (ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor)
C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
C.R.S. 22-32-109.7 (specific duties regarding hiring inquiries and reporting)
C.R.S. 22-63-202 (employment contracts)
1 CCR 301-37, Rules 2260.5-R-15.00 \textit{et seq.} (mandatory reporting requirements)

St. Vrain Valley School District RE-1J, Longmont, Colorado
Resignation of Instructional Staff/Administrative Staff
(Mandatory Reporting Requirements)

The following procedures apply to the reporting of allegations against or offenses committed by licensed personnel who resign from the district.

Mandatory reporting requirements – unlawful behavior involving a child

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent shall notify the Colorado Department of Education (CDE) as soon as possible but no later than 10 business days after the employee’s resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current or past employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall notify CDE.

Mandatory reporting requirements – other offenses

In addition, and in accordance with applicable State Board of Education rules, the superintendent shall immediately notify CDE whenever acceptance of resignation concerning a licensed employee is based upon the employee’s conviction, guilty plea, plea of nolo contendere, or deferred sentence for any of the following offenses:

a. felony child abuse, as specified in C.R.S. 18-6-401;
b. felony unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
c. a felony offense involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);
d. a crime of violence, as defined in C.R.S. 18-1.3-406;
e. indecent exposure, as described in C.R.S. 18-7-302;
f. contributing to the delinquency of a minor, as described in C.R.S. 18-6-701;
g. felony domestic violence, as defined in C.R.S. 18-6-800.3;
h. misdemeanor domestic violence, as described in C.R.S. 18-6-800.3 (1) and such conviction is a second or subsequent conviction for the same offense;
i. misdemeanor sexual assault, as described in C.R.S. 18-3-402;
j. misdemeanor unlawful sexual conduct, as described in C.R.S. 18-3-404;
k. misdemeanor sexual assault on a client by a psychotherapist, as described in C.R.S. 18-3-405.5;
l. misdemeanor child abuse, as described in C.R.S. 18-6-401;

m. misdemeanor involving the illegal sale of controlled substances;

n. physical assault;

o. battery;

p. a drug-related offense;

q. an offense committed outside of this state, the elements of which are substantially similar to any offense described in items a-m above; or

r. a misdemeanor committed outside of this state, the elements of which are substantially similar to sexual exploitation of children as described in C.R.S. 18-6-403 (3)(b.5).

The superintendent shall also immediately notify CDE when the district learns:

a. the resigning employee has forfeited any bail, bond or other security deposited to secure the employee’s appearance and the employee is charged with having committed a felony or misdemeanor for any offense described in items a-m above; or

b. the resigning employee has paid a fine or received a suspended sentence for any offense described in items a-m above.

The superintendent shall also notify CDE when:

a. The county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the district.

b. The Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

(Approval date)
**Discipline, Suspension and Dismissal of Professional Staff**  
(And Contract Nonrenewal)

The Board shall follow procedures established by law for the suspension and dismissal of teachers.

Probationary teachers, currently employed by the Board, shall be re-employed for the succeeding academic year at the appropriate salary unless the Board does not renew the contract of such teacher pursuant to law.

The superintendent or designee shall be authorized to suspend with pay or place on administrative leave a professional staff member as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct.

A teacher shall not be subject to any disciplinary proceeding including dismissal for actions which were in good faith and in compliance with the district’s discipline code, nor shall a contract nonrenewal be based on such lawful actions.

**Mandatory reporting requirements**

If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent or designee is delegated the responsibility for immediately notifying the Colorado Department of Education (CDE) and for providing any information requested by CDE concerning the circumstances of the dismissal. The district also shall notify the employee that information concerning their dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for, a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent or designee shall immediately report this information to CDE.

In addition, the superintendent or designee shall immediately notify CDE when a dismissal action against a licensed employee is based upon the employee’s conviction, guilty plea, plea of *nolo contendere*, or deferred sentence for any of the following offenses:

a. any felony, including but not limited to felony child abuse, felony unlawful sexual behavior, a felony offense involving unlawful sexual behavior, or a felony offense involving an act of domestic violence;
b. a crime of violence;
c. indecent exposure;
d. contributing to the delinquency of a minor;
e. misdemeanor domestic violence;
f. misdemeanor sexual assault;
g. misdemeanor unlawful sexual conduct;
h. misdemeanor sexual assault on a client by a psychotherapist;
i. misdemeanor child abuse;
j. misdemeanor sexual exploitation of children;
k. misdemeanor involving the illegal sale of controlled substances;
l. physical assault;
m. battery; or
n. a drug related offense.

The superintendent shall also notify CDE when:

a. The county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in their official capacity as an employee of the district.
b. The Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

Adopted: February 28, 1968
Revised: June 13, 1984
Revised: September 8, 1993
Revised: November 17, 1993
Revised: June 8, 1994
Revised: October 8, 1997
Revised: May 14, 2008
Revised: November 11, 2015

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)
20 U.S.C. 7926 (ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor)
C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
C.R.S. 22-2-119 (inquiries by boards of education concerning prospective employees)
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)
C.R.S. 22-32-109.7 (board of education – specific duties)
C.R.S. 22-63-202 (3) (employment contracts)
C.R.S. 22-63-202 (4) (employment contracts)
C.R.S. 22-63-203 (probationary teachers)
C.R.S. 22-63-301 et seq. (grounds for dismissal)
1 CCR 301-37, Rules 2260.5-R-15.00 et seq. (mandatory reporting requirements)

CONTRACT REF.: SVVEA Agreement

St. Vrain Valley School District RE-1J, Longmont, Colorado
Discipline, Suspension and Dismissal of Professional Staff
(Mandatory Reporting Requirements)

The following procedures apply to the reporting of allegations against or offenses committed by licensed personnel who face a dismissal action or are dismissed by the district.

Mandatory reporting requirements – unlawful behavior involving a child

If an employee is dismissed as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent shall notify the Colorado Department of Education (CDE) as soon as possible but no later than 10 business days after the employee’s dismissal. The superintendent shall provide any information requested by the department concerning the circumstances of the dismissal. The district also shall notify the employee that information concerning the dismissal is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current or past employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent shall notify CDE.

Mandatory reporting requirements – other offenses

In addition, and in accordance with applicable State Board of Education rules, the superintendent shall immediately notify CDE when a dismissal action concerning a licensed employee is based upon the employee’s conviction, guilty plea, plea of nolo contendere, or deferred sentence for any of the following offenses:

a. felony child abuse, as specified in C.R.S. 18-6-401;

b. felony unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);

c. a felony offense involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);

d. a crime of violence, as defined in C.R.S. 18-1.3-406;

e. indecent exposure, as described in C.R.S. 18-7-302;

f. contributing to the delinquency of a minor, as described in C.R.S. 18-6-701;

g. felony domestic violence, as defined in C.R.S. 18-6-800.3;

h. misdemeanor domestic violence, as described in C.R.S. 18-6-800.3 (1) and such conviction is a second or subsequent conviction for the same offense;

i. misdemeanor sexual assault, as described in C.R.S. 18-3-402;

j. misdemeanor unlawful sexual conduct, as described in C.R.S. 18-3-404;
k. misdemeanor sexual assault on a client by a psychotherapist, as described in C.R.S. 18-3-405.5;

l. misdemeanor child abuse, as described in C.R.S. 18-6-401;

m. misdemeanor involving the illegal sale of controlled substances;

n. physical assault;

o. battery;

p. a drug-related offense;

q. an offense committed outside of this state, the elements of which are substantially similar to any offense described in items a-m above; or

r. a misdemeanor committed outside of this state, the elements of which are substantially similar to sexual exploitation of children as described in C.R.S. 18-6-403 (3)(b.5).

The superintendent shall also immediately notify CDE when the district learns:

a. the employee has forfeited any bail, bond or other security deposited to secure the employee's appearance and the employee is charged with having committed a felony or misdemeanor for any offense described in items a-m above; or

b. the employee has paid a fine or received a suspended sentence for any offense described in items a-m above.

The superintendent shall also notify CDE when:

a. The county department of social services or the local law enforcement agency reasonably believes that an incident of child abuse or neglect has occurred and the school employee is the suspected perpetrator and was acting in an official capacity as an employee of the district.

b. The Board reasonably believes that an employee is guilty of unethical behavior or professional incompetence.

(Approval date)
Support Staff Recruiting/Hiring

The Board shall establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

**Recruiting**

The recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

**Background checks**

Prior to hiring any person, in accordance with state law, the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant’s fitness for employment. In all cases where credit information or reports are used in the hiring process the district shall comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district shall submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

**Hiring**

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation (which includes transgender), religion, national origin, ancestry, age, genetic information, marital status, disability or conditions related to pregnancy or childbirth.

The Board shall officially appoint all employees upon the superintendent’s recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted: February 28, 1968
Revised: September 23, 1981
Revised: June 8, 1994
Revised: December 8, 2004
Revised: May 14, 2008
Revised: November 11, 2015
LEGAL REFS.:  
15 U.S.C. 1681 et seq. (Fair Credit Reporting Act) 
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act) 
28 C.F.R. 50.12(b) (notification requirements regarding fingerprints) 
C.R.S. 2-4-401 (13.5) (definition of sexual orientation, which includes transgender) 
C.R.S. 8-2-2126 (limits employers’ use of consumer credit information) 
C.R.S. 13-80-103.9 (liability for failure to perform an education employment required background check) 
C.R.S. 14-14-111.5 (Child Support Enforcement procedures) 
C.R.S. 22-2-119 (duty to make inquiries prior to hiring) 
C.R.S. 22-2-119.3 (6)(d) (name-based criminal history record check – definition) 
C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel) 
C.R.S. 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs) 
C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring) 
C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based criminal history record check – fingerprinting requirements for non-licensed positions) 
C.R.S. 24-5-101 (effect of criminal conviction on employment) 
C.R.S. 24-34-301 (7) (definition of sexual orientation, which includes transgender) 
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices) 
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted “in a conspicuous place” accessible to employees) 

CROSS REF.:  
GBA, Open Hiring/Equal Employment Opportunity 
GDA, Support Staff Positions 
Classified Employees’ Handbook 

St. Vrain Valley School District RE-1J, Longmont, Colorado
Support Staff Recruiting/Hiring

Background checks

Prior to hiring and in accordance with state law, the department of human resources shall:

Fingerprinting

1. All applicants selected for employment in a support staff position must submit a complete set of fingerprints taken by a qualified law enforcement agency, or an authorized district employee or any third party approved by the Colorado Bureau of Investigation and a notarized, completed form (described in 2 below) as required by state law.

2. Applicants selected for employment must also submit a notarized, completed form as required by state law. On the form, the applicant must certify either that he or she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he or she have been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The form must specify the felony or misdemeanor, the date of conviction and the court entering judgment.

3. The school district will release the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the district shall require the employee to submit a name-based criminal history record book, and may require additional information to determine a disposition.

4. Although an applicant may be conditionally employed prior to receiving the results, he or she may be terminated if the results are inconsistent with the information provided on the form. In accordance with state law, the employee or applicant shall be terminated or disqualified from district employment if the results disclose a conviction for any of the following offenses:

a. felony child abuse, as described in C.R.S. 18-6-401;

b. a crime of violence, as defined in C.R.S. 18-1.3-406 (2);

c. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);

d. felony domestic violence, as defined in C.R.S. 18-6-800.3;

e. a felony drug offense as described in C.R.S. 18-18-401 et seq., committed on or after August 25, 2012;

f. felony indecent exposure, as described in C.R.S. 18-7-302;

g. attempt, solicitation or conspiracy to commit any of the offenses described in items a-f; or

h. an offense committed outside of this state, which if committed in this state would constitute an offense described in items a-g.

The district shall notify the district attorney of inconsistent results for action or possible prosecution.

Credit reports
The personnel office will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notice, that the district would like to obtain a credit report and requesting the individual’s written authorization to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The personnel office will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant’s rights. If an application for employment is denied because of the credit report, the personnel office will give the applicant notice that the action has been taken, as well as:

1. the name, address and phone number of the credit bureau supplying the report;
2. a statement that the credit bureau was not involved in the decision to deny the application; and
3. a notice of the applicant’s right to dispute the information in the report.
4. The school district will charge the applicant a nonrefundable fee to be determined by the Board to cover the direct and indirect costs of fingerprint processing.

The applicant may pay the fee over a period of 60 days after employment. The fee will be credited to the fingerprint processing account.

**Information report to state**

1. In accordance with federal and state law, the department of human resources will report the name, address and social security number of every new employee to Colorado State Directory of New Hires, P.O. Box 2920, Denver, Colorado 80201-2920.

2. This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, shall be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee’s last known address, the fact of the termination, and the name and address of the employee’s new employer, if known, shall be reported to the applicable court or agency.

3. Upon receiving a Notice of Wage assignment, the district shall remit the designated payment within 7 days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

**Title I paraprofessionals**

Prior to hiring paraprofessionals to work in Title I Schoolwide or Targeted Assistance Programs, the personnel office shall determine whether the applicant meets the qualifications required under federal law and regulations.

Approved: June 8, 1994
Revised: December 8, 2004
Revised: May 14, 2008
Revised: November 11, 2015
Resignation of Support Staff

Support staff are encouraged to give two weeks written notice to the district prior to resigning employment.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, the superintendent or designee is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after the employee’s resignation. The superintendent or designee shall provide any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Adopted: June 26, 1968
Revised: September 17, 1973
Revised: June 8, 1994
Revised: November 10, 1999
Revised: January 9, 2008
Revised: November 11, 2015

LEGAL REFS.: 20 U.S.C. 7926 (ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor)
C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
C.R.S. 22-32-109.7
Discipline, Suspension and Dismissal of Support Staff

Support staff employees, unless otherwise designated by contract, shall be considered “at will” employees and shall have only those employment rights expressly established by Board policy. Support staff members shall be employed for such time as the district is in need of or desirous of the services of such employees.

The Board delegates to the superintendent the authority to dismiss classified personnel. The superintendent may delegate this authority to other appropriate personnel such as the assistant superintendent of human resources. All dismissals of classified employees shall be reported to the Board at its next regular meeting.

The superintendent or designee may also suspend employees from their assignments as a disciplinary measure, with or without pay.

If an employee is dismissed or resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than ten (10) business days after such dismissal or resignation. The superintendent or designee shall provide any information requested by the department concerning the circumstances of the dismissal or resignation. The district shall also notify the employee that information concerning the dismissal or resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

If the district learns that a current employee has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for any felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, the superintendent or designee shall immediately report this information to CDE.

Adopted: 1981
Revised: November 10, 1999
Revised: May 14, 2008
Revised: November 11, 2015

LEGAL REFS.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)
20 U.S.C. 7926 (ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor)
C.R.S. 8-2-126 (limits employers’ use of consumer credit information)
C.R.S. 19-3-301 et seq. (Child Protection Act of 1987)
C.R.S. 22-2-119 (duty to make inquiries prior to hiring)
C.R.S. 22-32-109.7 (specific duties regarding hiring inquiries and reporting)
C.R.S. 22-32-110 (1)(h) (power to discharge/terminate employment)
C.R.S. 22-32-126 (3) (principals recommend employment actions)

St. Vrain Valley School District RE-1J, Longmont, Colorado
MEMORANDUM

DATE: May 13, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of IDEA Narratives

Strategic Priority – Strong District Finances

RECOMMENDATION

That the Board of Education approve Narratives that provide guidance and approval on expenditures associated with IDEA funding to support the provision of special education services to students attending St. Vrain Valley School District.

BACKGROUND

Every three years, school districts are required to write narratives to be approved by the Board of Education and submitted to the Colorado Department of Education (CDE). The narratives describe to the CDE how our District will utilize the IDEA funds to support special education services for students with disabilities, ages three through twenty-one, attending the St. Vrain Valley School District. Attached are narratives to support the listed projects. The following projects are required projects that must be supported in order to access funding through IDEA.

- Project A – Special Education Services ages 5-21
- Project A – Preschool ages 3-5
- Project B – Extended School Year Services
- Project C – Charter Schools
- Project F – Private Schools
Certification By President of the Board

Submission Date: 

AU / SOP Name and Number: 07010 BOULDER RE-1J ST VRAIN

NARRATIVE CYCLE 2020 - 2021 through 2022 - 2023
Check One
☑ New □ Amendment

FUND SOURCE - IDEA PART B

☑ IDEA: Part B Flow Through Funds

PROJECT
Check All That Apply
☑ Project A: Special Education Services □ Project D: Early Intervening Services
☑ Project B: ESY or Summer School □ Project E: Title I Schoolwide Schools
□ Project C: Charter Schools ☑ Project F: Private Schools

FUND SOURCE - IDEA PRESCHOOL

☑ IDEA: Preschool Flow Through Funds

PROJECT
Check All That Apply
☑ Project A: Special Education Services □ Project D: Early Intervening Services
☑ Project B: ESY or Summer School

If requesting IDEA Preschool funds for other projects, please contact CDE.

CERTIFICATION

The School Board, with the submission of the attached narrative, hereby makes application for federal special education funds under the source(s) specified above. The Board has authorized the director of special education to act as its authorized representative, to conduct all business related to the planning, implementation, budget, operation, and evaluation of this grant program, to submit all required reports, and generally conduct business related to the administration of the funds received from this grant. In consideration of the receipt of these grant funds, the Board agrees that the special education fiscal assurances form and the terms therein are specifically incorporated by reference of this application. The Board also certifies that all program and pertinent administrative requirements will be met. This includes the Education Department General Administrative Regulations (EDGAR), the Uniform Grant Guidance, and the Department of Education's General Education Provisions Act (GEPA) requirements.

__________________________
Signature of School Board President

04-27-2020
Date

__________________________
Type or Print Name

A certification page, signed by the school Board President, must be submitted per funding source with all narratives, including amendments.
General Education Provisions Act (GEPA) ~ Section 427

Submission Date: 

AU / SOP Name and Number: 07010 BOULDER RE-1J ST VRAIN

**FUND SOURCE**

Check All That Apply

- [x] IDEA: Part B Flow Through Funds
- [x] IDEA: Preschool Flow Through Funds

**GEPA REQUIREMENTS, SECTION 427**

In the space provided below, describe the steps the agency proposes to take to ensure equitable access to, and participation in, your programs supported with these funds for students, teachers, and other program beneficiaries with special needs. There are six barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, determine whether these or other barriers may prevent your students, teachers, or other program beneficiaries from such access or participation in this federally funded project or activity. The description of steps to be taken to overcome these barriers need not be lengthy. Provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances in the space below.

Federal funding from IDEA, Part B flow through funds, IDEA Preschool Flow Through funds and other Federally Funded Special Education grants as well as other federally funded grants are used for salaries and benefits for staff. These funds also provide materials, presenters, consultants, staff development and purchased services as needed. St. Vrain Valley School District does not discriminate due to gender, race, national origin, color, disability, or age. St. Vrain prints information on employment applications for all positions throughout the district which certifies that we are an EQUAL OPPORTUNITY EMPLOYER. Postings state, “The District prohibits discrimination against any applicant on the basis of race, color, religion, sex, national origin, age, marital status, or disability.” Materials and equipment, staff development, and other related programs or services needed to implement our programs are not used nor are they purchased with any knowledge of discrimination. Board Policy prohibits discrimination against any student, including students who are in need of receiving special education services. Discrimination against students in the process of assessment for eligibility for special education services because of gender, race, creed, national origin, color or disability is similarly prohibited. St. Vrain makes every reasonable attempt to make its programs and facilities available to all people regardless of gender, race, national origin, color, disability, or age. In conjunction with the proposed grant projects, the District, forgets no physical barriers to access and all schools fully comply with ADA regulations. In addition to facilities being ADA compliant, the District routinely provides services for individuals with physical disabilities and will continue to do so. All programs with regards to all circumstances within our administrative unit prohibit the use of discrimination at all times for both students and staff.

Signature of Special Education Director

Laura Hess

Date 4/30/2020

Type or Print Name

A certification page, signed by the school Board President, must be submitted per funding source with all narratives, including amendments.
# IDEA Part B

**Project Narrative ~ Project A: Special Education Services**

**Submission Date:**

**AU / SOP Name and Number:**
07010 BOULDER RE-1J ST VRAIN

**NARRATIVE CYCLE 2020 - 2021 through 2022 - 2023**

*Check One*

- [ ] New
- [ ] Amendment

**FUND SOURCE**

*Check One*

- [ ] IDEA: Part B Flow Through Funds

## OBJECTIVE 1: STAFF

Employ appropriately licensed and endorsed special education personnel to include instructional staff, speech language pathologists, related service providers, administrative staff, and coordinators to meet all IDEA requirements. Employ appropriately licensed and endorsed math and reading interventionists (general education teachers) to provide intervention services to students with disabilities. Employ qualified special education paraprofessionals and office support personnel to meet all IDEA requirements. Staff are subject to time and effort documentation; only the time associated with special education responsibilities may be funded by IDEA federal funds.

- [ ] Activity 1 - Salaries and benefits of instructional and support staff (0100 / 0200)

- [ ] Activity 2 - Salaries and benefits of math/reading interventionists (general education teachers) (0100 / 0200)

- [ ] Activity 3 - Contracted professional or technical services with independent contractor for personnel costs (no fringe benefits) of individuals providing these services (0300)

- [ ] Activity 4 - Contracted services with other CO school districts or BOCES or AUs for personnel costs of individuals providing special education services (0592)

- [ ] Activity 5 - Insert additional activity request (not listed in activities 1-4 above)

**Evaluation Procedures for Objective 1:**

All certified staff will meet IDEA and CDE license requirements. All staff will complete time and effort documentation. Includes contracted professional or technical services with independent contractors, school districts, and facilities.

**Approval/Comments (For CDE Use Only):**
Objective 2: Non-Specific Staff

Provide salaries and benefits for substitutes (release time) to cover special education staff to attend staffings or for the coverage of special education staff who are out on short-term leave (does not include long term substitutes); provide stipends (extra duty) for staff completing special education projects outside of their regular assignment; provide PERA retirement benefits; provide Administrative Unit / State Operated Program approved tuition reimbursement for staff completing special education coursework.

- Activity 1 - Salaries and benefits of substitutes - it is the responsibility of the AU/SOP to assure that all substitutes are appropriately licensed (0120/0200)
- Activity 2 - Stipends for extra duty for projects outside of the employee's regular assignment (0150)
- Activity 3 - Pay PERA benefits associated with retirees who are contracting with the AU/SOP (0230)
- Activity 4 - Tuition reimbursement for special education staff when the content of the coursework is related to special education (0240)
- Activity 5 - Insert additional activity request (not listed in activities 1-4 above)
- Activity 6 - Insert additional activity request (not listed in activities 1-5 above)

Evaluation Procedures for Objective 2:

Substitutes will be monitored by district employment procedures. Extra duty staff will be evaluated based on individual activities completed. Benefits will be paid as required. Stipends for approved additional coursework will be paid upon proof of completion.
**Objective 3: Purchase Services**

Provide for the payment of associated costs to support the operation and management for the provision of special education services and programs.

<table>
<thead>
<tr>
<th></th>
<th>Activity 1 - Other purchased professional and technical services not requiring a staff record, i.e., legal services for updating policy manuals (0390)</th>
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<tbody>
<tr>
<td></td>
<td>Activity 2 - Expenditures for repairs and maintenance of specific special education equipment and devices which are not provided directly by the AU's personnel (0430)</td>
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<td>Activity 3 - Expenditures for rentals/leases of special education specific equipment and/or devices such as mobility equipment (0440)</td>
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<td>Activity 4 - Expenditures for student transportation services that are not claimed on the CDE 40 (0510)</td>
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<td>Activity 5 - Expenditures for unemployment compensation insurance (0525)</td>
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<td>Activity 6 - Expenditures for workers compensation insurance (0526)</td>
</tr>
<tr>
<td></td>
<td>Activity 7 - Expenditures for communication devices related to special education (0530)</td>
</tr>
<tr>
<td></td>
<td>Activity 8 - Expenditures for advertising related to recruitment of special education personnel, procurement of goods and services, and other specific purposes necessary to meet the requirements of the IDEA grant (0540)</td>
</tr>
</tbody>
</table>
Activity 9 - Expenditures for printing and duplicating specific to special education services, staff and the students supported by the special education program (0550)

Activity 10 - Tuition paid to other AUs or BOCES for specific special education services for out-of-district placed pupils (0562)

Activity 11 - Tuition paid to private sources for specific special education services upon AU determination for the placement, i.e., community agency supporting individuals with disabilities (0564)

Activity 12 - Tuition paid to approved facility schools for specific special education services for out-of-district placed pupils (0565)

Activity 13 - Expenditures for mileage, travel (lodging and meals), and registration costs, i.e., mileage for itinerant staff (0580)

Activity 14 - Services purchased from other sources not classified elsewhere - description required below* (0599)

Activity 15 - Insert additional activity request (not listed in activities 1-14 above)

Activity 16 - Insert additional activity request (not listed in activities 1-15 above)

* Description (Required if requesting Activity 14 above)

Communication devices (such as walkie talkies) and postage as required. These costs are above and beyond what the AU provides for education staff because the postage costs are associated with special education costs only. The communication devices are needed for safety reasons.

Evaluation Procedures for Objective 3:

Purchases of communication devices, monthly service contracts and postage will be on file in the special education office. Purchase professional and technical services and tuition will be contracted with documentation of services and costs provided. Expenditures for repairs/rentals, transportation, advertisement, printing will be documented through the district accounting system.

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):
Performance Report 2022-2023 (due July 14, 2023):

OBJECTIVE 4: SUPPLIES
Purchase of instructional and support supplies (including freight costs), materials, software, and equipment under $1K, necessary to provide FAPE, included on the student's IEP and that are above and beyond what is provided to general education staff and students. All computers and small and attractive devices such as Go Talk augmentative communication device, etc. should be requested under Objective 5: Equipment (regardless of cost).

- Activity 1 - Expenditures for general supplies specific to special education programming (0610)
- Activity 2 - Expenditures for books and periodicals specific to special education programming (0640)
- Activity 3 - Expenditures for electronic media materials including software licenses (including electronic IEP systems) specific to special education programming (0650)
- Activity 4 - Insert additional activity request (not listed in activities 1-3 above)
- Activity 5 - Insert additional activity request (not listed in activities 1-4 above)

Evaluation Procedures for Objective 4:
District Administration will monitor and maintain instructional and support supplies/materials, software and equipment necessary to provide FAPE. All computers and small devices will be inventoried by district administration. All devices will be selected based on recommendations from an assistive technology evaluation and needs and use of device of computer will be documented in individual student IEPs.

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):
Objective 5: Equipment

Purchase of computers and small and attractive devices (regardless of cost including Go Talk augmentative communication device, iPads, etc.), as well as assistive technology and equipment over $1K necessary to provide FAPE, included on the student's IEP, and that are above and beyond what is provided to general education staff and students. Documentation must be kept to demonstrate how purchases with IDEA funds are above and beyond what is provided to general education staff and students and utilized for students with disabilities only. Inventory must be maintained from acquisition to disposition and physically updated annually. When requesting to expend IDEA funds on equipment, a description must be entered within the web-based budget system.

☑ Activity 1 - Expenditures for capitalized equipment over $5K. If AU's capitalization policy is more restrictive, CDE will defer to AU policy (0730)

☑ Activity 2 - Expenditures for non-capitalized equipment under $5K including small and attractive equipment as described in the objective; if AU's non-capitalization policy is more restrictive, CDE will defer to AU policy (0735)

☐ Activity 3 - Insert additional activity request (not listed in activities 1-2 above)

☐ Activity 4 - Insert additional activity request (not listed in activities 1-3 above)

Evaluation Procedures for Objective 5:

Decisions regarding capital expenditures of equipment will be made by district administration according to identified needs. Purchase of computers and devices will be recommended through an assistive technology evaluation and the need and use of the device will be documented in the individual student IEP.

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):
**Objective 6: Professional Development**

Provide professional development for special education staff; or, professional development for all staff and parents if the content of the training is unique to students with disabilities or students suspected of having disabilities. Documentation must be maintained for audit purposes describing the content of all training activities supported by these funds, as well as the individuals participating in the professional development.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
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<tbody>
<tr>
<td>✓</td>
<td>Activity 1 - Expenditures for substitutes and related benefits to provide release time for staff to attend trainings during regular contract hours (0120)</td>
</tr>
<tr>
<td>✓</td>
<td>Activity 2 - Expenditures for stipends and related benefits to compensate staff to attend trainings outside of regular contract hours (0150)</td>
</tr>
<tr>
<td>✓</td>
<td>Activity 3 - Expenditures for presenter/speaker fees requiring a staff record i.e., staff developer (0300)</td>
</tr>
<tr>
<td>✓</td>
<td>Activity 4 - Expenditures for presenter/speaker fees not requiring a staff record, i.e., national keynote speaker (0390)</td>
</tr>
<tr>
<td>✓</td>
<td>Activity 5 - Expenditures for rental of conference/training space and audio/visual equipment (0440)</td>
</tr>
<tr>
<td>✓</td>
<td>Activity 6 - Expenditures for printing and duplication of conference/training materials (0550)</td>
</tr>
<tr>
<td>✓</td>
<td>Activity 7 - Expenditures for travel costs, mileage reimbursement to staff and presenters, and registration fees related to professional development (0580)</td>
</tr>
<tr>
<td>✓</td>
<td>Activity 8 - Expenditures for payments to service providers for services such as child care when professional development includes parents of students with disabilities (0599)</td>
</tr>
<tr>
<td>✓</td>
<td>Activity 9 - Expenditures for supplies and materials associated with professional development such as food, office supplies, etc. (0610)</td>
</tr>
<tr>
<td>✓</td>
<td>Activity 10 - Expenditures for books and periodicals associated with professional development such as training curriculum, etc. (0640)</td>
</tr>
<tr>
<td>✓</td>
<td>Activity 11 - Expenditures for electronic media materials associated with professional development such as CDs/DVDs (0650)</td>
</tr>
<tr>
<td>□</td>
<td>Activity 12 - Insert additional activity request (not listed in activities 1-11 above)</td>
</tr>
</tbody>
</table>
Activity 13 - Insert additional activity request (not listed in activities 1-12 above)

Evaluation Procedures for Objective 6:

Professional development activities will be researched and identified according to district staff, student, and parent needs. Appropriate professional development will be ensured.

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):

Performance Report 2022-2023 (due July 14, 2023):

OBJECTIVE 7: OTHER

Expenditures or assessments for membership in professional special education organizations consistent with the AU’s policy. The administrative unit will charge its approved restricted rate of indirect costs.

Activity 1 - Expenditures for dues and fees associated with professional special education organizations (0810)

Activity 2 - Indirect costs on all expenditures except capitalized equipment (0869)

Evaluation Procedures for Objective 7:

Dues and Fees will be paid to align with District Special Education programming from needs identified from program evaluations and individual student IEPs. Indirect costs will be charged at the CDE approved indirect cost rate.

Approval/Comments (For CDE Use Only):
Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):

Performance Report 2022-2023 (due July 14, 2023):

**OBJECTIVE 8: ADDITIONAL NARRATIVE REQUEST (not listed in objectives 1-7 above)**

*Insert proposed objective here*

- Activity 1 - *Insert proposed activity here*
- Activity 2 - *Insert proposed activity here*
- Activity 3 - *Insert proposed activity here*
- Activity 4 - *Insert proposed activity here*
- Activity 5 - *Insert proposed activity here*

Evaluation Procedures for Objective 8:

Approval/Comments (For CDE Use Only):
Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):

Performance Report 2022-2023 (due July 14, 2023):
IDEA Part B
Project Narrative ~ Project B: ESY or Summer School

Submission Date: 

AU / SOP Name and Number: 07010 BOULDER RE-1J ST VRAIN

NARRATIVE CYCLE 2020 - 2021 through 2022 - 2023
Check One
☐ New
☐ Amendment

FUND SOURCE
Check One
☑ IDEA: Part B Flow Through Funds

☑ OBJECTIVE 1: STAFF
Employ appropriately licensed and endorsed special education personnel to include instructional staff, speech language pathologists, related service providers, administrative staff, and coordinators to meet all IDEA requirements. Employ qualified special education paraprofessionals and office support personnel to meet all IDEA requirements. Staff are subject to time and effort documentation; only the time associated with special education responsibilities may be funded by IDEA federal funds.

☑ Activity 1 - Salaries and benefits of instructional and support staff (0100 / 0200)

☑ Activity 2 - Contracted professional or technical services with independent contractor for personnel costs (no fringe benefits) of individuals providing these services (0300)

☑ Activity 3 - Contracted services with other CO school districts or BOCES or AUs for personnel costs of individuals providing special education services (0592)

☐ Activity 4 - Insert additional activity request (not listed in activities 1-3 above)

☐ Activity 5 - Insert additional activity request (not listed in activities 1-4 above)

Evaluation Procedures for Objective 1:
Data collection for students attending ESY will support maintenance of skills identified through the IEP process associated with ESY services. IEPs supporting ESY services will be compliant with state and federal regulations. All certified and classified staff will meet IDEA and CDE licensure requirements and highly qualified standards. All staff will complete time and effort documentation which includes contracted professional or technical services with independent

Approval/Comments (For CDE Use Only): 

Page 1 of 8
Performance Report 2020-2021 (due July 9, 2021): 

Performance Report 2021-2022 (due July 8, 2022): 

Performance Report 2022-2023 (due July 14, 2023): 

**OBJECTIVE 2: NON-SPECIFIC STAFF**
Provide salaries and benefits for substitutes (release time) to cover special education staff to attend staffings or for the coverage of special education staff who are out on short-term leave (does not include long term substitutes); provide stipends (extra duty) for staff completing special education projects outside of their regular assignment; provide PERA retirement benefits; provide Administrative Unit / State Operated Program approved tuition reimbursement for staff completing special education coursework.

- **✓** Activity 1 - Salaries and benefits of substitutes - it is the responsibility of the AU/SOP to assure that all substitutes are appropriately licensed (0120)
- **✓** Activity 2 - Stipends for extra duty for projects outside of the employee's regular assignment (0150)
- **✓** Activity 3 - Pay PERA benefits associated with retirees who are contracting with the AU/SOP (0230)
- □ Activity 4 - Insert additional activity request (not listed in activities 1-3 above)
- □ Activity 5 - Insert additional activity request (not listed in activities 1-4 above)

**Evaluation Procedures for Objective 2:**
Persons will be paid according to district policies. All staff will meet CDE certification for special education requirements.

**Approval/Comments (For CDE Use Only):**
| ✓ | **OBJECTIVE 3: PURCHASE SERVICES** |
|   | Provide for the payment of associated costs to support the operation and management for the provision of special education services and programs. |

| ✓ | Activity 1 - Other purchased professional and technical services not requiring a staff record, i.e., legal services for updating policy manuals (0390) |
| ✓ | Activity 2 - Expenditures for repairs and maintenance of specific special education equipment and devices which are not provided directly by the AU's personnel (0430) |
| ✓ | Activity 3 - Expenditures for rentals/leases of special education specific equipment and/or devices such as mobility equipment (0440) |
| ✓ | Activity 4 - Expenditures for student transportation services that are not claimed on the CDE 40 (0510) |
| ✓ | Activity 5 - Expenditures for unemployment compensation insurance (0525) |
| ✓ | Activity 6 - Expenditures for workers compensation insurance (0526) |
| ✓ | Activity 7 - Expenditures for communication devices related to special education (0530) |
| ✓ | Activity 8 - Expenditures for printing and duplicating specific to special education services, staff and the students supported by the special education program (0550) |
| ✓ | Activity 9 - Tuition paid to other AUs or BOCES for specific special education services for out-of-district placed pupils (0562) |
| ✓ | Activity 10 - Tuition paid to private sources for specific special education services upon AU determination for the placement, i.e., community agency supporting individuals with disabilities (0564) |
Activity 11 - Tuition paid to approved facility schools for specific special education services for out-of-district placed pupils (0565)

Activity 12 - Expenditures for mileage, travel (lodging and meals), and registration costs, i.e., mileage for itinerant staff (0580)

Activity 13 - Services purchased from other sources not classified elsewhere - description required below* (0599)

Activity 14 - Insert additional activity request (not listed in activities 1-13 above)

Activity 15 - Insert additional activity request (not listed in activities 1-14 above)

* Description (Required if requesting Activity 13 above)

Evaluation Procedures for Objective 3:

Purchase orders and reimbursement requests will be on file in the special education office and align with individual student IEPs. Purchases for intervention software, curriculum, supplies and materials will align with interventions that demonstrate effectiveness through data collection and analysis of the data.

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 [due July 9, 2021]:

Performance Report 2021-2022 [due July 8, 2022]:

Performance Report 2022-2023 [due July 14, 2023]:

Page 4 of 8
**OBJECTIVE 4: SUPPLIES**

Purchase of instructional and support supplies (including freight costs), materials, software, and equipment under §1K, necessary to provide FAPE, included on the student’s IEP and that are above and beyond what is provided to general education staff and students. All computers and small and attractive devices such as Go Talk augmentative communication device, etc. should be requested under Objective 5: Equipment (regardless of cost).

| ✓  | Activity 1 - Expenditures for general supplies specific to special education programming (0610) |
| ✓  | Activity 2 - Expenditures for books and periodicals specific to special education programming (0640) |
| ✓  | Activity 3 - Expenditures for electronic media materials including software licenses specific to special education programming (0650) |
|   | Activity 4 - Insert additional activity request (not listed in activities 1-3 above) |
|   | Activity 5 - Insert additional activity request (not listed in activities 1-4 above) |

**Evaluation Procedures for Objective 4:**

Purchase orders and reimbursement requests will be on file in the special education office and will align with individual student IEPs. Purchases for intervention software, curriculum and supplies and materials will align with interventions that demonstrate through data collection to be effective.

**Approval/Comments (For CDE Use Only):**

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**Performance Report 2020-2021 (due July 9, 2021):**

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**Performance Report 2021-2022 (due July 8, 2022):**

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**Performance Report 2022-2023 (due July 14, 2023):**

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Objective 5: Equipment

Purchase of computers and small and attractive devices (regardless of cost including Go Talk augmentative communication device, iPads, etc.), as well as assistive technology and equipment over $1K necessary to provide FAPE, included on the student’s IEP, and that are above and beyond what is provided to general education staff and students. Documentation must be kept to demonstrate how purchases with IDEA funds are above and beyond what is provided to general education staff and students and utilized for students with disabilities only. Inventory must be maintained from acquisition to disposition and physically updated annually. When requesting to expend IDEA funds on equipment, a description must be entered within the web-based budget system.

- Activity 1: Expenditures for capitalized equipment over $5K. If AU’s capitalization policy is more restrictive, CDE will defer to AU policy (0730)
- Activity 2: Expenditures for non-capitalized equipment under $5K including small and attractive equipment as described in the objective; if AU’s non-capitalization policy is more restrictive, CDE will defer to AU policy (0735)
- Activity 3: Insert additional activity request (not listed in activities 1-2 above)
- Activity 4: Insert additional activity request (not listed in activities 1-3 above)

Evaluation Procedures for Objective 5:

Purchase orders and reimbursement requests will be on file in the special education office and will align with individual student IEPs. Purchases for intervention software, curriculum, and supplies and materials will align with interventions that demonstrate through data collection to be effective. Purchase of computers and small devices will be recommended from an assistive technology evaluation and the need and use of the device documented in the individual student IEP.

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):

Performance Report 2022-2023 (due July 14, 2023):
OBJECTIVE 6: OTHER
The administrative unit will charge its approved restricted rate of indirect costs.

- Activity 1 - Indirect costs on all expenditures except capitalized equipment (0869)

Evaluation Procedures for Objective 6:
Indirect costs will be paid according to CDE approved indirect cost rate.

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):

Performance Report 2022-2023 (due July 14, 2023):

OBJECTIVE 7: ADDITIONAL NARRATIVE REQUEST (not listed in objectives 1-6 above)
Insert proposed objective here

- Activity 1 - Insert proposed activity here...

- Activity 2 - Insert proposed activity here...

- Activity 3 - Insert proposed activity here...

- Activity 4 - Insert proposed activity here...
Activity 5 - Insert proposed activity here...

Evaluation Procedures for Objective 7:

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):

Performance Report 2022-2023 (due July 14, 2023):
IDEA Part B
Project Narrative ~ Project C: Charter Schools

Under 34 CFR 209(a)-(b), the authorizing District must serve children with disabilities attending its charter schools in the same manner that it serves children with disabilities attending its traditional schools and also provide funds to its charter schools on the same basis that it provides funds to its traditional schools. If your district has charter schools, please clarify how students with disabilities attending each charter school are being served and funded.

If flow through funds are not being funneled to the building level (traditional schools), you do not need specificity for charter schools here. If flow through funds are being funneled to the building level (traditional schools), the charters must be treated in the same manner as the traditional schools with respect to funding.

Does the AU flow through IDEA Part B funds to its traditional schools?

☐ Yes*  ☐ No

* If yes, you must complete Project C objectives, activities, and evaluation strategies.

Submission Date: [___]

AU / SOP Name and Number: 07010 BOULDER RE-1J ST VRAIN

NARRATIVE CYCLE 2020 - 2021 through 2022 - 2023

☐ New  ☐ Amendment

FUND SOURCE

☐ IDEA: Part B Flow Through Funds

OBJECTIVE 1: STAFF
Employ appropriately licensed and endorsed special education personnel to include instructional staff, speech language pathologists, related service providers, administrative staff, and coordinators to meet all IDEA requirements. Employ appropriately licensed and endorsed math and reading interventionists (general education teachers) to provide intervention services to students with disabilities. Employ qualified special education paraprofessionals and office support personnel to meet all IDEA requirements. Staff are subject to time and effort documentation; only the time associated with special education responsibilities may be funded by IDEA federal funds.

☐ Activity 1 - Salaries and benefits of instructional and support staff (0100 / 0200)

☐ Activity 2 - Salaries and benefits of math/reading interventionists (general education teachers) (0100 / 0200)

☐ Activity 3 - Contracted professional or technical services with independent contractor for personnel costs (no fringe benefits) of individuals providing these services (0300)
Activity 4 - Contracted services with other CO school districts or BOCES or AUs for personnel costs of individuals providing special education services (0592)

Activity 5 - Insert additional activity request (not listed in activities 1-4 above)

Evaluation Procedures for Objective 1:

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021)

Performance Report 2021-2022 (due July 8, 2022)

Performance Report 2022-2023 (due July 14, 2023)

OBJECTIVE 2: NON-SPECIFIC STAFF
Provide salaries and benefits for substitutes (release time) to cover special education staff to attend staffings or for the coverage of special education staff who are out on short-term leave (does not include long term substitutes); provide stipends (extra duty) for staff completing special education projects outside of their regular assignment; provide PERA retirement benefits; provide Administrative Unit / State Operated Program approved tuition reimbursement for staff completing special education coursework.

Activity 1 - Salaries and benefits of substitutes - it is the responsibility of the AU/SOP to assure that all substitutes are appropriately licensed (0120)

Activity 2 - Stipends for extra duty for projects outside of the employee's regular assignment (0150)

Activity 3 - Pay PERA benefits associated with retirees who are contracting with the AU/SOP (0230)

Activity 4 - Tuition reimbursement for special education staff when the content of the coursework is related to special education (0240)
Activity 5 - Insert additional activity request (not listed in activities 1-4 above)

Activity 6 - Insert additional activity request (not listed in activities 1-5 above)

Evaluation Procedures for Objective 2:

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 [due July 9, 2021]:

Performance Report 2021-2022 [due July 8, 2022]:

Performance Report 2022-2023 [due July 14, 2023]:

**OBJECTIVE 3: PURCHASE SERVICES**

Provide for the payment of associated costs to support the operation and management for the provision of special education services and programs.

Activity 1 - Other purchased professional and technical services not requiring a staff record, i.e., legal services for updating policy manuals (0390)

Activity 2 - Expenditures for repairs and maintenance of specific special education equipment and devices which are not provided directly by the ALI's personnel (0430)

Activity 3 - Expenditures for rentals/leases of special education specific equipment and/or devices such as mobility equipment (0440)

Activity 4 - Expenditures for student transportation services that are not claimed on the CDE 40 (0510)

Activity 5 - Expenditures for unemployment compensation insurance (0525)
Activity 6 - Expenditures for workers compensation insurance (0526)

Activity 7 - Expenditures for communication devices related to special education (0530)

Activity 8 - Expenditures for advertising related to recruitment of special education personnel, procurement of goods and services, and other specific purposes necessary to meet the requirements of the IDEA grant (0540)

Activity 9 - Expenditures for printing and duplicating specific to special education services, staff and the students supported by the special education program (0550)

Activity 10 - Tuition paid to other AUs or BOCES for specific special education services for out-of-district placed pupils (0562)

Activity 11 - Tuition paid to private sources for specific special education services upon AU determination for the placement, i.e., community agency supporting individuals with disabilities (0564)

Activity 12 - Tuition paid to agencies with CDE approved rates for specific special education services for out-of-district placed pupils, i.e., facility schools (0565)

Activity 13 - Expenditures for mileage, travel (lodging and meals), and registration costs, i.e., mileage for itinerant staff (0580)

Activity 14 - Services purchased from other sources not classified elsewhere - description required below* (0599)

Activity 15 - Insert additional activity request (not listed in activities 1-14 above)

Activity 16 - Insert additional activity request (not listed in activities 1-15 above)

* Description (Required if requesting Activity 14 above)

Evaluation Procedures for Objective 3:

Approval/Comments (For CDE Use Only):
OBJECTIVE 4: SUPPLIES
Purchase of instructional and support supplies (including freight costs), materials, software, and equipment under $1K, necessary to provide FAPE, included on the student's IEP and that are above and beyond what is provided to general education staff and students. All computers and small and attractive devices such as Go Talk augmentative communication device, etc. should be requested under Objective 5: Equipment (regardless of cost).

☐ Activity 1 - Expenditures for general supplies specific to special education programming (0610)

☐ Activity 2 - Expenditures for books and periodicals specific to special education programming (0640)

☐ Activity 3 - Expenditures for electronic media materials including software licenses specific to special education programming (0650)

☐ Activity 4 - Insert additional activity request (not listed in activities 1-3 above)

☐ Activity 5 - Insert additional activity request (not listed in activities 1-4 above)

Evaluation Procedures for Objective 4:

Approval/Comments (For CDE Use Only):
Performance Report 2020-2021 (due July 9, 2021): 

Performance Report 2021-2022 (due July 8, 2022): 

Performance Report 2022-2023 (due July 14, 2023): 

OBJECTIVE 5: EQUIPMENT
Purchase of computers and small and attractive devices (regardless of cost including Go Talk augmentative communication device, iPads, etc.), as well as assistive technology and equipment over $1K necessary to provide FAPE, included on the student's IEP, and that are above and beyond what is provided to general education staff and students. Documentation must be kept to demonstrate how purchases with IDEA funds are above and beyond what is provided to general education staff and students and utilized for students with disabilities only. Inventory must be maintained from acquisition to disposition and physically updated annually. When requesting to expend IDEA funds on equipment, a description must be entered within the web-based budget system.

☐ Activity 1 - Expenditures for capitalized equipment over $5K; if AU's capitalization policy is more restrictive, CDE will defer to AU policy (0730)

☐ Activity 2 - Expenditures for non-capitalized equipment under $5K including small and attractive equipment as described in the objective; if AU’s non-capitalization policy is more restrictive, CDE will defer to AU policy (0735)

☐ Activity 3 - Insert additional activity request (not listed in activities 1-2 above)

☐ Activity 4 - Insert additional activity request (not listed in activities 1-3 above)

Evaluation Procedures for Objective 5:

Approval/Comments (For CDE Use Only):
Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):

Performance Report 2022-2023 (due July 14, 2023):

OBJECTIVE 6: PROFESSIONAL DEVELOPMENT
Provide professional development for special education staff; or, professional development for all staff and parents if the content of the training is unique to students with disabilities or students suspected of having disabilities. Documentation must be maintained for audit purposes describing the content of all training activities supported by these funds, as well as the individuals participating in the professional development.

- Activity 1 - Expenditures for substitutes and related benefits to provide release time for staff to attend trainings during regular contract hours (0120)
- Activity 2 - Expenditures for stipends and related benefits to compensate staff to attend trainings outside of regular contract hours (0150)
- Activity 3 - Expenditures for presenter/speaker fees requiring a staff record i.e., staff developer (0300)
- Activity 4 - Expenditures for presenter/speaker fees not requiring a staff record, i.e., national keynote speaker (0390)
- Activity 5 - Expenditures for rental of conference/training space and audio/visual equipment (0440)
- Activity 6 - Expenditures for printing and duplication of conference/training materials (0550)
- Activity 7 - Expenditures for travel costs, mileage reimbursement to staff and presenters, and registration fees related to professional development (0580)
- Activity 8 - Expenditures for payments to service providers for services such as child care when professional development includes parents of students with disabilities (0599)
- Activity 9 - Expenditures for supplies and materials associated with professional development such as food, office supplies, etc. (0610)
### Activity 10 - Expenditures for books and periodicals associated with professional development such as training curriculum, etc. (0640)

### Activity 11 - Expenditures for electronic media materials associated with professional development such as CDs/DVDs (0650)

### Activity 12 - Insert additional activity request (not listed in activities 1-11 above)

### Activity 13 - Insert additional activity request (not listed in activities 1-12 above)

**Evaluation Procedures for Objective 6:**

**Approval/Comments (For CDE Use Only):**

**Performance Report 2020-2021 (due July 9, 2021):**

**Performance Report 2021-2022 (due July 8, 2022):**

**Performance Report 2022-2023 (due July 14, 2023):**

**OBJECTIVE 7: OTHER**

- Expenditures or assessments for membership in professional special education organizations consistent with the AU’s policy. The administrative unit will charge its approved restricted rate of indirect costs.

### Activity 1 - Expenditures for dues and fees associated with professional special education organizations (0810)

### Activity 2 - Indirect costs on all expenditures except capitalized equipment (0869)
Evaluation Procedures for Objective 7:

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):

Performance Report 2022-2023 (due July 14, 2023):

**OBJECTIVE 8: ADDITIONAL NARRATIVE REQUEST** (not listed in objectives 1-7 above)

*Insert proposed objective here*

- Activity 1 - *Insert proposed activity here*...
- Activity 2 - *Insert proposed activity here*...
- Activity 3 - *Insert proposed activity here*...
- Activity 4 - *Insert proposed activity here*...
- Activity 5 - *Insert proposed activity here*...

Evaluation Procedures for Objective 8:
IDEA Part B
Project Narrative ~ Project D: Comprehensive Coordinated Early Intervening Services (CCEIS)

Pursuant to §300.646, an SEA must provide for the collection and examination of data to determine if significant disproportionality based on race and ethnicity is occurring in the State and the LEAs of the State with respect to – (1) The identification of children as children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment; (2) The placement in particular educational settings of these children; and (3) The incidence, duration, and type of disciplinary actions, including suspensions and expulsions. The SEA requires an LEA identified under §300.646 to reserve exactly 15% of their IDEA funds (611 and 619) to provide comprehensive coordinated early intervening services to serve children, age 3 through grade 12, particularly, but not exclusively, children in those groups that were significantly overidentified. The SEA also requires the LEA to publicly report on the revision of policies, practices, and procedures in regard to a determination of significant disproportionality with respect to the identification of children as children with disabilities, or the placement in particular educational settings of these children.

Comprehensive Coordinated Early Intervening Services (CCEIS) are to serve the following groups: Children who are not currently identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment, and children currently identified as needing special education or related services (funds can be used primarily, but not exclusively, for this group).

Submission Date: 

AU / SOP Name and Number: 07010 BOULDER RE-1J ST VRAIN

For CDE Use Only

The AU has been found to have significant disproportionality, per §300.646 in the following category/ies:

FUND SOURCE

The AU MUST reserve exactly 15% of their combined IDEA Part B AND preschool (section 619) funds for Comprehensive Coordinated Early Intervening Services. The AU may choose to reserve those funds from any available year of IDEA allocations. If utilizing past years’ carryover funds for CCEIS, there must be at least 15% of the identified year’s total allocation remaining.

From which year will the AU reserve CCEIS funds? (Check only one)


The AU may choose to expend funds reserved for Comprehensive Coordinated Early Intervening Services from IDEA Part B, IDEA preschool or a combination of both.

Check all that apply

☐ IDEA: Part B Flow Through Funds  ☐ IDEA: Preschool Flow Through Funds

The AU must complete the Preschool Mandatory CES tab if using preschool funds.
## NARRATIVE CYCLE 2020 - 2021 through 2022 - 2023

**Check One**  
☐ New  
☐ Amendment  

### OBJECTIVE 1: Comprehensive Coordinated Early Intervening Services (CCEIS)

Provide activities to implement comprehensive coordinated early intervening services that include staff, professional development, and materials. The activities must address factors and policy, practice, or procedure contributing to the identified significant disproportionality.

**Activity 1 - Professional development and educational and behavioral evaluations, services, and supports.**  
(0100 / 0120 / 0150 / 0200 / 0300 / 0390 / 0440 / 0550 / 0580 / 0610 / 0640 / 0650)

Please describe the AU's plan in utilizing CCEIS funds to address significant disproportionality.

### Evaluation Procedures for Objective 1:

### Approval/Comments (For CDE Use Only):

### Performance Report 2020-2021 (due July 9, 2021):

### Performance Report 2021-2022 (due July 8, 2022):

### Performance Report 2022-2023 (due July 14, 2023):
IDEA Part B
Project Narrative ~ Project D: Early Intervening Services

Pursuant to § 300.226, an LEA may not use more than 15% of the amount the LEA receives under Part B of the Act for any fiscal year, less any amount reduced by the LEA pursuant to § 300.205 if any, in combination with other amounts (which may include amounts other than education funds), to develop and implement coordinated, early intervening services, which may include interagency financing structures, for students in kindergarten through grade 12 (with a particular emphasis on students in kindergarten through grade three) who are not currently identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment. Each LEA that develops and maintains coordinated, early intervening services under this section must annually report to the SEA on the number of children served under this section who received early intervening services; and the number of children served under this section who received early intervening services and subsequently received special education and related services under Part B of the Act during the preceding two-year period.

**Funds made available to carry out 34 CFR 300.226 may be used to carry out coordinated, early intervening services aligned with activities funded by, and carried out under the ESSA if those funds are used to supplement, and not supplant, funds made available under the ESSA for the activities and services assisted under 34 CFR 8300.226.

[34 CFR § 300.226(a)] [20 U.S.C. 1413(f)(5)]

Submission Date: 

AU / SOP Name and Number: 07010 BOULDER RE-1J ST VRAIN

NARRATIVE CYCLE 2020 - 2021 through 2022 - 2023

Check One

☐ New 

☐ Amendment

FUND SOURCE

Check One

☐ IDEA: Part B Flow Through Funds

OBJECTIVE 1: Early Intervening Services

☐ Provide activities to implement coordinated early intervening services that include staff, professional development, and materials.

☐ Activity 1 - Salaries and benefits of instructional program consultants to provide educational and behavioral evaluations, services, and supports, including scientifically-based literacy instruction (0100 / 0200)

☐ Activity 2 - Professional development for teachers and other school staff to enable them to deliver scientifically-based academic and behavioral interventions, including scientifically-based literacy instruction, and instruction on the use of adaptive and instructional software and which may include speaker fees, substitutes and related benefits, stipends and related benefits, room rental, registrations, travel, food, printing costs and materials (0100 / 0120 / 0150 / 0200 / 0300 / 0390 / 0440 / 0550 / 0580 / 0610 / 0640 / 0650)

☐ Activity 3 - Materials to include educational and behavioral evaluations and scientifically-based literacy instructional materials (0610 / 0640 / 0650)
Evaluation Procedures for Objective 1:

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021):

Performance Report 2021-2022 (due July 8, 2022):

Performance Report 2022-2023 (due July 14, 2023):
IDEA Part B
Project Narrative ~ Project E: Title I Schoolwide Schools

Pursuant to CFR § 300.206 an LEA may use funds received under Part B of the Act for any fiscal year to carry out a schoolwide program under section 1114 of the ESSA, except that the amount used in any schoolwide program may not exceed the amount received by the LEA under Part B of the Act for that fiscal year; divided by the number of children with disabilities in the jurisdiction of the LEA; and multiplied by the number of children with disabilities participating in the schoolwide program.

Submission Date: 

AU / SOP Name and Number: 07010 BOULDER RE-1J ST VRAIN

NARRATIVE CYCLE 2020 - 2021 through 2022 - 2023
Check One

☐ New
☐ Amendment

FUND SOURCE
Check One

☐ IDEA: Part B Flow Through Funds

When requesting to expend IDEA funds on Project E, the section below must be completed describing how the students will receive services in accordance with a properly developed IEP; and are afforded all of the rights and services guaranteed to children with disabilities under the Act. A description must be entered within the web-based budget system for each object code.

Evaluation Procedures:

Approval/Comments (For CDE Use Only):

Performance Report 2020-2021 (due July 9, 2021):
Performance Report 2021-2022 (due July 8, 2022):

Performance Report 2022-2023 (due July 14, 2023):
IDEA Part B

Project Narrative ~ Project F: Private Schools

Consistent with 34 CFR §§ 300.130 through 300.144, the District must calculate the proportionate share of IDEA Part B funds that will be used under Project F. The District must consult with representatives of the non-profit private schools and representatives of parents of students who are parentally placed in non-profit private schools to determine the services that will be provided.

If you have non-profit private schools within your boundaries, please provide specific and detailed information regarding how the proportionate share of IDEA Part B funds will be used to support students with disabilities who are parentally placed in non-profit private schools.

Submission Date: ___________________________

AU / SOP Name and Number: 07010 BOULDER RE-1J ST VRAIN

NARRATIVE CYCLE 2020 - 2021 through 2022 - 2023

Check One

[ ] New

[ ] Amendment

FUND SOURCE

Check One

[ ] IDEA: Part B Flow Through Funds

Does the AU have non-profit private schools within their boundaries?  

[ ] Yes*

[ ] No

* If yes, you must provide specific and detailed information in the box provided below regarding how the proportionate share of IDEA Part B funds will be used to support students with disabilities who are parentally placed in the non-profit private school. When requesting to expend IDEA funds on Project F, a description must be entered within the web-based budget system for each object code.

Provide services to students attending private school who have been identified as having a disability and qualify for services under the IDEA and have an ISP. Private school staff will be familiar with the process of identification and provision of services to students identified as having a disability and attending private schools.

Evaluation Procedures:

Private schools will meet and sign affirmation letters. Private schools who chose not to accept IDEA services for identified students will be reported to the CDE. All private schools will refer students for possible identification as a child with a disability under the IDEA and support compliance with IDEA regulations. The district will document the services and supports provided to students with a disability attending private schools. Time and effort documentation of staff providing

Approval/Comments (For CDE Use Only):

______________________________
Performance Report 2020-2021 (due July 9, 2021):


Performance Report 2021-2022 (due July 8, 2022):


Performance Report 2022-2023 (due July 14, 2023):


