NOTICE OF REGULAR MEETING AND AGENDA

ST. VRAIN VALLEY SCHOOLS
academic excellence by design

February 12, 2014

Educational Services Center
395 South Pratt Parkway
Longmont, Colorado 80501

John Creighton, President, Board of Education | Dr. Don Haddad, Superintendent of Schools

DISTRICT 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.

DISTRICT 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, Member
John Creighton, President
Debbie Lammers, Secretary
Paula Peairs, Member
Mike Schiers, Asst Secretary
Joie Siegrist, Treasurer
Bob Smith, Vice President

1. CALL TO ORDER:

6:30 pm 2nd Quarter Financials
7:00 pm Regular Business Meeting

2. ADDENDUMS/CHANGES TO THE AGENDA:

3. AUDIENCE PARTICIPATION:

4. BOARD RECOGNITIONS/PRESENTATIONS TO THE BOARD & BOARD COMMUNICATIONS/COMMENTS:

1. Frederick High School Musical Theater Program “Annie”
2. LiveWell Steering Committee-Eric Bergeson

5. SUPERINTENDENT’S REPORT:

6. REPORTS:

1. Frederick High School Feeder Report by High School Student Advisory Council
2. PE Curriculum Grant Update
3. District Financial Statements-Quarter Ending December 31, 2013

7. CONSENT ITEMS:

1. Approval: Staff Terminations/Leaves
2. Approval: Staff Appointments
3. Approval: Approval of Minutes for the January 8, 2014 Regular Meeting; the January 15, 2014 Regular Study Session, the January 22, 2014 Regular Televised Study Session; and the January 29, 2014 Joint Meeting with Longmont City Council
4. Approval: Second Reading, Adoption, Board Policy/Regulation – JH-Student Absences and Excuses; JH-R – Student Absences and Excuses
5. Approval: Third Reading, Adoption, Board Policy/Regulation – JKA-Use of Physical Intervention; and JKA-R – Use of Physical Intervention
6. Approval: Second Reading, Adoption, Board Regulation JLIF-R – Use of Electronic Recording Equipment to Monitor Student Behavior
7. Approval: Approval of Purchase of Epson Projectors
8. Approval: Approval of Contract Award-Modular Offices Site Utility Project Bid 2014-029

NOTICE OF REGULAR MEETING AND AGENDA

ST. VRAIN VALLEY SCHOOLS
academic excellence by design

February 12, 2014

Educational Services Center
395 South Pratt Parkway
Longmont, Colorado 80501

John Creighton, President, Board of Education | Dr. Don Haddad, Superintendent of Schools

DISTRICT 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.

DISTRICT 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, Member
John Creighton, President
Debbie Lammers, Secretary
Paula Peairs, Member
Mike Schiers, Asst Secretary
Joie Siegrist, Treasurer
Bob Smith, Vice President

8. ACTION ITEMS:

1. Recommendation: Adoption of Resolution Proclaiming National School Breakfast Week, March 3-7, 2014
2. Recommendation: Approval of State-Issued Record Retention Schedule
3. Recommendation: Adoption of Resolution to Approve Aspen Ridge Preparatory Charter Renewal
4. Recommendation: Adoption of 2014-2015 and 2015-2016 School Calendars
5. Recommendation: Approval of Administrative Position Changes

9. DISCUSSION ITEMS:

1. First Reading, Introduction, Board Policy BGB – Policy Adoption

10. ADJOURNMENT:

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

Wednesday, February 19	6:00 – 8:00 pm Study Session held at Westview Middle School IMC
Wednesday, February 26	6:30 pm January Financials 7:00 – 9:00 pm Televised Study Session
Wednesday, March 12	7:00 pm Regular Meeting
Wednesday, March 19	6:00 – 8:00 pm Study Session held at Timberline PK-8

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Frederick High School Feeder Report-High School Student Advisory Council

PURPOSE

To provide students the opportunity to practice leadership skills and report out on the successes of the Frederick High School feeder system to the Board of Education.

BACKGROUND

The Student Advisory Committee is comprised of 3-4 high school students from each of our high schools that were chosen by teachers and administrators. The Student Advisory Committee was started by Don Haddad seven years ago so that students could give input to the superintendents about what students were feeling about the District.

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: PE Curriculum Grant Update

PURPOSE

To provide the Board of Education with an update on the PE Curriculum Grant in the St. Vrain Valley School District.

BACKGROUND

Rob Berry, Director of Athletics, Fine Arts, PE and Health, will be present to provide a verbal report and answer questions.

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: District Financial Statements – Quarter Ending December 31, 2013

PURPOSE

To provide the Board of Education with the financial report for the second quarter of Fiscal Year 2014 in compliance with Board Policy DBI, Budget Implementation/ Monitoring.

BACKGROUND

At the worksession prior to this Board meeting, information related to the financial statements for the quarter ending December 31, 2013 will be provided to the Board in compliance with all aspects of Policy DBI.

ST. VRAIN VALLEY SCHOOLS
academic excellence by design

December 2013
Quarterly Financial Report

"The community is the foundation
of our school system. Working together
we can give our children expanded opportunities
in safe, high performing 21st century schools."

Don Haddad, Ed.D., Superintendent

395 South Pratt Parkway • Longmont CO • 80501-6436

St. Vrain Valley School District RE-1J
Financial Executive Summary
For the period July 1, 2013 to December 31, 2013
Note: The detailed financial statements are an integral part of this summary.

Fund	PDF/ Rpt page	B/S	A2A	B2A	Notes
General Fund	6	▲			CY cash & investments increase over PY; CY payroll accruals (e.g. PERA) increase. Need to review posting strategies in new acct'g system. Increase in A/R the result of money due from charters schools. Increase in Ppds the result of copier lease agreement at end of FY13
	7		●		CY "spec own taxes" $921k increase due to imrpoved economy CY "mill levy" $328k increase due to passage of 2012 initiative CY "misc rev" $231k decrease due to acct'g change for dental premiums CY "special educ" $1.2m increase due to increased funding CY "BEST grant" $849k increase due to timing of projects CY " other state sources" $535k increase due to READ Act, library grant CY "purch svc" increase due to increased spending CY "supplies" $1.5m increase due to increased spending
	8-9			●	Based on passage of time, 50% through the fiscal year.
Colo Preschool	10-11	n/a	n/a	●	CY "equalization" increase over budget due to increased slots
Risk Management	13-15	n/a	●	●	CY "equalization" increase due to restored allocation from Gen Fund Spending/reimbursements for flood damage in Fund 18
Bond Redemption	18-19	n/a	n/a	●	Debt payments made on Dec 15 of each fiscal year; remaining interest to be paid on June 15
Building	20-21	n/a	n/a	●	
Capital Reserve	23-25	n/a	●	●	CY "equalization" increase due to restored allocation from Gen Fund
Comm Education	27-29	n/a	●	●	CY decrease in community grant programs
Fair Contributions	30-31	n/a	n/a	●	
Grants	33-35	n/a	●	●	Timing of reimbursements contribute to decreased receivable; Race to the Top grant program in full swing
Student Activity (23)	37-39	n/a	●	●	
Nutrition Services	42-45	●	●	●	
Self Insurance	47	n/a	n/a	●	PY statement will not be presented until Jan 2014
Student Activity (74)	49-51	n/a	●	●	
Student Scholarship	52-53	n/a	n/a	●	
Investments	55	●	n/a	n/a	

LEGEND:

● No issues or concerns; operating w/in expectations

▲ Matters of slight concern; monitoring closely

⬣ Major issue or concern; requires immediate attention or action

St. Vrain Valley School District RE-1J

Financial Executive Summary (continued)

For the period July 1 to December 31

Note: Not all funds have been included in the summary shown below.
The detailed financial statements are an integral part of this summary.

	FY13		FY14	
	Actual to Date	% of Budget	Actual to Date	% of Budget
General Fund				
Revenues	$ 66,050,482	32%	$ 71,993,310	32%
Expenditures	90,212,225	43%	103,638,656	45%
Net change in fund balance	(24,161,743)		(31,645,346)	
Beg fund balance	44,543,176		61,244,696	
End fund balance	20,381,433		29,599,350	
Liabilities	11,865,786		19,746,837	
Total liabilities and fund balance	$ 32,247,219		$ 49,346,187	
Assets	$ 32,247,219		$ 49,346,187	
Colorado Preschool Program Fund				
End fund balance	$ 691,982		$ 986,925	
Risk Management Fund				
Change in fund balance	$ (807,013)		$ 270,331	
Beg fund balance	4,986,028		2,878,616	
End fund balance	$ 4,179,015		$ 3,148,947	
Building Fund				
Expenditures	$ 14,901,880	28%	$ 8,114,331	22%
End fund balance	$ 55,189,164		$ 28,357,505	
Capital Reserve Fund				
Change in fund balance	$ 50,150		$ 1,818,912	
Beg fund balance	5,515,550		5,757,266	
End fund balance	$ 5,565,700		$ 7,576,178	
Community Education Fund				
Net change in fund balance	$ 139,268		$ 85,175	
Beg fund balance	2,233,494		2,463,829	
End fund balance	$ 2,372,762		$ 2,549,004	
Fair Contributions Fund				
End fund balance	$ 3,984,652		$ 4,705,077	
Grants Fund				
Grants receivable	$ 2,056,516		$ 669,592	
Student Activity (Special Rev)				
End fund balance	$ 3,621,793		$ 3,845,148	
Nutrition Services				
Revenues	$ 3,875,383	47%	$ 4,052,459	49%
Expenses	3,971,135	47%	4,066,918	47%
Non-cash items	202,941	66%	128,119	30%
Change in net assets	107,189		113,660	
Beg net assets	3,158,937		3,202,846	
End net assets	$ 3,266,126		$ 3,316,506	

FUND ACCOUNTING

The District uses funds to report its financial position and changes in financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types".

<u>Governmental funds</u> are used to account for all or most of a government's general activities, including the servicing of long-term debt (debt service fund), the construction of new schools (capital projects fund), and the collection and disbursement of earmarked funds (special revenue funds). The District's governmental funds consist of the following: *General Fund*; *Colorado Preschool Program Fund* and *Risk Management Fund*, both sub-funds of the General Fund; *Bond Redemption Fund; Building Fund; Capital Reserve Capital Projects Fund;* and four special revenue funds, including the *Government Designated-Purpose Grants Fund*.

<u>Proprietary Funds</u> focus on the determination of the changes in net assets, financial position, and cash flows and are classified as either enterprise or internal service. Enterprise funds may be used to account for any activity for which a fee is charged to external users for goods or services. The District's only enterprise fund is the *Nutrition Services Fund*. Internal service funds account for the financing of services provided by one department to other departments of the District on a cost reimbursement basis. The District's only internal service fund is the *Self Insurance Fund*.

<u>Fiduciary Funds'</u> reporting focuses on net assets and changes in net assets. The fiduciary fund category is split into four classifications: pension trust funds, investment trust funds, private-purpose trust funds, and agency funds. Trust funds are used to account for assets held by the District under a trust agreement for individuals, private organizations, or other governments and are therefore not available to support the District's own programs. The *Student Scholarship Fund* is the District's only trust fund. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The District's only agency fund is the *Student Activity Fund*.

GOVERNMENTAL FUNDS

General Fund

The General Fund is the District's general operating fund and is used to account for all financial transactions except those required to be accounted for in another fund. Major revenue sources include local property taxes, specific ownership taxes, and State of Colorado equalization funding, as determined by the School Finance Act of 1994, as amended. Expenditures include all costs associated with the daily operation of the schools, except for programs funded by grants from federal and state governments, school construction, certain capital outlay expenditures, debt service, food service operations, extracurricular athletic and other pupil activities, and insurance transactions.

The Colorado Preschool Program Fund is reported as a sub-fund of the General Fund. Moneys allocated to this fund from the General Fund are used to pay the costs of providing preschool services directly to qualified at-risk children enrolled in the District's preschool program pursuant to C.R.S. 22-28-102.

The Risk Management Fund is also a sub-fund of the General Fund. Moneys allocated to this fund from the General Fund are used to account for the payment of loss or damage to the property of the District, workers' compensation, property and liability claims, and the payment of related administration expenses.

St. Vrain Valley School District RE-1J

General Fund (10)

Balance Sheet (Unaudited)

As of December 31,

	2012	2013	
Assets			
Cash and investments	$ 31,853,625	$ 47,411,164	
Accounts receivable	3,843	528,878	
Taxes receivable	-	304,688	A
Prepaid expenses	-	600,204	
Inventories	389,751	501,253	
Total assets	$ 32,247,219	$ 49,346,187	
Liabilities			
Accounts payable	$ -	$ -	
Retainage payable	-	2,460	
Accrued salaries and benefits	3,874,707	4,183,340	B
Payroll withholdings	7,419,147	14,851,068	
Deferred revenues	571,932	709,969	A, C
Total liabilities	11,865,786	19,746,837	
Fund balances			
Nonspendable: inventories	389,751	1,101,457	
Restricted: TABOR	6,603,322	6,603,322	
Restricted: dental self-insurance trust	92,193	92,193	
Committed: contingency	4,402,215	4,402,215	
Committed: BOE allocations	3,047,000	3,047,000	
Assigned: Mill Levy Override	5,846,952	14,353,163	
Assigned: current year obligations	-	-	
Unassigned	-	-	
Total fund balance	20,381,433	29,599,350	
Total liabilities and fund balance	$ 32,247,219	$ 49,346,187	

Footnote

A On January 1, when property taxes are levied, the District records property taxes receivable and a corresponding deferred revenue. As taxes are collected, the District reduces the receivable and deferred revenue and records the tax revenue.

B The District is accruing salaries and benefits of employees whose contracts run from Aug 1 to Jul 31. The accrual rate is 1/11 of the contract amount per month. As of June 30, the District will have accrued the full amount of salaries and benefits payable.

C In addition to property taxes recorded January 1, the deferred revenue represents the amount to be recognized from the District's forward investment agreements entered into in June 2003. A portion of the deferred revenue is recognized each month in accordance with the agreements.

St. Vrain Valley School District RE-1J

General Fund (10)

Year-to-Date Actual to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1 to December 31

		FY13 July - December Actual	FY14 July - December Actual	Dollar Variance	Percent Variance
1	**Revenues**				
2	Local				
3	Property taxes	$ 1,330,450	$ 1,253,378	$ (77,072)	-5.79%
4	Specific ownership taxes	2,499,665	3,421,216	921,551	36.87%
5	Mil levy override	378,526	707,013	328,487	86.78%
6	Investment income	138,693	116,983	(21,710)	-15.65%
7	Charges for service	1,814,798	1,691,429	(123,369)	-6.80%
8	Miscellaneous	1,839,358	1,608,155	(231,203)	-12.57%
9	Total local revenues	8,001,490	8,798,174	796,684	9.96%
10	State				
11	Equalization, net	51,993,390	54,668,171	2,674,781	5.14%
12	Special Education	3,548,133	4,713,317	1,165,184	32.84%
13	Vocational Education	-	-	-	N/A
14	Transportation	1,549,589	1,562,546	12,957	0.84%
15	Gifted and Talented	155,586	160,532	4,946	3.18%
16	English Language Proficiency Act	-	-	-	N/A
17	BEST grant	-	848,846	848,846	N/A
18	Other state sources	-	535,326	535,326	N/A
19	Total state revenues	57,246,698	62,488,738	5,242,040	9.16%
20	Federal				
21	Adult Education	-	-	-	N/A
22	BOCES	41,090	-	(41,090)	-100.00%
23	Build America Bond Rebates	761,204	706,398	(54,806)	-7.20%
24	Total federal revenues	802,294	706,398	(95,896)	-11.95%
25	Total revenues	66,050,482	71,993,310	5,942,828	9.00%
26					
27	**Expenditures**				
28	Salaries	55,857,900	65,474,566	9,616,666	17.22%
29	Benefits	15,530,026	17,236,911	1,706,885	10.99%
30	Purchased services	3,314,999	4,065,059	750,060	22.63%
31	Supplies and materials	5,026,664	6,550,023	1,523,359	30.31%
32	Other	290,367	320,181	29,814	10.27%
33	Allocation to charter schools	9,638,644	9,579,843	(58,801)	-0.61%
34	Capital outlay	553,625	412,073	(141,552)	-25.57%
35	Total expenditures	90,212,225	103,638,656	13,426,431	14.88%
36					
37	Excess (deficiency) of revenues				
38	over (under) expenditures	(24,161,743)	(31,645,346)	(7,483,603)	-30.97%
39					
40	Fund balance, beginning	44,543,176	61,244,696	16,701,520	37.50%
41	Fund balance, ending	$ 20,381,433	$ 29,599,350	$ 9,217,917	45.23%

St. Vrain Valley School District RE-1J

General Fund (10)

Prior Year Budget to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1, 2012 to December 31, 2012

		FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
1	**Revenues**				
2	Local				
3	Property taxes	$ 59,688,058	$ 1,330,450	$ (58,357,608)	2.23%
4	Specific ownership taxes	6,132,310	2,499,665	(3,632,645)	40.76%
5	Mil levy override	17,118,000	378,526	(16,739,474)	2.21%
6	Investment income	218,560	138,693	(79,867)	63.46%
7	Charges for service	4,779,771	1,814,798	(2,964,973)	37.97%
8	Miscellaneous	4,412,000	1,839,358	(2,572,642)	41.69%
9	Total local revenues	92,348,699	8,001,490	(84,347,209)	8.66%
10	State				
11	Equalization, net	100,684,457	51,993,390	(48,691,067)	51.64%
12	Special Education	3,431,000	3,548,133	117,133	103.41%
13	Vocational Education	949,650	-	(949,650)	0.00%
14	Transportation	1,540,000	1,549,589	9,589	100.62%
15	Gifted and Talented	249,000	155,586	(93,414)	62.48%
16	English Language Proficiency Act	482,000	-	(482,000)	0.00%
17	Total state revenues	107,336,107	57,246,698	(50,089,409)	53.33%
18	Federal				
19	Adult Education	167,000	-	(167,000)	0.00%
20	BOCES	102,000	41,090	(60,910)	40.28%
21	Build America Bond Rebates	1,522,409	761,204	(761,205)	50.00%
22	Total federal revenues	1,791,409	802,294	(989,115)	44.79%
23	Total revenues	201,476,215	66,050,482	(135,425,733)	32.78%
24	Designated and reserved fund balance	2,023,000	-	(2,023,000)	0.00%
25		203,499,215	66,050,482	(137,448,733)	32.46%
26					
27	**Expenditures**				
28	Salaries	123,551,918	55,857,900	67,694,018	45.21%
29	Benefits	34,632,356	15,530,026	19,102,330	44.84%
30	Purchased services	12,655,400	3,314,999	9,340,401	26.19%
31	Supplies and materials	13,844,163	5,026,664	8,817,499	36.31%
32	Other	899,310	290,367	608,943	32.29%
33	Allocation to charter schools	20,483,835	9,638,644	10,845,191	47.05%
34	Capital outlay	1,165,826	553,625	612,201	47.49%
35	Prior year obligations	2,023,000	-	2,023,000	0.00%
36	Total expenditures	209,255,808	90,212,225	119,043,583	43.11%
37	Excess (deficiency) of revenues				
38	over (under) expenditures	(5,756,593)	(24,161,743)	(18,405,150)	
39					
40	Fund balance, beginning	42,520,176	44,543,176	2,023,000	
41	Fund balance, ending	$ 36,763,583	$ 20,381,433	$ (16,382,150)	
42	Expected year-end fund balance as percentage				
43	of annual expenditure budget	17.57%			

St. Vrain Valley School District RE-1J

General Fund (10)

Current Year Budget to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1, 2013 to December 31, 2013

		FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
1	**Revenues**				
2	Local				
3	Property taxes	$ 63,137,541	$ 1,253,378	$ (61,884,163)	1.99%
4	Specific ownership taxes	6,362,000	3,421,216	(2,940,784)	53.78%
5	Mil levy override	32,962,000	707,013	(32,254,987)	2.14%
6	Investment income	291,552	116,983	(174,569)	40.12%
7	Charges for service	6,459,779	1,691,429	(4,768,350)	26.18%
8	Miscellaneous	2,074,066	1,608,155	(465,911)	77.54%
9	Total local revenues	111,286,938	8,798,174	(102,488,764)	7.91%
10	State				
11	Equalization, net	104,306,976	54,668,171	(49,638,805)	52.41%
12	Special Education	4,115,277	4,713,317	598,040	114.53%
13	Vocational Education	949,650	-	(949,650)	0.00%
14	Transportation	1,549,589	1,562,546	12,957	100.84%
15	Gifted and Talented	259,310	160,532	(98,778)	61.91%
16	English Language Proficiency Act	328,857	-	(328,857)	0.00%
17	BEST grant	800,000	848,846	48,846	106.11%
18	Other state sources	-	535,326	535,326	N/A
19	Total state revenues	112,309,659	62,488,738	(49,820,921)	55.64%
20	Federal				
21	Adult Education	-	-	-	N/A
22	BOCES	88,000	-	(88,000)	0.00%
23	Build America Bond Rebates	1,367,123	706,398	(660,725)	51.67%
24	Total federal revenues	1,455,123	706,398	(748,725)	48.55%
25	Total revenues	225,051,720	71,993,310	(153,058,410)	31.99%
26	Designated and reserved fund balance	-	-	-	N/A
27		225,051,720	71,993,310	(153,058,410)	31.99%
28					
29	**Expenditures**				
30	Salaries	134,791,423	65,474,566	69,316,857	48.57%
31	Benefits	38,609,980	17,236,911	21,373,069	44.64%
32	Purchased services	11,330,697	4,065,059	7,265,638	35.88%
33	Supplies and materials	19,963,324	6,550,023	13,413,301	32.81%
34	Other	780,961	320,181	460,780	41.00%
35	Allocation to charter schools	24,617,911	9,579,843	15,038,068	38.91%
36	Capital outlay	283,009	412,073	(129,064)	145.60%
37	Total expenditures	230,377,305	103,638,656	126,738,649	44.99%
38	Excess (deficiency) of revenues				
39	over (under) expenditures	(5,325,585)	(31,645,346)	(26,319,761)	
40					
41	Fund balance, beginning	61,244,696	61,244,696	-	
42	Fund balance, ending	$ 55,919,111	$ 29,599,350	$ (26,319,761)	
43	Expected year-end fund balance as percentage				
44	of annual expenditure budget	24.27%			

St. Vrain Valley School District RE-1J
Colorado Preschool Program Fund (19)
Prior Year Budget to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Equalization	$ 906,000	$ 453,085	$ (452,915)	50.01%
Investment income	500	259	(241)	51.80%
Total revenues	906,500	453,344	(453,156)	50.01%
Expenditures				
Salaries	126,867	53,588	73,279	42.24%
Benefits	36,008	16,070	19,938	44.63%
Purchased services	724,400	50,273	674,127	6.94%
Supplies and materials	5,500	453	5,047	8.24%
Other	19,500	3,999	15,501	20.51%
Capital outlay	151,000	-	151,000	0.00%
Total expenditures	1,063,275	124,383	938,892	11.70%
Excess (deficiency) of revenues over (under) expenditures	(156,775)	328,961	485,736	
Fund balance, beginning	363,021	363,021	-	
Fund balance, ending	$ 206,246	$ 691,982	$ 485,736	
Expected year-end fund balance as percentage of annual expenditure budget	19.40%			

St. Vrain Valley School District RE-1J
Colorado Preschool Program Fund (19)
Current Year Budget to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Equalization	$ 993,000	$ 698,199	$ (294,801)	70.31%
Investment income	-	122	122	N/A
Total revenues	993,000	698,321	(294,679)	70.32%
Expenditures				
Salaries	127,841	62,261	65,580	48.70%
Benefits	39,975	17,404	22,571	43.54%
Purchased services	751,000	29,641	721,359	3.95%
Supplies and materials	5,000	821	4,179	16.42%
Other	19,500	65	19,435	0.33%
Capital outlay	150,000	-	150,000	0.00%
Total expenditures	1,093,316	110,192	983,124	10.08%
Excess (deficiency) of revenues over (under) expenditures	(100,316)	588,129	688,445	
Fund balance, beginning	398,796	398,796	-	
Fund balance, ending	$ 298,480	$ 986,925	$ 688,445	
Expected year-end fund balance as percentage of annual expenditure budget	27.30%			

This page intentionally left blank

St. Vrain Valley School District RE-1J
Risk Management Fund (18)
Year-to-Date Actual to Actual (Unaudited)
Statement of Revenues, Expenses, and Changes in Fund Net Assets
For the period July 1 to December 31

	FY13 July - December Actual	FY14 July - December Actual	Dollar Variance	Percent Variance
Revenues				
Investment income	$ 11,138	$ 997	$ (10,141)	-91.05%
Equalization	152,500	1,196,500	1,044,000	684.59%
Miscellaneous	257,380	273,257	15,877	6.17%
Total revenues	421,018	1,470,754	1,049,736	249.33%
Expenditures				
Salaries	130,431	165,023	34,592	26.52%
Benefits	31,180	34,533	3,353	10.75%
Purchased services				
Professional services	19,978	11,745	(8,233)	-41.21%
Self insurance pools	605,500	746,108	140,608	23.22%
Claims paid	392,631	224,031	(168,600)	-42.94%
Supplies	20,880	16,178	(4,702)	-22.52%
Other	791	2,805	2,014	254.61%
Capital outlay	26,640	-	(26,640)	-100.00%
Total expenses	1,228,031	1,200,423	(27,608)	-2.25%
Excess (deficiency) of revenues over (under) expenditures	(807,013)	270,331	1,077,344	-133.50%
Fund balance, beginning	4,986,028	2,878,616	(2,107,412)	-42.27%
Fund balance, ending	$ 4,179,015	$ 3,148,947	$ (1,030,068)	-24.65%

St. Vrain Valley School District RE-1J
Risk Management Fund (18)
Prior Year Budget to Actual (Unaudited)
Statement of Revenues, Expenses, and Changes in Fund Net Assets
For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 20,000	$ 11,138	$ (8,862)	55.69%
Equalization	305,000	152,500	(152,500)	50.00%
Miscellaneous	13,860	257,380	243,520	1857.00%
Total revenues	338,860	421,018	82,158	124.25%
Expenditures				
Salaries	258,700	130,431	128,269	50.42%
Benefits	65,140	31,180	33,960	47.87%
Purchased services	907,320	625,478	281,842	68.94%
Claims paid	990,000	392,631	597,369	39.66%
Supplies	56,000	20,880	35,120	37.29%
Other	58,700	791	57,909	1.35%
Capital outlay	3,000	26,640	(23,640)	888.00%
Total expenses	2,338,860	1,228,031	1,110,829	52.51%
Excess (deficiency) of revenues over (under) expenditures	(2,000,000)	(807,013)	1,192,987	
Fund balance, beginning	4,986,028	4,986,028	-	
Fund balance, ending	$ 2,986,028	$ 4,179,015	$ 1,192,987	
Expected year-end fund balance as percentage of annual expenditure budget	127.67%			

St. Vrain Valley School District RE-1J

Risk Management Fund (18)

Current Year Budget to Actual (Unaudited)

Statement of Revenues, Expenses, and Changes in Fund Net Assets

For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 20,000	$ 997	$ (19,003)	4.99%
Equalization	2,393,000	1,196,500	(1,196,500)	50.00%
Miscellaneous	15,000	273,257	258,257	1821.71%
Total revenues	2,428,000	1,470,754	(957,246)	60.57%
Expenditures				
Salaries	264,600	165,023	99,577	62.37%
Benefits	68,975	34,533	34,442	50.07%
Purchased services	993,770	757,853	235,917	76.26%
Claims paid	1,000,000	224,031	775,969	22.40%
Supplies	57,200	16,178	41,022	28.28%
Other	43,700	2,805	40,895	6.42%
Capital outlay	-	-	-	N/A
Total expenses	2,428,245	1,200,423	1,227,822	49.44%
Excess (deficiency) of revenues over (under) expenditures	(245)	270,331	270,576	
Fund balance, beginning	2,878,616	2,878,616	-	
Fund balance, ending	$ 2,878,371	$ 3,148,947	$ 270,576	
Expected year-end fund balance as percentage of annual expenditure budget	118.54%			

This page intentionally left blank

GOVERNMENTAL FUNDS

Major Governmental Funds

The Bond Redemption Fund is a debt service fund. It is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The fund's primary revenue source is local property taxes levied specifically for debt service.

The Building Fund is a capital projects fund that is used to account for the proceeds of bond sales and expenditures for capital outlay for land, buildings, improvements of grounds, construction of buildings, additions or remodeling of buildings or initial, additional and replacement of equipment.

Nonmajor Governmental Fund

The Capital Reserve Capital Projects Fund is used to account for revenue allocations from the General Fund and other revenues allocated to or earned in this fund, and the expenditures for the ongoing capital needs of the District, such as acquisition of land, building additions and improvements, and equipment purchases where the estimated unit cost is in excess of $1,000.

St. Vrain Valley School District RE-1J
Bond Redemption Fund (31)
Prior Year Budget to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Property taxes	$ 35,405,245	$ 795,538	$ (34,609,707)	2.25%
Investment income	1,800	3,698	1,898	205.44%
Total revenues	35,407,045	799,236	(34,607,809)	2.26%
Expenditures				
Debt principal	13,870,000	13,870,000	-	100.00%
Debt interest - Dec 15 & June 15	21,591,637	11,170,152	10,421,485	51.73%
Fiscal charges	7,050	1,500	5,550	21.28%
Total expenditures	35,468,687	25,041,652	10,427,035	70.60%
Excess (deficiency) of revenues over (under) expenditures	(61,642)	(24,242,416)	(24,180,774)	
Fund balance, beginning	30,163,653	30,163,653	-	
Fund balance, ending	$ 30,102,011	$ 5,921,237	$ (24,180,774)	
Expected year-end fund balance as percentage of annual expenditure budget	84.87%			

St. Vrain Valley School District RE-1J
Bond Redemption Fund (31)
Current Year Budget to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Property taxes	$ 36,061,506	$ 733,867	$ (35,327,639)	2.04%
Investment income	4,700	766	(3,934)	16.30%
Total revenues	36,066,206	734,633	(35,331,573)	2.04%
Expenditures				
Debt principal	13,360,000	13,360,000	-	100.00%
Debt interest - Dec 15 & June 15	20,508,017	10,421,215	10,086,802	50.82%
Fiscal charges	7,050	1,500	5,550	21.28%
Total expenditures	33,875,067	23,782,715	10,092,352	70.21%
Excess (deficiency) of revenues over (under) expenditures	2,191,139	(23,048,082)	(25,239,221)	
Fund balance, beginning	30,558,380	30,558,380	-	
Fund balance, ending	$ 32,749,519	$ 7,510,298	$ (25,239,221)	
Expected year-end fund balance as percentage of annual expenditure budget	96.68%			

St. Vrain Valley School District RE-1J
Building Fund (41)
Prior Year Budget to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 600,000	$ 254,765	$ (345,235)	42.46%
Total revenues	600,000	254,765	(345,235)	42.46%
Expenditures				
Salaries	714,000	337,965	376,035	47.33%
Benefits	172,000	84,620	87,380	49.20%
Purchased services	5,000,000	776,396	4,223,604	15.53%
Supplies	3,000,000	55,661	2,944,339	1.86%
Construction projects	44,774,910	13,566,492	31,208,418	30.30%
Other	12,000	80,746	(68,746)	672.88%
Total expenditures	53,672,910	14,901,880	38,771,030	27.76%
Excess (deficiency) of revenues over (under) expenditures	(53,072,910)	(14,647,115)	38,425,795	
Fund balance, beginning	69,836,279	69,836,279	-	
Fund balance, ending	$ 16,763,369	$ 55,189,164	$ 38,425,795	
Expected year-end fund (deficit) as percentage of annual expenditure budget	31.23%			

St. Vrain Valley School District RE-1J
Building Fund (41)
Current Year Budget to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 400,000	91,383	$ (308,617)	22.85%
Total revenues	400,000	91,383	(308,617)	22.85%
Expenditures				
Salaries	686,595	295,806	390,789	43.08%
Benefits	180,652	73,853	106,799	40.88%
Purchased services	3,000,000	1,045,414	1,954,586	34.85%
Supplies	500,000	2,067	497,933	0.41%
Construction projects	33,282,632	6,695,691	26,586,941	20.12%
Other	30,000	1,500	28,500	5.00%
Total expenditures	37,679,879	8,114,331	29,565,548	21.53%
Excess (deficiency) of revenues over (under) expenditures	(37,279,879)	(8,022,948)	29,256,931	
Fund balance, beginning	36,380,453	36,380,453	-	
Fund balance, ending	$ (899,426)	$ 28,357,505	$ 29,256,931	
Expected year-end fund (deficit) as percentage of annual expenditure budget	-2.39%			

This page intentionally left blank

St. Vrain Valley School District RE-1J
Capital Reserve Capital Projects Fund (43)
Year-to-Date Actual to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1 to December 31

	FY13 July - December Actual	FY14 July - December Actual	Dollar Variance	Percent Variance
Revenues				
Equalization	$ 1,371,000	$ 2,436,500	$ 1,065,500	77.72%
Investment income	7,845	4,175	(3,670)	-46.78%
Miscellaneous	7,782	1,512,462	1,504,680	19335.39%
Total revenues	1,386,627	3,953,137	2,566,510	185.09%
Expenditures				
Capital outlay	1,336,477	2,134,225	797,748	59.69%
Total expenditures	1,336,477	2,134,225	797,748	59.69%
Excess (deficiency) of revenues over (under) expenditures	50,150	1,818,912	1,768,762	3526.94%
Fund balance, beginning	5,515,550	5,757,266	241,716	4.38%
Fund balance, ending	$ 5,565,700	$ 7,576,178	$ 2,010,478	36.12%

St. Vrain Valley School District RE-1J

Capital Reserve Capital Projects Fund (43)

Prior Year Budget to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Equalization	$ 2,742,000	$ 1,371,000	$ (1,371,000)	50.00%
Investment income	10,000	7,845	(2,155)	78.45%
Miscellaneous	-	7,782	7,782	N/A
Total revenues	2,752,000	1,386,627	(1,365,373)	50.39%
Expenditures				
Capital outlay	4,727,509	1,336,477	3,391,032	28.27%
Total expenditures	4,727,509	1,336,477	3,391,032	28.27%
Excess (deficiency) of revenues over (under) expenditures	(1,975,509)	50,150	2,025,659	
Fund balance, beginning	5,515,550	5,515,550	-	
Fund balance, ending	$ 3,540,041	$ 5,565,700	$ 2,025,659	
Expected year-end fund balance as percentage of annual expenditure budget	74.88%			

St. Vrain Valley School District RE-1J
Capital Reserve Capital Projects Fund (43)
Current Year Budget to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Equalization	$ 4,873,000	$ 2,436,500	$ (2,436,500)	50.00%
Investment income	10,000	4,175	(5,825)	41.75%
Miscellaneous	-	1,512,462	1,512,462	N/A
Total revenues	4,883,000	3,953,137	(929,863)	80.96%
Expenditures				
Capital outlay	4,883,000	2,134,225	2,748,775	43.71%
Total expenditures	4,883,000	2,134,225	2,748,775	43.71%
Excess (deficiency) of revenues over (under) expenditures	-	1,818,912	1,818,912	
Fund balance, beginning	5,757,266	5,757,266	-	
Fund balance, ending	$ 5,757,266	$ 7,576,178	$ 1,818,912	
Expected year-end fund balance as percentage of annual expenditure budget	117.90%			

GOVERNMENTAL FUNDS

Major Special Revenue Fund

The Governmental Designated-Purpose Grants Fund is used to account for restricted state and federal grants including, but not limited to, Title I Part A – Improving the Academic Achievement of the Disadvantaged; Individuals with Disabilities Education Act (IDEA Part B); Investing in Innovation (i3); and Race to the Top.

Nonmajor Special Revenue Funds

The Community Education Fund is used to record the tuition-based activities including driver's education, summer school, child care, enrichment, and preschool.

In accordance with intergovernmental agreements, the Fair Contributions Fund is used to collect money for the acquisition, development, or expansion of public school sites based on impacts created by residential subdivisions.

The Student Activity Fund is used to record financial transactions related to school sponsored pupil intrascholastic and interscholastic athletic and other related activities. Revenues of this fund are primarily from student fees, gate receipts, and gifts.

St. Vrain Valley School District RE-1J

Community Education Fund (27)

Year-to-Date Actual to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1 to December 31

		FY13 July - December Actual	FY14 July - December Actual	Dollar Variance	Percent Variance
Revenues					
	Investment income	$ 2,858	$ 1,488	$ (1,370)	-47.94%
	Charges for services				
A	Adult Outsource Program	1,217	-	(1,217)	-100.00%
B	Drivers Education Program	190,544	203,039	12,495	6.56%
C	Summer School Program	8,739	7,131	(1,608)	-18.40%
	Community School Programs				
D	Day Care	1,195,768	1,386,571	190,803	15.96%
E	Enrichment	181,154	253,159	72,005	39.75%
F	Kinder Enrichment	61,785	129,953	68,168	110.33%
G	Comm'y Educ Central Office	61,620	71,131	9,511	15.43%
	Facility Use				
H	Building Share	48,932	46,130	(2,802)	-5.73%
I	Comm'y School Share	119,942	94,693	(25,249)	-21.05%
J	Community grant programs	539,779	97,009	(442,770)	-82.03%
K	Other Programs	28,210	35,134	6,924	24.54%
	Total revenues	2,440,548	2,325,438	(115,110)	-4.72%
Expenditures					
	Instruction				
A	Adult Outsource Program	5,629	-	(5,629)	-100.00%
B	Drivers Education Program	154,104	156,964	2,860	1.86%
C	Summer School Program	80,190	28,800	(51,390)	-64.09%
	Community School Programs				
D	Day Care	910,630	1,220,301	309,671	34.01%
E	Enrichment	136,322	222,027	85,705	62.87%
F	Kinder Enrichment	99,953	145,725	45,772	45.79%
G	Comm'y Educ Central Office	192,387	170,010	(22,377)	-11.63%
	Facility Use				
H	Building Share	55,166	48,144	(7,022)	-12.73%
I	Comm'y School Share	221,903	190,517	(31,386)	-14.14%
J	Community grant programs	429,983	46,952	(383,031)	-89.08%
K	Other Programs	15,013	10,823	(4,190)	-27.91%
	Total expenditures	2,301,280	2,240,263	(61,017)	-2.65%
Excess (deficiency) of revenues over (under) expenditures		139,268	85,175	(54,093)	-38.84%
Other Financing Sources					
	Transf fm Spec Activities (Fund 23)	-	17,626	17,626	N/A
Net change in fund balance		139,268	102,801	(36,467)	-26.18%
Fund balance, beginning		2,233,494	2,463,829	230,335	10.31%
Fund balance, ending		$ 2,372,762	$ 2,566,630	$ 193,868	8.17%

St. Vrain Valley School District RE-1J

Community Education Fund (27)

Prior Year Budget to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 5,000	$ 2,858	$ (2,142)	57.16%
Charges for services	3,550,000	2,437,690	(1,112,310)	68.67%
Total revenues	3,555,000	2,440,548	(1,114,452)	68.65%
Expenditures				
Instruction	3,964,000	2,108,893	1,855,107	53.20%
Support services	171,000	192,387	(21,387)	112.51%
Total expenditures	4,135,000	2,301,280	1,833,720	55.65%
Excess (deficiency) of revenues over (under) expenditures	(580,000)	139,268	719,268	
Fund balance, beginning	2,233,494	2,233,494	-	
Fund balance, ending	$ 1,653,494	$ 2,372,762	$ 719,268	
Expected year-end fund balance as percentage of annual expenditure budget	39.99%			

St. Vrain Valley School District RE-1J

Community Education Fund (27)

Current Year Budget to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 5,000	$ 1,488	$ (3,512)	29.76%
Charges for services	4,750,000	2,323,950	(2,426,050)	48.93%
Total revenues	4,755,000	2,325,438	(2,429,562)	48.91%
Expenditures				
Instruction	5,012,000	2,070,253	2,941,747	41.31%
Support services	250,000	170,010	79,990	68.00%
Total expenditures	5,262,000	2,240,263	3,021,737	42.57%
Excess (deficiency) of revenues over (under) expenditures	(507,000)	85,175	592,175	
Other Financing Uses				
Transf fm Spec Activities (Fund 23)	-	17,626	17,626	N/A
Net change in fund balance	(507,000)	102,801	609,801	
Fund balance, beginning	2,463,829	2,463,829	-	
Fund balance, ending	$ 1,956,829	$ 2,566,630	$ 609,801	
Expected year-end fund balance as percentage of annual expenditure budget	37.19%			

St. Vrain Valley School District RE-1J
Fair Contributions Fund (29)
Prior Year Budget to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 10,000	$ 27,070	$ 17,070	270.70%
Cash in lieu	500,000	315,775	(184,225)	63.16%
Total revenues	510,000	342,845	(167,155)	67.22%
Expenditures				
Purchased services	100,000	-	100,000	0.00%
Capital outlay	3,833,411	-	3,833,411	0.00%
Total expenditures	3,933,411	-	3,933,411	0.00%
Excess (deficiency) of revenues over (under) expenditures	(3,423,411)	342,845	3,766,256	
Fund balance, beginning	3,641,807	3,641,807	-	
Fund balance, ending	$ 218,396	$ 3,984,652	$ 3,766,256	
Expected year-end fund balance as percentage of annual expenditure budget	5.55%			

St. Vrain Valley School District RE-1J

Fair Contributions Fund (29)

Current Year Budget to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 10,000	$ 27,484	$ 17,484	274.84%
Cash in lieu	750,000	334,736	(415,264)	44.63%
Total revenues	760,000	362,220	(397,780)	47.66%
Expenditures				
Purchased services	100,000	4,332	95,668	4.33%
Capital outlay	5,067,558	75,500	4,992,058	1.49%
Total expenditures	5,167,558	79,832	5,087,726	1.54%
Excess (deficiency) of revenues over (under) expenditures	(4,407,558)	282,388	4,689,946	
Fund balance, beginning	4,422,689	4,422,689	-	
Fund balance, ending	$ 15,131	$ 4,705,077	$ 4,689,946	
Expected year-end fund balance as percentage of annual expenditure budget	0.29%			

This page intentionally left blank

St. Vrain Valley School District RE-1J

Governmental Designated-Purpose Grants Fund (22)

Year-to-Date Actual to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1 to December 31

	FY13 July - December Actual	FY14 July - December Actual	Dollar Variance	Percent Variance
Revenues				
Local grants	$ -	$ -	$ -	N/A
State grants	16,585	522,586	506,001	3050.96%
Federal grants	1,812,653	2,886,397	1,073,744	59.24%
ARRA-Federal Education Stimulus Funds	277,274	1,829,009	1,551,735	559.64%
Total revenues	2,106,512	5,237,992	3,131,480	148.66%
Expenditures				
Salaries	3,008,643	3,863,232	854,589	28.40%
Benefits	788,025	1,034,542	246,517	31.28%
Purchased services	166,657	195,950	29,293	17.58%
Supplies and materials	159,531	809,798	650,267	407.61%
Other	17,533	4,062	(13,471)	-76.83%
Capital outlay	22,639	-	(22,639)	-100.00%
Total expenditures	4,163,028	5,907,584	1,744,556	41.91%
Excess (deficiency) of revenues over (under) expenditures	(2,056,516)	(669,592)	1,386,924	67.44%
Fund balance, beginning	-	-	-	N/A
Fund (deficit), ending	$ (2,056,516)	$ (669,592)	$ 1,386,924	67.44%

St. Vrain Valley School District RE-1J

Governmental Designated-Purpose Grants Fund (22)

Prior Year Budget to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Local grants	$ -	$ -	$ -	N/A
State grants	850,000	16,585	(833,415)	1.95%
Federal grants	9,000,000	1,812,653	(7,187,347)	20.14%
ARRA-Federal Education Stimulus Funds	5,400,000	277,274	(5,122,726)	5.13%
Total revenues	15,250,000	2,106,512	(13,143,488)	13.81%
Expenditures				
Salaries	8,337,000	3,008,643	5,328,357	36.09%
Benefits	2,169,000	788,025	1,380,975	36.33%
Purchased services	2,740,000	166,657	2,573,343	6.08%
Supplies and materials	1,004,000	159,531	844,469	15.89%
Other	500,000	17,533	482,467	3.51%
Capital outlay	500,000	22,639	477,361	4.53%
Total expenditures	15,250,000	4,163,028	11,086,972	27.30%
Excess (deficiency) of revenues over (under) expenditures	-	(2,056,516)	(2,056,516)	
Fund balance, beginning	-	-	-	
Fund balance (deficit), ending	$ -	$ (2,056,516)	$ (2,056,516)	
Expected year-end fund (deficit) as percentage of annual expenditure budget	0.00%			

St. Vrain Valley School District RE-1J
Governmental Designated-Purpose Grants Fund (22)
Current Year Budget to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Local grants	$ -	$ -	$ -	N/A
State grants	200,000	522,586	322,586	261.29%
Federal grants	10,060,000	2,886,397	(7,173,603)	28.69%
ARRA-Federal Education Stimulus Funds	4,200,000	1,829,009	(2,370,991)	43.55%
Total revenues	14,460,000	5,237,992	(9,222,008)	36.22%
Expenditures				
Salaries	9,285,432	3,863,232	5,422,200	41.61%
Benefits	2,397,333	1,034,542	1,362,791	43.15%
Purchased services	833,000	195,950	637,050	23.52%
Supplies and materials	1,024,000	809,798	214,202	79.08%
Other	244,578	4,062	240,516	1.66%
Capital outlay	675,657	-	675,657	0.00%
Total expenditures	14,460,000	5,907,584	8,552,416	40.85%
Excess (deficiency) of revenues over (under) expenditures	-	(669,592)	(669,592)	
Fund balance, beginning	-	-	-	
Fund balance (deficit), ending	$ -	$ (669,592)	$ (669,592)	
Expected year-end fund balance as percentage of annual expenditure budget	0.00%			

This page intentionally left blank

St. Vrain Valley School District RE-1J
Student Activity (Special Revenue) Fund (23)
Year-to-Date Actual to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2013 to December 31, 2013

	FY13 July - December Actual	FY14 July - December Actual	Dollar Variance	Percent Variance
Revenues				
Investment income	$ 3,922	$ 1,712	$ (2,210)	-56.35%
Athletic activities	1,178,589	1,126,378	(52,211)	-4.43%
Pupil activities	1,698,824	1,709,351	10,527	0.62%
PTO/Gift activities	374,509	204,043	(170,466)	-45.52%
Total revenues	3,255,844	3,041,484	(214,360)	-6.58%
Expenditures				
Athletic activities	945,265	891,418	(53,847)	-5.70%
Pupil activities	1,375,592	1,344,780	(30,812)	-2.24%
PTO/Gift activities	203,823	163,678	(40,145)	-19.70%
Total expenditures	2,524,680	2,399,876	(124,804)	-4.94%
Excess (deficiency) of revenues over (under) expenditures	731,164	641,608	(89,556)	
Other Financing Sources (Uses)				
Transfer from Community Educ (Fund 27)	-	(17,626)	(17,626)	N/A
Transfer to Student Activities (Fund 74)	-	(15,870)	(15,870)	N/A
Total other financing sources	-	(33,496)	(33,496)	N/A
Net change in fund balance	731,164	608,112	(123,052)	
Fund balance, beginning	2,890,629	3,237,036	346,407	
Fund balance, ending	$ 3,621,793	$ 3,845,148	$ 223,355	

St. Vrain Valley School District RE-1J
Student Activity (Special Revenue) Fund (23)
Prior Year Budget to Actual (Unaudited)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 5,000	$ 3,922	$ (1,078)	78.44%
Athletic activities	2,000,000	1,178,589	(821,411)	58.93%
Pupil activities	3,000,000	1,698,824	(1,301,176)	56.63%
PTO/Gift activities	500,000	374,509	(125,491)	74.90%
Total revenues	5,505,000	3,255,844	(2,249,156)	59.14%
Expenditures				
Athletic activities	2,842,183	945,265	1,896,918	33.26%
Pupil activities	3,785,264	1,375,592	2,409,672	36.34%
PTO/Gift activities	2,500,000	203,823	2,296,177	8.15%
Total expenditures	9,127,447	2,524,680	6,602,767	27.66%
Excess (deficiency) of revenues over (under) expenditures	(3,622,447)	731,164	4,353,611	
Fund balance, beginning	2,890,629	2,890,629	-	
Fund balance, ending	$ (731,818)	$ 3,621,793	$ 4,353,611	
Expected year-end fund balance as percentage of annual expenditure budget	-8.02%			

St. Vrain Valley School District RE-1J

Student Activity (Special Revenue) Fund (23)

Current Year Budget to Actual (Unaudited)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 7,000	$ 1,712	$ (5,288)	24.46%
Athletic activities	2,200,000	1,126,378	(1,073,622)	51.20%
Pupil activities	3,200,000	1,709,351	(1,490,649)	53.42%
PTO/Gift activities	900,000	204,043	(695,957)	22.67%
Total revenues	6,307,000	3,041,484	(3,265,516)	48.22%
Expenditures				
Athletic activities	3,500,000	891,418	2,608,582	25.47%
Pupil activities	4,000,000	1,344,780	2,655,220	33.62%
PTO/Gift activities	2,738,515	163,678	2,574,837	5.98%
Total expenditures	10,238,515	2,399,876	7,838,639	23.44%
Excess (deficiency) of revenues over (under) expenditures	(3,931,515)	641,608	4,573,123	
Other Financing Sources (Uses)				
Transfer from Community Educ (Fund 27)	-	(17,626)	(17,626)	N/A
Transfer to Student Activities (Fund 74)	-	(15,870)	(15,870)	N/A
Total other financing sources	-	(33,496)	(33,496)	N/A
Net change in fund balance	(3,931,515)	608,112	4,539,627	
Fund balance, beginning	3,237,036	3,237,036	-	
Fund balance, ending	$ (694,479)	$ 3,845,148	$ 4,539,627	
Expected year-end fund balance as percentage of annual expenditure budget	-6.78%			

This page intentionally left blank

PROPRIETARY FUNDS

Enterprise Fund

The District's only enterprise fund is the Nutrition Services Fund which accounts for the financial transactions related to the food service operations of the District. Nutrition Services provides quality, nutritious and well balanced meals to the students throughout the District schools.

Internal Service Fund

The District's only internal service fund is the Self Insurance Fund which accounts for the financial transactions related to the Met Life dental and Cigna healthcare plans. The fund collects premiums and pays claims for medical and dental plan benefits.

St. Vrain Valley School District RE-1J

Nutrition Services Fund (51)

Balance Sheet (Unaudited)

As of December 31,

	2012	2013	
Assets			
Current assets			
Cash and investments	$ 1,062,786	$ 773,882	
Accounts receivable	1,409	1,391	
Grants receivable	292,607	841,358	A
Inventories	836,035	679,079	
Total current assets	2,192,837	2,295,710	
Capital assets			
Machinery and equipment	3,306,350	3,399,909	
Accumulated depreciation	(2,181,034)	(2,325,590)	
Total capital assets, net	1,125,316	1,074,319	
Total assets	3,318,153	3,370,029	
Liabilities			
Accrued salaries and benefits	52,027	53,523	
Total liabilities	52,027	53,523	
Net assets			
Invested in capital assets	1,125,316	1,074,319	
Unrestricted	2,140,810	2,242,187	
Total net assets	$ 3,266,126	$ 3,316,506	

Footnote

A The State match and National School Lunch/Breakfast program revenues have been adjusted to reflect reimbursements requested but not yet received by period end.

St. Vrain Valley School District RE-1J

Nutrition Services Fund (51)

Year-to-Date Actual to Actual (Unaudited)

Statement of Revenues, Expenses, and Changes in Fund Net Assets

For the period July 1 to December 31

		FY13 July - December Actual	FY14 July - December Actual	Dollar Variance	Percent Variance
1	**Revenues**				
2	Investment income	$ 1,234	$ 583	$ (651)	-52.76%
3	Charges for service	1,722,863	1,623,765	(99,098)	-5.75%
4	Miscellaneous	27,328	54,336	27,008	98.83%
5	State match	98,636	98,525	(111)	-0.11% A
6	Nat'l School Lunch/Breakfast Pgm	2,025,322	2,275,250	249,928	12.34% A
7	Total revenues	3,875,383	4,052,459	177,076	4.57%
8					
9	**Expenses**				
10	Salaries	1,408,659	1,422,651	13,992	0.99%
11	Benefits	457,115	452,387	(4,728)	-1.03%
12	Purchased services	61,006	81,434	20,428	33.49%
13	Supplies and materials	1,949,394	2,028,950	79,556	4.08%
14	Repairs and maintenance	44,951	31,496	(13,455)	-29.93%
15	Other	50,010	50,000	(10)	-0.02%
16	Total expenses	3,971,135	4,066,918	95,783	2.41%
17					
18	Net income (loss), cash basis	(95,752)	(14,459)	81,293	-84.90%
19					
20	**Noncash revenues (expenses)**				
21	Depreciation	(91,045)	(85,788)	5,257	5.77%
22	Commodities entitlement	293,986	213,907	(80,079)	-27.24%
23					
24	Change in net assets	107,189	113,660	6,471	6.04%
25					
26	Net assets, beginning	3,158,937	3,202,846	43,909	1.39%
27					
28	Net assets, ending	$ 3,266,126	$ 3,316,506	$ 50,380	1.54%

Footnote

A The State match and National School Lunch/Breakfast program revenues have been adjusted to reflect reimbursements requested but not yet received by period end.

St. Vrain Valley School District RE-1J

Nutrition Services Fund (51)

Prior Year Budget to Actual (Unaudited)

Statement of Revenues, Expenses, and Changes in Fund Net Assets

For the period July 1, 2012 to December 31, 2012

		FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
1	**Revenues**				
2	Investment income	$ 1,000	$ 1,234	$ 234	123.40%
3	Charges for service	3,900,000	1,722,863	(2,177,137)	44.18%
4	Miscellaneous	60,000	27,328	(32,672)	45.55%
5	State match	108,000	98,636	(9,364)	91.33%
6	Nat'l School Lunch/Breakfast Pgm	4,167,000	2,025,322	(2,141,678)	48.60%
7	Total revenues	8,236,000	3,875,383	(4,360,617)	47.05%
8					
9	**Expenses**				
10	Salaries	3,188,000	1,408,659	1,779,341	44.19%
11	Benefits	1,029,000	457,115	571,885	44.42%
12	Purchased services	175,000	61,006	113,994	34.86%
13	Supplies and materials	3,990,000	1,949,394	2,040,606	48.86%
14	Repairs and maintenance	30,000	44,951	(14,951)	149.84%
15	Other	100,000	50,010	49,990	50.01%
16	Total expenses	8,512,000	3,971,135	4,540,865	46.65%
17					
18	Net income (loss), cash basis	(276,000)	(95,752)	180,248	
19					
20	**Noncash revenues (expenses)**				
21	Depreciation	(181,000)	(91,045)	89,955	50.30%
22	Commodities entitlement	488,000	293,986	(194,014)	60.24%
23					
24	Change in net assets	31,000	107,189	76,189	
25					
26	Net assets, beginning	3,158,937	3,158,937	-	
27					
28	Net assets, ending	$ 3,189,937	$ 3,266,126	$ 76,189	
29					
30	Expected year-end net assets as percentage				
31	of annual expense budget	37.48%			

St. Vrain Valley School District RE-1J

Nutrition Services Fund (51)

Current Year Budget to Actual (Unaudited)

Statement of Revenues, Expenses, and Changes in Fund Net Assets

For the period July 1, 2013 to December 31, 2013

		FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
1	**Revenues**				
2	Investment income	$ 1,500	$ 583	$ (917)	38.87%
3	Charges for service	3,900,000	1,623,765	(2,276,235)	41.64%
4	Miscellaneous	60,000	54,336	(5,664)	90.56%
5	State match	108,000	98,525	(9,475)	91.23%
6	Nat'l School Lunch/Breakfast Pgm	4,200,000	2,275,250	(1,924,750)	54.17%
7	Total revenues	8,269,500	4,052,459	(4,217,041)	49.00%
8					
9	**Expenses**				
10	Salaries	3,283,486	1,422,651	1,860,835	43.33%
11	Benefits	1,069,423	452,387	617,036	42.30%
12	Purchased services	175,000	81,434	93,566	46.53%
13	Supplies and materials	4,000,000	2,028,950	1,971,050	50.72%
14	Repairs and maintenance	30,000	31,496	(1,496)	104.99%
15	Other	100,000	50,000	50,000	50.00%
16	Total expenses	8,657,909	4,066,918	4,590,991	46.97%
17					
18	Net income (loss), cash basis	(388,409)	(14,459)	373,950	
19					
20	**Noncash revenues (expenses)**				
21	Depreciation	(181,000)	(85,788)	95,212	47.40%
22	Commodities entitlement	602,804	213,907	(388,897)	35.49%
23					
24	Change in net assets	33,395	113,660	80,265	
25					
26	Net assets, beginning	3,202,846	3,202,846	-	
27					
28	Net assets, ending	$ 3,236,241	$ 3,316,506	$ 80,265	
29					
30	Expected year-end net assets as percentage				
31	of annual expense budget	37.38%			

This page intentionally left blank

St. Vrain Valley School District RE-1J

Self Insurance Fund (65)

Current Year Budget to Actual (Unaudited)

Statement of Revenues, Expenses, and Changes in Fund Net Assets

For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Revenues				
Investment income	$ 5,000	2,662	$ (2,338)	53.24%
Employee benefit premiums	13,200,000	6,438,240	(6,761,760)	48.77%
Total revenues	13,205,000	6,440,902	(6,764,098)	48.78%
Expenses				
Salaries	153,759	72,217	81,542	46.97%
Benefits	43,318	19,970	23,348	46.10%
Purchased services	68,000	-	-	N/A
Supplies and materials	6,000	-	-	N/A
Equipment	12,000	-	-	N/A
Claims paid	12,000,000	6,747,601	5,252,399	56.23%
Total expenses	12,283,077	6,839,788	5,357,289	55.68%
Change in net assets	921,923	(398,886)	(1,406,809)	
Net assets, beginning	3,876,964	3,876,964	-	
Net assets, ending	$ 4,798,887	$ 3,478,078	$ (1,406,809)	
Expected year-end net assets as percentage of annual deduction budget	255.96%			

FIDUCIARY FUNDS

Agency Fund

The Student Activity Fund, the District's only agency fund, reports assets held by the District on behalf of the students, staff and Option 1 parent organizations. These activities are generally supported by fund-raising events and may not be supplemented with direct support from the General Fund.

Private Purpose Trust Fund

The Student Scholarship Fund, the District's only private purpose trust fund, is used to account for assets held by a governmental unit in a trustee capacity and is used for scholarship awards according to the individual trust guidelines.

St. Vrain Valley School District RE-1J
Student Activity (Agency) Fund (74)
Year-to-Date Actual to Actual (Unaudited)
Statement of Additions, Deductions, and Changes in Undistributed Monies
For the period July 1 to December 31

	FY13 July - December Actual	FY14 July - December Actual	Dollar Variance	Percent Variance
Additions				
Elementary Schools	$ 45,351	$ 30,963	$ (14,388)	-31.73%
Middle Schools	9,856	7,857	(1,999)	-20.28%
High Schools	17,861	36,010	18,149	101.61%
Other additions	5,797	-	(5,797)	-100.00%
Total additions	78,865	74,830	(4,035)	-5.12%
Deductions				
Elementary Schools	42,303	19,043	(23,260)	-54.98%
Middle Schools	4,700	4,508	(192)	-4.09%
High Schools	9,587	17,550	7,963	83.06%
Other deductions	368	-	(368)	-100.00%
Total deductions	56,958	41,101	(15,857)	-27.84%
Change in undistributed monies	21,907	33,729	11,822	53.96%
Transfers in (out)				
Transfer from Special Activities (Fund 23)	-	15,870	15,870	N/A
Change in undistributed monies after transfers	21,907	49,599	27,692	126.41%
Undistributed monies, beginning	137,316	143,346	6,030	4.39%
Undistributed monies, ending	$ 159,223	$ 192,945	$ 33,722	21.18%

St. Vrain Valley School District RE-1J
Student Activity (Agency) Fund (74)
Prior Year Budget to Actual (Unaudited)
Statement of Additions, Deductions, and Changes in Undistributed Monies
For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Additions				
Elementary Schools	$ 150,000	$ 45,351	$ (104,649)	30.23%
Middle Schools	22,000	9,856	(12,144)	44.80%
High Schools	40,000	17,861	(22,139)	44.65%
Other additions	8,000	5,797	(2,203)	72.46%
Total additions	220,000	78,865	(141,135)	35.85%
Deductions				
Elementary Schools	274,331	42,303	232,028	15.42%
Middle Schools	39,075	4,700	34,375	12.03%
High Schools	94,115	9,587	84,528	10.19%
Other deductions	10,048	368	9,680	3.66%
Total deductions	417,569	56,958	360,611	13.64%
Change in undistributed monies	(197,569)	21,907	219,476	
Undistributed monies, beginning	137,316	137,316	-	
Undistributed monies, ending	$ (60,253)	$ 159,223	$ 219,476	
Expected year-end undistributed monies as percentage of annual deduction budget	-14.43%			

St. Vrain Valley School District RE-1J
Student Activity (Agency) Fund (74)
Current Year Budget to Actual (Unaudited)
Statement of Additions, Deductions, and Changes in Undistributed Monies
For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Additions				
Elementary Schools	$ 100,000	$ 30,963	$ (69,037)	30.96%
Middle Schools	22,000	7,857	(14,143)	35.71%
High Schools	45,000	36,010	(8,990)	80.02%
Other additions	8,000	-	(8,000)	0.00%
Total additions	175,000	74,830	(100,170)	42.76%
Deductions				
Elementary Schools	159,611	19,043	140,568	11.93%
Middle Schools	44,890	4,508	40,382	10.04%
High Schools	103,830	17,550	86,280	16.90%
Other deductions	12,985	-	12,985	0.00%
Total deductions	321,316	41,101	280,215	12.79%
Change in undistributed monies	(146,316)	33,729	180,045	
Transfers in (out)				
Transfer from Special Activities (Fund 23)	-	15,870	15,870	N/A
Change in undistributed monies after transfers	(146,316)	49,599	195,915	
Undistributed monies, beginning	143,346	143,346	-	
Undistributed monies, ending	$ (2,970)	$ 192,945	$ 195,915	
Expected year-end undistributed monies as percentage of annual deduction budget	-0.92%			

St. Vrain Valley School District RE-1J

Student Scholarship Fund (72)

Prior Year Budget to Actual (Unaudited)

Statement of Additions, Deductions, and Changes in Net Assets

For the period July 1, 2012 to December 31, 2012

	FY13 Adopted Budget	FY13 July - December Actual	Balance Remaining	% of Actual to Budget
Additions				
Investment income	$ -	$ 167	$ 167	N/A
Contributions	50,000	5,928	(44,072)	11.86%
Total additions	50,000	6,095	(43,905)	12.19%
Deductions				
Scholarships	90,000	40,928	49,072	45.48%
Total deductions	90,000	40,928	49,072	45.48%
Change in net assets	(40,000)	(34,833)	5,167	
Net assets, beginning	215,820	215,820	-	
Net assets, ending	$ 175,820	$ 180,987	$ 5,167	
Expected year-end net assets as percentage of annual deduction budget	195.36%			

St. Vrain Valley School District RE-1J
Student Scholarship Fund (72)
Current Year Budget to Actual (Unaudited)
Statement of Additions, Deductions, and Changes in Net Assets
For the period July 1, 2013 to December 31, 2013

	FY14 Adopted Budget	FY14 July - December Actual	Balance Remaining	% of Actual to Budget
Additions				
Investment income	$ 200	$ 74	$ (126)	37.00%
Contributions	50,000	13,763	(36,237)	27.53%
Total additions	50,200	13,837	(36,363)	27.56%
Deductions				
Scholarships	75,000	51,719	23,281	68.96%
Total deductions	75,000	51,719	23,281	68.96%
Change in net assets	(24,800)	(37,882)	(13,082)	
Net assets, beginning	223,387	223,387	-	
Net assets, ending	$ 198,587	$ 185,505	$ (13,082)	
Expected year-end net assets as percentage of annual deduction budget	264.78%			

INVESTMENT REPORT

St. Vrain Valley School District RE-1J
Monthly Investment Report
12/31/2013

Fund	Bayerische	Colotrust	Csafe	Wells Fargo	Annualized Percent	Current Month Interest	Total
General		$ 39,919,883			0.12	$ 3,906	$ 39,919,883
Risk Management		1,334,172			0.12	131	1,334,172
Risk Management				3,153,900	NRA	90	3,153,900
Self-Insurance Total							4,488,072
Colorado Preschool		210,754			0.12	21	210,754
Student Activity Spec Revenue		3,044,065			0.12	298	3,044,065
Community School		2,478,119			0.12	242	2,478,119
Vance Brand Civic Auditorium		85,168			0.12	8	85,168
Community School Total							2,563,287
Fair Contributions		4,097,266			0.12	401	4,097,266
Bond				7,473,503	NRA	152	7,473,503
Building 2008		16,829,473			0.12	1,647	16,829,473
Building 2008			1,832,125		0.12	186	1,832,125
Building 2010 A & B	9,680,900				1.29	4,712	9,680,900
Building Total							28,342,498
Capital Reserve		4,735,171			0.12	463	4,735,171
Nutrition Service		1,004,338			0.12	98	1,004,338
Health Insurance Trust		3,584,641			0.12	351	3,584,641
Minimum Liability		1,000,906			0.12	98	1,000,906
Self Insurance Total							4,585,548
Scholarship		135,830			0.12	13	135,830
Total	$ 9,680,900	$ 78,459,784	$ 1,832,125	$ 10,627,403			$ 100,600,212

ST. VRAIN

academic excellence by design

February 12, 2014

Staff Terminations/Leaves of Absence 7.1

EFFECTIVE	NAME	POSITION/LOCATION	FMLA	NON-FMLA	PERSONAL	EXTENDED	RESIGNED	RETIRED	COMMENTS
	ADMINISTRATIVE/PROFESSIONAL/TECHNICAL								
	LICENSED								
12/17/2013	Allen, Christopher	Dean/Mead MS	X						
1/3/2014	Butrick, Julie	Kindergarten Teacher/Fall River ES	X						
12/14/2013	Crill, Jennifer	Fifth Grade Teacher/Timberline K-8	X						
1/3/2014	Dubin, Lila	Bilingual Teacher/Timberline K-8	X						
2/14/2014	Emlen, Laura	Instructional Program Consultant/Student Services					X		
1/3/2014	Haug, Laren	Special Ed Teacher/Columbine ES	X						
1/3/2014	Hayes, Kate	Counselor/Red Hawk ES	X						
12/19/2013	Keppler, Gregory	Counselor / Student Services					X		
12/9/2013	Komoroski, Christina	Special Ed Teacher/Student Services	X						
12/19/2013	Love, Karen	Instructional Program Consultant/Student Services	X						
2/28/2014	Lyons, Cynthia	Second Grade Teacher/Niwot ES						X	6.5 yrs
1/3/2014	MacMitchell, Ashley	Third Grade Teacher/Eagle Crest ES	X						
12/19/2013	Martin, Charles	Vocal Music Teacher/Thunder Valley K-8							
1/31/2014	Mikkilineni, Nisha	Special Ed Teacher/Sunset MS					X		
1/8/2014	Montoya, Gabriel	Social Worker/Student Services					X		
11/18/2013	Murphy, Erica	First Grade Teacher/Eagle Crest ES	X						
1/3/2014	Peters, Rebecca	Instructional Program Consultant/Student Services		X					
1/13/2014	Sheets, Amy	Special Ed Teacher/Skyline HS	X						
1/21/2014	Sparks, Lauren	First Grade Teacher/Praire Ridge ES	X						
12/7/2013	Stoll, Leah	Second Grade Teacher/Hygiene ES	X						
1/3/2014	Strah, Adam	PE Teacher/Niwot ES	X						
2/21/2014	Terrell, Theresa	Speech/Language Pathologist / Student Services					X		
	CLASSIFIED								
1/23/2014	Buttrick, Nancy	Bus Driver - Special Ed / Transportation							Admin Recommendation
1/3/2014	Cinea, Kim	SWAP Specialist/Student Services	X						
1/27/2014	Clark, Roger	Bus Driver/Transportation						X	13 yrs
1/16/2014	Elliott, Carrie	Group Leader, CC / Black Rock ES					X		
1/24/2014	Gallucci, Benjamin	Head Custodian/ Northridge ES					X		
12/12/2013	Jones, Jane	Media Tech/Blue Mountain ES	X						
12/3/2013	Judy, Debra	Head Custodian/Custodial	X						
1/10/2014	Lehman, Leanne	Paraeducator/Silver Creek HS	X						
1/20/2014	Litzenberger, Sharon	Bus Driver/Transportation					X		
12/19/2013	Nelson, Ah-Mai	Nutrition Services Worker / Longmont Estates ES						X	10 yrs.
12/11/2013	Perez, Michelle	Nutrition Services Worker/Hygiene ES					X		
1/31/2014	Pope, Ronald	Fleet Mechanic ll / Transportation					X		

February 12, 2014

Staff Terminations/Leaves of Absence

1/30/2014	Stewart, Wendi	Paraeducator, SE / Blue Mountain ES					X		
1/8/2014	Stremel, Erin	Paraeducator, SE / Red Hawk ES					X		
12/19/2014	Switzer, Maria	Paraeducator, PS / Spark PK							Admin Recommendation
12/20/2013	Taylor, Camille	Accounting Tech/Financial Services					X		
1/6/2014	Torres, Louis	Bus Driver/Transportation					X		
1/6/2014	Tudor, Tonya	Para/Olde Columbine		X					
12/6/2013	Wooching, Jill	Child Care Director/Community Schools		X					

February 12, 2014

Staff Appointments

HIRE DATE	NAME	POSITION	LOCATION	NEW POSITION	REPLACEMENT
	ADMINISTRATIVE/PROFESSIONAL/TECHNICAL				
3/3/2014	Formby, Melissa	Specialist	Student Services	X	
	LICENSED				
1/3/2014	Fox, David	Math Teacher	Skyline HS		X
1/6/2014	Garcia, Zachary	Instrumental Music Teacher	Thunder Valley K-8		X
1/27/2014	Liefert, Frances	Teacher, SE	Student Services	X	
1/21/2014	Maybee, Lynn	Multi Grade Teacher	Northridge ES		X
1/7/2014	Rubino, Samantha	Special Education	Red Hawk ES	X	
1/15/2014	Wallace, Seth	Teacher, SE	Sunset MS		X
1/3/2014	Wright, Robyn	Sixth Grade Teacher	Thunder Valley K-8		X
	CLASSIFIED				
1/6/2014	Bartle, Kendra	Group Leader, CC	Blue Mountain ES	X	
2/3/2014	Bartlett, Tracy	Technician, Lab	Blue Mountain ES		X
1/22/2014	Benge, Teri	Paraeducator, ECSE	Erie ES		X
1/22/2014	Brown, Carol	Paraeducator, SE	Silver Creek HS		X
1/6/2014	Chapman, Lauren	Director, CC	Lyons ES		X
1/6/2014	Crowder, Cindi	Clerk, Attendance	Red Hawk ES		X
1/6/2014	Custer, David	Paraeducator, SE	Student Services		
2/3/2014	Debevec, Rachel	Child Care Group Leader	Alpine ES		X
1/29/2014	Fisketjon, Cyrstal	Child Care Director	Community Schools		X
1/16/2014	Gammon, JoAnn	Nutrition Services Worker	Trail Ridge MS	X	
1/21/2014	Gonzales, Frank	Custodian	Mead HS		X
1/6/2014	Jackson, Jasmine	Bus Assistant	Transportation		X
2/17/2014	Lopez Sosa, Adriana	Nutrition Services Worker	Columbine ES	X	
1/21/2014	Maulin, Janet	Custodian	Mead MS		X
12/13/2013	McCarroll, Paul	Technician, Vending	Nutrition Services	X	
1/3/2014	Oetting, Andrea	Clerk, Health	Mountain View ES		
2/18/2014	Rodgriguez, Amanda	Nutrition Services Worker	Lyons M/S	X	
1/27/2014	Settles, Mari	Paraeducator, SE	Skyline HS		X
1/16/2014	Shea, Carol	Nutrition Services Worker	Main Street	X	
2/3/2014	Stephenson, Michelle	Technician	Human Resources		X
1/16/2014	Theriault, Donna	Nutrition Services Worker	Twin Peaks Charter		X
1/14/2014	Trautman, Bonnie	Bus Driver	Transportation		X
1/15/2014	Wardle, Destry	Paraeducator, SE	Red Hawk ES		X
1/8/2014	Williams, Hannah	Director, CC	Mountain View ES	X	

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Board of Education Meeting Minutes

RECOMMENDATION

That the Board of Education approve the minutes from the January Regular and Special Meetings.

BACKGROUND

The Board will be asked to approve the minutes of the January 8, 2014 Regular Meeting; the January 15, 2014 Regular Study Session; the January 22, 2014 Regular Televised Study Session; and the January 29, 2014 Joint Meeting with the City of Longmont.

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Second Reading, Adoption, Board Policy/Regulation JH – Student Absences and Excuses; and JH-R – Student Absences and Excuses

RECOMMENDATION

That the Board of Education approve the proposed revisions to Board Policies JH – Student Absences and Excuses; and JH-R – Student Absences and Excuses.

BACKGROUND

Revisions to this policy are necessary due to alignment with current practice, procedure, and applicable statutes and have been reviewed by District administration.

These policies were first reviewed at the Regular Board Meeting of January 8, 2014.

STRATEGIC PLAN CORRELATION

Focus Area – All
Category – All

Student Absences and Excuses

Philosophy

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement**,** particularly for closing the achievement gap. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements, and (2) exhibit good attendance habits as stated in this policy.

When developmentally appropriate it is the responsibility of the student to attend school. Ultimately, however, the responsibility to ensure that the student has good attendance rests with the parent/guardian. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Schools will inform the parents/guardians if a student's education is being jeopardized by poor attendance.

Each year the Board establishes the school attendance policy by adopting a school calendar. Students are required to have actual teacher-pupil instruction and contact time of 1,056 hours for secondary students and 968 hours for elementary students during each school year.

Attendance

Students are expected to enroll at the beginning of the school year, to attend regularly and to be prompt in arriving at school and at each class during the day.

Excused Absences

The building principal or their designee will grant excused absences with substantiated reasons~~. The following will be considered~~:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.

2. A student who is absent for a prearranged extended period due to physical, mental or emotional disability.

3. A student who is pursuing a work-study program under the supervision of the school.

4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.

5. A student who is suspended or expelled.

6. A student who is in the custody of a court or law enforcement authority.

7. A student who's absence is required by a legal body or social agency (court, juvenile authorities, public health department or police) including a student in out-of-home placement who's absences are due to court appearances and participation in court-ordered activities.

The following may be considered excused absences at the discretion of the principal or designee:

1. Serious illness or death in the family.

2. Family emergencies or hardship.

3. Family vacations. (While discouraged, such excuses should be prearranged with the school administration. If a student has poor attendance or poor academic performance, a principal may deny an excused absence for vacation purposes.)

4. Religious observances when requested by a parent or guardian.

~~5. Absence required by a legal body or social agency (court, juvenile authorities, public health department or police).~~

~~6.~~5. Military connected students whose parent or legal guardian has been called to duty, is on leave from, or immediately returned from deployment.

The District may require suitable proof regarding the above exceptions, including written statements from ~~a health care provider~~medical sources.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. ~~Students who are suspended or expelled shall be considered unexcused.~~ Each unexcused absence shall be entered on the student's record. The parents or guardians of the student receiving unexcused absences shall be notified orally or in writing by the District, District designee, or building staff.

Parents/guardians shall be required to ~~furnish~~provide an explanation for student absenteeism either in writing or orally. Absences not explained within two days after returning to school shall be recorded as unexcused absences unless unusual or extenuating circumstances exist as determined by the building administrator.

In accordance with law, the District may impose academic penalties which relate directly to classes missed while unexcused. Middle and~~school students shall receive 50% credit for work completed due to an unexcused absence. H~~high school students shall receive 50% credit for work completed due to an unexcused absence. Students and parents/guardians may appeal to the Assistant Superintendent or designee for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed as conditions for granting any such exception.

The minimum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four (4) days in one month or ten (10) days during any school year.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Students who accumulate 3 unexcused tardies shall be issued one-half day unexcused absence for the purpose of monitoring attendance patterns within individual buildings. Parents/guardians shall be notified of all penalties regarding tardiness.

Teachers shall be responsible for addressing tardiness as a classroom management issue. Excessive tardiness may be referred to the administration for consideration ~~as an attendance problem~~of additional interventions.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter their next class. Teachers shall honor passes presented in accordance with this policy.

Attendance Officer

The Board shall appoint an Attendance Officer to assist school administrators in the enforcement of this policy and to assist in identifying the reasons for and causes of nonattendance and excessive absences.

The provisions of this policy shall be applicable to all students in the District, including those above and below the age for compulsory attendance as required by law.

Adopted February 28, 1984
Revised June 10, 1987
Revised August 22, 1990

Revised October 27, 1993
Revised May 24, 1995
Revised September 25, 1996
Revised January 22, 1997
Revised November 10, 1999
Revised April 8, 2009
Revised May 11, 2011

LEGAL REFS.: C.R.S. 22-32-109 (1)(n),(w)
C.R.S. 22-33-101 *et seq.* (School Attendance Law of 1963)
C.R.S. 22-33-104 (Exclusions from Compulsory Attendance)
C.R.S. 22-33-107 (Requirement to Appoint an Attendance Officer)

CROSS REFS.: IC/ICA, School Year/School Calendar
JEA, Compulsory Attendance Ages
JHB, Truancy
JK, Student Discipline
JKD/JKE, Suspension/Expulsion of Students
JLIB, Student Dismissal Precautions

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

Student Absences and Excuses

This attendance policy is designed to provide guidance and procedure for managing and improving student attendance. In addition, it is recognized that other important factors which impact school attendance include the positive relationships that exist between teachers and their students, and the ongoing timely involvement of parents. It is the District's intention to encourage all students to have good attendance and to participate in school; however it may become necessary as a last resort to ~~administer interventions~~implement steps which may include taking legal action when a student's level of absence becomes chronic. ~~The following regulations will apply:~~

~~Interventions at e~~Elementary ~~s~~School~~s~~ Level

Incentive programs shall recognize and reward those students with perfect attendance, exemplary attendance, and improved attendance.

~~Interventions~~Steps for unexcused absences may include administrative conferences, detention, ~~and~~ make-up time~~.~~, parental contacts, and involvement of District-level Prevention/Intervention efforts.

~~Make-up work shall be provided for any class in which a student has an absence or is suspended unless otherwise determined by the building administrator. The teacher will provide missed assignments after the student returns.~~

Make-up work for excused and unexcused absences, including suspensions, shall be provided for any class unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school.

In the case of both excused and unexcused absences, the principal or designee will make a reasonable number of attempts to contact parents/guardians in an effort to address a student's attendance issues.

~~Interventions at m~~Middle and High ~~s~~School~~s~~ Levels

Incentive programs shall recognize and reward those students with perfect attendance, exemplary attendance and improved attendance.

~~Interventions~~Steps for unexcused absences may include administrative conferences, detention, suspension, ~~and~~ make-up time~~.~~, parental contacts, and involvement of District-level Prevention/Intervention efforts.

~~Make-up work shall be provided for any class in which a student has an absence or is suspended unless otherwise determined by the building administrator. Credit may be withheld for unexcused absences. Students who are unexcused may make up missed work for 50% credit in accordance with law, and this regulation. Students who are suspended may make up missed work for reduced credit in accordance with law, this~~

~~regulation, and Board Regulation JKD/JKE-R, A, 9. The teacher will provide missed assignments after the student returns.~~

Make-up work for excused absences, including suspensions, shall be provided for any class unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. Credit may be withheld for unexcused absences. Students who are unexcused may make up missed work for 50% credit.

In the case of both excused and unexcused absences, the principal or designee will make a reasonable number of attempts to contact parents/guardians in an effort to address a student's attendance issues.

~~Interventions at high schools~~

~~Incentive programs shall recognize and reward those students with perfect attendance, exemplary attendance and improved attendance.~~

~~Interventions for unexcused absences may include administrative conferences, detention, suspension, and make-up time.~~

~~Make-up work shall be provided for any class in which a student has an absence or is suspended unless otherwise determined by the building administrator. Credit may be withheld for unexcused absences. Students who are unexcused may make up missed work for 50% credit in accordance with law and this regulation. Students who are suspended may make up missed work for reduced credit in accordance with law, this regulation, and Board Regulation JKD/JKE-R, A, 9, as determined by the building administrator.~~

In addition:

1. At all~~ middle and~~ high schools, 9 unexcused absences in a class within an 18-week period (semester) and/or 6 unexcused absences within a 9-week period (quarter) may result in a loss of credit (NC). Students over 17 may be removed from class if their cumulative average of class work results in a failing grade. Students with chronic absenteeism may be placed on a flexible schedule and referred to an alternative program. Where extenuating circumstances exist, the principal or designee may extend partial/full credit providing that specific conditions established by the school are met.

2. Because students under age 17 must fulfill the requirements of the compulsory attendance law, they will remain in the class regardless of the number of unexcused absences. The minimum number of unexcused absences (days) a student may incur before judicial proceedings may be initiated to enforce compulsory attendance is four (4) unexcused absences (days) in any one month or ten (10) unexcused absences (days)~~ by statute~~ during any school year.

~~3. In the case of a suspension the total time missed for that suspension period will be counted as one unexcused absence for purposes of grade reduction and/or loss of credit. Suspended students may make up missed work for reduced credit in accordance with law and Board Policy Regulation JKD/JKE-R.~~

3.~~4.~~ In the case of both excused and unexcused absences, the principal or designee will make a reasonable number of attempts to contact parents/guardians in an effort to address a student's attendance issues. As part of this communication, the principal or designee shall notify parents/guardians of any grade reduction and/or loss of credit.

4.~~5.~~ All students are expected to make up school work because of absenteeism.

a. Students with excused absences will be granted a reasonable amount of time to complete make-up work–generally two days for each day absent.

b. Time allowed for make-up work may not extend beyond the end of the grading period except by special permission of the principal or designee.

c. Students with prearranged absences must make arrangements prior to the absence for completing make-up work.

~~d. Students with unexcused absences due to tardiness will receive 50% credit for work completed at all grade levels for all class work missed and will be held responsible for knowledge of class work covered during their absence.~~

d~~e~~. Students with ~~un~~excused absences due to suspension will receive ~~not more than~~ 50% credit at the middle and ~~school level and not more than 25% credit at the~~ high school level for all class work missed because a suspension is subject to penalty. ~~and~~Students will be held responsible for knowledge of class work covered during their absence.

e~~6~~. Parents/guardians may request a conference with the building administration to discuss a decision related to the attendance policy ~~and these regulations~~. The conference must be requested within one week of notification.

Notification of parents/guardians regarding ~~excused and~~ unexcused absences

The principal or designee will make reasonable efforts to work closely with parents/guardians to identify and resolve student attendance issues. Regardless of grade level, the following actions will be taken if a student's ~~excused or~~ unexcused absences reach the levels identified.

~~Excused Absences~~

- ~~After 6 excused absences – a general letter of concern will be sent to the student's parent/guardian.~~

- ~~After 9 excused absences – a second letter will be sent indicating that when the student reaches 12 absences that he/she will no longer be excused without documentation from a health care provider.~~
- ~~On the 13th absence – the student and parent/guardian will be asked in writing to meet with school officials to discuss pertinent issues and develop an educational plan including an attendance contract. This mailing will include a copy of the District policy and state law which will be discussed at the subsequent meeting.~~
- ~~In all cases, letters sent to parents/guardians will be addressed to the current address on file with the District.~~

~~Unexcused Absences~~

~~An unexcused day is equal to a whole school day or individual classes over several school days that cumulatively add up to one whole school day. In addition, 3 unexcused tardy occurrences will be considered a one-half day unexcused absence.~~

- After 3 unexcused days – a general letter of concern will be sent to parents/guardians requesting a conference with school officials.

- After 6 unexcused days – a second letter will be sent indicating that the student has violated ~~b~~Board policy regarding the number of unexcused absence days allowed before judicial proceeding may be initiated and requiring a meeting with the parent/guardian.

- After 10 unexcused days – a letter including a ~~copy of~~ reference to the state compulsory attendance law and notification that the student's attendance will be monitored for the next 10 days at which time a decision may be made which may include legal action.

- In all cases, letters sent to parents/guardians will be addressed to the current address on file with the District.

Approved August 22, 1990
Revised May 24, 1995
Revised September 25, 1996
Revised January 22, 1997
Revised November 10, 1999
Revised April 8, 2009

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Third Reading, Adoption, Board Policy/Regulation JKA – Use of Physical Intervention; and JKA-R – Use of Physical Intervention

RECOMMENDATION

That the Board of Education approve the proposed revisions to Board Policy/Regulation JKA – Use of Physical Intervention; and JKA-R – Use of Physical Intervention.

BACKGROUND

Revisions to these policies are necessary due to alignment with current practice, procedure, and applicable statutes and have been reviewed by District administration.

This Policy and Regulation were first reviewed at the Board of Education Regular Meeting on December 11, 2013 and reviewed a second time at the Regular Board Meeting on January 8, 2014. Board members suggested changes to the original revisions at that time for matters of clarity, and these revised samples reflect the changes that the Board recommended.

STRATEGIC PLAN CORRELATION

Focus Area – All
Category – All

Use of Physical Intervention

In dealing with disruptive students, any person employed by the District may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To quell a disturbance threatening physical injury to others.

2. To obtain possession of weapons or other dangerous objects ~~upon~~ **from** a student or within the control of a student.

3. For the purpose of self-defense.

4. For the protection of persons or property.

Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint, contained in Board Regulation JKA-R, are followed.

Any method or device used to involuntarily limit a student's freedom of movement for more than five minutes, including physical force, ~~mechanical restraint,~~ physical restraint, ~~restraint using prescribed medication,~~ or seclusion, shall be in compliance with state law on protecting persons from restraint. The Superintendent or designee shall develop procedures and a training program related to the use of restraint consistent with this policy and state law.

Corporal punishment shall not be administered to students by anyone in any District school.

District employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance of a student's behavior.

Adopted February 28, 1968
Revised August 8, 1984
Revised April 22, 1992
Revised to conform with practice: date of manual revision
Revised May 9, 2001
Revised June 11, 2008

LEGAL REFS.: C.R.S. 18-1-703 use of physical force by those supervising minors
C.R.S. 18-6-401 (1) definition of child abuse
C.R.S. 19-1-103 (1) definition of abuse and neglect
C.R.S. 22-32-109.1 (2)(a) adoption and enforcement of discipline code
C.R.S. 22-32-109.1 (2)(a)(IV) policy required as part of safe schools plan
C.R.S. 22-32-109.1 (9) immunity provisions in safe schools law
C.R.S. 26-20-102 *et seq*. protection of persons from restraint

CONTRACT REF.: SVVEA Agreement, Article 20–Teacher Protection from Assault/Personal Injury

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

Use of Physical Intervention

Restraint Definitions

Restraint is defined under state law ~~and this policy~~ as any method or device used to involuntarily limit freedom or movement, including but not limited to physical restraint, mechanical restraint, restraint using prescribed medication, and seclusion**.** **Mechanical restraint and chemical restraint (using prescribed medication) are not approved methods for public agencies.**

Physical restraint means the use of bodily, physical force to limit an individual's freedom of movement.

~~**Mechanical restraint means a physical device used to restrict the movement of an individual or the movement of normal function of a portion of the student's body may not be used by public agencies.**~~

~~**Restraint using prescribed medication (chemical restraint) means giving an individual medication, prescribed by their doctor, for the purpose of restraining the individual; or chemicals or drugs, including prescription medication given on an "as needed" basis to limit the physical freedom of a student. This type of restraint does not include prescription medication that is regularly administered to the student for medical reasons may not be used by public agencies.**~~

Seclusion means the placement of a student alone in a room from which egress is prevented and is considered a restraint.

Restraint does not include:

a. the use of protective or adaptive devices for providing physical support, prevention of injury or voluntary or life-saving medical procedures;

b. the holding of a student for less than five minutes by a staff person for the protection of the student or other persons; exception, seclusion for any length of time is considered a restraint;

c. the use of time-out.

Time-out is the placement of a student alone in a room or in a specified area of a room for the purpose of allowing the student to think about inappropriate behavior prior to rejoining class or other school-related activity. Egress from time-out rooms or areas shall not be ~~involuntarily~~ prevented.

Basis for Use of Restraint

Staff may use restraint only in cases of emergency when other less restrictive alternatives have failed or the staff member determines that such alternatives would be inappropriate or ineffective under the circumstances.

An emergency is a serious, probable, imminent threat of bodily harm to self or others where there is the present ability to effect such bodily harm.

The purpose for using restraint shall be to prevent the continuation or renewal of the emergency. Restraint shall only be used for the period of time necessary to accomplish its purpose. In no event shall physical force be used beyond that which is necessary to limit the student's freedom of movement.

Duties Relating to the Use of Restraint

~~**The staff member responsible for the restraint shall monitor any student held in a mechanical restraint at least every fifteen minutes to assure that the student is properly positioned, the student's blood circulation is not restricted, the student's airway is not obstructed, and the student's other physical needs are met.**~~

No physical~~ or mechanical~~ restraint of a student shall place excess pressure on the student's chest or back or inhibit or impede the student's ability to breathe. A staff member shall observe the student at regular intervals to check on breathing ability.

~~A chemical restraint shall be given only on the order of a physician who has determined, either while present during the course of the emergency or after telephone consultation with a registered nurse, certified physician's assistant, or other authorized staff member who is present at the time and site of the emergency and who has participated in the evaluation of the student, that such form of restraint is the least restrictive, most appropriate alternative available.~~

~~For students in mechanical restraints, staff members shall provide relief periods, except when the individual is sleeping, of at least ten minutes as often as every two hours, so long as relief from the mechanical restraint is determined to be safe. During such relief periods, the staff member shall take reasonable steps to ensure proper positioning of the student and provide movement of limbs, as necessary. In addition, during such relief periods, a staff member shall provide assistance for use of appropriate toileting methods, as necessary. The student's dignity and safety shall be maintained during relief periods. Relief periods from seclusion shall be provided for reasonable access to toilet facilities.~~

A student in physical restraint shall be released from such restraint within fifteen minutes after the initiation of physical restraint, except when precluded for safety reasons.

Staff Training

Staff shall receive annual in-service training on the appropriate use of restraint. The training shall include the requirement that staff explain, where possible, the use of restraint to the individual who is to be restrained and to the individual's family ~~if appropriate~~.

Documentation and Review

As soon after as is practical, staff shall make an appropriate notation of the use of restraint in the student's record and notify the building principal of the use of restraint. The principal shall review the use of restraint to determine whether it was in compliance with state law, Board policy, and this regulation.

~~An order for a chemical restraint, along with reasons for its issuance, shall be recorded in writing at the time of its issuance. A physician shall sign the order at the time of its issuance, if present at the time of the emergency. If authorized by telephone, the order shall be transcribed and signed at the time of its issuance by an individual with the authority to accept telephone medication orders.~~

~~Staff trained in the administration of medication shall make notations in the student's record as to the effect of the chemical restraint and the individual's response to the chemical restraint.~~

~~Staff members shall note in the record of the student being restrained by mechanical restraints the relief periods granted.~~

Note: Specific laws regarding seclusion of students with mental illness apply. If the school has been designated by the Superintendent or designee to provide treatment to a mentally ill student, seclusion may be used to eliminate a continuous and serious disruption of the treatment environment.

Note: Specific laws regarding the restraint of students with developmental disabilities apply. Advice of counsel may need to be sought when developing plans for students with such disabilities to ensure that development and implementation of plans is consistent with state and federal law.

Approved May 9, 2001
Revised June 11, 2008

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Second Reading, Adoption, Board Regulation JLIF-R – Use of Electronic Recording Equipment to Monitor Student Behavior

RECOMMENDATION

That the Board of Education approve suggested revisions to Board Regulation JLIF-R – Use of Electronic Recording Equipment to Monitor Student Behavior.

BACKGROUND

Revisions to this policy are necessary due to alignment with current practice, procedure, and applicable statutes and have been reviewed by District administration.

This Regulation was first reviewed at the January 8, 2014 Regular Board Meeting.

STRATEGIC PLAN CORRELATION

Focus Area – Well Being

Use of Electronic Recording Equipment to Monitor Student Behavior[1]

Use

1. Electronic recording equipment may be utilized on school premises, District property and on District vehicles for the purpose of promoting safety. The installation of interior electronic recording equipment will be on an as needed basis as determined by the Chief Operations Officer and the Security Manager.

2. The District shall notify its students and staff that electronic recording equipment may be in use on any school/District property or on any District vehicle. The District shall incorporate said notice in student handbooks, the transportation services discipline code pamphlet and the Code of Conduct and Discipline.

3. Clearly written signage will be displayed at facilities where electronic recording equipment is used and will include notice that electronic recording equipment may or may not be monitored at any time.

4. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with electronic recording equipment and will be subject to appropriate disciplinary action for such violations. Disciplinary action shall be consistent with District policies and procedures.

5. The building principal/~~designee, the District Security Manager, and the Director of Transportation~~, authorized District administration and designated trained ~~,~~staff shall be the only personnel allowed to view recorded images. However, recorded images showing discipline, legal or policy violations may be viewed by other appropriate District personnel or legal authorities. ~~Tapes, which are not needed as evidence for disciplinary or legal proceedings, shall be destroyed or 'taped over' after thirty days of retention.~~ Recorded images can be saved by authorized personnel if saved within 7 days of the incident.

6. Recorded images may be copied for the purpose of evidence in a criminal investigation. A formal request by law enforcement and case number must accompany the request to the District Security Manager.

~~6.~~ ~~Electronic~~7. Electronic technologies shall not monitor areas where students, ~~staff~~staff, and the public have a reasonable expectation of privacy such as locker rooms and adult and student restrooms.

Use on school property:

1. The use of electronic recording equipment on school property shall be supervised and controlled by the building principal/designee and the District Security Manager. The District Security Manager will also designate who

[1] Electronic recording equipment includes video and digital equipment.

operates the system and who monitors and maintains the recordings.

2. Electronic recording equipment may be installed on outside grounds at schools and buildings and in ~~common~~common, areas inside the school as deemed necessary by the District and approved by the Superintendent. The Superintendent may approve the use of covert electronic recording equipment on an as needed basis. Electronic recording equipment shall not be located in any area in which the public has a reasonable expectation of privacy, i.e., restrooms, locker rooms, etc.

3. Electronic cameras may be in use 24 hours per day with signage to notify patrons who use the premises that electronic recording equipment is in use.

4. The District shall provide reasonable safeguards including but not limited to password, code and/or firewall protection and controlled physical access to the equipment or stored recordings to protect from unauthorized use.

5. When video monitors are used in schools, they shall be located in the administrative and/or security offices at the school.

<u>Use in District vehicles:</u>

1. The use of electronic recording equipment on District vehicles shall be supervised by the Director of Transportation. The Director of Transportation will also designate who operates the system and who maintains the recordings.

2. Electronic recording equipment may be rotated on school vehicles transporting students to and from school and extracurricular activities at the discretion of the Director of Transportation.

3. A notice will be posted on all school buses that electronic recording equipment may be used for student management purposes.

4. When a District vehicle is equipped with electronic recording equipment, such equipment may or may not be actively recording and specific notice shall not be given other than the notice that the equipment is used.

5. The District shall establish and maintain reasonable safeguards to protect against unauthorized use of any electronic recording equipment.

<u>Storage/Security/Chain of Custody</u>

1. All electronic recordings will be stored and secured to ensure confidentiality. Tapes or other storage devices that are not in use shall be locked in a secured storage area. Only authorized access shall be allowed and a log of all instances of access ~~to,~~to and use of, recorded materials shall be kept.

2. ~~Electronic recordings shall be numbered, dated and stored for a maximum of~~

~~thirty days after initial recording, whereupon such recordings may be released for rerecording or erasure unless otherwise directed by the building principal/designee, the Security Manager or Director of Transportation.~~ Electronic recordings shall be stored for a maximum of 7 days after initial recording, whereupon such recordings may be released for rerecording or erasure unless otherwise directed by the COO, Security Manager or Director of Transportation. The storage method will be dependent upon the type of system installed, which may vary from school to school, and with the introduction of new technology.

3. Electronic recordings held for review of student incidents shall be maintained in their original form pending resolution of the issue. Tapes then will be released for erasure, copied for authorized law enforcement ~~agencies~~agencies, or retained as a necessary part of the student's behavioral record in accordance with District policy referenced in Board Policy JRA.

4. All requests for copying a recorded image must be done through submitting a Chain of Custody Tracking Form to the Security Manager's office. The Security manager will track all requests and a Chain of Custody Log.

Viewing and Copying Requests

1. ~~The building principal/designee shall complete the Request for DVR Footage Form~~ Law enforcement requesting a copy of a recorded image shall complete The Chain of Custody Tracking Form. (JLIF-E) and submit to the Security Manager, or the Director of Transportation for transportation requests, for authorization of ~~viewing and/or~~ copying DVR footage. Authorization will be considered on a 'need to know' basis only.

2. Written requests for viewing will be limited to those whom the District determines have a need to see the tapes to substantiate evidence that has led to a disciplinary and/or legal action.

3 Only a specific incident and/or related incident will be made available when a request for viewing is made and approved.

Viewing

1. Approved viewing will be permitted only at District facilities and supervised by the building principal/designee, the Security Manager or the Director of Transportation.

2. A written log will be maintained of those ~~viewing~~ storing electronic recordings including the date of ~~viewing, reasons for viewing, date of the alleged incident, where the viewing occurred,~~ storing, reasons for storing, and the date of the alleged incident, name of the viewer and when appropriate - District vehicle videotaped and name of the vehicle's driver.

3. Electronic recordings will remain the property of the District and may be reproduced only in accordance with law and Board of Education policy.

Student Records

1. The District will comply with the requirements of federal and state laws and Board of Education policies regarding student records as applicable in the District's use of electronic recordings.

2. Electronic recordings may be considered for retention as part of a student's behavioral record and will be maintained in accordance with established procedures governing access, ~~review~~review, and release.

Training of Electronic Recording Equipment

1. District employees who are responsible for the installation, ~~maintenance~~maintenance, and surveillance monitoring shall be required to attend a District sponsored training on the use and legal requirements associated with electronic recording equipment.

Approved February 27, 2002
Revised August 1, 2012

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

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Purchase of Epson Projectors

RECOMMENDATION

That the Board of Education approve the purchase of Epson projectors in the amount of $130,880.00 from CCS Presentation Systems.

BACKGROUND

Epson projectors are used throughout St. Vrain Valley School District. Board approval is required to provide the District standard presentation system to schools through the 2008 bond projects.

The Purchasing Department issued Bid No. 2014-034 on December 19, 2013. Thirteen (13) responses were received on Tuesday, January 7, 2014. Award is recommended to the low responsive and responsible vendor, CCS Presentation Systems. Due to the number of responses, the bid tabulation is attached for reference.

ST. VRAIN VALLEY SCHOOLS
academic excellence by design
Purchasing Department

Recommended for Award
Non-Responsive

BID TABULATION SHEET
ITB 2014-034
EPSON PROJECTORS
January 7, 2014 2:00PM

				Pro Svl Inc		Faison Office Products LLC		IT Simplify		Howard Technology Solutions	
Notarized Noncollusion Affidavit Included?				Y		Y		Y		Y	
Signed Bid?				Y		Y		Y		Y	
Description	**Manuf**	**Model Number**	**Qty**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**
PowerLite 99W Projector	**Epson**	**V11H578020**	220	$ 654.97	$ 144,093.40	$ 689.47	$ 151,683.40	$ 655.86	$ 144,289.20	$ 656.00	$ 144,320.00
PowerLite 425W	**Epson**	**V11H448020**	15	$ 829.97	$ 12,449.55	$ 873.68	$ 13,105.20	$ 831.09	$ 12,466.35	$ 831.00	$ 12,465.00
		TOTAL			$ 156,542.95		$ 164,788.60		$ 156,755.55		$ 156,785.00

				W B Hunt Co Inc		B&H Photo Video		Tech Depot		CounterTrade Products Inc	
Notarized Noncollusion Affidavit Included?				Y		Y		Y		Y	
Signed Bid?				Y		Y		Y		Y	
Description	**Manuf**	**Model Number**	**Qty**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**
PowerLite 99W Projector	**Epson**	**V11H578020**	220	$ 659.00	$ 144,980.00	$ 673.00	$ 148,060.00	$ 656.78	$ 144,491.60	$ 571.00	$ 125,620.00
PowerLite 425W	**Epson**	**V11H448020**	15	$ 837.00	$ 12,555.00	$ 895.00	$ 13,425.00	$ 832.26	$ 12,483.90	$ 717.00	$ 10,755.00
		TOTAL			$ 157,535.00		$ 161,485.00		$ 156,975.50		$ 136,375.00

				Aprisa Technology		Adorama Camera		High Touch Inc		Haddock Education Technologies	
Notarized Noncollusion Affidavit Included?				Y		Y		Y		Non-Responsive	
Signed Bid?				Y		Y		Y		Alternate Products Offered	
Description	**Manuf**	**Model Number**	**Qty**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**
PowerLite 99W Projector	**Epson**	**V11H578020**	220	$ 690.00	$ 151,800.00	$ 655.00	$ 144,100.00	$ 669.00	$ 147,180.00		$ -
PowerLite 425W	**Epson**	**V11H448020**	15	$ 870.00	$ 13,050.00	$ 855.00	$ 12,825.00	$ 847.00	$ 12,705.00		
		TOTAL			$ 164,850.00		$ 156,925.00		$ 159,885.00		$ -

				CCS Presentation Systems							
Notarized Noncollusion Affidavit Included?				Y							
Signed Bid?				Y							
Description	**Manuf**	**Model Number**	**Qty**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**	**Unit Cost**	**Extended Cost**
PowerLite 99W Projector	**Epson**	**V11H578020**	220	$ 548.00	$ 120,560.00	$ -	$ -	$ -	$ -	$ -	$ -
PowerLite 425W	**Epson**	**V11H448020**	15	$ 688.00	$ 10,320.00	$ -	$ -	$ -	$ -	$ -	$ -
		TOTAL			$ 130,880.00		$ -		$ -		$ -

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Contract Award – Modular Offices Site Utility Project Bid #2014-029

RECOMMENDATION

That the Board of Education approve the contract award for the Modular Offices Site Utility Project Bid #2014-029 to DeFalco Construction Company for an amount not-to-exceed $144,815 including the base bid, Alternate 1, and a 10% contingency and further authorize Rick Ring, Chief Operations Officer, to sign contract documents and initiate scope changes up to the approved amounts in accordance with Board of Education Policy FEH, Supervision of Construction.

BACKGROUND

This scope of work will provide the required utilities and parking lot changes for the ESC and LSC modular offices bid approved on December 11, 2013. The Modular Offices Site Utility project is funded by Capital Reserve.

Bid documents were distributed on December 16, 2013 and bids were received and opened on January 29, 2014 with the following bid results.

Modular Offices Site Utility Project Bid 2014-029
Base Bids + Alternate 1

DeFalco Construction Company	W.O. Danielson Construction Company	Wilderness Construction Company
$131,650	$217,800	$283,828

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Adoption of Resolution Proclaiming National School Breakfast Program Week, March 3-7, 2014

RECOMMENDATION

That the Board of Education adopt the attached Resolution proclaiming March 3-7, 2014 as National School Breakfast Program Week.

BACKGROUND

The School Nutrition Association and the District Nutrition Services Department celebrates National School Breakfast Week each March. This annual event includes specially prepared breakfasts and promotes awareness of the importance of nutrition and physical activity in our children's lives.

STRATEGIC PLAN CORRELATION

Focus Area – Well Being
Category – Learning Environment

NATIONAL SCHOOL BREAKFAST PROGRAM WEEK

RESOLUTION

WHEREAS the School Breakfast Program has served our nation admirably since it was permanently established in 1975; and

WHEREAS the School Breakfast Program is dedicated to the health and well-being of our nation's children; and

WHEREAS the School Breakfast Program joins and has been joined through the years by many other excellent child nutrition programs; and

WHEREAS there is evidence of continued need for nutrition education and awareness of the value of school nutrition programs;

NOW, THEREFORE , BE IT RESOLVED, that the St. Vrain Valley School District does hereby proclaim March 3-7, 2014 as NATIONAL SCHOOL BREAKFAST WEEK in conjunction with National Nutrition Month® and encourages all citizens to join the campaign and become concerned about their nutrition and the nutrition of others in the hope of achieving optimum health for both today and tomorrow.

ADOPTED AND APPROVED on February 12, 2014.

ST. VRAIN VALLEY SCHOOL DISTRICT RE-1J

By ______________________________________

John Creighton, President, Board of Education

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of State-Issued Record Retention Schedule

RECOMMENDATION

That the Board of Education approve the State-issued record retention schedule on behalf of the St. Vrain Valley School District.

BACKGROUND

The original retention schedule created for St. Vrain Valley School District exists as hard copies in a filing cabinet. The schedule is outdated and inaccessible by all departments. The State has provided a retention schedule, which is available online, for all school districts that sign the Approval Request Form as attached. The retention schedule provided by Colorado State Archives has been reviewed with all departments within St. Vrain Valley School District and a signature has been obtained to verify that they understand the requirements of the schedule and are able to meet those guidelines.

Colorado State Archives School Records Management website:
https://www.colorado.gov/pacific/archives/school-records-managment

Recommended Retention Schedule:
https://www.colorado.gov/pacific/sites/default/files/SchoolsRMManual.pdf

Records Management Manual

Approval Request Form

☐ County ☐ Municipality ☑ School District/BOCES ☐ Special District

NAME OF ENTITY

St. Vrain Valley School District

CONTACT PERSON/TITLE:

Amber Muir/Data Quality Coordinator - Records Department Lead

MAILING ADDRESS:

619 Bowen St. Longmont, CO 80501

TELEPHONE:

303-702-7910

E-MAIL:

muir_amber@svvsd.org

LOCAL EXCEPTIONS:

(List and provide basis and description of any local exceptions for records retention periods that are specified by formal direction of the local ordinance, Home Rule Charter provision, by board resolution or formal direction of the school board, governing body, etc., that differ from those set out in the Records Retention Manual for your specific entity. Use additional pages if needed.)

THE ABOVE ENTITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW *THE SPECIFIC ENTITY'S RECORDS RETENTION MANUAL*, WITH THE LOCAL EXCEPTIONS INDICATED.

SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

Colorado The Official Web Portal

Archives

COLORADO State Archives

Approved School Districts

Academy School District #20 - Colorado Springs
Adams 1 - Mapleton
Adams County School Dist. 14
Agate School District #300
Aguilar School District Re-6
Arapahoe County School District #6
Archuleta School District 50 JT.
Arriba-Flagler C-20 - Flagler
Bennett School District 29J
Bethune School District R-5
Boulder Valley School District RE-2
Brighton School District 27J
Brush School District RE-2(J)
Byers School District 32J
Calhan School District RJ-1
Centennial BOCES
Centennial SD R-1 (San Luis)
Center SD #26 JT
Cripple Creek-Victor School District RE-1
Delta County School Dist. 50J
Dolores School District RE-4A
Durango School District 9-R
Elbert County School District C-2
Elbert School Distrcit #200
Falcon School District 49
Fowler Public Schools R4J - Fowler
Fremont County School Dist. RE-1
Garfield County School District No. 16
Gunnison Watershed School District
Harrison School District Two, Colorado Springs
Ignacio School District
Indian Peaks Charter School
Kiowa County School District RE-1
Kiowa County School District RE-2

Lamar School District RE-2
Lewis Palmer School District #36
Manitou Springs School District #14
Miami Yoder School District J160
Moffat County School District RE-1
Monte Vista C-8 - Monte Vista
Mountain BOCES
Northwest Colorado BOCES
Park County School District RE2
Park School District R-3
Pawnee School District RE-12
Platte Canyon School District #1
Platte Valley School District Weld RE-7
Poudre School District R-1
Prairie School District RE-11J
Prowers County RE-13JT - Wiley
Pueblo City Schools District 60
Rio Blanco BOCES
Roaring Fork RE-1 - Glenwood Springs
San Juan BOCES - Durango
San Juan County District #1
South Central BOCES - Pueblo West
Southeastern BOCES
Uncompahgre Board of Cooperative Services
Uncompahgre BOCES - Ridgway
Valley School District RE-1 - Sterling
Weld County District RE-4 - Windsor
Weld County School District RE-5J
Weld County SD 6

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Adoption of Resolution to Approve Aspen Ridge Preparatory School Charter Renewal

RECOMMENDATION

That the Board of Education adopt the attached Resolution for renewal of the charter authorization for Aspen Ridge Preparatory School for a term of ten years, extending through the 2023-2024 school year.

BACKGROUND

On November 14, 2013, the Board of Education received the charter renewal application from Aspen Ridge Preparatory School, whose initial charter authorization expires at the end of this school year. Renewal applications are typically approved for a 10-year term after the initial authorization expires.

Charter schools at SVVSD also negotiate separate, shorter-term operating contracts separate from their authorizations, which govern the details of the charter school's operation and relationship with the District. Aspen Ridge's operating contract also expires at the end of this school year and, pending renewal of its authorization, will be renegotiated and submitted for Board approval later this year.

State statute 22-30.5-110(1.5) C.R.S. stipulates that charter authorizations must be ruled by Resolution.

RESOLUTION APPROVING
ASPEN RIDGE PREPARATORY SCHOOL CHARTER RENEWAL

WHEREAS, on November 14, 2013 the St. Vrain Valley School District RE-1J (District) received an Application (Application) from the Aspen Ridge Preparatory School (School) to continue to operate as a charter school;

WHEREAS, the Application contains all required information and has been reviewed by District staff in accordance with Board policies;

WHEREAS, the Board has thoroughly considered the application, staff review and recommendation, and additional materials submitted by the charter school;

NOW, THEREFORE, THIS BOARD APPROVES THE ASPEN RIDGE PREPARATORY SCHOOL'S CHARTER FOR A PERIOD OF TEN YEARS, ENDING ON JUNE 30, 2024, SUBJECT TO NEGOTIATION OF A CONTRACT BETWEEN THE DISTRICT AND THE SCHOOL.

APPROVED AND ADOPTED BY THE BOARD OF EDUCATION OF THE ST. VRAIN VALLEY SCHOOL DISTRICT ON FEBRUARY 12, 2014.

____
John Creighton, President

ATTEST:

____
Secretary

Charter Contract and Authorization Dates

Charter School	Original Application Approved	First School Year in Operation	Current Authorization Expires	Operating Contract Expires
Twin Peaks Charter Academy	10/23/1996	1997-98	6/30/2025	6/30/2016
Carbon Valley Academy	10/8/2004	2005-06	6/30/2020	6/30/2016
Flagstaff Academy	2/11/2004	2005-06	6/30/2024	6/30/2016
Imagine Charter School at Firestone	11/8/2006	2008-09	6/30/2016	6/30/2016
St. Vrain Community Montessori School	10/22/2008	2009-10	6/30/2022	6/30/2016
Aspen Ridge Preparatory School	10/28/2009	2011-12	6/30/2014*	6/30/2014

*Current board action would extend ARPS authorization to 06/30/2024

Updated 2/04/2014

REQUEST FOR RENEWAL

The St. Vrain Valley School District approved the Aspen Ridge Preparatory School Charter, by resolution of the Board of Education, on November 9, 2009. The initial charter was for a period of three years with several conditions.

In order to open in 2010-2011, the school had to acquire adequate facilities and provide the district with a satisfactory budget. If the school was unable to comply with the 2010-2011 opening conditions, the school would be allowed to open in 2011-2012.

The conditions included the requirement that the school be located within the Erie High School Boundary area and that the school maintain an enrollment of 256 students or less. The enrollment condition of 256 students or less was not considered a cap on enrollment, but rather a mutually-agreed upon enrollment figure to ensure that the school would be able to offer a quality program and maintain a small school environment.

Aspen Ridge met the conditions and opened on July 1, 2011 with 178 students in grades Kindergarten through grade 5. The school is located in the Erie High School boundary area, in a building constructed specifically for Aspen Ridge at 705 Austin Avenue in Erie.

Aspen Ridge has maintained its small school focus and has established a record of academic success as evidenced by being awarded Accreditation with Distinction for two years in a row by the St. Vrain School District.

We believe that our school has complied with all of the conditions of the Initial Charter and ask that the Aspen Ridge Preparatory School be renewed for a period of (10) years.

Respectfully submitted by the Aspen Ridge Preparatory School Board of Directors:

Glenn Massarotti, President

Eric Guerrero, Vice President

Krista Burnell, Treasurer

Jeff Smith, Secretary

Peter Janett, Board Member

HISTORY

In 2008, a conversation between two sisters regarding the education options within the Erie community began the process of creating a charter school. A founding committee was formed with experienced professional educators in the charter school community. The committee identified a need to expand the educational choices offered by the St. Vrain Valley School District (SVVSD) and in March 2008, this group began organizational meetings and planning efforts for a charter school in Erie.

A group of Erie parents quickly joined the effort and a core group of nearly 30 parents, educators and community members met regularly, formed a strategic planning committee and a Board of Directors. Their effort led to the writing of a charter application that was submitted to the St. Vrain Valley School District in August 2009. The Board of Education approved the Aspen Ridge charter in November 2009.

2010-2011 was a planning year for Aspen Ridge. The school entered into a lease agreement for a facility, hired staff, purchased equipment/curriculum and held public information meetings. The school moved into its new building on July 1, 2011.

Aspen Ridge Preparatory School opened its doors to 175 students in grades K-5 for the 2011-2012 school year. At the end of its first year, the school was awarded Accreditation with Distinction by the St. Vrain Valley School District.

During 2013-2014 student enrollment increased to 203. Aspen Ridge was again honored to be awarded Accreditation with Distinction for a second time.

Aspen Ridge has held true to its mission, vision and small school environment envisioned by the Founders.

ACADEMIC SUCCESS

Accreditation

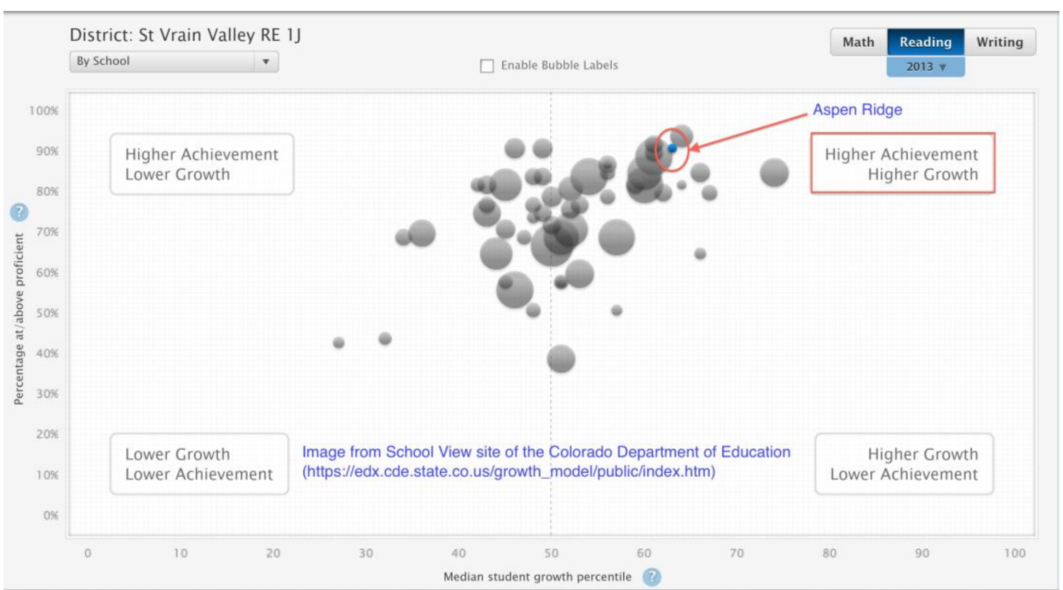
Aspen Ridge Preparatory School was Accredited with Distinction for TCAP achievement in ***both*** 2012 and 2013. The SVVSD Accountability/Accreditation Committee uses Colorado Department of Education's (CDE) School Performance Framework to determine accreditation levels of schools. The framework considers the following data areas to recommend the District's school accreditation levels: Academic Achievement, Academic Growth, Academic Growth Gaps, and Postsecondary and Workforce Readiness.

Academic Growth

Aspen Ridge has demonstrated strong academic growth scores over the two years it has been in operation. The chart below was taken from the Colorado Department of Education's "School View" site.

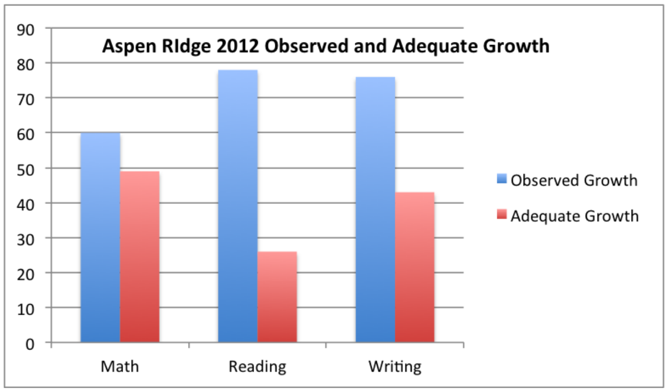
Below is a display that shows Aspen Ridge in the upper quartile of the grid, showing the higher achievement and higher growth schools. Aspen Ridge has been accredited with distinction by the St. Vrain Valley School District for the past two years because the students are surpassing the level of growth needed to stay on track, catch up or keep up (Adequate Growth) with their academic progress.

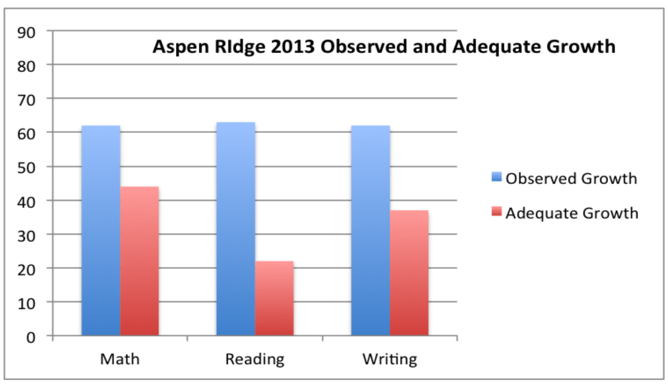
Achievement and Growth



Below is the actual growth scores compared to adequate scores for the two years ARPS has administered the TCAP test. ARPS is far surpassing adequate growth scores and is on track for students to stay on or above level in math, reading and writing.

Growth Comparisons for 2012 and 2013



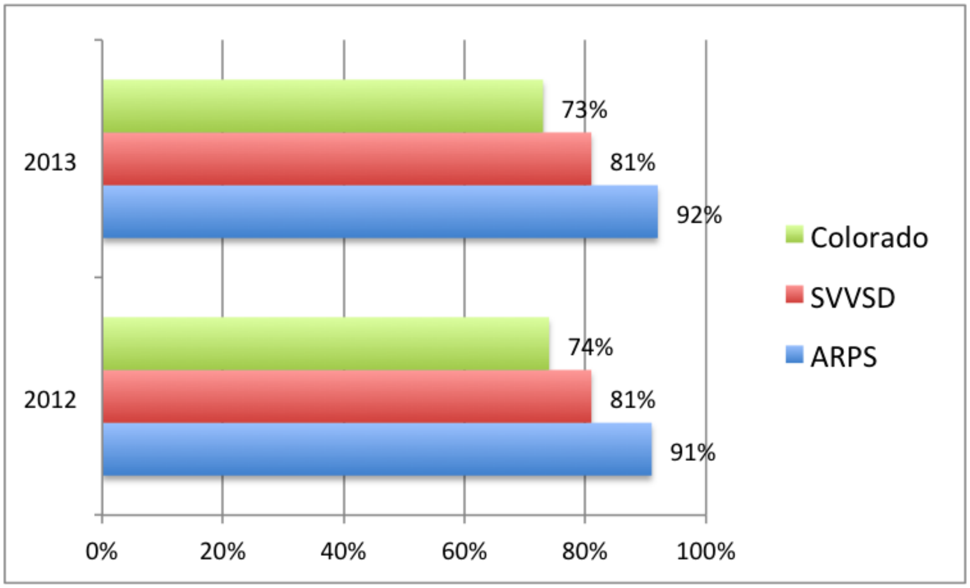


• Colorado Department of Education, Fall 2013, School View, retrieved October 30, 2013 from (https://edx.cde.state.co.us/growth_model/public/index.htm)

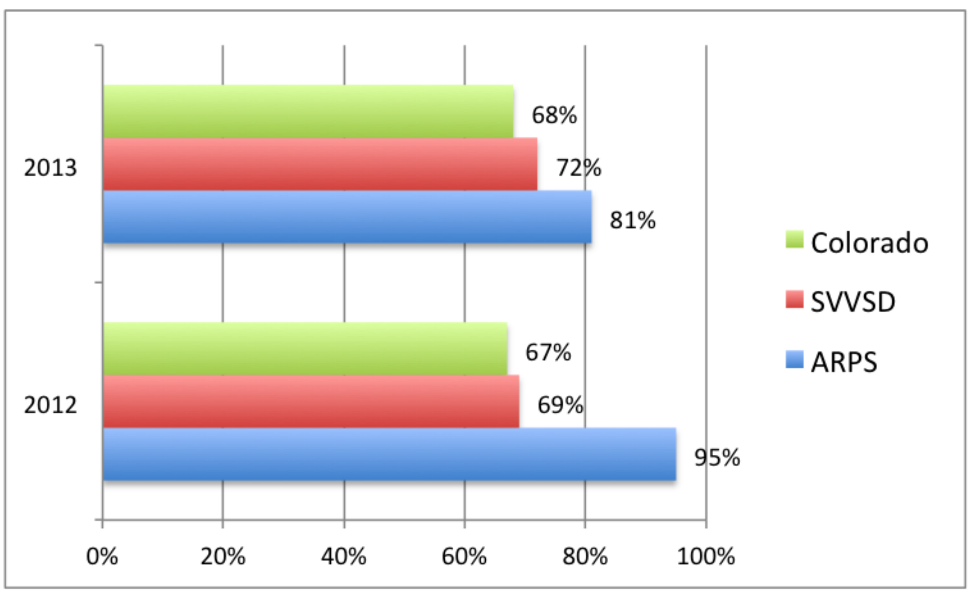
Academic Achievement - Reading, Writing, and Math

The charts below illustrate the percent of students scoring proficient and advanced in reading, writing and math for the two years Aspen Ridge has administered the TCAP test. Aspen Ridge students consistently are achieving well above the averages for the St. Vrain Valley School District and averages for the state.

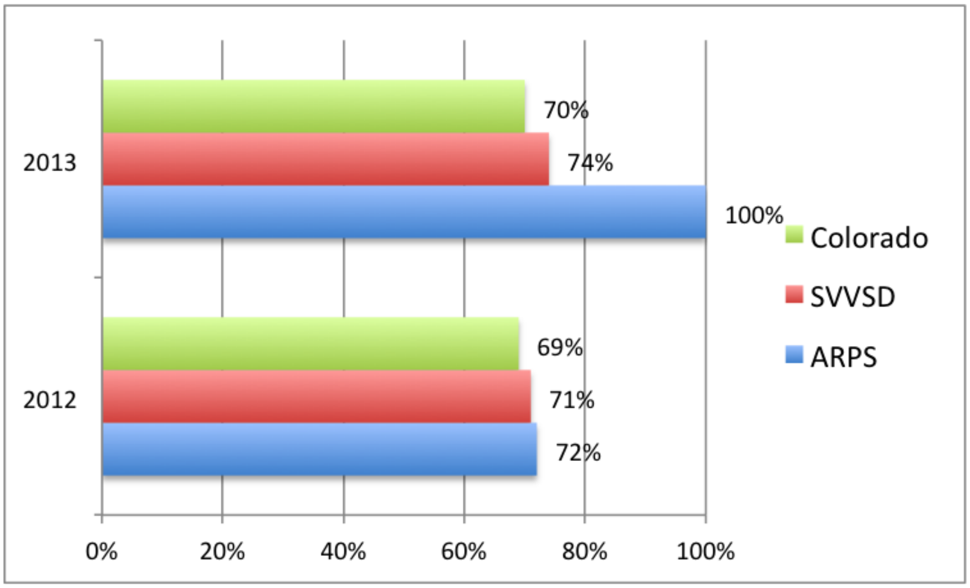
Third Grade Reading - PROFICIENT AND ADVANCED COMPARISONS



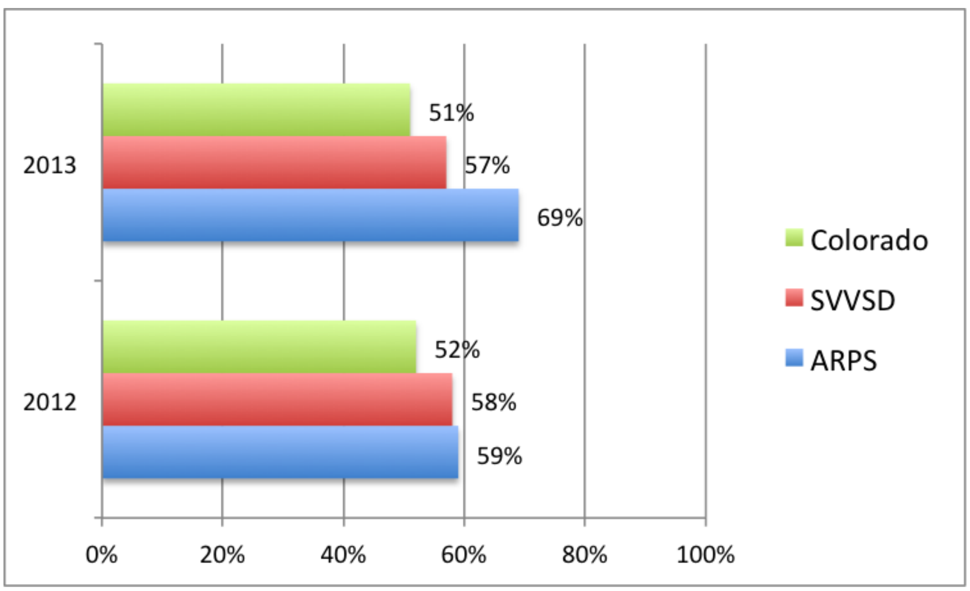
Fourth Grade Reading - PROFICIENT AND ADVANCED COMPARISONS



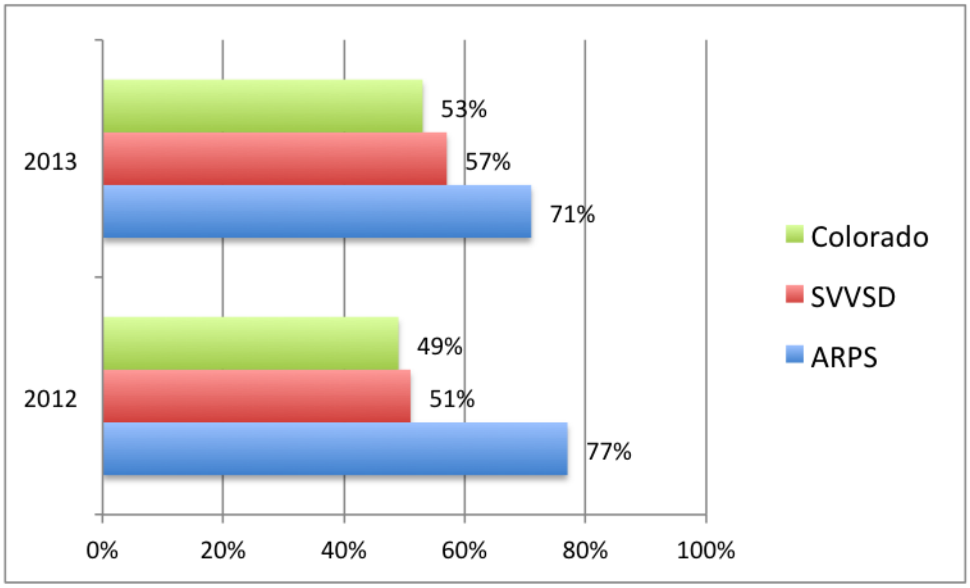
Fifth Grade Reading - PROFICIENT AND ADVANCED COMPARISONS



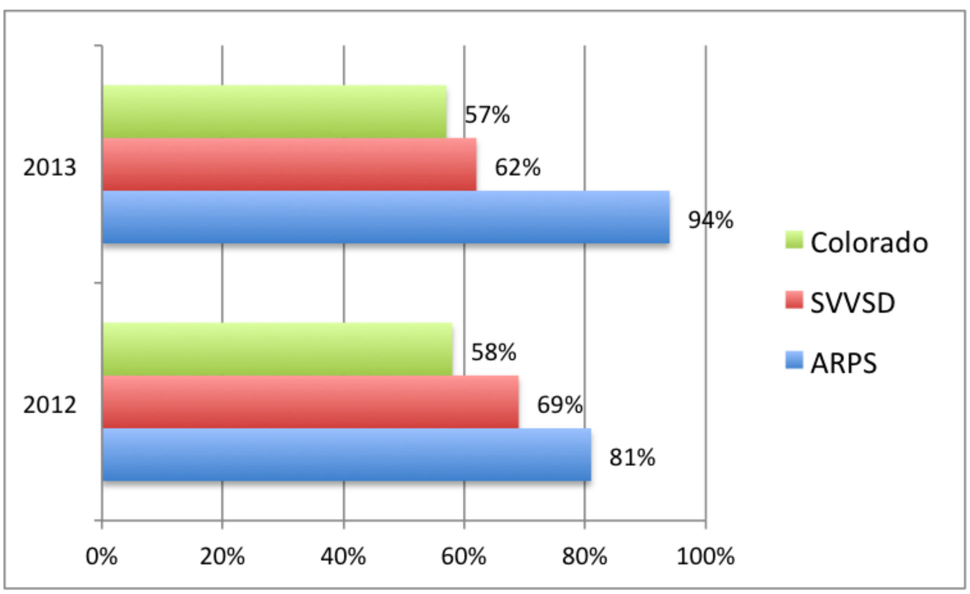
Third Grade Writing - PROFICIENT AND ADVANCED COMPARISONS



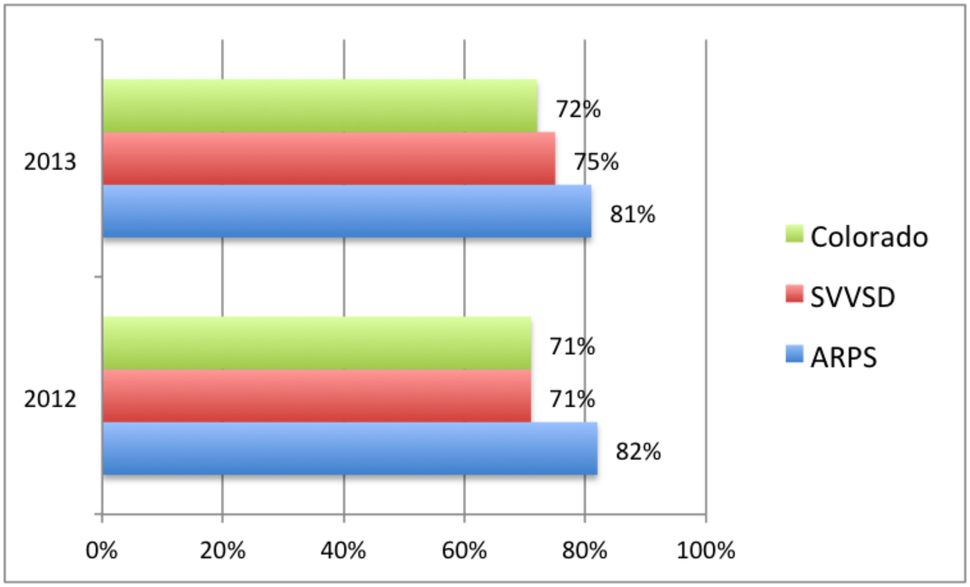
Fourth Grade Writing - PROFICIENT AND ADVANCED COMPARISONS



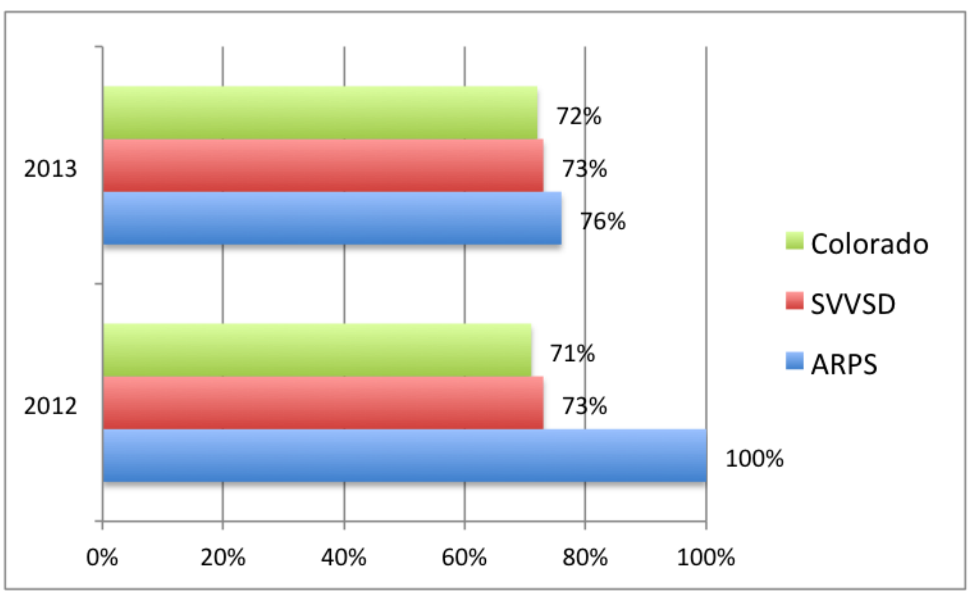
Fifth Grade Writing - PROFICIENT AND ADVANCED COMPARISONS



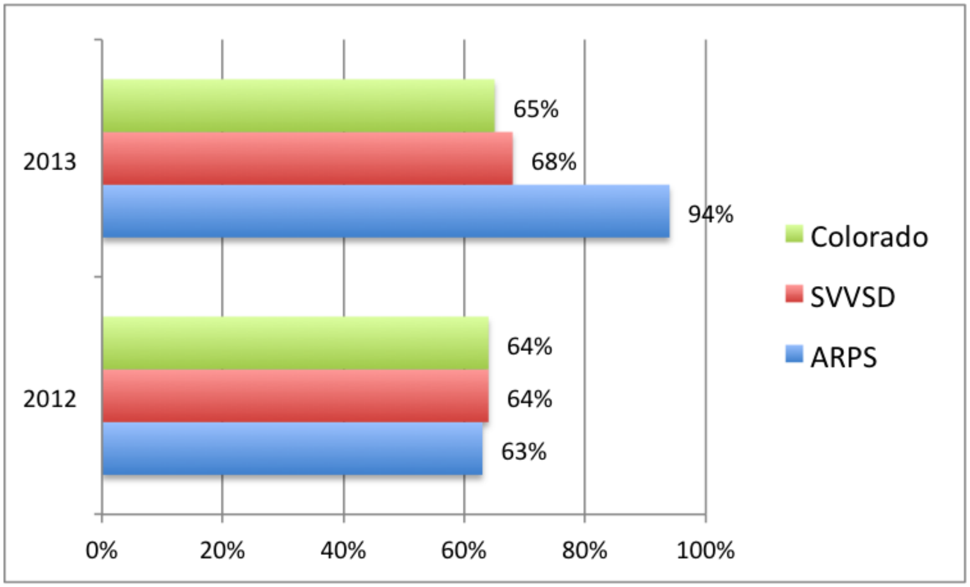
Third Grade Math - PROFICIENT AND ADVANCED COMPARISONS



Fourth Grade Math - PROFICIENT AND ADVANCED COMPARIONS



Fifth Grade Math - PROFICIENT AND ADVANCED COMPARISONS



• Colorado Department of Education, Fall 2012 and 2013, TCAP District Student Group Report, St Vrain Valley School District for Aspen Ridge Preparatory School.

PROGRESS TOWARD GOALS

Aspen Ridge received a Federal Start-up Grant to assist in meeting the goals of the application. The following are the goals and the progress that the school has made.

Goal 1: Student Achievement in Reading and Literacy

Annually, increase by 2% the students reading on grade level, while decreasing the percent of students reading at the non-proficient level by 10% to meet AYP, as measured by *Success for All* assessments for students in grades K-2 and by CSAP scores for students in grades 3-5.

Progress Toward Goal 1:

The number of students on or above grade level in grades K-5 has significantly increased over the two years of Success for All Reading instruction.

Reading Proficiency Based on Success for All Reading Assessments

September 2011

Grade Level	Total Enrolled 2011	% On or Above Grade Level 2011	% On or Above Grade Level 2011	Total Enrolled 2013	On or Above Grade Level 2013	% On or Above Grade Level 2013
Kinder	55	No baseline	No baseline	54	43	79%
1st	31	26	84%	44	41	93%
2nd	36	25	69%	34	28	82%
3rd	23	15	65%	36	31	86%
4th	22	22	100%	21	19	90%
5th	11	9	82%	18	18	100%
Total	178	101	57%	207	180	87%

Aspen Ridge had no baseline for 2011 TCAP scores as their students came from varying schools around the area. Table 3 illustrates reading proficiency for the 2012 TCAP tests and highly correlates with the SFA data for students on or above grade level. The 4th grade students at ARPS were the top scoring class for both math and reading in the St. Vrain District. Aspen Ridge was awarded a “School of Distinction” award for their student growth in 2012.

Reading Proficiency Based on Spring 2012 TCAP Scores

Grade Level	% Reading at Proficient or Advanced	% Reading at Partially Proficient	% Reading at Unsatisfactory
3rd	91%	5%	5%
4th	95%	5%	0%
5th	72%	18%	9%
Total	86%	9%	5%

One hundred percent (100%) of instructional staff completed initial *Success for All* training. Training has continued through year two and is on deck for year three. The sustained professional development increases curriculum fidelity.

SFA Training	**Participants**	**Date**
New Leaders Conference	Principal, Vice Principal	July 18-22, 2011
Leading for Success	Principal, Vice Principal 11 Teachers	August 8, 2011
KinderCorner	3 Kindergarten Teachers	August 9-10, 2011
Reading Roots	2 Primary Teachers	August 9-10, 2011
Reading Wings	6 Elementary Teachers	August 9-10, 2011
Implementation Support (5 visits)	11 teachers + 2 admin	September 2011-May 2012
SFA Support Coaching	11 teachers + principal	August 13,2012
Implementation Support (5 visits)	11 teachers + principal	September 2012-May 2013
KinderCorner Update	3 Kindergarten Teachers	August 6, 2013
Roots Refresher	3 First Grade Teachers	August 6, 2013
Implementation Support (5 visits)	13 teachers + principal	September 2013-May 2014

Goal 2: Leadership

By close of 2012-2013, 80% of the members of the Board of Directors and 100% of the administrators will be prepared to lead the performance management of the school and will be equipped to meet the student achievement goals outlined in the charter application, as measured by annual evaluation of the charter goals.

Progress Toward Goal 2

During the 2010-2011 planning year, all five members of the Board completed the online governing board training modules. The Board President participated in the Board President's Council webinar, Regional Board Training and Networking Luncheons. As the school opened its doors for students, the board, administrator and finance training continued with regularity. The Finance Manager attended the Annual Finance Seminar and three Business Managers Networking Meetings. The principal attended mentoring sessions through the Charter League's Administrators Mentoring Cohort program.

Completed Leadership Capacity Activities 2010-2013

Session Title/Event	Date Completed	Attendees
Board President's Council	12/07/2012	Allison Schnell, Board President
Regional Governing Board Training	10/05/2012	Jeff Smith, Board Member
Online Governing Board Training Modules	5/13/2013	Allison Schnell, Board President
Administrator Mentoring Cohort	9/14/2012, 10/19/2012, 12/04/2012, 2/15/2013	Pamela Richau, Principal
North Area Regional Luncheon, Annual Finance Seminar, 3 Network Meetings	September 2012 through March 2013	Gina Dattilo, Finance and Ops Manager

Goal 3: Community Outreach

During 2010-2011 planning year, administrator and office personnel will reach out to families in the community for the goal of recruiting 100% of projected enrollment that is representative of the local community and includes students from low-income families, as evidenced by registration for events, distribution lists, and enrollment forms.

Progress Toward Goal 3

Community outreach activities started long before the grant application was approved and continued through their first and second year of operation. Promotional ads were place in local newspapers and magazines. A marketing brochure describing the unique curriculum and programs at Aspen Ridge was developed and distributed. An extra large banner was attached to the highway side of the building to advertise enrollment opportunities at the school. Aspen Ridge participated in School Choice Week and representatives attended a school choice event in Longmont. Annual events, such as the Fall Fest and The Silent Auction Fundraiser, were established and well supported by ARPS families and others. Multiple tours of the school were offered for prospective parents and their children and two enrollment lotteries were hosted as prescribed by the charter.

Community Outreach Events 2010-2013

Month	**Date/Event**	**Location**
October 2011	10/15/2011 Fall Festival	ARPS Campus
Nov. 2011-Feb. 2013	Six scheduled School Enrollment Tours for prospective parents	ARPS Campus
January 2013	January 31, 2013 Enrollment Lottery	
April 2012	Silent Auction Fundraiser	Longmont Barn
May 2012	Erie Town Fair	Old Town Erie
August 2012	Meet the Teachers Howdy Hop	ARPS Campus
September 2012	Open House	ARPS Campus
October 2012	October 27 Fall Fest, Trunk or Treat	ARPS Campus, ECC
Nov. - Feb. 2012-2013	Parent Information Tours for Prospective Enrollees	ARPS Campus
November 2013	November 15, 2012 Parent Coffee and Thankful Projects	ARPS Campus

January 2013	January 31, 2013 Enrollment Lottery	ARPS Campus
March 2013	March 9, 2013 Charter School Job Fair	Peak to Peak Charter School
April 2013	April 13, 2013 Silent Auction and Fundraiser	Colorado National Golf Course
April 2013	April 24, 2013 Chamber After Hours Open House and Art Show	ARPS Campus

Goal 4: Curriculum and Enrichment

By close of 2012-2013, the curriculum in four core academic areas and three enrichment areas outlined in the charter application will be fully implemented, as evidenced by classroom observation, lesson plans and annual evaluation.

Progress Towards Goal 4

At the close of the 2012-2013 school year all four-core academic curriculum areas were fully implemented at Aspen Ridge. All the necessary components for Success for All Reading, Trailblazers Math, Foss Science and Core Knowledge History and Geography are successfully utilized in grades K-5. Consumable curriculum materials were replaced for the SFA and Math Trailblazer programs. The Foss Science kits were upgraded to the latest editions that fully correlate to the Common Core standards. Group Mathematics Assessment and Diagnostic Evaluation (GMADE) was provided for grades K-5 as stated in the charter. Curriculum for three enrichment areas has also been purchased for the coming school year. The “Music Play” curriculum and the “Sonrisas” Spanish curriculum will be used in 2013-2014 along with art supplies for the enrichment art course.

Goal 5: Facilities and Technology

By 2012-2013, the school will be completely furnished and equipped for all staff to fulfill their job assignments allowing instructional staff and students to access the curricula components outlined in the charter application as evidenced by invoices, inventories and photographs.

Progress Toward Goal 5

The enrollment at Aspen Ridge Preparatory School continues to increase and as of July 2013 the start-up grant has supported classroom furniture for additional first and fourth grade classrooms and additional furnishing supplies for other classrooms. Each teacher received added white boards and teaching easels for their classrooms. Bookcases, large storage cabinets and filing cabinets were acquired for all rooms. Additional lunchroom tables were supplied as well as student cubbies and coat hooks for storage.

Technology was enhanced with a substantial upgrade to the infrastructure wiring and the installation of a robust wireless system. Network security and overall Internet security was augmented with the installation of an advanced router and Barracuda appliance. Each classroom was equipped with a "MimeoTeach" (interactive whiteboard appliance), a "MimeoView" (document camera), a short throw DLP projector mounted overhead on a projection arm, speakers and the wiring and connections to make all those devices viable. All equipment is fully installed and came with teacher training.

PROGRAM CHARACTERISTICS

Aspen Ridge Preparatory School has successfully implemented the curricular programs proposed in the original charter application and provided curriculum structure to support students as the students travel the Aspen Ridge Trailways.

Ninety Minutes of Reading

An Aspen Ridge school day opens with all students moving to their most challenging level in the Success for All Reading program for a ninety (90) minute literacy block. Children are grouped by ability, not age. Continuing assessment ensures that children can move between groups as their progress dictates every nine weeks. Research-proven strategies including cooperative learning, phonics instruction, fluency practice, and comprehension extension activities ensure that students of all learning styles experience success. The Success for All program not only provides a solid path for developing strong reading skills, it also provides common behavioral expectations and personal development skills for all our students, a key to the ARPS *personal development* trail.

Math Trailblazers

The Math Trail Blazers curriculum used at Aspen Ridge is a complete, research-based K-5 mathematics program that is aligned to the Common Core State Standards and integrates math, science and language arts. Students are grouped by ability within their grade levels to provide differentiation in the math lessons. Our Math Trail Blazers program promotes the development of mathematically proficient students who can problem solve and think mathematically.

Core Knowledge and Foss Science

The Core Knowledge Sequence is also a large part of the daily curriculum offerings at Aspen Ridge. The school has implemented Core Knowledge History and Geography curriculum materials to teach key history and geography topics at each consecutive level in grades K-5. FOSS Science Kits provide multiple exposures to science concepts. Students are involved in active investigation, including outdoor experiences, recording in science notebooks, reading in FOSS Science resources and continual assessment to monitor progress. Our Core Knowledge and FOSS curricula send students on the path to *international awareness* and exploring the *natural world*.

Enrichment

The Aspen Ridge schedule includes 4 enrichment classes taught by specialist teachers and 2 enrichment classes taught by classroom teachers. Students participate in 30 minutes of Art, Music, Spanish and PE each week. They also visit the technology lab with their teacher each week to fine-tune their technology skills and complete online research. Classroom teachers offer a World Cultures class where students study a country or region in depth and then plan and execute a cultural celebration.

Aspen Ridge Trailways

The *Aspen Ridge Trailways* provide the various paths which students take to explore and experience a mountain of knowledge and make it their own – different paths, different paces, and individual experiences for each student – which supports our belief of personal strengths and individual learning styles. The *Aspen Ridge Trailways* gives each student the opportunity to traverse the mountain of common knowledge with a map that incorporates elements of technology, international awareness, the natural world, and personal development. Current curriculum at Aspen Ridge supports our students as they explore and develop each of the trails.

Technology

A grant from Encana Gas and Oil in 2012 supplied us with classroom laptops and iPads for students. Students can reinforce skills, research various topics and create multi-media presentations with these classroom technologies. As part of our three-year start-up grant, Aspen Ridge was able to install state of the art educational technologies in each classroom including interactive white boards, document cameras, speakers and wireless tablets. Our students have the opportunity to get their hands on these technologies daily as they interact with curriculum and share their knowledge.

World Cultures

World Cultures is one of the enriching courses offered at Aspen Ridge. Our teachers each choose a region to study and lead their students through an extensive study of the country culminating with a celebration of geography, culture and food. This year we have added Spanish as a course for all Aspen Ridge students. They are exploring the language and participating in weekly Spanish lessons. The Core Knowledge content builds year upon year to help children gain a greater understanding of the development of human civilizations, world cultures, the formation of the United States, and principles of American democracy.

Nature

Aspen Ridge students explore the nature trail both on and off campus. Our FOSS science kits offer a variety of hands on lessons to discover more about plants, animals, insects, weather, water and more. Students culminate their nature study with off campus field trips to investigate the Butterfly Pavilion, Sunflower Farms, the Denver Botanical Gardens and WOW museum.

Personal Development

Students at Aspen Ridge participate daily in a school wide culture of positive behavioral reinforcement. Our Success for All Reading program offers students strategies to focus their thinking, manage their behavior, build positive social relationships, and understand and deal with their feelings—all in ways that support learning and life success. Students and teachers have participated in annual fundraising and outreach campaigns to help others in their community through the Coats for Colorado program, the "Penny Wars" for Children's Hospital, Precious Angel Gift collections, food drives and donations for the recent flood victims in our area.

Personal Education Planning

Personal Education Plans (PEP) are developed for each student at Aspen Ridge. The plan lays out goals for the student in all core subjects. The PEP is initially shared and developed at the fall parent/teacher conference. During this conference parents and teachers collaboratively set goals for the student and determine strategies to meet the goals. The plan is revisited at the spring parent/teacher conference to review and update goals for year end.

Student Uniforms

The founders of Aspen Ridge believed that appropriate dress and appearance reflect good motivation, sensitivity to others and respect for oneself. The appropriate dress and uniform choices for our school is defined on our web site. Students are expected to come to school in a clean, properly fitting uniform each morning. The uniform code at Aspen Ridge is enforced in order to:

- Instill individual discipline
- Establish a positive school-wide culture
- Increase a sense of belonging and school pride
- Help identify intruders in the school
- Protect students from peer pressure
- Protect students from lower income families from having to compete via clothing, shoes, etc.
- Present a uniform, appropriate appearance
- Teach students about appropriate appearance in the workplace
- Teach students about the difference between dress for "work" and "play"

Services for Students with Special Needs

The St. Vrain Valley School District provides all special education support services to students at Aspen Ridge. Aspen Ridge employs a licensed half time Special Education teacher and a half time Special Education paraprofessional to meet the needs of students with Individual Education Plans. SVVSD programs and special education services at the Aspen Ridge are commensurate with those provided at other District schools.

Services for English Language Learners

Aspen Ridge provides resources and support to English language learners to enable them to acquire sufficient English language proficiency to participate in the mainstream English language instructional program. An ELL coordinator oversees all progress reporting and testing for our ELL population and follows the District's procedures for identifying, assessing and exiting English language learners

Student Enrollment and Class Size

Student enrollment increased by 14% in 2012-2013 and by 29% in 2013-2014. We are maintaining our commitment to small classes with an average class size is 20 and no class is larger than 24 students. The tables below reflect the October 1st official count data.

2011-2012 Student Enrollment

Grade	# of Classes	Student Headcount
Kindergarten	4	55
First	2	31
Second	2	36
Third	1	23
Fourth	1	22
Fifth	1	11

Total Enrollment October 1, 2011 = 178 Students (154.9 FTE)

2012-2013 Student Enrollment

Grade	# of Classes	Student Headcount
Kindergarten	3	52
First	2	45
Second	2	31
Third	2	37
Fourth	1	20
Fifth	1	18

Total Enrollment October 1, 2012 = 203 Students (181.16 FTE)

2013-2014 Student Enrollment

Grade	# of Classes	Student Headcount
Kindergarten	4	60
First	3	62
Second	2	48
Third	2	36
Fourth	2	35
Fifth	1	21

Total Enrollment October 1, 2013 = 262 Students (236.80 FTE)

Student Enrollment Race and Gender Reports

The following reports of student race and gender were generated from the St. Vrain Valley Infinite Campus October Student Counts. The reports were generated on October 30, 2013

Students by Race/Ethnicity and Grade Level (Male/Female/Total) October 1, 2013

Aspen Ridge Preparatory School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/2/3	-	0/1/1	3/1/4	-	20/32/52	1/1/2	25/37/62
02	1/1/2	-	1/1/2	0/1/1	-	17/26/43	-	19/29/48
03	1/1/2	-	-	1/1/2	-	12/20/32	-	14/22/36
04	1/1/2	-	-	0/1/1	-	15/16/31	1/0/1	17/18/35
05	1/1/2	-	-	-	1/0/1	9/9/18	-	11/10/21
K	2/2/4	-	0/1/1	1/0/1	-	18/11/29	-	21/14/35
KA	0/1/1	-	-	-	-	6/6/12	-	6/7/13
KP	2/0/2	-	-	0/1/1	-	4/5/9	-	6/6/12
All Grades	9/9/18	-	1/3/4	5/5/10	1/0/1	101/125/226	2/1/3	119/143/262

Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
Aspen Ridge Preparatory School	36	13.74%

Students by Race/Ethnicity and Grade Level (Male/Female/Total) October 1, 2012

Aspen Ridge Preparatory School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	0/1/1	-	1/1/2	0/1/1	-	19/22/41	-	20/25/45
02	1/2/3	-	-	1/0/1	-	14/13/27	-	16/15/31
03	1/1/2	-	-	0/1/1	-	15/18/33	1/0/1	17/20/37
04	1/1/2	-	-	-	1/0/1	9/8/17	-	11/9/20
05	0/3/3	-	1/1/2	1/0/1	-	6/6/12	-	8/10/18
K	0/1/1	-	-	0/1/1	-	13/21/34	1/1/2	14/24/38
KA	1/1/2	-	-	1/0/1	-	3/8/11	-	5/9/14
All Grades	4/10/14	-	2/2/4	3/3/6	1/0/1	79/96/175	2/1/3	91/112/203

Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
Aspen Ridge Preparatory School	28	13.79%

Students by Race/Ethnicity and Grade Level (Male/Female/Total) October 1, 2011

Aspen Ridge Preparatory School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/2/3	-	-	1/0/1	-	13/12/25	2/0/2	17/14/31
02	1/1/2	-	-	0/1/1	-	14/18/32	1/0/1	16/20/36
03	1/1/2	-	-	-	1/0/1	11/8/19	0/1/1	13/10/23
04	1/3/4	-	1/2/3	1/0/1	-	5/9/14	-	8/14/22
05	0/1/1	-	0/1/1	0/1/1	-	5/3/8	-	5/6/11
K	0/3/3	-	0/1/1	1/0/1	-	14/14/28	-	15/18/33
KA	0/1/1	-	-	-	-	3/7/10	-	3/8/11
KP	-	-	1/0/1	-	-	6/4/10	-	7/4/11
All Grades	4/12/16	-	2/4/6	3/2/5	1/0/1	71/75/146	3/1/4	84/94/178

Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
Aspen Ridge Preparatory School	32	17.98%

Free and Reduced Lunch Students

According to the Colorado Department of Education, 5.06% of Aspen Ridge students qualified for free and/or reduced Lunch during 2011-2012 and 4.93% during the 2012-2013.

The following is a comparison of the percentage of students who qualified for free and/or reduced lunch at elementary schools in Erie. Aspen Ridge had more Free and Reduced Lunch students than Black Rock Elementary School but fewer than Red Hawk Elementary and Erie Elementary.

Percentage of students who qualified for Free and/or Reduced Lunch

	2011-2012	2012-2013
Aspen Ridge Preparatory School	5.06%	4.93%
Black Rock Elementary School	4.42%	4.07%
Erie Elementary School	15.04%	26.13%
Red Hawk Elementary School	6.33%	7.36%

FINANCIAL PERFORMANCE

Aspen Ridge has been in operations for two years. The auditor identified no weaknesses in the school's financial policies and procedures.

Fund Balance

During 2011-2012 the school received revenue of $1,136,510 and had expense of $1,060,196. The school started the year with a zero (0) Fund Balance and ended the first year with a Fund Balance of $76,314.

During 2012-2013 the school's revenue increased to $1,419,911 and had expense of $1,291,004. The school started the second year of operation with a Fund Balance of $76,314 and ended the year with a Fund Balance of $205,221. The school had a year over year increase in the general fund balance of $128,907.

Revenue

Aspen Ridge Preparatory School receives the majority of its funding from the "Per Pupil Revenue" (PPR). In 2011-12, the total revenue was $1,136,510, which consists of $980,505 in PPR and $156,005 received from Kindergarten Tuition Fees and miscellaneous donations and fundraisers.

In 2012-13, the total revenue was $1,419,011. There was a 17% increase in PPR to $1,144,157, which was due to additional pupil enrollments. The school also received $98,228 for Mill Levy. The remaining revenue was $177,526 for Kindergarten Tuition, donations and fundraisers. This increase over the prior year was due to the additional Kindergarten class tuition.

Expenditures

Total expenditures for 2011-12 were $1,060,196 and $1,291,004 in 2012-13, which is an increase of $230,808. The Federal Charter School Start Up/Implementation Grant fund expenditures were $253,355 in 2011-12 and $209,434 in 2012-13.

Cost of Instruction

The majority of the instructional costs include Teacher salaries and benefits. The school spent a total of $508,674 for instruction in 2011-2012 and $ 562,920 in 2012-2013. During the two years, instruction costs increased a total of $54,246. In addition, the Federal Charter School Grant Start Up/Implementation Grant provided $136,636 for supplemental instructional costs for the 2011-12 year and $196,097 in 2012-13.

Cost of Administration

School administration costs include the salaries for the Principal, staff and their employee benefits. The school spent a total of $ 121,028 for administration during 2011-2012 and $117,401 for administration during 2012-2013. During the two years, administration cost decreased by $3,624. Costs from the Start Up Grant were $12,110 in 2011-12 and $13,337 in 2012-13.

Cost of Business Services

The school spent $61,134 for business services during 2011-2012 and $77,169 for business services during 2012-2013. During the two years, the cost of business services increased by $16,035. This increase is due to the addition of a Finance Manager's salary and benefits and a decrease in purchased services.

Cost of Operations and Maintenance

The school spent $360,878 for Operations and Maintenance during 2011-2012 and $523,994 for Operations and maintenance during 2012-2013. During the two years the cost of operations and maintenance increased by $163,116. This majority of the increase is due to the amendment of two months of rent for 2011-12 year being added to the 2012-13 school year. The landlord amended the rent payment schedule to assist the school in its first year of operation. The Start Up Grant expenses were $104,709 in 2011-12 for the purchase of all the furniture and equipment for the first year of operation. Capital funds were used to offset rent $12,233 in 2011-12 and $15,833 in 2012-13.

Cost of Food Service Operations

The school spent $8,482 for food services during 2011-2012 and $ 9,520 for food services during 2012-2013. During the two years, the cost of food service operations increased by $1,038. The expenses were for purchasing the services of a Lunchroom Manager.

Tabor Reserves

The school set aside $ 31,806 for Tabor Reserves during 2011-2012 and $38,730 during 2012-2013.

Non-Appropriated Reserve

The Non-Appropriated Reserve for 2011-2012 was $ 44,508 and $ 166,491 for 2012-2013, an increase of $121,983.

ASPEN RIDGE PREPARATORY SCHOOL
REVENUE AND EXPENDITURES
FY 2011-12 2012-13

St. Vrain Valley School District RE-1J / Aspen Ridge Preparatory School	DISTRICT CODE	11 Charter School Fund FY2011-2012 Revenue & Expenses June 30, 2012	11/22 Grant Fund FY2011-2012 Grant Funds June 30, 2012	11 Charter School Fund FY2012-2013 Revenue & Expenses June 30, 2013	11/22 Grant Fund FY2012-2013 Grant Funds June 30, 2013
Pupil Count		154.9		180.6	
BEGINNING FUND BALANCE (Includes ALL Reserves)	Object/ Source	0.00	0.00	76,314.00	0.00
REVENUES					
Local Sources	1000 - 1999	156,005.00	0.00	177,526.00	0.00
Intermediate Sources	2000 - 2999	0.00	0.00	0.00	0.00
State Sources	3000 - 3999	0.00	12,233.00	0.00	15,833.00
Federal Sources	4000 - 4999	0.00	253,355.00	0.00	209,434.00
TOTAL REVENUES		156,005.00	265,588.00	177,526.00	225,267.00
TOTAL BEGINNING FUND BALANCE & REVENUES		156,005.00	265,588.00	253,840.00	225,267.00
TOTAL ALLOCATIONS TO/FROM OTHER FUNDS	5600,5700, 5800	980,505.00	0.00	1,144,157.00	0.00
TRANSFERS TO/FROM OTHER FUNDS	5200 - 5300	0.00	0.00	98,228.00	0.00
Other Sources	5100,5400, 5500,5900, 5990, 5991	0.00	0.00	0.00	0.00
AVAILABLE BEGINNING FUND BALANCE & REVENUES (Plus or Minus (If Revenue) Allocations and Transfers)		1,136,510.00	265,588.00	1,496,225.00	225,267.00
EXPENDITURES					
Instruction - Program 0010 to 2099					
Salaries	0100	371,726.00	0.00	386,582.00	0.00
Employee Benefits	0200	90,155.00	0.00	110,459.00	0.00
Purchased Services	0300,0400, 0500	22,491.00	63,749.00	65,701.00	55,084.00
Supplies and Materials	0600	20,392.00	39,919.00	178.00	59,685.00
Property	0700	3,910.00	32,868.00	0.00	81,328.00
Other	0800, 0900	0.00		0.00	0.00
Total Instruction		508,674.00	136,536.00	562,920.00	196,097.00
School Administration - Program 2400					
Salaries	0100	92,423.00	0.00	93,537.00	0.00
Employee Benefits	0200	21,664.00	0.00	18,892.00	0.00
Purchased Services	0300,0400, 0500	6,941.00	5,499.00	2,500.00	0.00
Supplies and Materials	0600	0.00	0.00	2,472.00	7,397.00
Property	0700	0.00	6,611.00		5,940.00
Other	0800, 0900	0.00	0.00		0.00
Total School Administration		121,028.00	12,110.00	117,401.00	13,337.00

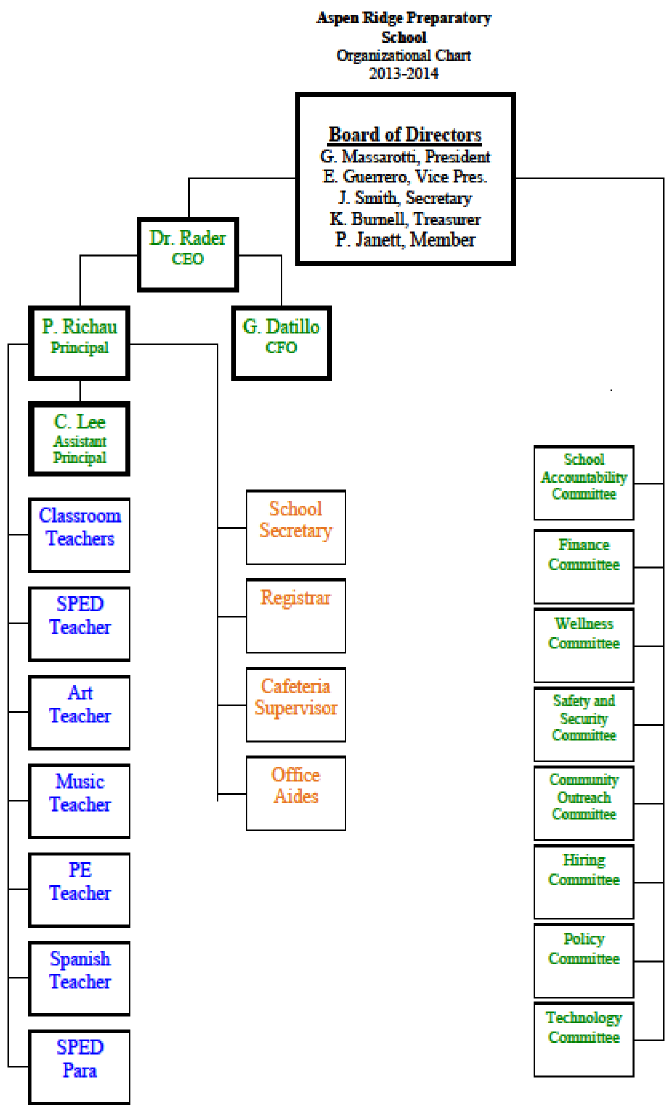
CDE, Public School Finance Unit 1 11/1/2013

ASPEN RIDGE PREPARATORY SCHOOL
REVENUE AND EXPENDITURES
FY 2011-12 2012-13

Business Services - Program 2500					
Salaries	0100	0.00	0.00	29,000.00	0.00
Employee Benefits	0200	0.00	0.00	6,670.00	0.00
Purchased Services	0300,0400, 0500	59,681.00	0.00	41,499.00	0.00
Supplies and Materials	0600	488.00	0.00	0.00	0.00
Property	0700	0.00		0.00	0.00
Other	0800, 0900	965.00		0.00	0.00
Total Business Services		61,134.00	0.00	77,169.00	0.00
Operations and Maintenance - Program 2600					
Salaries	0100	13,202.00		0.00	0.00
Employee Benefits	0200	2,139.00		0.00	0.00
Facilities lease	0400	272,100.00	12,233.00	389,334.00	15,833.00
Purchased Services	0300,0400, 0500	41,995.00	0.00	72,465.00	0.00
Supplies and Materials	0600	29,981.00	0.00	22,110.00	0.00
Property	0700	1,461.00	104,709.00	40,085.00	0.00
Other	0800, 0900	0.00	0.00	0.00	0.00
Total Operations and Maintenance		360,878.00	116,942.00	523,994.00	15,833.00
Food Service Operations - Program 3100					
Salaries	0100	0.00	0.00	0.00	0.00
Employee Benefits	0200	0.00	0.00	0.00	0.00
Purchased Services	0300,0400 ,0500	6,302.00	0.00	9,520.00	0.00
Supplies and Materials	0600	2,137.00	0.00	0.00	0.00
Property	0700	43.00	0.00	0.00	0.00
Other	0800, 0900	0.00	0.00	0.00	0.00
Total Other Support		8,482.00	0.00	9,520.00	0.00
TOTAL EXPENDITURES		1,060,196.00	265,588.00	1,291,004.00	225,267.00
RESERVES					
Other Reserved Fund Balance - Program 9900	0840	0.00	0.00	0.00	0.00
Reserve for Encumbrance: 9400	0840	0.00	0.00	0.00	0.00
Reserved Fund Balance - Program 9100	0840	0.00	0.00	0.00	0.00
District Emergency Reserve - Program 9315	0840				
Reserve for TABOR 3% - Program 9310	0840	31,806.00	0.00	38,730.00	0.00
Res. for TABOR - Multi-Year Obligations Program 9320	0840	0.00	0.00	0.00	0.00
TOTAL RESERVES		31,806.00	0.00	38,730.00	0.00
TOTAL EXPENDITURES & RESERVES		1,092,002.00	265,588.00	1,329,734.00	225,267.00
NON-APPROPRIATED RESERVE - Program 9200		44,508.00	0.00	166,491.00	0.00
TOTAL AVAILABLE BEGINNING FUND BALANCE & REVENUES LESS TOTAL EXPENDITURES & RESERVES LESS NON-APPROPRIATED RESERVES (Should Equal Zero (0))		0.00	0.00	0.00	0.00

2

GOVERNANCE AND SCHOOL LEADERSHIP



Board of Directors Responsibilities and Authority

The Board of Directors currently consists of five elected members, all of whom are parents of current Aspen Ridge students. The Board meets at least monthly and more often when necessary. The Aspen Ridge Board of Directors has the following responsibility and authority:

1. Approve all charter contracts and amendments to charter contracts.
2. Approve all curriculum and curriculum revisions.
3. Approve all policies and procedures.
4. Control all fiscal matters, including: approve and amend budgets.
5. Approve all contracts, including: leases, employment offers, and third party service contracts.
6. Approve all hiring and terminations.
7. Approve personnel selection procedures and position descriptions.
8. Elect corporate officers.
9. Promote enrollment.
10. Review student performance reports.
11. Conduct annual assessment and self-assessment of the Board of Directors.

Board Members

Glenn Massarotti, President
Elected: August 1, 2013
Term Expires: August 1, 2015

Glenn graduated from the University of Colorado at Boulder with a degree in aerospace engineering. He is a partner in a design/build commercial construction company, and has managed the construction of virtually all types of projects, including charter schools. Glenn has been active in the Erie community for many years, serving as a town Trustee, Mayor Pro Tem, and the Erie trustee liaison to both the Boulder Valley and Saint Vrain Valley school districts.

Eric Guerrero, Vice President
Elected: August 1, 2013
Term Expires: August 1, 2015

While getting his Bachelor's Degree from Colorado Christian University, Eric worked in public safety as a volunteer fire firefighter, EMT, and a 9-1-1 dispatcher. He then went on to obtain his Masters Degree from Colorado State University. Eric is currently a Senior Director at a leading public safety company.

Jeff Smith, Secretary
Elected: March 7, 2012
Term Expires: March 7, 2014

For the past six years, Jeff Smith has been an Architect with Tryba Architects working on a number of civic and institutional design projects including the Denver Botanic Gardens and the History Colorado Center. Between 1999 and 2006, he was an architect with three smaller firms in Denver and Lexington, KY. During this time his work was focused on single and multi-family residential projects, along with some light commercial buildings. Jeff received his Master of Architecture from CU-Denver in 2001 and undergraduate degree from CU-Boulder in 1995 in Biochemistry. Prior to his current appointment to the Aspen Ridge Board, he was a member of the Founding Board from 2009-2010 while the school received charter approval from the St. Vrain Valley School District. During this time he assisted in the initial planning stages of the facility and was part of the team who worked with Irwin Companies to construct the Aspen Ridge facility.

Krista Burnell, Treasurer
Elected: August 2, 2012
Term Expires: August 2, 2014

Krista holds a Bachelor's Degree in Business Administration from the University of Colorado at Boulder. For the past eight years she has been employed with Horizons North Credit Union and serves as their Vice President of Organizational Development.

Peter Janett, Board Member
Elected: July 12, 2012
Term Expires: July 12, 2014

For the last 16 years, Peter has been the owner and developer of New Media One, a web hosting and mobile application development firm. He has also toured as a professional musician. Peter designed and helped set up the network for the ARPS computer lab, and he and his company develop and donate the ARPS website and mobile apps.

Board of Directors Staff

Dr. Bill Rader, CEO

Dr. Bill Rader has been an educator for more than 38 years. He earned Bachelor's and Master's degrees at the University of Illinois and his Ph.D.at the University of Minnesota.

He was a tenured Professor of Teacher Education at Michigan State University, Associate Dean of the College of Education at the University of West Florida, Associate Vice-Chancellor of the City Colleges of Chicago, and Dean of the School of Professional Studies at Metropolitan State College of Denver.

He has served as an adviser to Aspen Ridge Preparatory School since its inception and his grandson has attended the school since it opened.

Gina Dattilo, CFO

Gina is a CPA and received her Master's Degree in International Management from the Thunderbird School of Global Management in 1996. After pursuing her Masters she moved to Colorado to work for IBM in various accounting and senior financial planning roles. She has worked full time in finance and business operations in the telecommunications industry. Ms. Dattilo was raised in a military family and spent most of her childhood abroad, mainly living in Japan/SE Asia. Given her international background, it has always been extremely important to her to provide children a global education, with an emphasis on diversity and learning about other cultures and languages.

School Administration

Pam Richau, Principal

Ms. Richau holds a Masters degree in education with a focus on early childhood development from Montana State University. She has many years of elementary school experience - having taught grade levels 3, 4, and 5, kindergarten and as an art specialist. Most recently she led her K-8 district as their technology director where she trained and mentored over 90 district staff members serving 1200 students in technology strategies to improve student achievement and communications. Pam planned and executed district technology budgets and a large part of her job was to coordinate staff development aligned to the objectives of the district curriculum. During the summer months, Ms. Richau spent time as an instructional leader for teacher training institutes.

Chris Lee, Assistant Principal

Chris Lee is a native of Colorado and has continuously lived there, with the exception of his tour in the United States Marine Corps. He is a graduate of the Metropolitan State College of Denver, with a BA in Human Performance & Sport, the University of Phoenix with a Master's degree in Administration & Supervision. He is currently in the final dissertation process of a doctoral program in Educational Leadership from the University of Phoenix. Chris has many years in education as a teacher and Principal. He previously served as Supervisor of the Teacher Licensure Division at the Colorado Department of Education.

Employee Qualifications

Aspen Ridge has thirteen full-time elementary teachers, three part-time enrichment teachers, a half-time Special Education Teacher, a half-time Special Education Paraprofessional, and a Physical Education Teacher provided by the City of Erie.

All full-time teachers are certified and have at least a bachelor’s degree, several with a master’s degree. Our teachers include those who are new to teaching and several who have five or more years of previous experience. All new teachers are participating in the Teacher Induction program offered at Peak to Peak Charter School.

PARENT AND COMMUNITY RELATIONS

School Accountability Committee

The School Accountability Committee (SAC) meets each quarter at Aspen Ridge Preparatory School. This committee is made up of board members, parents, teachers and administrators. Mandated by the State of Colorado, the SAC serves an important role in overseeing Aspen Ridge's achievements and provide recommendations to the Administration.

SAC's role is to:

- Evaluate - school program effectiveness, student achievement, parent satisfaction and school safety
- Monitor - goals set and progress toward the school's strategic plan and school improvement plans, and the school's accreditation status
- Report - on summary data, school survey results and goal progress reports
- Recommend - goals and targets for improvement, needs assessment and resource allocation.

School Accountability Committee Members

Chair: Julie Adkins
Secretary: Katie Boemecke
At-Large Member: Jennifer Zimmerman
Principal: Pam Richau
Assistant Principal: Chris Lee
Aspen Ridge Teacher Representative: Paul Bunge

Parent and Staff Climate Survey Results Spring 2013

1) ARPS has created a positive learning environment.

Strongly Agree	87%
Agree	13%
Not Applicable	0%
Disagree	0%
Strongly Disagree	0%

2) Students and parents feel welcome at Aspen Ridge.

Strongly Agree	77%
Agree	23%
Not Applicable	0%
Disagree	0%
Strongly Disagree	0%

3) The principal is approachable and creates a warm and welcoming atmosphere.

Strongly Agree	75%
Agree	15%
Not Applicable	0%
Disagree	0%
Strongly Disagree	0%

4) The principal is helpful and knowledgeable about the school.

Strongly Agree	73%
Agree	14%
Not Applicable	1%
Disagree	1%
Strongly Disagree	0%

5) Teachers at Aspen Ridge encourage students to do their best.

Strongly Agree	80%
Agree	12%
Not Applicable	0%
Disagree	0%
Strongly Disagree	0%

6) Academic excellence is promoted by the teachers.

Strongly Agree	78%
Agree	13%
Not Applicable	0%
Disagree	0%
Strongly Disagree	0%

7) Students are recognized and rewarded for their effort and achievements.

Strongly Agree	57%
Agree	43%
Not Applicable	0%
Disagree	0%
Strongly Disagree	0%

8) Parents receive regular communication from the school.

Strongly Agree	58%
Agree	33%
Not Applicable	0%
Disagree	7%
Strongly Disagree	2%

9) Doing what is best for students is the primary concern of the school.

Strongly Agree	75%
Agree	22%
Not Applicable	2%
Disagree	2%
Strongly Disagree	2%

10) Suggestions for improvement are welcomed at the school.

Strongly Agree	43%
Agree	45%
Not Applicable	8%
Disagree	3%
Strongly Disagree	0%

11) ARPS is run in a professional and business-like manner.

Strongly Agree	53%
Agree	45%
Not Applicable	0%
Disagree	2%
Strongly Disagree	0%

12) Students who violate the Student Code of Conduct are promptly corrected.

Strongly Agree	32%
Agree	32%
Not Applicable	18%
Disagree	7%
Strongly Disagree	0%

13) The principal listens to the concerns of parents and students at ARPS.

Strongly Agree	63%
Agree	28%
Not Applicable	5%
Disagree	0%
Strongly Disagree	0%

14) The principal demonstrates strong leadership.

Strongly Agree	67%
Agree	28%
Not Applicable	3%
Disagree	1%
Strongly Disagree	0%

15) The principal is accessible for meetings and to hear concerns.

Strongly Agree	60%
Agree	22%
Not Applicable	11%
Disagree	1%
Strongly Disagree	0%

16) The overall quality of education at ARPS is satisfactory and meets or exceeds your expectations.

Strongly Agree	67%
Agree	28%
Not Applicable	2%
Disagree	3%

Strongly Disagree	0%

17) ARPS has a clear vision of what the school needs and what work needs to be done to accomplish the mission.

Strongly Agree	43%
Agree	45%
Not Applicable	10%
Disagree	0%
Strongly Disagree	2%

18) The school focuses on achievement of all students by diagnosing needs and monitoring student progress on a timely basis.

Strongly Agree	53%
Agree	36%
Not Applicable	5%
Disagree	3%
Strongly Disagree	0%

Parental Involvement

Parents are vital partners for the success of Aspen Ridge Preparatory. They lend support in classrooms as tutors and small group leaders and help prepare instructional support resources for students. Parents run various fundraising events to advance the mission of the school including a Fall Festival and Spring Silent Auction. Our cafeteria is staffed daily by helpful parent volunteers and volunteers also operate our teacher workroom, providing copying and laminating services for teachers. Volunteers organize and implement community outreach programs such as the Coats for Colorado program, Penny War donations to the Children's Hospital, recent flood relief, food drives and gift collections for the Precious Angel Gift Drive. We also engage parents in committees to improve our school including safety, wellness, technology and accountability. Aspen Ridge offers a friendly and inviting atmosphere for parents and welcomes the support and hard work they provide for our school.

Parent Conferences

Parent /teacher conferences are hosted twice per year at Aspen Ridge, in the fall and the spring. Teachers provide a 20 minute session for parents and offer work samples, assessment results and develop Personalized Education Plans.

Community Partnerships

Aspen Ridge enjoys a strong partnership with the Erie Community Center (ECC) located just two blocks from our campus. The partnership includes facility resource and employee sharing, benefitting both the school and the ECC.

The ECC runs a summer camp for its younger members and hosts activities at the Aspen Ridge campus. The camp runs from late May to mid August and utilizes the Aspen Ridge facilities for the months that our students are out for the summer. In exchange for our building use, the ECC provides resources for Aspen Ridge. Each class at ARPS visits the ECC periodically for a “field trip” to use the Community Center facilities. The ECC staff plans for student visits and utilizes the many resources available at the center. Students rotate through the climbing wall, basketball courts, outdoor relays, skill games and more.

The ECC also provides a Physical Education instructor for Aspen Ridge. The instructor comes from the ECC twice a week and teaches 30-minute PE lessons to all kinder through fifth grade students at the school. The lessons are based on the Colorado state standards for PE. Our partnership with the ECC also includes a field day for the whole school in the spring that includes swimming for all, creative relays and lunch together on the lawn. Kindergarten and fifth grade graduations are hosted annually in a meeting room at the Erie Community Center.

Aspen Ridge values the strong bond we have developed with our community partner, the Erie Community Center; both parties feel we have a “win-win” scenario.

The Aspen Ridge Before and After Care Program

The Erie Parks & Recreation Department coordinates the “Before & After School Program” at Aspen Ridge Preparatory School. The Before & After School Program is offered Monday through Friday from 6:30-8:15 am and 3:00-6:00 pm during the school year. Additionally, daily drop in rates and a “power hour” directly after school is available. The weekly schedule includes homework assistance, structured playtime, science experiments, arts and crafts, and enrichment activities. For no school days care is offered at the Erie Community Center for a reduced price to students of Aspen Ridge Preparatory School.

FACILITY

Aspen Ridge Preparatory School is located in a new two story building at 705 Austin Avenue Erie, Colorado, approximately a half mile from the Erie Recreation Center. The school has a lease-purchase agreement with School House, LLC.

School House LLC is a private corporation formed by Phil Irwin and several financial investors. No Aspen Ridge Board Member, employee, parent, or grandparent is associated with School House LLC in any manner, except for the lease agreement.

The school was built to the same standards as all other Colorado public schools. School House LLC obtained the necessary funding and built the building. The Colorado Department of Public Safety Public issued the Building Permit, conducted the inspections, and issued the Certificate of Occupancy on July 11, 2011.

School Site Plan

The Aspen Ridge facility is a 21,044 square foot, two-story building on a 77,734 square foot lot. The facility includes two playgrounds, one for Kindergarten and a second playground for students in first through fifth grade. Both playgrounds are fenced with self locking gates. The playground equipment and fencing was donated to Aspen Ridge by the building owners.

Site Plan

School Exterior

The exterior finish of the building is two-tone red brick with stained wood accent siding. In addition to the main entrance there are four side entrances, two entrances from each playground. All exterior doors are electronically locked for security. All visitors must enter though a single main entrance and sign in using the Lobby Guard Security System.

Building Elevations

First Floor

The ground floor is approximately 10,222 square feet. It contains six (6) classrooms, a Special Education/ conference room, a lunch room, and the school administrative offices.

Second Floor

The upper floor is approximately 10,317 square feet. It consists of six classrooms, a music room, art room, computer lab, library, and a teacher workroom.

FUTURE PLANS

School Policies

The school district granted Aspen Ridge waivers from several district policies. The school is currently developing the replacement policies. Once the replacement policies have been developed and approved by the Aspen Ridge Board of Directors, they will be sent to the district for review and posted on the school's web site.

Curriculum Review

The school is currently reviewing all aspect of the curriculum to see if any change is needed. Once the study is completed, we will submit any curriculum changes to the district for approval. Any proposed curriculum changes will only be made when they comply with the Mission and Vision statements of the Aspen Ridge Charter Application as approved by the district.

Pre-Kindergarten Program

Aspen Ridge conducted a parent survey to determine interest in having the school develop a Pre-K program. Fifty of our current parents indicated that they would enroll their preschool child if the school developed a Pre-K program.

The Aspen Ridge Board of Directors reviewed several possible options for offering the program and have directed that a Pre-K program be established as soon as practical. It is anticipated that such a program may be offered beginning with the 2014-2015 school year.

Adding Grades 6, 7, and 8

Aspen Ridge parents have requested that the school add grades 6, 7, and 8. Preliminary planning has been underway for several months. Once planning is complete, the school will submit a complete application in compliance with St. Vrain School District Policy LBD-R.

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Adoption of 2014-2015 and 2015-2016 School District Calendars

RECOMMENDATION

That the Board of Education adopt the proposed calendars for a two-year calendar period (2014-2015, 2015-2016).

BACKGROUND

The development of the 2014-2015 and 2015-2016 calendars began in October 2013. In establishing the calendars, the District Calendar Committee gathered numerous resources and information to guide the creation of the calendars:

- Legislative Requirements
- Calendars from Neighboring School Districts
- Schedules from Neighboring Colleges/Universities
- State and Local Assessment Schedules
- Activity/Competition Schedules (CHSAA)
- Feedback about Current Calendars

The goals of the Committee included:

- Focus on supporting student achievement
- Meet State/Federal requirements and local District policy
- Be thoughtful of opportunities for families' time away from school
- Consider opportunities for teachers to improve practice
- Provide opportunity for support of teachers entering grades prior to the end of a grading period

In the attached proposed 2014-2015 calendar, students begin school August 18, 2014 and end school May 21, 2015. In the proposed 2015-2016 calendar, students begin school August 19, 2015 and end school May 25, 2016.

The calendar was redesigned to make better use of the space available on a letter-sized page. Symbols were redesigned so that the calendar is still easily read if reproduced in black and white. The symbols are also designed in a way that doesn't overlap the dates, and are still discernible if multiple symbols appear on the same day. Colors are added to the symbols to increase the usability if viewed on a screen or printed in color. The overall color palette is minimal intentionally to avoid distracting from the symbols. Important dates and graduation dates were consolidated to create a master date's list.

Connie Syferd, Assistant Superintendent for Student Achievement and Calendar Committee members will be present to address any questions.

STRATEGIC PLAN CORRELATION

Focus Area – All
Category – All

2014-2015 Calendar

ST. VRAIN VALLEY SCHOOLS
academic excellence by design

LEGEND

Professional Learning Community Day/Late Start
All students in all schools begin the school day 2.5 hours later than normal.
All teachers/staff will be engaged in collaborative professional development.

Non-Student Contact Days
9 Total, 4 Compensation, 5 Work

Schools Closed

Beginning of Quarter

End of Quarter

Beginning of Trimester

End of Trimester

New Teacher Orientation

Graduation

Denotes Day 1
For Middle and High School Schedules

Summer school, academic enrichment opportunities and community schools programming. For complete schedule go to **www.svvsd.org/summerlearning**

IMPORTANT DATES

Aug 8,11,12, 2014	New Teacher Orientation
Aug 13-15, 2014	Non-Student Contact Days
Aug 18, 2014	First Day of School for Students
Sep 1, 2014	Labor Day
Oct 17, 2014	Non-Student Contact Day
Nov 24, 25, 2014	Non-Student Contact Days
Nov 26-28 2014	Thanksgiving Break
Dec 22, 2014-Jan 1, 2015	Winter Break
Jan 2, 2015	Non-Student Contact Day
Jan 19, 2015	Martin Luther King Day
Feb 16, 2015	Presidents' Day
Feb 27, 2015	Non-Student Contact Day
Apr 6-10, 2015	Spring Break
May 20, 2015	Life Skills ACE Completion Ceremony
May 21, 2015	Last Day of School for Students
May 22, 2015	Non-Student Contact Day
May 22, 2015 - Fri. Morning	Universal High School Graduation Celebration (Held at Silver Creek High School)
May 22, 2015 - Fri. Afternoon	Graduation - St. Vrain Online Global Academy
May 22, 2015 - Fri. Evening	Graduation - Olde Columbine High School
May 23, 2015 - Sat. Morning	Graduation - Erie HS, Frederick HS, Longmont HS, Lyons Middle/Senior, Niwot HS, Silver Creek HS
May 23, 2015 - Sat. Morning Staggered	Graduation - Mead HS, Skyline HS
May 25, 2015	Memorial Day

STUDENT CONTACT DAYS

Quarters/Semesters

1st Qtr) 43
2nd Qtr) 40 — 1st Semester) 83
3rd Qtr) 47 — 2nd Semester) 91
4th Qtr) 44

174 Total Days

Trimesters

1st Trimester) 63
2nd Trimester) 57
3rd Trimester) 54

174 Total Days

NON STUDENT CONTACT DAYS

- 5 Teacher Work Days
- 4 Teacher Compensation Days for evening parent conferences. Conferences are frequently scheduled in the evening to accommodate the schedules of working parents. Please check with your student's school for specific dates and times for their conferences.
- If for any reason this calendar must be altered the Board of Education may schedule makeup dates on Saturdays, during scheduled school breaks, and/or at the end of the present calendar.

AUGUST 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Revised and Approved by the Board of Education --/--/----

2015-2016 Calendar

ST. VRAIN VALLEY SCHOOLS
academic excellence by design

LEGEND

Professional Learning Community Day/Late Start
All students in all schools begin the school day 2.5 hours later than normal.
All teachers/staff will be engaged in collaborative professional development.

Non-Student Contact Days
9 Total, 4 Compensation, 5 Work

Schools Closed

Beginning of Quarter

End of Quarter

Beginning of Trimester

End of Trimester

New Teacher Orientation

Graduation

Denotes Day 1
For Middle and High School Schedules

Summer school, academic enrichment opportunities and community schools programming. For complete schedule go to **www.svvsd.org/summerlearning**

IMPORTANT DATES

Aug 11-13, 2015	New Teacher Orientation
Aug 14, 17, 18, 2015	Non-Student Contact Days
Aug 19, 2015	First Day of School for Students
Sep 7, 2015	Labor Day
Oct 16, 2015	Non-Student Contact Day
Nov 23-27, 2015	Thanksgiving Break
Dec 21, 2015	Non-Student Contact Day
Dec 22, 2015-Jan 1, 2016	Winter Break
Jan 15, 2016	Non-Student Contact Day
Jan 18, 2016	Martin Luther King Day
Feb 12, 2016	Non-Student Contact Day
Feb 15, 2016	Presidents' Day
Feb 26, 2016	Non-Student Contact Day
Apr 4-8, 2016	Spring Break
May 20, 2016 - Fri. Afternoon	Graduation - St. Vrain Online Global Academy
May 24, 2016	Life Skills ACE Completion Ceremony
May 25, 2016	Last Day of School for Students
May 26, 2016	Non-Student Contact Day
May 27, 2016 - Fri. Morning	Universal High School Graduation Celebration (Held at Silver Creek High School)
May 27, 2016 - Fri. Evening	Graduation - Olde Columbine High School
May 28, 2016 - Sat. Morning	Graduation - Erie HS, Frederick HS, Longmont HS, Lyons Middle/Senior, Niwot HS, Silver Creek HS
May 28, 2016 - Sat. Morning Staggered	Graduation - Mead HS, Skyline HS
May 30, 2016	Memorial Day

STUDENT CONTACT DAYS

Quarters/Semesters

1st Qtr) 41
2nd Qtr) 40 — 1st Semester) 81
3rd Qtr) 45 — 2nd Semester) 93
4th Qtr) 48

174 Total Days

Trimesters

1st Trimester) 61
2nd Trimester) 55
3rd Trimester) 58

174 Total Days

NON STUDENT CONTACT DAYS

- 5 Teacher Work Days
- 4 Teacher Compensation Days for evening parent conferences. Conferences are frequently scheduled in the evening to accommodate the schedules of working parents. Please check with your student's school for specific dates and times for their conferences.
- If for any reason this calendar must be altered the Board of Education may schedule makeup dates on Saturdays, during scheduled school breaks, and/or at the end of the present calendar.

AUGUST 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Revised and Approved by the Board of Education --/--/----

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Administrative Position Changes

RECOMMENDATION #1

That the Board of Education approve the administrative position change of Mr. Greg Fieth from Budget Director to Chief Financial Officer, and also authorize Mr. Fieth to sign and execute any appropriate documents related to his new job responsibilities effective immediately.

RECOMMENDATION #2

That the Board of Education approve the administrative position change of Mr. Tony Whiteley from District Accountant to Budget Director, and also authorize Mr. Whiteley to sign and execute any appropriate documents related to his new job responsibilities effective immediately.

BACKGROUND

Terry Schueler, for personal and family reasons, has requested part-time employment with the District. The District is pleased to have her expertise and allow her to continue working on a part-time basis while transitioning Mr. Fieth into the CFO position.

Greg Fieth was hired as Budget Director on October 1, 2010. He graduated with a Bachelor of Science Degree in Electronic Engineering Technology from DeVry Institute of Technology and a Master of Business Administration with a finance emphasis from the University of Colorado. Mr. Fieth has over 20 years of experience in technical manufacturing, consulting, quality assurance and district business management.

Tony Whiteley was hired as District Accountant on October 18, 2010. He graduated with a Bachelor of Science Degree in Accounting from Brigham Young University – Idaho and a Master of Science Degree in Accounting from Boise State University with an emphasis in Public Administration. He has also been a Certified Public Accountant (CPA) since 2010. Mr. Whiteley's background includes more than six years working with school district accounting and business office management in addition to previously working in the technology field.

These promotions will maintain efficient operations without any interruptions in the Financial Services Department. With these changes, no additional staff will be added, and this results in an overall cost savings to the District.

MEMORANDUM

DATE: February 12, 2014

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: First Reading, Introduction, Board Policy BGB – Policy Adoption

PURPOSE

To provide the Board of Education with changes to Board Policy BGB – Policy Adoption, and to provide an opportunity for the Board to discuss the Board Policy Manual Overhaul Project.

BACKGROUND

The Board of Education of the St. Vrain Valley School District (SVVSD) approved a contract with the Colorado Association of School Boards (CASB) on November 13, 2013 to work on the Board Policy Manual Overhaul Project. This Project will have CASB representatives review each of the current District policies and identify areas where policy is lacking or needs improvement, with the assistance of the District.

These CASB services will be carried out according to an agreed-upon timeline. The first Workshop was conducted on Friday, January 31, with a Committee of three Board members and the Secretary to the Board of Education. This Committee will assist CASB as each section of the Board Policy Manual is reviewed and revised. It is the Committee's expectation that, once a section is completed, that the District administrator(s) that is responsible for those particular policies will be called upon to assist the Committee to review those policies.

The Committee anticipates monthly section updates from CASB, depending upon the amount of material, and a corresponding monthly or twice-monthly Committee meeting. As each Board policy section is reviewed and revised, a Board member from the Committee will give the Board an Executive Summary at a televised Board meeting of the changes that have been made to each section.

Through this process, policies will be reviewed and revised by section, but it is highly recommended that the entire Manual will be approved by resolution of the Board once all sections are completed. In light of that expectation, it was suggested by CASB personnel that the District's current Board Policy BGB – Policy Adoption be amended to include the possibility of the Board approving the Manual in its entirety by resolution.

Colorado Association of School Boards
Policy Manual Overhaul Project

Project Timeline

St. Vrain Valley School District RE-1J

Projected timeline as of October 2, 2013

Project start date:	January 2014
	•Sections A, B & C – February 2014 •Sections D, E & F – March 2014 •Section G – April 2014 •Sections H & I – May 2014 •Section J (JA thru JHs) – August 2014 •Section J (JI thru JKs) – September 2014 •Section J(JL thru JSs) – October 2014
Draft completion date:	•Sections K & L – November 2014
Board revisions to draft completed and returned to CASB for production of final manual:	January 2015
Meeting between CASB and Board to review final manual:	March 2015
Limited-time complimentary subscription to CASB Core Policy Online begins:	March 2015

Policy Adoption

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Board of Education.

The Board shall adhere to the following procedure in considering and adopting policy proposals to ensure that they are well examined before final adoption.

1. First reading–the proposal shall be introduced as a first reading.

2. Second reading–the proposal shall be presented for a second reading and discussion with possible adoption by majority vote of the Board.

3. Third reading–the proposal could be presented for a third reading, discussion and final vote.

During many policy reviews, it is necessary to make minor revisions such as job title changes or the inclusion of additional citations. As such revisions do not change the basic meaning of the policy; the procedure described above is cumbersome and unnecessary. In an effort to streamline the adoption procedure for the policies that fall within this minor revision category, the steps below will apply:

1. Proposed revisions will be reviewed by a minimum of 2 board members to ensure they are minor.

2. If deemed minor, it will be recommended that the proposed policy revisions be adopted as a consent agenda item.

3. Policy revisions mandated by changes in law shall not require a second reading and may be adopted upon majority vote of the Board.

Presidents of organizations representing certificated personnel shall be consulted and notified of all proposed additions, deletions and changes in Board policy affecting certificated personnel.

During discussion of a policy proposal, the views of the public and staff shall be considered. Amendments may be proposed by Board members during the policy revision process. Such amendments shall not require that the policy go through an additional reading except when the Board determines that the amendments need further study and that an additional reading would be desirable.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, the above procedure is required before the policy shall be considered permanent.

In addition, the Board shall establish procedures to waive policies to facilitate attainment of school-level goals.

Policy revision and review

In an effort to keep its written policies up-to-date, the Board shall review its policies on a continuous basis.

The Superintendent shall be responsible for calling to the Board's attention all policies that are out of date or, for other reasons, appear to need revision. 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 final vote at the first meeting.

Additionally, from time-to-time the Board may undertake a process to review and revise all of the policies in its manual. At the Board's discretion, it may utilize an outside facilitator to conduct a review and revision process. Such process shall be in accordance with a schedule developed by the Board and the outside facilitator, if applicable. The process shall include opportunities for staff, parent and community involvement. In addition, any changes to policy that affect the benefits, rights, responsibilities or expectations of students or staff shall be provided in writing to the affected group with sufficient time to make any necessary arrangements prior to the effective date of the change. Once the review and revision process is complete, the Board may choose to adopt the revised policy manual in its entirety by approval of a resolution. In this event, the above policy adoption process, including any readings, shall not apply.

Adopted February 28, 1968
Revised July 23, 1969
Revised December 15, 1975
Revised to conform with practice February 8, 1984
Revised to conform with practice June 8, 1994
Revised October 22, 1997
Revised June 11, 2003
Revised October 12, 2011

LEGAL REF.: 1 CCR 301-1, Rules 2202-R-3.04 (5)(i)
CONTRACT REF.: SVVEA Agreement, Article 2–General Provisions, Section 2.1; Article 31–Association Rights, Section 31.3–School Board, sub-section 31.3.1