

## NOTICE OF REGULAR MEETING AND AGENDA



**November 9, 2016**

**Educational Services Center  
395 South Pratt Parkway  
Longmont, Colorado 80501**

Robert J. Smith, 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  
Debbie Lammers, Secretary  
Dr. Richard Martyr, Member  
Paula Peairs, Treasurer  
Joie Siegrist, Vice President  
Amory Siscoe, Asst Secretary  
Robert J. Smith, President*

#### **1. CALL TO ORDER:**

7:00 pm Regular Business Meeting

#### **2. ADDENDUMS/CHANGES TO THE AGENDA:**

#### **3. AUDIENCE PARTICIPATION:**

#### **4. VISITORS:**

1. Mead High-Coach Jason Klatt Recognition
2. Excellence in Education Award-Jen Mayer

#### **5. BOARD RECOGNITIONS/SUPERINTENDENT UPDATE:**

#### **6. REPORTS:**

1. Frederick High School Student Advisory Council Feeder Report
2. District Attendance Priority Report

#### **7. CONSENT ITEMS:**

1. Approval: Staff Terminations/Leaves
2. Approval: Staff Appointments
3. Approval: Approval of Minutes for the October 12, 2016 Regular Meeting, the October 19, 2016 Study Session, and the October 26, 2016 Regular Meeting
4. Approval: First Reading, Adoption, Board Policies BE – School Board Meetings; JB – Equal Educational Opportunities; JF – Admission and Denial of Admission; JICDE\* -- Bullying Prevention and Education; JII – Student Concerns, Complaints and Grievances; and KFA – Public Conduct on District Property

#### **8. ACTION ITEMS:**

1. Recommendation: Adoption of Resolution Proclaiming American Education Week, November 14-18, 2016
2. Recommendation: Approval of District's 2016 Fiscal Year Assurances for Financial Accreditation
3. Recommendation: Acceptance of District Charter Schools' 2016 Fiscal Year Assurances for Financial Accreditation
4. Recommendation: Approval of Vendors Providing Purchased Goods

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Robert J. Smith, President*

### **9. DISCUSSION ITEMS:**

1. Unofficial Results of November 8, 2016 Coordinated Election

### **10. ADJOURNMENT:**

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

Wednesday, November 16	6:00 – 8:30 pm Study Session
Wednesday, December 14	7:00 pm Regular Meeting
Thursday, January 5	1:00 – 3:00 pm Special Meeting

## MEMORANDUM

DATE: November 9, 2016

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Frederick High School 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 to the Board of Education.

BACKGROUND

The Student Advisory Council is comprised of 4-5 high school students from each of our high schools that were chosen by teachers and administrators. The Student Advisory Council was started by Don Haddad ten years ago so that students could give input to the superintendents about what students were feeling about the District.

## MEMORANDUM

DATE: November 9, 2016  
TO: Board of Education  
FROM: Dr. Don Haddad, Superintendent of Schools  
SUBJECT: District Attendance Priority

PURPOSE

To provide the Board of Education with an update on the District Attendance Priority.

BACKGROUND

For the 2016-2017 school year, District administration has been working with parents, teachers and students to raise attendance rates in every school. This report provides an overview of data, goals, strategies and communication tools utilized by District schools to support the District attendance priority.

Jackie Kapushion will be available for questions regarding this information.



**November 9, 2016**  
**Terminations/Leaves of Absence**

7.1

EFFECTIVE	NAME	POSITION/LOCATION	FMLA	NON-FMLA MEDICAL	PERSONAL	EXTENDED	RESIGNED	RETIRED	COMMENTS
	<b>ADMINISTRATIVE/PROFESSIONAL/TECHNICAL</b>								
12/6/2016	George, Gregory	Analyst - Curriculum / LSC	X						
11/1/2016	Watson, Carole	Accounting Technician / Operations & Maintenance	X						
	<b>LICENSED</b>								
11/4/2016	Capener, Anne	Teacher, Grade 1 / Red Hawk ES					X		
8/11/2016	Cohen-Sharon, Ada	Building Team Leader / Student Services						X	22 Years
11/8/2016	Hanna, Faythe	Teacher, Kindergarten / Columbine ES	X						
10/17/2016	Hite, Joseph	Teacher, Science / Skyline HS	X						
12/16/2016	Hixson, Meaghan	Teacher, Grade 4 / Burlington ES					X		
10/28/2016	Lucarelli, James	Teacher, SE / Main Street					X		
10/31/2016	McDonald, Mindi	Teacher, Kindergarten / Alpine ES					X		
10/12/2016	Money, Kelly	Teacher, SE / Longmont HS					X		
11/30/2016	Rabensteine, Suzanne	Teacher, SE / Longs Peak MS					X		
11/8/2016	Rayhill, Laurie	Teacher, SE / Sunset MS	X						
12/16/2016	Schaffer, Richard	Teacher, Science / Niwot HS					X		
10/21/2016	Summers, Keith	Teacher, SE / Altona MS					X		
10/21/2016	Vance, Jessica	Teacher, Grade 3 / Burlington ES					X		
	<b>CLASSIFIED</b>								
10/28/2016	Alexander, Courtney	Campus Supervisor / Timberline PK-8					X		
10/31/2016	Alsko, Rebecca	Paraeducator, SE / Fall River ES	X						
10/24/2016	Bishop, Robin	Custodian / Spark PK							Administrative Recommendation
10/26/2016	Buffington, Shanon	Paraeducator, SE / Coal Ridge MS					X		
11/4/2016	Ekx, Bonita	Secretary / Custodial						X	14 years
10/10/2016	Fuss, Laura	Clerk, School / Spark PK					X		
9/30/2016	Goff, Dudley	Carpenter - Lead / Operations & Maintenance						X	9 years
10/4/2016	Goter, Maria	Paraeducator, ECSE / Spark PK					X		
9/30/2016	Harris, Linda	Nutrition Services Worker / Thunder Valley K-8					X		
11/2/2016	Horner, Jonathan	Campus Supervisor / Erie HS					X		
10/10/2016	Hulbert, Marvin	Bus Driver / Transportation						X	8.5 years
9/30/2016	Hysom, Martin	Bus Driver / Transportation					X		
10/31/2016	Malpezzi, David	Repairer - Facilities & Grounds / Operations & Maintenance					X		
10/3/2016	McBroom, Lesli	Custodian / CTE	X						
11/28/2016	Mercier, Kathleen	Childcare Group Leader / Fall River ES		X					
10/17/2016	Pang, Jeannie	Paraeducator - Instructional / Blue Mountain ES					X		

\*Will work a 110 Day Contract for 2015-16



## Staff Appointments

HIRE DATE	NAME	POSITION	LOCATION	NEW POSITION	REPLACEMENT
	<b>ADMINISTRATIVE/PROFESSIONAL/TECHNICAL</b>				
10/17/2016	Honda-Davis, Liane	Technician - Accounting	Operations & Maintenance		X
	<b>LICENSED</b>				
11/7/2016	Holthaus, Suzanne	Teacher, SE	Altona MS		X
10/24/2016	Longo, Cassandra	Teacher, Literacy	Niwot HS		X
9/19/2016	Moulton, James	Teacher, Science	Longmont HS		X
10/24/2016	Richart, Jessie	Teacher, Grade 3	Burlington ES		X
11/4/2016	Sanders, Kimberley	Teacher, Grade 1	Red Hawk ES		X
11/1/2016	Tobin, Tami	Teacher, Kindergarten	Alpine ES		X
10/31/2016	Wacker, Lora	Teacher, SE	Main Street School		X
10/27/2016	Walker, Rhondda	Teacher, SE	Longmont HS		X
	<b>CLASSIFIED</b>				
10/31/2016	Ailey, Kenneth	Campus Supervisor	Erie HS		X
10/6/2016	Albright, Hilary	Paraeducator, SSN/Autism	Longmont Estates ES		X
10/18/2016	Alexander, Courtney	Campus Supervisor	Timberline PK-8		X
9/16/2016	Arroyo Rodriguez, Elizabeth	Nutrition Services Worker	Twin Peaks Charter	X	
9/26/2016	Baughman, Heather	Bus Driver	Transportation	X	
10/7/2016	Bone, Ann	Bus Driver	Transportation	X	
10/26/2016	Campomanes, Amy	Paraeducator, SE	Centennial ES	X	
9/26/2016	Castro, Theresa	Bus Assistant	Transportation		X
9/16/2016	Chaparro-Portillo, Inocencia	Nutrition Services Worker	Indian Peaks ES	X	
9/16/2016	Connell, Annetta	Nutrition Services Worker	Silver Creek HS	X	
10/19/2016	Cramer, Emilia	Interpreter for the Deaf	Student Services	X	
10/5/2016	Elcock, Tyrell	Paraeducator, Instructional	Timberline PK-8		X
11/2/2016	Escobar, Elizabeth	Paraeducator, SE	Coal Ridge MS		X
10/17/2016	Escobar, Mario	Mechanic II- Fleet Maintenance	Transportation		X
10/19/2016	Gagne, Elizabeth	Paraeducator, SE	Eagle Crest ES	X	
10/11/2016	Garcia, Maria	Coordinator, Community Schools	Rocky Mountain ES		X
9/16/2016	Garrido, Mariana	Nutrition Services Worker	Westview MS	X	
10/18/2016	Gerhard, Denise	Paraeducator, Instructional	Black Rock ES		X
10/18/2016	Gomez, Megan	Paraeducator, Instructional	Longmont Estates ES	X	
10/28/2016	Hailey, Sara	Behavior Coach	Main Street		X
9/16/2016	Howell, Alicia	Nutrition Services Worker	Twin Peaks Charter	X	
10/10/2016	Johnson, Janie	Paraeducator, SE	Rocky Mountain ES		X
9/30/2016	Justice, Richard	Bus Assistant	Transportation		X
9/16/2016	Kelly, Cynthia	Nutrition Services Worker	Mead HS	X	
10/24/2016	Kester, Cynthia	Paraeducator, Instructional	Black Rock ES	X	
11/2/2016	Khorammi, Ali	Bus Driver	Transportation	X	

7.2

## 7.2

[illegible]

MEMORANDUM

DATE: November 9, 2016  
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 October Board Meetings.

BACKGROUND

The Board will be asked to approve the minutes from the October 12, 2016 Regular Meeting, the October 19, 2016 Study Session, and the October 26, 2016 Regular Meeting.

## MEMORANDUM

DATE: November 9, 2016

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: First Reading, Adoption, Board Policy BE – School Board Meetings; JB – Equal Educational Opportunities; JF – Admission and Denial of Admission; JICDE\* – Bullying Prevention and Education; JII – Student Concerns, Complaints and Grievances; and KFA – Public Conduct on District Property

RECOMMENDATION

For the Board of Education to adopt the minor revisions of Board Policies BE – School Board Meetings; JB – Equal Educational Opportunities; JF – Admission and Denial of Admission; JICDE\* – Bullying Prevention and Education; JII – Student Concerns, Complaints and Grievances; and KFA – Public Conduct on District Property.

BACKGROUND

CASB sends recommended updates a few times a year after new legislation has been passed that affects Board policies. These Board policies have had minor changes to them because of that changing legislation; thus, a review by administration. Board Policy BG – School Board Policy Process states, “Policy revision shall be accomplished in the same manner as policy adoption, except that revisions mandated by changes in law shall not require a second reading and may be adopted upon majority vote of the Board.”

Administration recommends adoption of these minor revisions to these Board policies.

## School Board Meetings

All meetings of three or more members of the Board at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board.

A recording shall be made of regular and special meetings as required by law and at a minimum shall be an audio recording. Recordings shall be maintained for 90 days.

### Regular meetings/study sessions

A regular business meeting of the Board of Education shall be held on the second and fourth Wednesday of each month and held at the Educational Services Center Board Room at 395 South Pratt Parkway, Longmont, Colorado 80501. Meetings typically begin at 7:00 p.m. and shall adjourn by 10:30 p.m. A regularly scheduled Study Session shall be held on the third Wednesday of every month, typically from 6:00 to 8:00 p.m.

All meetings shall be held in the Board Room at the Educational Services Center unless otherwise established by the Board.

### Special meetings

Special meetings of the Board may be called by the Board president at any time and shall be called by the president upon the written request of a majority of the members.

The secretary of the Board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if ~~hand-delivered~~ ~~personally to the member~~ or sent via email. The notice must contain time, place and purpose of the meeting and names of the members requesting the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless the item is reasonably related to the subject matter on the notice or an exigency exists. In addition, all members are must be present and cast a unanimous vote to amend the agenda ~~agree to consider and transact other business~~. Additional action may be taken if necessary due to the timeliness of the matter if it arose after the agenda was posted or is related to an item on the agenda.

### Work sessions and retreats

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs that require action. While the Board is determined to expedite its

business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, from time-to-time, the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

Adopted: February 28, 1968  
Revised: October 10, 1979  
Revised: February 8, 1984  
Revised: June 8, 1994  
Revised: January 28, 2004  
Revised: March 10, 2010  
Revised: December 12, 2012  
Revised and recoded: August 13, 2014  
Revised: October 28, 2015

LEGAL REFS.: C.R.S. 22-32-108 (board meetings)  
C.R.S. 24-6-401 *et seq.* (open meetings law)

CROSS REFS.: BEC, Executive Sessions  
BEDA, Notification of School Board Meetings



## Equal Educational Opportunities

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender **status**), religion, national origin, marital status, disability or need for special education services.

This concept of equal educational opportunity shall guide the Board and staff in making decisions related to school district facilities, selection of educational materials, equipment, curriculum and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws and regulations.

In order to ensure that district programs are in compliance with applicable laws and regulations, the Board directs the superintendent or designee(s) to periodically monitor the following areas:

1. Curriculum and materials – review curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access – review programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District support – ensure that district resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment and related matters.
5. Student evaluation instruments – review tests, procedures and guidance and counseling materials for stereotyping and discrimination.
6. Discipline – review discipline records and any relevant data to ensure the equitable implementation and application of Board discipline policies.

Adopted: September 11, 1968

Revised: September 8, 1971

Revised: January 28, 2009

Revised: June 24, 2015

Revised: January 27, 2016

LEGAL REFS.: 20 U.S.C. §1681 (Title IX of the Education Amendments of 1972)  
20 U.S.C. §1701-1758 (Equal Educational Opportunities Act of 1974)  
29 U.S.C. §701 *et seq.* (Section 504 of the Rehabilitation Act of 1973)  
C.R.S. 2-4-401 (13.5) (definition of sexual orientation, **which includes transgender**)  
C.R.S. 22-32-109 (1)(II) (Board duty to adopt written policies prohibiting discrimination)

C.R.S. 22-32-109.1 (2) (safe school plan to be revised as necessary in response to relevant data collected by the school district)

C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)

C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
JBB\*, Sexual Harassment

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

## **Admission and Denial of Admission**

### **Admission**

All persons age 6 and under 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum and reside within the boundaries of this school district may be permitted to attend public schools without payment of tuition. In addition, persons who do not reside in the district may be admitted under Board policies relating to nonresident students or by specific action of the Board.

A birth certificate or other proof of legal age, as well as proof of residence, shall be required by the school administration.

Except as otherwise provided by state law concerning enrollment of students in out-of-home placements, students new to the district shall be enrolled conditionally until records, including discipline records, from the schools previously attended by the student are received by the district. Notice of the conditional enrollment status of new students shall be clearly indicated on all new student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status shall be revoked. The student's parent/guardian shall be provided with written notice of the denial of enrollment. The notice shall inform the parent/guardian of the right to request a hearing.

### **Denial of admission**

The Board of Education or the superintendent or designee may deny admission to the schools of the district in accordance with applicable law.

The Board shall provide due process of law to students and parents/guardians through written procedures consistent with law for denial of admission to a student.

The policy and procedures for denial of admission shall be the same as those for student suspension and expulsion inasmuch as the same section of the law governs these areas.

### **Nondiscrimination**

The Board, the superintendent, other administrators and district employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, religion, sex, sexual orientation (which includes transgender), marital status, disability or need for special education services in the determination or recommendation of action under this policy.

Adopted: February 8, 1984  
Revised: January 13, 1988  
Revised: June 8, 1994  
Revised: November 10, 1999  
Revised: January 12, 2005  
Revised: January 11, 2012

Revised: June 24, 2015

LEGAL REFS.: C.R.S. 22-1-102 (defines “resident”)  
C.R.S. 22-1-102.5 (defines “homeless child”)  
C.R.S. 22-1-115 (school age is any age over five and under twenty-one years)  
C.R.S. 22-2-409 (notification of risk)  
C.R.S. 22-32-109 (1)(II) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)  
C.R.S. 22-32-115 (tuition to another school district)  
C.R.S. 22-32-116 (nonresident students)  
C.R.S. 22-32-138 (enrollment of students in out-of-home placements)  
C.R.S. 22-33-103 through 22-33-110 (school attendance law)  
C.R.S. 22-33-105 (2)(c) (requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)

CROSS REFS.: JEB, Entrance Age Requirements  
JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)  
JLCB, Immunization of Students

## Bullying Prevention and Education

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person even if the actor does not specifically intend to cause such harm. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or activity, gesture or the use of objects associated with, or symbolic of, groups or organizations that engage in, or promote, bias-motivated activities that is reasonably foreseeable to result in coercion or intimidation. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that it is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student, who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The principal of each school shall develop a program to address bullying appropriate for the age level served by that school. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking proactive steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.

4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents/guardians and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Adopted: May 8, 2002

Revised September 28, 2005

Revised December 14, 2011

Revised January 9, 2013

Revised June 24, 2015

Revised August 26, 2015

LEGAL REFS.: C.R.S. 22-32-109.1 (2)(a)(I)(K) (policy required as part of safe schools plan)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
JB, Equal Educational Opportunities  
JBB\*, Sexual Harassment  
JICDA, Code of Conduct  
JK, Student Discipline  
[JKD/JKE, Suspension/Expulsion of Students \(and Other Disciplinary Interventions\)](#)  
[JLDAC, Screening/Testing of Students \(and Treatment of Mental Disorders\)](#)

## Student Concerns, Complaints and Grievances

Decisions made by school personnel which students believe are in violation of pertinent Board policies or individual school rules may be appealed to the principal or a designated representative or by following the specific appeal process created for particular complaints.

Grievance procedures (AC-R) are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, ancestry, creed, sex, sexual orientation (which includes transgender), marital status, religion, disability or need for special education services, which students are encouraged to report.

Complaints must be initiated in writing, dated and signed by the complainant. Forms for this purpose are available in the principals' offices. Completed forms must be filed with the appropriate persons as follows:

1. Conduct of an individual: immediate supervisor of the individual. The building principal is the supervisor of the teachers and support staff; the appropriate area assistant superintendent is the supervisor of the principal.
2. Departmental procedures: Building principal.
3. Building procedures: Building principal.
4. Board policies and regulations: Building principal.
5. Curricular programs: Building principal.
6. Unlawful discrimination: see Policies AC, JB, and JBB.
7. All others: Building principal.

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within 10 school days in accordance with the appeal procedures.

Appeals must be made in the following order: building principal, area assistant superintendent, superintendent.

When an appeal has been filed in writing, a conference will be held with all parties involved within 10 school days. A written response will be given to the complainant within 10 school days following the conference.

Adopted: June 10, 1992  
Revised: September 8, 1993  
Revised: October 12, 1994

Revised: January 14, 2009

Revised: June 24, 2015

CROSS REFS.: AC-R, Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)  
IHCD, Concurrent Enrollment  
JB, Equal Educational Opportunities  
JBB\*, Sexual Harassment  
JICEA, School-Related Student Publications  
JICEC\*, Student Petitions and Distribution of Non-curricular Materials



## Public Conduct on District Property

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

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

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts or interferes with or threatens to obstruct, disrupt or interfere with district operations or any activity sponsored or approved by the district.
2. Physical abuse or threat of harm to any person or school district property.
3. Damage or threat of damage to district property regardless of the location, or property of a member of the community when such property is located on district property.
4. Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
5. Use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on district property, at district or school-sponsored functions or in any district vehicle transporting students. For purposes of this policy, "controlled substances" means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). If, however, the administration of medical marijuana is in accordance with state law regarding the administration of medical marijuana to qualified students, such possession shall not be considered a violation of this policy.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto district buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.
8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings.
10. Profanity or verbally abusive language.

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

Adopted: June 8, 1994

Revised: September 9, 1998

Revised: October 28, 2015

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

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

## MEMORANDUM

DATE: November 9, 2016

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Resolution Proclaiming American Education Week, November 14-18, 2016

RECOMMENDATION

That the Board of Education approves the resolution proclaiming November 14-18, 2016 as American Education Week.

BACKGROUND

To make our schools the best they can be requires a commitment from every member of the community, from retired citizens to parents, from business leaders to school board members. The goal of American Education Week is to increase public understanding and appreciation of the nation's schools, to encourage parents and non-parents to visit schools, and to build civic and community pride and support education.

The first observation of American Education Week took place in 1921 and was sponsored by the American Legion and the National Education Association. A year later, the U.S. Office of Education (now the U.S. Department of Education) joined the effort as a sponsor, and the National PTA followed in 1938.

Today, the list of sponsors also includes the following national organizations: National PTA, American Legion, American Association of School Administrators, National School Boards Association, American Federation of Teachers, American School Counselors Association, Council of Chief State School Officers, National School Public Relations Association, National Association of State Board of Education, National Association of Elementary School Principals, and the National Association of Secondary School Principals.

## **RESOLUTION**

### **AMERICAN EDUCATION WEEK November 14-18, 2016**

**WHEREAS,** public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and

**WHEREAS,** by equipping young Americans with both practice skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

**WHEREAS,** education employees – be they custodians or teachers, bus drivers or librarians – work tirelessly to serve our children and communities with care and professionalism; and

**WHEREAS,** schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders and elected officials in a common enterprise; and

**WHEREAS,** our nation is celebrating the week of November 14-18, 2016 as **AMERICAN EDUCATION WEEK**. In the St. Vrain Valley Schools, we encourage community members to support our local schools by participating in school-sponsored activities and by volunteering to help with those activities.

## **BOARD OF EDUCATION**

John Ahrens  
Debbie Lammers  
Dr. Richard Martyr  
Paula Peairs  
Joie Siegrist  
Amory Siscoe  
Robert J. Smith

## **SUPERINTENDENT OF SCHOOLS**

Dr. Don Haddad

## MEMORANDUM

DATE: November 9, 2016

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of District's 2016 Fiscal Year Assurances for Financial Accreditation

RECOMMENDATION

That the Board of Education approve the Assurances for Financial Accreditation for the year ended June 30, 2016, as presented.

BACKGROUND

This form is required pursuant to Colorado Revised Statute 22-11-206(4). The Colorado Department of Education must annually determine if substantial and good-faith compliance was achieved with relevant provisions of state law and generally accepted accounting principles. Substantial compliance is determined through review of the finance data pipeline submission, audited financial statements, and responses from management to inquiries related to those reviews. Good-faith compliance is determined, in part, by the assurances provided on the form as certified by those charged with governance.

The District is required to complete a checklist stating compliance with the referenced statute. The checklist must be reviewed and approved by the Chief Financial Officer, Superintendent, and the Board of Education. The checklist is part of the required annual reporting package to the Colorado Department of Education.

District staff will be available to answer questions.

FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: St Vrain Valley Re 1J

**Overview**

This form is required pursuant to [C.R.S. 22-11-206\(4\)](#). The Colorado Department of Education must determine annually if substantial and good-faith compliance was achieved with relevant provisions of state law and generally accepted accounting principles. Substantial compliance is determined through review of the finance data pipeline submission, audited financial statements, and responses from management to inquiries related to those reviews. Good-faith compliance is determined, in part, by the assurances provided below as certified by those charged with governance.

**Additional information for charter school authorizers**

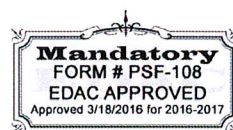
The assurances provided with this form are also applicable to all charter schools unless a separate CHARTER FORM AFA2016 is executed by or on behalf of a charter school and provided to CDE. The provision of a CHARTER FORM AFA2016 by an authorizer communicates that the authorizer does not provide the assurances for that charter school within the authorizer's FORM AFA2016. If applicable, CHARTER FORM AFA2016(s) should be submitted with an authorizer's FORM AFA2016.

**Completion and submission**

1. Open header and select entity from drop down.
2. Select the appropriate response for each assurance. **Note:** Select "N/A" when item is not applicable.
3. Complete an Attachment A for each "No" response.
4. Scan to PDF the completed and signed FORM AFA2016 with, if applicable, an Attachment A for each "No" response.
5. Submit with the following items as PDF files via email attachments to: [schoolfinance@cde.state.co.us](mailto:schoolfinance@cde.state.co.us)
  - o Audited financial statements for year ended June 30, 2016 (including audit reports for charter schools, if applicable)
  - o Grant Revenue Reconciliation Report with responses for all differences in column 9
  - o Finance December Error Detail Report - Rollup with confirmation or responses for all warning edits

**SECTION 1 – Assurances for Article 44 Budget Policy and Procedures required pursuant to C.R.S. 22-11-206(4)(a)(I)**

Ref.	Description	Statute	Assurance	Response
44-1	Ongoing deficit	<a href="#">C.R.S. 22-44-102(7.3)</a>	Each governmental fund reported positive or zero unassigned fund balance and each proprietary fund reported positive or zero unrestricted net position.	Yes

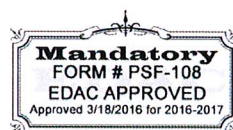


**COLORADO**  
Department of Education  
School Finance and  
Operations Division

FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: St Vrain Valley Re 1J

44-2	Detail of budget	<a href="#">C.R.S. 22-44-105 (1)(c)</a>	The budget for fiscal year 2015-16 itemizes expenditures by fund and by pupil.	Yes
44-3	TABOR	<a href="#">C.R.S. 22-44-105(1)(c.5)</a>	The three percent emergency reserve required by TABOR has been properly reported.	Yes
44-4	Uniform summary sheet	<a href="#">C.R.S. 22-44-105(1)(d.5)</a>	The budget for fiscal year 2015-16 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund equity	<a href="#">C.R.S. 22-44-105(1.5)(a)&amp;(c)</a>	For budgets that include the use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use.	Yes
44-6	Budgetary reserves	<a href="#">C.R.S. 22-44-106(2)</a>	Non-appropriated operating reserves plus any non-appropriated beginning fund balance was less than 15% of total general fund budgeted expenditures.	No
44-7	Appropriation resolution	<a href="#">C.R.S. 22-44-107</a>	The board adopted an appropriation resolution for the amounts of the adopted budget.	Yes
44-8	Preparation of budget	<a href="#">C.R.S. 22-44-108(1)(c)</a>	A proposed budget for fiscal year 2015-16 was submitted to the board by May 31, 2015.	Yes
44-9	Notice of proposed budget	<a href="#">C.R.S. 22-44-109</a>	Notice was made in accordance with law that the proposed budget is available for public inspection.	Yes
44-10	Adoption of budget	<a href="#">C.R.S. 22-44-110(4)</a>	The budget for fiscal year 2016-17 was adopted by the board by June 30, 2016.	Yes
44-11	Supplemental budget	<a href="#">C.R.S. 22-44-110(5)</a>	Modifications to the budget after January 31, 2015 were made through adoption of a supplemental budget by the board.	Yes
44-12	Interfund borrowing	<a href="#">C.R.S. 22-44-113(1)</a>	Interfund borrowings were repaid within 3 months of the fiscal year end.	No
44-13	Spending in excess of appropriations	<a href="#">C.R.S. 22-44-115(1)</a>	Spending did not exceed amounts appropriated for each fund.	Yes
44-14	Use of handbook and chart of accounts	<a href="#">C.R.S. 22-44-204(3)</a>	The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board.	Yes



**COLORADO**  
Department of Education  
School Finance and  
Operations Division



FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: St Vrain Valley Re 1J

44-15	Financial transparency	<a href="#">C.R.S. 22-44-304</a>	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <b>Note:</b> Check the organization's website to ensure all required documents are posted and current.	Yes
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**SECTION 2 - Assurances for Article 45 Accounting and Reporting required pursuant to C.R.S. 22-11-206(4)(a)(I I)**

Ref.	Description	Statute	Assurance	Response
45-1	Enterprise fund accounting	<a href="#">C.R.S. 22-45-102(1)(a)</a>	The full accrual basis of accounting was used for budgeting and accounting for enterprise funds.	Yes
45-2	Generally Accepted Accounting Principles	<a href="#">C.R.S. 22-45-102(1)(a)</a>	Financial records are kept in accordance with generally accepted principles of governmental accounting.	Yes
45-3	Board review of financial condition	<a href="#">C.R.S. 22-45-102(1)(a) &amp; (b)</a>	The board required the preparation of financial reports that included at a minimum the information required by state law. The board used these reports to review the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	<a href="#">C.R.S. 22-45-102(2)</a>	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	Yes
45-5	Bond redemption fund	<a href="#">C.R.S. 22-45-103(1)(b)</a>	A third party custodian was designated to administer the bond redemption fund.	Yes

**SECTION 3 – Assurance required pursuant to C.R.S. 22-11-206(4)(b)**

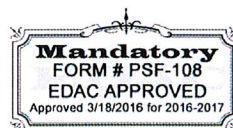
Ref.	Description	Statute	Assurance	Response
30.5-1	Itemized accounting to charter schools	<a href="#">C.R.S. 22-30.5-112(2)(a.4)</a>	An itemized accounting of all costs charged to charter schools was provided to those schools by September 30, 2016.	Yes

**SECTION 4 - Optional disclosures**

Accounting general ledger software information:

Company/vendor name: Infinite Visions / Tyler Technologies

Company/vendor contact: Name: Kimberly Balentine, Account Executive Email: kim.balentine@tylertech.com



**COLORADO**  
Department of Education  
School Finance and  
Operations Division



## FORM AFA2016

## Assurances for Financial Accreditation

Fiscal Year 2015-16

0470: St Vrain Valley Re 1J

## SECTION 5 - Certification of assurances

I certify, to the best of my knowledge and belief, that the assurances provided in Sections 1 through 3 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)

Aug 19 A. F. 11th

(printed name)

Gregory A. Fieth

Date: 11/9/2016

Superintendent/Executive Director (signature)

(printed name)

Don Haddad, Ed.D.

Date: 11/9/2016

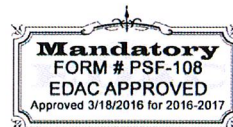
I certify that the board has reviewed the assurances and approve the related responses.

President of the Board (signature)

(printed name)

Robert J. Smith

Date: 11/9/2016



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

**FORM AFA2016 & CHARTER FORM AFA2016  
ATTACHMENT A**

**Fiscal Year 2015-16**

Select entity: 0470: St Vrain Valley Re 1J

Charter school name, if applicable:

Select related assurance: 44-6, Budgetary reserves

Explanation for non-compliance:

Per the District's FY16 amended budget (page 52),  
Total expenditures plus reserves = \$249 million  
x 15%  
= \$37 million  
yet total available beginning fund balances & reserves less total expenditures & reserves  
less non-appropriated reserves are \$67 million.

Plan to address non-compliance:

As already address by the District in previous audits, ...  
The District does not intend to misrepresent its financial position by simply appropriating reserves to circumvent a statute violation, assuming the appropriated reserves even meet the definitions prescribed in GASB Statement No. 54. Appropriating 100% of the beginning fund balance does not accurately reflect the true financial spending plan for the District. By improving operations and building a strong financial position, the District has not participated in the state's interest free loan program since 2007, holds one of the top bond ratings for a school district in the state of Colorado, has saved taxpayers more than \$37 million by refinancing bonds at lower interest rates, and is preparing for anticipated economic and funding difficulties at the state level in subsequent years.

Actual or expected date of compliance MM/DD/YY: Enter Date

Additional Comments:

11/02/16



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

**FORM AFA2016 & CHARTER FORM AFA2016  
ATTACHMENT A**

**Fiscal Year 2015-16**

Select entity: 0470: St Vrain Valley Re 1J

Charter school name, if applicable:

Select related assurance: 44-12, Interfund borrowing

Explanation for non-compliance:

The Grants Fund had a \$3.1 million amount payable to the General fund at June 30, 2016. However, the Grants Fund received only \$772 thousand within 3 months of fiscal year end due to pending approvals of year-end reports, final requests for funds, and subsequent allocations.

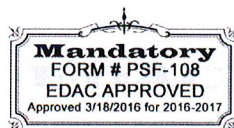
Plan to address non-compliance:

Most federal grants are on a reimbursement basis. The District works closely with CDE to timely submit year-end reports and final requests for funds; however, reimbursements are subject to CDE's approval of these reports and requests.

Actual or expected date of compliance MM/DD/YY: Enter Date

Additional Comments:

11/02/16



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

## MEMORANDUM

DATE: November 9, 2016

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Acceptance of District Charter Schools' 2016 Fiscal Year Assurances for Financial Accreditation

RECOMMENDATION

That the Board of Education accept the individual District charter schools' Assurances for Financial Accreditation for the year ended June 30, 2016, as presented.

BACKGROUND

This form is required pursuant to Colorado Revised Statute 22-11-206(4). The Colorado Department of Education must annually determine if substantial and good-faith compliance was achieved with relevant provisions of state law and generally accepted accounting principles. Substantial compliance is determined through review of the finance data pipeline submission, audited financial statements, and responses from management to inquiries related to those reviews. Good-faith compliance is determined, in part, by the assurances provided on the form as certified by those charged with governance.

Each District charter school is required to complete a checklist stating compliance with the referenced statute. The checklist must be reviewed and approved by the charter school's financial officer, principal or executive director, and its school board. As the charter authorizer, the District has oversight of each charter. The checklists are provided to the District Board of Education for informational purposes related to the financial performance of each charter school. The checklist is part of the required annual reporting package to the Colorado Department of Education.

District staff will be available to answer questions.

# CHARTER FORM AFA2016

## Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Aspen Ridge Preparatory School

### Overview

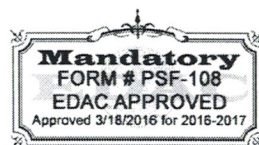
Pursuant to C.R.S. 22-30.5-112(7), a charter school is required to comply with all of the state financial and budget rules, regulations, and financial reporting requirements with which the chartering school district is required to comply. This form may be used to provide assurances related to those requirements. This form may be required by an authorizer when an authorizer does not provide assurances for the charter school(s) within the authorizer's FORM AFA2016 or to support compliance monitoring by the authorizer.

### Completion and submission

1. Open header and select the charter school from drop down. Schools are ordered by authorizer numeric code then by school name.
2. Select the appropriate response for each assurance. **Note:** Select "N/A" when item is not applicable.
3. Complete an Attachment A for each "No" response.
4. Scan to PDF the completed and signed CHARTER FORM AFA2016 with, if applicable, an Attachment A for each "No" response.
5. Forms executed by a charter school should be submitted to the authorizer. Forms executed by an authorizer should be submitted to CDE with the following items as PDF files via email attachments to: [schoolfinance@cde.state.co.us](mailto:schoolfinance@cde.state.co.us)
  - o FORM AFA2016 for the authorizer
  - o Audited financial statements for year ended June 30, 2016 (including audit reports for charter schools, if applicable)
  - o Grant Revenue Reconciliation Report with responses for all differences in column 9
  - o Finance December Error Detail Report - Rollup with confirmation or responses for all warning edits

### SECTION 1 – Assurances for Article 44 Budget Policy and Procedures required pursuant to C.R.S. 22-11-206(4)(a)(I)

Ref.	Description	Statute	Assurance	Response
44-1	Ongoing deficit	<u>C.R.S. 22-44-102(7.3)</u>	Each governmental fund reported positive or zero unassigned fund balance and each proprietary fund reported positive or zero unrestricted net position.	No
44-2	Detail of budget	<u>C.R.S. 22-44-105 (1)(c)</u>	The budget for fiscal year 2015-16 itemizes expenditures by fund and by pupil.	Yes
44-3	TABOR	<u>C.R.S. 22-44-105(1)(c.5)</u>	The three percent emergency reserve required by TABOR has been properly reported.	Yes



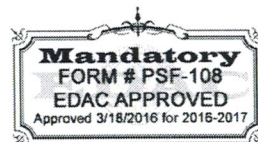
**COLORADO**  
Department of Education  
School Finance and  
Operations Division



CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Aspen Ridge Preparatory School

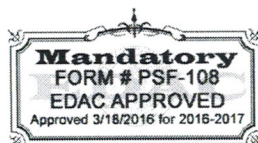
44-4	Uniform summary sheet	<u>C.R.S. 22-44-105(1)(d.5)</u>	The budget for fiscal year 2015-16 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund equity	<u>C.R.S. 22-44-105(1.5)(a)&amp;(c)</u>	For budgets that include the use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use.	N/A
44-6	Budgetary reserves	<u>C.R.S. 22-44-106(2)</u>	Non-appropriated operating reserves plus any non-appropriated beginning fund balance was less than 15% of total general fund budgeted expenditures.	No
44-7	Appropriation resolution	<u>C.R.S. 22-44-107</u>	The board adopted an appropriation resolution for the amounts of the adopted budget.	Yes
44-8	Preparation of budget	<u>C.R.S. 22-44-108(1)(c)</u>	A proposed budget for fiscal year 2015-16 was submitted to the board by May 31, 2015.	Yes
44-9	Notice of proposed budget	<u>C.R.S. 22-44-109</u>	Notice was made in accordance with law that the proposed budget is available for public inspection.	Yes
44-10	Adoption of budget	<u>C.R.S. 22-44-110(4)</u>	The budget for fiscal year 2016-17 was adopted by the board by June 30, 2016.	Yes
44-11	Supplemental budget	<u>C.R.S. 22-44-110(5)</u>	Modifications to the budget after January 31, 2015 were made through adoption of a supplemental budget by the board.	Yes
44-12	Interfund borrowing	<u>C.R.S. 22-44-113(1)</u>	Interfund borrowings were repaid within 3 months of the fiscal year end.	Yes
44-13	Spending in excess of appropriations	<u>C.R.S. 22-44-115(1)</u>	Spending did not exceed amounts appropriated for each fund.	Yes
44-14	Use of handbook and chart of accounts	<u>C.R.S. 22-44-204(3)</u>	The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board.	Yes
44-15	Financial transparency	<u>C.R.S. 22-44-304</u>	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <b>Note:</b> Check the organization's website to ensure all required documents are posted and current.	Yes



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

**SECTION 2 - Assurances for Article 45 Accounting and Reporting required pursuant to C.R.S. 22-11-206(4)(a)(II)**

Ref.	Description	Statute	Assurance	Response
45-1	Enterprise fund accounting	<u>C.R.S. 22-45-102(1)(a)</u>	The full accrual basis of accounting was used for budgeting and accounting for enterprise funds.	Yes
45-2	Generally Accepted Accounting Principles	<u>C.R.S. 22-45-102(1)(a)</u>	Financial records are kept in accordance with generally accepted principles of governmental accounting.	Yes
45-3	Board review of financial condition	<u>C.R.S. 22-45-102(1)(a) &amp; (b)</u>	The board required the preparation of financial reports that included at a minimum the information required by state law. The board used these reports to review the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	<u>C.R.S. 22-45-102(2)</u>	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	Yes



CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
Select One

**SECTION 3 - Certification of assurances**

I certify, to the best of my knowledge and belief, that the assurances provided in Sections 1 and 2 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)

Mark D Ridenour

(printed name)

Mark Ridenour

Date: 11/01/2016

Principal/Executive Director (signature)

Charla Salmeron

(printed name)

~~Todd Cordrey~~

Charla Salmeron

Date: 11/01/2016

I certify that the board has reviewed the assurances and approve the related responses.

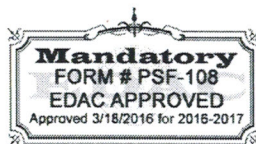
President of the Board (signature)

Glenn Massarotti

(printed name)

Glenn Massarotti

Date: 11/01/2016



**COLORADO**  
Department of Education  
School Finance and  
Operations Division



**FORM AFA2016 & CHARTER FORM AFA2016  
ATTACHMENT A**

**Fiscal Year 2015-16**

Select entity: 0470: St Vrain Valley Re 1J

Charter school name, if applicable: Aspen Ridge Preparatory School

Select related assurance: 44-1, Ongoing deficit

Explanation for non-compliance:

Aspen Ridge reported a negative net position for the year FY16 as a result of our bond series 2015 in which the increase to net assets did not exceed the increase to liabilities associated with the school's new buildings.

Plan to address non-compliance:

Aspen Ridge will continue to make payments and depreciate the assets and expects that about midway through the life of the bond assets will begin to exceed liabilities and the school will begin reporting a positive net position.

Actual or expected date of compliance MM/DD/YY: 2027 or later

Additional Comments:

11/02/16



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

**FORM AFA2016 & CHARTER FORM AFA2016  
ATTACHMENT A**

**Fiscal Year 2015-16**

Select entity: 0470: St Vrain Valley Re 1J

Charter school name, if applicable: Aspen Ridge Preparatory School

Select related assurance: 44-6, Budgetary reserves

Explanation for non-compliance:

The Charter School intentionally increased reserves to safeguard lease payments for the purchase and construction of facilities

Plan to address non-compliance:

Future intentional increases in reserves will be appropriated and budgeted by the board so as not to exceed the 15% rule.

Actual or expected date of compliance MM/DD/YY: 04/30/2017

Additional Comments:

11/01/16



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

# CHARTER FORM AFA2016

## Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Carbon Valley Academy

### Overview

Pursuant to [C.R.S. 22-30.5-112\(7\)](#), a charter school is required to comply with all of the state financial and budget rules, regulations, and financial reporting requirements with which the chartering school district is required to comply. This form may be used to provide assurances related to those requirements. This form may be required by an authorizer when an authorizer does not provide assurances for the charter school(s) within the authorizer's FORM AFA2016 or to support compliance monitoring by the authorizer.

### Completion and submission

1. Open header and select the charter school from drop down. Schools are ordered by authorizer numeric code then by school name.
2. Select the appropriate response for each assurance. **Note:** Select "N/A" when item is not applicable.
3. Complete an Attachment A for each "No" response.
4. Scan to PDF the completed and signed CHARTER FORM AFA2016 with, if applicable, an Attachment A for each "No" response.
5. Forms executed by a charter school should be submitted to the authorizer. Forms executed by an authorizer should be submitted to CDE with the following items as PDF files via email attachments to: [schoolfinance@cde.state.co.us](mailto:schoolfinance@cde.state.co.us)
  - FORM AFA2016 for the authorizer
  - Audited financial statements for year ended June 30, 2016 (including audit reports for charter schools, if applicable)
  - Grant Revenue Reconciliation Report with responses for all differences in column 9
  - Finance December Error Detail Report - Rollup with confirmation or responses for all warning edits

### SECTION 1 – Assurances for Article 44 Budget Policy and Procedures required pursuant to C.R.S. 22-11-206(4)(a)(I)

Ref.	Description	Statute	Assurance	Response
44-1	Ongoing deficit	<a href="#">C.R.S. 22-44-102(7.3)</a>	Each governmental fund reported positive or zero unassigned fund balance and each proprietary fund reported positive or zero unrestricted net position.	No
44-2	Detail of budget	<a href="#">C.R.S. 22-44-105 (1)(c)</a>	The budget for fiscal year 2015-16 itemizes expenditures by fund and by pupil.	Yes
44-3	TABOR	<a href="#">C.R.S. 22-44-105(1)(c.5)</a>	The three percent emergency reserve required by TABOR has been properly reported.	Yes



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Carbon Valley Academy

44-4	Uniform summary sheet	<a href="#">C.R.S. 22-44-105(1)(d.5)</a>	The budget for fiscal year 2015-16 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund equity	<a href="#">C.R.S. 22-44-105(1.5)(a)&amp;(c)</a>	For budgets that include the use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use.	N/A
44-6	Budgetary reserves	<a href="#">C.R.S. 22-44-106(2)</a>	Non-appropriated operating reserves plus any non-appropriated beginning fund balance was less than 15% of total general fund budgeted expenditures.	Yes
44-7	Appropriation resolution	<a href="#">C.R.S. 22-44-107</a>	The board adopted an appropriation resolution for the amounts of the adopted budget.	Yes
44-8	Preparation of budget	<a href="#">C.R.S. 22-44-108(1)(c)</a>	A proposed budget for fiscal year 2015-16 was submitted to the board by May 31, 2015.	Yes
44-9	Notice of proposed budget	<a href="#">C.R.S. 22-44-109</a>	Notice was made in accordance with law that the proposed budget is available for public inspection.	Yes
44-10	Adoption of budget	<a href="#">C.R.S. 22-44-110(4)</a>	The budget for fiscal year 2016-17 was adopted by the board by June 30, 2016.	Yes
44-11	Supplemental budget	<a href="#">C.R.S. 22-44-110(5)</a>	Modifications to the budget after January 31, 2015 were made through adoption of a supplemental budget by the board.	Yes
44-12	Interfund borrowing	<a href="#">C.R.S. 22-44-113(1)</a>	Interfund borrowings were repaid within 3 months of the fiscal year end.	Yes
44-13	Spending in excess of appropriations	<a href="#">C.R.S. 22-44-115(1)</a>	Spending did not exceed amounts appropriated for each fund.	Yes
44-14	Use of handbook and chart of accounts	<a href="#">C.R.S. 22-44-204(3)</a>	The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board.	Yes
44-15	Financial transparency	<a href="#">C.R.S. 22-44-304</a>	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <b>Note:</b> Check the organization's website to ensure all required documents are posted and current.	Yes



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

**SECTION 2 - Assurances for Article 45 Accounting and Reporting required pursuant to C.R.S. 22-11-206(4)(a)(II)**

Ref.	Description	Statute	Assurance	Response
45-1	Enterprise fund accounting	<a href="#">C.R.S. 22-45-102(1)(a)</a>	The full accrual basis of accounting was used for budgeting and accounting for enterprise funds.	Yes
45-2	Generally Accepted Accounting Principles	<a href="#">C.R.S. 22-45-102(1)(a)</a>	Financial records are kept in accordance with generally accepted principles of governmental accounting.	Yes
45-3	Board review of financial condition	<a href="#">C.R.S. 22-45-102(1)(a) &amp; (b)</a>	The board required the preparation of financial reports that included at a minimum the information required by state law. The board used these reports to review the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	<a href="#">C.R.S. 22-45-102(2)</a>	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	Yes



**CHARTER FORM AFA2016**  
**Assurances for Financial Accreditation**

**Fiscal Year 2015-16**  
**0470: Carbon Valley Academy**

**SECTION 1 - Certification of assurances:**

I certify, to the best of my knowledge and belief, that the assurances provided in Sections 1 and 2 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)

*Fatih Koltak*

(printed name)

Fatih Koltak

Date: November 3, 2016

Principal/Executive Director (signature)

*Tony Carey*

(printed name)

Tony Carey

Date: November 3, 2016

I certify that the Board has reviewed the assurances and approve the related responses.

President of the Board (signature)

*Wayne Reymann*

(printed name)

Wayne Reymann

Date: 11/13/16



**COLORADO**  
 Department of Education  
 School Improvement  
 Assessment Division



**FORM AFA2016 & CHARTER FORM AFA2016  
ATTACHMENT A**

**Fiscal Year 2015-16**

Select entity: 0470: St Vrain Valley Re 1J

Charter school name, if applicable: Carbon Valley Academy

Select related assurance: 44-1, Ongoing deficit

Explanation for non-compliance:

The preschool loses money every year because we have a number of at risk students who do not pay the full tuition, and our preschool children get priority enrollment into the K-8 school. We do this in order to serve the at risk population and ensure a high quality education.

Plan to address non-compliance:

The loss from the preschool will be supplemented by profits from the Bingo fundraising activity.

Actual or expected date of compliance MM/DD/YY: Enter Date

Additional Comments:

11/03/16



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Flagstaff Charter School

**Overview**

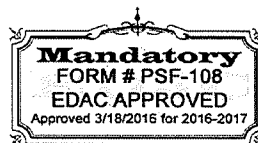
Pursuant to C.R.S. 22-30.5-112(7), a charter school is required to comply with all of the state financial and budget rules, regulations, and financial reporting requirements with which the chartering school district is required to comply. This form may be used to provide assurances related to those requirements. This form may be required by an authorizer when an authorizer does not provide assurances for the charter school(s) within the authorizer's FORM AFA2016 or to support compliance monitoring by the authorizer.

**Completion and submission**

1. Open header and select the charter school from drop down. Schools are ordered by authorizer numeric code then by school name.
2. Select the appropriate response for each assurance. **Note:** Select "N/A" when item is not applicable.
3. Complete an Attachment A for each "No" response.
4. Scan to PDF the completed and signed CHARTER FORM AFA2016 with, if applicable, an Attachment A for each "No" response.
5. Forms executed by a charter school should be submitted to the authorizer. Forms executed by an authorizer should be submitted to CDE with the following items as PDF files via email attachments to: [schoolfinance@cde.state.co.us](mailto:schoolfinance@cde.state.co.us)
  - o FORM AFA2016 for the authorizer
  - o Audited financial statements for year ended June 30, 2016 (including audit reports for charter schools, if applicable)
  - o Grant Revenue Reconciliation Report with responses for all differences in column 9
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**SECTION 1 – Assurances for Article 44 Budget Policy and Procedures required pursuant to C.R.S. 22-11-206(4)(a)(I)**

Ref.	Description	Statute	Assurance	Response
44-1	Ongoing deficit	<u>C.R.S. 22-44-102(7.3)</u>	Each governmental fund reported positive or zero unassigned fund balance and each proprietary fund reported positive or zero unrestricted net position.	No
44-2	Detail of budget	<u>C.R.S. 22-44-105 (1)(c)</u>	The budget for fiscal year 2015-16 itemizes expenditures by fund and by pupil.	Yes
44-3	TABOR	<u>C.R.S. 22-44-105(1)(c.5)</u>	The three percent emergency reserve required by TABOR has been properly reported.	Yes



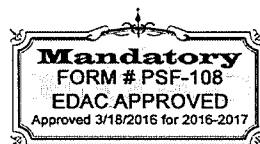
**COLORADO**  
Department of Education  
School Finance and  
Operations Division



CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Flagstaff Charter School

44-4	Uniform summary sheet	<u>C.R.S. 22-44-105(1)(d.5)</u>	The budget for fiscal year 2015-16 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund equity	<u>C.R.S. 22-44-105(1.5)(a)&amp;(c)</u>	For budgets that include the use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use.	Yes
44-6	Budgetary reserves	<u>C.R.S. 22-44-106(2)</u>	Non-appropriated operating reserves plus any non-appropriated beginning fund balance was less than 15% of total general fund budgeted expenditures.	Yes
44-7	Appropriation resolution	<u>C.R.S. 22-44-107</u>	The board adopted an appropriation resolution for the amounts of the adopted budget.	Yes
44-8	Preparation of budget	<u>C.R.S. 22-44-108(1)(c)</u>	A proposed budget for fiscal year 2015-16 was submitted to the board by May 31, 2015.	Yes
44-9	Notice of proposed budget	<u>C.R.S. 22-44-109</u>	Notice was made in accordance with law that the proposed budget is available for public inspection.	Yes
44-10	Adoption of budget	<u>C.R.S. 22-44-110(4)</u>	The budget for fiscal year 2016-17 was adopted by the board by June 30, 2016.	Yes
44-11	Supplemental budget	<u>C.R.S. 22-44-110(5)</u>	Modifications to the budget after January 31, 2015 were made through adoption of a supplemental budget by the board.	Yes
44-12	Interfund borrowing	<u>C.R.S. 22-44-113(1)</u>	Interfund borrowings were repaid within 3 months of the fiscal year end.	Yes
44-13	Spending in excess of appropriations	<u>C.R.S. 22-44-115(1)</u>	Spending did not exceed amounts appropriated for each fund.	Yes
44-14	Use of handbook and chart of accounts	<u>C.R.S. 22-44-204(3)</u>	The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board.	Yes
44-15	Financial transparency	<u>C.R.S. 22-44-304</u>	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <b>Note:</b> Check the organization's website to ensure all required documents are posted and current.	No



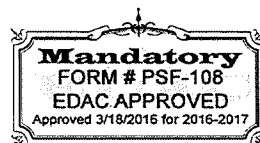
**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Flagstaff Charter School

**SECTION 2 - Assurances for Article 45 Accounting and Reporting required pursuant to C.R.S. 22-11-206(4)(a)(II)**

Ref.	Description	Statute	Assurance	Response
45-1	Enterprise fund accounting	<u>C.R.S. 22-45-102(1)(a)</u>	The full accrual basis of accounting was used for budgeting and accounting for enterprise funds.	Yes
45-2	Generally Accepted Accounting Principles	<u>C.R.S. 22-45-102(1)(a)</u>	Financial records are kept in accordance with generally accepted principles of governmental accounting.	Yes
45-3	Board review of financial condition	<u>C.R.S. 22-45-102(1)(a) &amp; (b)</u>	The board required the preparation of financial reports that included at a minimum the information required by state law. The board used these reports to review the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	<u>C.R.S. 22-45-102(2)</u>	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	Yes



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Flagstaff Charter School

**SECTION 3 - Certification of assurances**

I certify, to the best of my knowledge and belief, that the assurances provided in Sections 1 and 2 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)

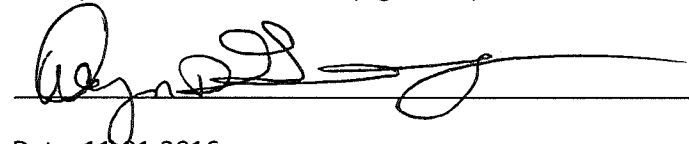


(printed name)

Linda H. Arnold

Date: 11-01-2016

Principal/Executive Director (signature)



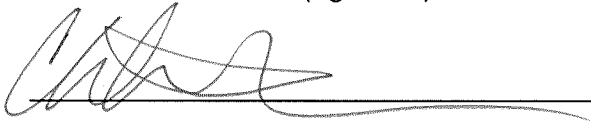
(printed name)

Wayne Granger

Date: 11-01-2016

I certify that the board has reviewed the assurances and approve the related responses.

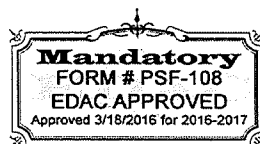
President of the Board (signature)



(printed name)

Chris O'Hara

Date: 11-01-2016



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

**FORM AFA2016 & CHARTER FORM AFA2016  
ATTACHMENT A**

**Fiscal Year 2015-16**

Select entity: 0470: St Vrain Valley Re 1J

Charter school name, if applicable: Flagstaff Academy Charter School

Select related assurance: 44-1, Ongoing deficit

**Explanation for non-compliance:**

Flagstaff reported a negative unrestricted balance in Fund 69, its Building Corporation. As noted in the District's FY14 and FY15 review, this is the result of debit structure versus depreciation schedule for its school building.

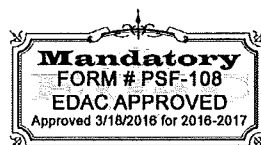
**Plan to address non-compliance:**

Until the bond principle payoff is higher than the depreciation recognized, we expect it to continue reflecting a negative unrestricted fund balance in its Building Corporation.

Actual or expected date of compliance MM/DD/YY:

**Additional Comments:**

11/01/16



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

**FORM AFA2016 & CHARTER FORM AFA2016  
ATTACHMENT A**

**Fiscal Year 2015-16**

Select entity: 0470: St Vrain Valley Re 1J

Charter school name, if applicable: Flagstaff Academy Charter School

Select related assurance: 44-15, Financial transparency

Explanation for non-compliance:

There are a few items not currently posted regarding year end and a couple historical documents that the district found missing.

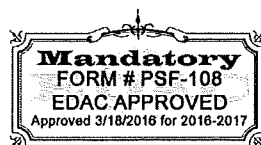
Plan to address non-compliance:

Flagstaff is launching a new website in the next two weeks. The plan is to have the missing items up on the new site by the end of November 2016 to coincide with this new website launch.

Actual or expected date of compliance MM/DD/YY: 11/30/16

Additional Comments:

11/01/16



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Imagine Charter

**Overview**

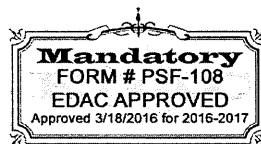
Pursuant to C.R.S. 22-30.5-112(7), a charter school is required to comply with all of the state financial and budget rules, regulations, and financial reporting requirements with which the chartering school district is required to comply. This form may be used to provide assurances related to those requirements. This form may be required by an authorizer when an authorizer does not provide assurances for the charter school(s) within the authorizer's FORM AFA2016 or to support compliance monitoring by the authorizer.

**Completion and submission**

1. Open header and select the charter school from drop down. Schools are ordered by authorizer numeric code then by school name.
2. Select the appropriate response for each assurance. **Note:** Select "N/A" when item is not applicable.
3. Complete an Attachment A for each "No" response.
4. Scan to PDF the completed and signed CHARTER FORM AFA2016 with, if applicable, an Attachment A for each "No" response.
5. Forms executed by a charter school should be submitted to the authorizer. Forms executed by an authorizer should be submitted to CDE with the following items as PDF files via email attachments to: [schoolfinance@cde.state.co.us](mailto:schoolfinance@cde.state.co.us)
  - o FORM AFA2016 for the authorizer
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**SECTION 1 – Assurances for Article 44 Budget Policy and Procedures required pursuant to C.R.S. 22-11-206(4)(a)(I)**

Ref.	Description	Statute	Assurance	Response
44-1	Ongoing deficit	<u>C.R.S. 22-44-102(7.3)</u>	Each governmental fund reported positive or zero unassigned fund balance and each proprietary fund reported positive or zero unrestricted net position.	Yes
44-2	Detail of budget	<u>C.R.S. 22-44-105 (1)(c)</u>	The budget for fiscal year 2015-16 itemizes expenditures by fund and by pupil.	Yes
44-3	TABOR	<u>C.R.S. 22-44-105(1)(c.5)</u>	The three percent emergency reserve required by TABOR has been properly reported.	Yes

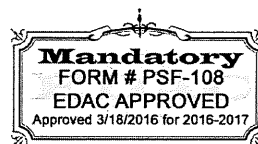


**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Imagine Charter

44-4	Uniform summary sheet	<u>C.R.S. 22-44-105(1)(d.5)</u>	The budget for fiscal year 2015-16 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund equity	<u>C.R.S. 22-44-105(1.5)(a)&amp;(c)</u>	For budgets that include the use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use.	Yes
44-6	Budgetary reserves	<u>C.R.S. 22-44-106(2)</u>	Non-appropriated operating reserves plus any non-appropriated beginning fund balance was less than 15% of total general fund budgeted expenditures.	Yes
44-7	Appropriation resolution	<u>C.R.S. 22-44-107</u>	The board adopted an appropriation resolution for the amounts of the adopted budget.	Yes
44-8	Preparation of budget	<u>C.R.S. 22-44-108(1)(c)</u>	A proposed budget for fiscal year 2015-16 was submitted to the board by May 31, 2015.	Yes
44-9	Notice of proposed budget	<u>C.R.S. 22-44-109</u>	Notice was made in accordance with law that the proposed budget is available for public inspection.	Yes
44-10	Adoption of budget	<u>C.R.S. 22-44-110(4)</u>	The budget for fiscal year 2016-17 was adopted by the board by June 30, 2016.	Yes
44-11	Supplemental budget	<u>C.R.S. 22-44-110(5)</u>	Modifications to the budget after January 31, 2015 were made through adoption of a supplemental budget by the board.	N/A
44-12	Interfund borrowing	<u>C.R.S. 22-44-113(1)</u>	Interfund borrowings were repaid within 3 months of the fiscal year end.	N/A
44-13	Spending in excess of appropriations	<u>C.R.S. 22-44-115(1)</u>	Spending did not exceed amounts appropriated for each fund.	Yes
44-14	Use of handbook and chart of accounts	<u>C.R.S. 22-44-204(3)</u>	The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board.	Yes
44-15	Financial transparency	<u>C.R.S. 22-44-304</u>	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <b>Note:</b> Check the organization's website to ensure all required documents are posted and current.	Yes



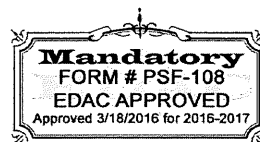
**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Imagine Charter

**SECTION 2 - Assurances for Article 45 Accounting and Reporting required pursuant to C.R.S. 22-11-206(4)(a)(II)**

Ref.	Description	Statute	Assurance	Response
45-1	Enterprise fund accounting	<u>C.R.S. 22-45-102(1)(a)</u>	The full accrual basis of accounting was used for budgeting and accounting for enterprise funds.	N/A
45-2	Generally Accepted Accounting Principles	<u>C.R.S. 22-45-102(1)(a)</u>	Financial records are kept in accordance with generally accepted principles of governmental accounting.	Yes
45-3	Board review of financial condition	<u>C.R.S. 22-45-102(1)(a) &amp; (b)</u>	The board required the preparation of financial reports that included at a minimum the information required by state law. The board used these reports to review the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	<u>C.R.S. 22-45-102(2)</u>	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	Yes



**COLORADO**  
Department of Education  
School Finance and  
Operations Division



CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Imagine Charter

**SECTION 3 - Certification of assurances**

I certify, to the best of my knowledge and belief, that the assurances provided in Sections 1 and 2 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)

*Lori Olson*

(printed name)

Lori Olson

Date:

10/27/16

Principal/Executive Director (signature)

*Nancy Box*

(printed name)

Nancy Box

Date:

10/27/16

I certify that the board has reviewed the assurances and approve the related responses.

~~Vice~~ President of the Board (signature)

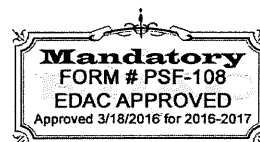
*Sue VonLintel*

(printed name)

Sue VonLintel

Date:

10-27-2016



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: St. Vrain Community Montessori  
School

**Overview**

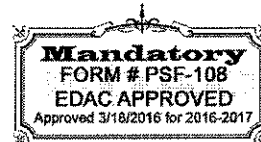
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**Completion and submission**

1. Open header and select the charter school from drop down. Schools are ordered by authorizer numeric code then by school name.
2. Select the appropriate response for each assurance. **Note:** Select "N/A" when item is not applicable.
3. Complete an Attachment A for each "No" response.
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  - o FORM AFA2016 for the authorizer
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**SECTION 1 – Assurances for Article 44 Budget Policy and Procedures required pursuant to C.R.S. 22-11-206(4)(a)(I)**

Ref.	Description	Statute	Assurance	Response
44-1	Ongoing deficit	<u>C.R.S. 22-44-102(7.3)</u>	Each governmental fund reported positive or zero unassigned fund balance and each proprietary fund reported positive or zero unrestricted net position.	<u>Yes</u>
44-2	Detail of budget	<u>C.R.S. 22-44-105 (1)(c)</u>	The budget for fiscal year 2015-16 itemizes expenditures by fund and by pupil.	<u>Yes</u>
44-3	TABOR	<u>C.R.S. 22-44-105(1)(c.5)</u>	The three percent emergency reserve required by TABOR has been properly reported.	<u>Yes</u>

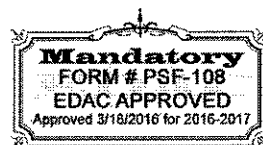


**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: St. Vrain Community Montessori  
School

44-4	Uniform summary sheet	<u>C.R.S. 22-44-105(1)(d.5)</u>	The budget for fiscal year 2015-16 includes a uniform summary sheet for each fund.	Yes
44-5	Use of beginning fund equity	<u>C.R.S. 22-44-105(1.5)(a)&amp;(c)</u>	For budgets that include the use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use.	N/A
44-6	Budgetary reserves	<u>C.R.S. 22-44-106(2)</u>	Non-appropriated operating reserves plus any non-appropriated beginning fund balance was less than 15% of total general fund budgeted expenditures.	Yes
44-7	Appropriation resolution	<u>C.R.S. 22-44-107</u>	The board adopted an appropriation resolution for the amounts of the adopted budget.	Yes
44-8	Preparation of budget	<u>C.R.S. 22-44-108(1)(c)</u>	A proposed budget for fiscal year 2015-16 was submitted to the board by May 31, 2015.	Yes
44-9	Notice of proposed budget	<u>C.R.S. 22-44-109</u>	Notice was made in accordance with law that the proposed budget is available for public inspection.	Yes
44-10	Adoption of budget	<u>C.R.S. 22-44-110(4)</u>	The budget for fiscal year 2016-17 was adopted by the board by June 30, 2016.	Yes
44-11	Supplemental budget	<u>C.R.S. 22-44-110(5)</u>	Modifications to the budget after January 31, 2015 were made through adoption of a supplemental budget by the board.	Yes
44-12	Interfund borrowing	<u>C.R.S. 22-44-113(1)</u>	Interfund borrowings were repaid within 3 months of the fiscal year end.	Yes
44-13	Spending in excess of appropriations	<u>C.R.S. 22-44-115(1)</u>	Spending did not exceed amounts appropriated for each fund.	Yes
44-14	Use of handbook and chart of accounts	<u>C.R.S. 22-44-204(3)</u>	The financial policies and procedures handbook and chart of accounts were used for budget development, maintaining financial records, and periodic presentation of financial information to the board.	Yes
44-15	Financial transparency	<u>C.R.S. 22-44-304</u>	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <b>Note:</b> Check the organization's website to ensure all required documents are posted and current.	Yes



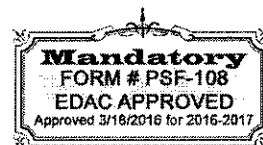
**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: St. Vrain Community Montessori  
School

**SECTION 2 - Assurances for Article 45 Accounting and Reporting required pursuant to C.R.S. 22-11-206(4)(a)(II)**

Ref.	Description	Statute	Assurance	Response
45-1	Enterprise fund accounting	<u>C.R.S. 22-45-102(1)(a)</u>	The full accrual basis of accounting was used for budgeting and accounting for enterprise funds.	<u>N/A</u>
45-2	Generally Accepted Accounting Principles	<u>C.R.S. 22-45-102(1)(a)</u>	Financial records are kept in accordance with generally accepted principles of governmental accounting.	<u>Yes</u>
45-3	Board review of financial condition	<u>C.R.S. 22-45-102(1)(a) &amp; (b)</u>	The board required the preparation of financial reports that included at a minimum the information required by state law. The board used these reports to review the financial condition of the entity at least quarterly during the fiscal year.	<u>Yes</u>
45-4	Financial records	<u>C.R.S. 22-45-102(2)</u>	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	<u>Yes</u>



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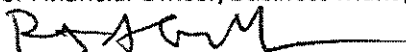
CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: St. Vrain Community Montessori  
School

**SECTION 3 - Certification of assurances**

I certify, to the best of my knowledge and belief, that the assurances provided in Sections 1 and 2 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)

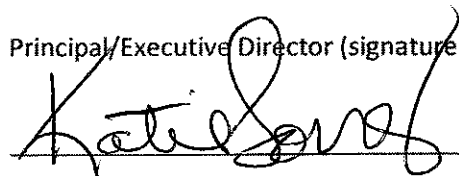


(printed name)

Bart A Skidmore

Date: 10/25/2016

Principal/Executive Director (signature)



(printed name)

Katie Torres

Date: 10/25/2016

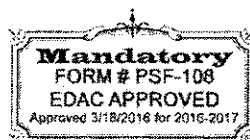
I certify that the board has reviewed the assurances and approve the related responses.

President of the Board (signature)

(printed name)

Jennifer Kemp

Date: 10/25/2016



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: St. Vrain Community Montessori  
School

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(printed name)

Bart A Skidmore

Date: 10/25/2016

Principal/Executive Director (signature)

(printed name)

Katie Torres

Date: 10/25/2016

I certify that the board has reviewed the assurances and approve the related responses.

President of the Board (signature)

(printed name)

Jennifer Kemp

Date: 10/25/2016



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CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Twin Peaks Charter Academy

**Overview**

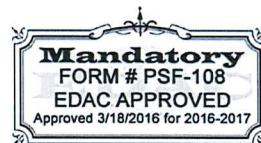
Pursuant to [C.R.S. 22-30.5-112\(7\)](#), a charter school is required to comply with all of the state financial and budget rules, regulations, and financial reporting requirements with which the chartering school district is required to comply. This form may be used to provide assurances related to those requirements. This form may be required by an authorizer when an authorizer does not provide assurances for the charter school(s) within the authorizer's FORM AFA2016 or to support compliance monitoring by the authorizer.

**Completion and submission**

1. Open header and select the charter school from drop down. Schools are ordered by authorizer numeric code then by school name.
2. Select the appropriate response for each assurance. **Note:** Select "N/A" when item is not applicable.
3. Complete an Attachment A for each "No" response.
4. Scan to PDF the completed and signed CHARTER FORM AFA2016 with, if applicable, an Attachment A for each "No" response.
5. Forms executed by a charter school should be submitted to the authorizer. Forms executed by an authorizer should be submitted to CDE with the following items as PDF files via email attachments to: [schoolfinance@cde.state.co.us](mailto:schoolfinance@cde.state.co.us)
  - o FORM AFA2016 for the authorizer
  - o Audited financial statements for year ended June 30, 2016 (including audit reports for charter schools, if applicable)
  - o Grant Revenue Reconciliation Report with responses for all differences in column 9
  - o Finance December Error Detail Report - Rollup with confirmation or responses for all warning edits

**SECTION 1 – Assurances for Article 44 Budget Policy and Procedures required pursuant to C.R.S. 22-11-206(4)(a)(I)**

Ref.	Description	Statute	Assurance	Response
44-1	Ongoing deficit	<a href="#">C.R.S. 22-44-102(7.3)</a>	Each governmental fund reported positive or zero unassigned fund balance and each proprietary fund reported positive or zero unrestricted net position.	Yes
44-2	Detail of budget	<a href="#">C.R.S. 22-44-105 (1)(c)</a>	The budget for fiscal year 2015-16 itemizes expenditures by fund and by pupil.	Yes
44-3	TABOR	<a href="#">C.R.S. 22-44-105(1)(c.5)</a>	The three percent emergency reserve required by TABOR has been properly reported.	Yes



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Twin Peaks Charter Academy

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44-5	Use of beginning fund equity	<a href="#">C.R.S. 22-44-105(1.5)(a)&amp;(c)</a>	For budgets that include the use of beginning fund equity, a resolution was adopted by the board specifically authorizing this use.	Yes
44-6	Budgetary reserves	<a href="#">C.R.S. 22-44-106(2)</a>	Non-appropriated operating reserves plus any non-appropriated beginning fund balance was less than 15% of total general fund budgeted expenditures.	Yes
44-7	Appropriation resolution	<a href="#">C.R.S. 22-44-107</a>	The board adopted an appropriation resolution for the amounts of the adopted budget.	Yes
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44-15	Financial transparency	<a href="#">C.R.S. 22-44-304</a>	Information required by the Public School Financial Transparency Act was made available on-line in a downloadable format. <b>Note:</b> Check the organization's website to ensure all required documents are posted and current.	Yes



**COLORADO**  
Department of Education  
School Finance and  
Operations Division



CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Twin Peaks Charter Academy

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45-2	Generally Accepted Accounting Principles	<a href="#">C.R.S. 22-45-102(1)(a)</a>	Financial records are kept in accordance with generally accepted principles of governmental accounting.	Yes
45-3	Board review of financial condition	<a href="#">C.R.S. 22-45-102(1)(a) &amp; (b)</a>	The board required the preparation of financial reports that included at a minimum the information required by state law. The board used these reports to review the financial condition of the entity at least quarterly during the fiscal year.	Yes
45-4	Financial records	<a href="#">C.R.S. 22-45-102(2)</a>	All financial records are maintained at the principal administrative offices and general ledger accounts are posted and reconciled at least monthly.	Yes



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

CHARTER FORM AFA2016  
Assurances for Financial Accreditation

Fiscal Year 2015-16  
0470: Twin Peaks Charter Academy

**SECTION 3 - Certification of assurances**

I certify, to the best of my knowledge and belief, that the assurances provided in Sections 1 and 2 are true and correct. I further certify that all information provided with Attachment A(s), if applicable, is true and correct.

Chief Financial Officer/Business Manager (signature)



(printed name)

Mary Beth Cowie

Date: 10/27/2016

Principal/Executive Director (signature)



(printed name)

Joseph Mehsling

Date: 10/27/2016

I certify that the board has reviewed the assurances and approve the related responses.

President of the Board (signature)



(printed name)

Kathy DeMatteo

Date: 10/27/2016



**COLORADO**  
Department of Education  
School Finance and  
Operations Division

## MEMORANDUM

DATE: November 9, 2016

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Vendors Providing Purchased Goods

**RECOMMENDATION**

That the Board of Education approve the following vendors who are anticipated to provide purchased goods over \$100,000 during Fiscal Year 2017.

<b>Vendor Name</b>	<b>Goods Provided</b>	<b>Pricing Method</b>	<b>FY17 Est. Purchases</b>	<b>FY16 Total Purchases</b>
Food Service of America	Nutrition Services	Contract	\$250,000.00	\$0.00
Sysco	Nutrition Services	Contract	\$250,000.00	\$0.00

**BACKGROUND**

This updated information is presented in an effort to streamline the District's policy requirement that the Board approve all vendors to whom the District pays over \$100,000 in a single fiscal year, per Board Policy DJ-Purchasing Authorization. In this case, the District's preferred vendor is US Foods. However, US Foods' warehouse and driver employees recently walked out (went on strike) and negotiations are underway. Based on the Board meeting calendar and the unknown length of the walk-out, it is imperative that the District approve other vendors capable of delivering goods for the Nutrition Services operations of the District. It is expected that the District will return to using US Foods as the primary vendor once the issue is resolved.

## MEMORANDUM

DATE: November 9, 2016

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: November 8, 2016 Coordinated Election Unofficial Results

PURPOSE

To provide the Board of Education with the unofficial results of the November 8, 2016 Coordinated Election for the following question:

**BALLOT ISSUE NO. 3A:**

"SHALL ST. VRAIN VALLEY SCHOOL DISTRICT NO. RE-1J DEBT BE INCREASED \$260.34 MILLION, WITH A REPAYMENT COST OF NOT TO EXCEED \$413,514,275 AND SHALL DISTRICT TAXES BE INCREASED NOT MORE THAN \$45,583,025 ANNUALLY, AND SHALL THE EXPENDITURE OF THE PROCEEDS OF SUCH DEBT BE LIMITED TO THE FOLLOWING PURPOSES:

- REPAIR AND RENOVATE EXISTING SCHOOL BUILDINGS DISTRICT-WIDE TO EXTEND THEIR USEFUL LIFE, ADDRESS SAFETY AND SECURITY ISSUES, AND MAKE FACILITIES MORE ENERGY EFFICIENT;
- CLASSROOM ADDITIONS, INFRASTRUCTURE IMPROVEMENTS AND CONSTRUCTING AND EQUIPPING THREE NEW SCHOOL BUILDINGS TO ADDRESS STUDENT GROWTH AND CAPACITY NEEDS DISTRICT-WIDE;
- ACQUIRE AND EQUIP SCHOOL BUILDINGS WITH ENHANCED EDUCATIONAL, INNOVATIVE, SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM) PROGRAM OPTIONS FOR STUDENTS DISTRICT-WIDE;

SUCH DEBT TO BE EVIDENCED BY THE ISSUANCE OF GENERAL OBLIGATION BONDS, TO BE SOLD IN ONE SERIES OR MORE, FOR A PRICE ABOVE OR BELOW THE PRINCIPAL AMOUNT OF SUCH SERIES, ON TERMS AND CONDITIONS, AND WITH SUCH MATURITIES AS PERMITTED BY LAW AND AS THE DISTRICT MAY DETERMINE, AND SHALL THE MILL LEVY BE INCREASED IN ANY YEAR, WITHOUT LIMITATION OF RATE AND IN AN AMOUNT SUFFICIENT TO PAY THE PRINCIPAL OF, PREMIUM, IF ANY, AND INTEREST ON SUCH DEBT OR ANY REFUNDING DEBT (OR TO CREATE A RESERVE FOR SUCH PAYMENT)?"

Yes:

No:

## **BACKGROUND**

The abstract of votes indicates the unofficial results of the November 8, 2016 election. Due to the fact that the District has not yet received the official canvass from Boulder County, Larimer County, Weld County, and the City and County of Broomfield, the final recommendation will not be presented to the Board for action until that information is received.

### **ST. VRAIN VALLEY SCHOOL DISTRICT COORDINATED ELECTION ABSTRACT OF VOTES**

**UNOFFICIAL RESULTS  
Tuesday, November 8, 2016**

#### **BALLOT ISSUE 3A RESULTS:**

	Boulder County	Larimer County	Weld County	Broomfield Co.	Total Votes
YES					
NO					

(The most up-to-date information we have will be provided at the meeting.)