

## NOTICE OF REGULAR MEETING AND AGENDA



**October 11, 2017**

**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. Teacher/Student/Staff Awards

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

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

1. Erie High School Student Advisory Council Feeder Report
2. 1<sup>st</sup> Quarter Gifts to Schools, 2017-2018 School Year

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

1. Approval: Staff Terminations/Leaves
2. Approval: Staff Appointments
3. Approval: Approval of Minutes for the September 13, 2017 Regular Meeting, the September 20, 2017 Study Session, and the September 27, 2017 Regular Meeting
4. Approval: Approval of Contract Award-Phase II, Building Automation System Upgrade Project
5. Approval: Approval of Recommendation to Hire Director of Human Resources
6. Approval: First Reading, Adoption, Board Policy CC-E – St. Vrain Organizational Chart
7. Approval: Adoption of Resolution to Approve Additional Allocation from General Fund to Capital Reserve and Risk Management Funds
8. Approval: First Reading, Adoption, Board Policies AC – Nondiscrimination/Equal Opportunity; JICDA – Code of Conduct; and JICDE – Bullying Prevention and Education

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

1. Recommendation: Adoption of Resolution Approving 2017-2018 District Employee Membership in Colorado High School Activities Association

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Amory Siscoe, Asst Secretary  
Robert J. Smith, President*

2. Recommendation: Adoption of Resolution Proclaiming Classified School Employees Week, October 16-20, 2017
3. Recommendation: Approval of Accreditation Recommendations for District Schools
4. Recommendation: Approval of Contract-The Wild Plum Center for Young Children and Families

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

1. First Reading, Discussion, Board Policies JKA – Use of Physical Intervention and Restraint; and JKA-R – Use of Physical Intervention and Restraint

### **10. ADJOURNMENT:**

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

Wednesday, October 18	6:00 – 8:00 pm Study Session-Trail Ridge
Wednesday, October 25	7:00 pm Regular Meeting
Wednesday, November 8	5:00 pm Reception
	6:30 pm Comprehensive Annual Financial Report (CAFR)
	7:00 pm Regular Meeting

## MEMORANDUM

DATE: October 11, 2017  
TO: Board of Education  
FROM: Dr. Don Haddad, Superintendent of Schools  
SUBJECT: Erie 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 Erie High School 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 eleven years ago so that students could give input to the superintendents about what students were feeling about the District.

## MEMORANDUM

DATE: October 11, 2017  
TO: Board of Education  
FROM: Dr. Don Haddad, Superintendent of Schools  
SUBJECT: Public Gifts to Schools

PURPOSE

To provide the Board of Education with a list of public gifts given to the St. Vrain Valley School District for the first quarter of the 2017-2018 school year totaling \$88,564.68.

BACKGROUND

During the course of the year, the District receives many cash and gift donations for its programs. These gifts are accepted by the principal, the superintendent or the Board of Education according to Board Policy KCD, Public Gifts to Schools. The attached listing delineates these gifts.

# St. Vrain Valley School District RE-1J

## 2017-18 PUBLIC GIFTS TO THE SCHOOLS

Reported between July 1, 2017 and September 30, 2017

DATE OF GIFT	DONOR	AMT/VALUE	LOC	PTO	PTO AMT	DESCRIPTION
7/15/2017	Rotary Club of Niwot Foundation	\$ 500.00	309			Cash donation to be used for the Jazz Band Program at Niwot High School.
7/17/2017	U'S Again, LLC	24.88				Cash donation to be used as needed.
7/17/2017	Mary & Donald Hiskey	100.00	309			Cash donation to be used for the Niwot High School Football Team in memory of David Louwers.
7/17/2017	John Ehlers	75.00	309			Cash donation to be used for the Niwot High School Football Team in memory of Matt Bitterman.
7/17/2017	Gary & Shirley Horinchi	25.00	309			Cash donation to be used for the Cheer Team at Niwot High School.
7/17/2017	Niwot Community Association	200.00	309			Cash donation to be used for the Baseball Team at Niwot High School.
7/18/2017	U'S Again, LLC	273.06	129			Cash donation to be used for school use at Mead Elementary School.
7/24/2017	IBM	550.00				Cash donation to be used for the "Becoming a Leader of Change".
7/27/2017	Longmont Twin Peaks Rotary	750.00	311			Cash donation to be used to support the Boys Golf Program at Erie High School.
8/1/2017	Coleen Lindauer	750.00	310			Donation of a Jupiter Trumpet to be used in the Band Program at Skyline High School.
8/4/2017	Grit Fitness/Warrior Playground	165.00				Donation of a 1-month family membership as a door prize for the Classified Welcome Back event.
8/4/2017	Delta Dental	50.00				Donation of a sonicare toothbrush as a door prize for the Classified Welcome Back event.
8/4/2017	Vision Service Plan (VSP)	150.00				Donation of a pair of Calvin Klein sunglasses as a door prize for the Classified Welcome Back event.
8/4/2017	Be Well Bodyworks	80.00				Donation of a gift certificate as a door prize for the Classified Welcome Back event.
8/4/2017	Elevations Credit Union	300.00				Donation of a Sur La Table gift basket as a door prize for the Classified Welcome Back event.
8/4/2017	Wells Fargo	100.00				Donation of a gift basket as a door prize for the Classified Welcome Back event.
8/4/2017	Kim Cinea	42.00				Donation of a DoTerra Essential Citrus Trio as a door prize for the Classified Welcome Back event.
8/6/2017	Cooper Worldwide Electric Solutions	1,000.00	311			Cash donation to be used to support the Football Program at Erie High School.
8/7/2017	Elevations Credit Union	2,325.00				Donation of breakfast for the New Teacher Orientation.
8/7/2017	Elevations Credit Union	336.00				Donation of an iPad to be used as a door prize for the New Teacher Orientation.
8/7/2017	Blue Mountain PTO	1,109.36	147	P	1109	Cash donation to be used for para salaries/benefits at Blue Mountain Elementary School for FY17.
8/7/2017	King Soopers	90.00				Donation of four gift cards to be used to purchase incentives for students at Main Street School.
8/7/2017	Safeway	50.00				Donation of two gift cards to be used to purchase incentives for students at Main Street School.
8/8/2017	Wal Mart	100.00				Donation of a gift card to be used to purchase incentives for students at Main Street School.
8/9/2017	Delta Kappa Gamma	25.00				Donation of a gift card to be used as a door prize for the New Teacher Orientation.
8/9/2017	Chase Edwards, DDS	75.00				Donation of a water pick to be used as a door prize for the New Teacher Orientation.
8/9/2017	VSP	150.00				Donation of a pair of sunglasses to be used as a door prize for the New Teacher Orientation.
8/10/2017	Wal Mart	50.00				Donation of a gift card to be used to purchase incentives for students at Main Street School.
8/10/2017	Safeway	25.00				Donation of a gift card to be used to purchase incentives for students at Main Street School.
8/11/2017	Legacy PTO	500.00	139	P	500	Cash donation to be used to pay for 1 hour of non-instructional Para time at Legacy Elementary.
8/11/2017	Deborah Maduff	150.00	131			Donation of miscellaneous 2nd Grade teaching materials for use at Niwot Elementary.
8/12/2017	Wayne Garrett	26.06	126			Donation of paper goods for classroom use at Spark! Discovery Preschool.
8/15/2017	John Heizer	1,700.00	408			Donation of a 2001 Subaru to be used in the Auto Mechanics Program at the Career Development Center.
8/15/2017	Jodi Borchard Oelsuer	350.00	215			Donation of a Yamaha keyboard for use in the Band Program at Sunset Middle School.
8/15/2017	Elizabeth Solis	10.00	123			Cash donation to be used for class materials for a student in need at Central Elementary.
8/16/2017	Longmont Twin Peaks Rotary	750.00	318			Cash donation to be used for the Boys Golf Program at Frederick High School.
8/17/2017	Fall River PTO	717.14	144	P	717	Cash donation to be used for the 1st Grade Field Trip for students at Fall River Elementary.
8/17/2017	Google, Inc.	80.00	144			Cash donation to be used for student activities at Fall River Elementary.
8/17/2017	Fall River PTO	78.11	144	P	78	Cash donation to be used for office and lounge supplies at Fall River Elementary.
8/17/2017	Fall River PTO	165.65	144	P	166	Cash donation to be used for the 3rd Grade Field Trip for students at Fall River Elementary.
8/17/2017	Fall River PTO	1,451.98	144	P	1452	Cash donation to be used for the library re-design at Fall River Elementary.
8/17/2017	The Horace Mann Companies	850.00				Donation of a lunch and two Echo Dots to support the New Teacher Orientation.
8/17/2017	Jennifer Grieco	200.00	311			Cash donation to be used to support the Boys Golf Program at Erie High School.
8/17/2017	St. Vrain Valley Education Association	3,000.00				Donation of lunch for the New Teacher Orientation.
8/17/2017	Christopher Fischer	37.78	131			Donation of batteries for the speaker system at Niwot Elementary School.
8/19/2017	Verve Movement Studio	75.00				Donation of a gift certificate to be used as a door prize for the New Teacher Orientation.
8/21/2017	Christina Clark	1,542.00	408			Donation of a 2005 Mazda RX8 for use in the Auto Mechanics Program at the Career Development Center.
8/22/2017	Chandler Sykes	80.00	136			Cash donation to be used for class materials for needy students at Longmont Estates Elementary.
8/23/2017	Mary & Sean Lacefield	140.00	143			Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
8/23/2017	Marc Arnold	350.00	254			Donation of a trumpet for use in the Band Program at Altona Middle School.
8/23/2017	Niwot Elementary PTAC	2,521.89	131	P	2522	Cash donation to be used for the cost of Para salaries/benefits for June 2017.
8/23/2017	Steven & Pauline Higgins	1,000.00	311			Cash donation to be used to support the Football Program at Erie High School.
8/23/2017	DeWayne & Cheri Brown	50.00	311			Cash donation to be used to support the Boy's Soccer Program at Erie High School.
8/23/2017	Michael & Jen Roberts	50.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.

# St. Vrain Valley School District RE-1J

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Reported between July 1, 2017 and September 30, 2017

DATE OF GIFT	DONOR	AMT/VALUE	LOC	PTO	PTO AMT	DESCRIPTION
8/24/2017	Sill-Terhar Motors	1,500.00	318			Cash donation to be used for the purchase of volleyball uniforms for students at Frederick High School.
8/24/2017	Fall River PTO	710.04	144	P	710	Cash donation to be used for the library redesign project at Fall River Elementary.
8/24/2017	Jeff & Kara Cannon	140.00	143			Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
8/24/2017	Shawn & Jennifer Olson	25.00	143			Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
8/24/2017	Thomas & Amy Hamblin	140.00	143			Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
8/24/2017	Twin Peaks Homes	200.00	143			Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
8/24/2017	Cherry Marcellus	50.00	143			Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
8/24/2017	Bruce & Donna Hardy	450.00	254			Donation of legos and an erector set for technology classroom student use at Altona Middle School.
8/24/2017	Twin Peaks Rotary	1,000.00	305			Cash donation to be used to support the Boys Golf Team at Mead High School.
8/24/2017	William & Veronica Buttke	250.00	305			Cash donation to be used for the Cross Country Program at Niwot High School.
8/24/2017	Blue Mountain PTO	1,616.63	147	P	1617	Cash donation to be used for FY17 field trips for students at Blue Mountain Elementary School.
8/24/2017	Blue Mountain PTO	2,375.00	147	P	2375	Cash donation to be used for student planners for students at Blue Mountain Elementary School for FY17.
8/24/2017	Blue Mountain PTO	2,880.93	147	P	2881	Cash donation to be used for FY17 field trips for students at Blue Mountain Elementary School.
8/24/2017	Blue Mountain PTO	1,180.00	147	P	1180	Cash donation to be used for student planners for students at Blue Mountain Elementary School for FY17.
8/24/2017	John Mealey & Dawn Bozella	200.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.
8/25/2017	Black Rock PTO	350.87	146	P	351	Cash donation to be used for a mobile whiteboard and egg candle tester for kindergarten classroom at Black Rock Elem.
8/25/2017	Wells Fargo Matching Gift Program	276.60	146			Cash donation to be used for supplies for student positive behavior support program at Black Rock Elementary.
8/25/2017	Doug & Dina Kenkel	250.00	305			Cash donation to be used for the Cross Country Program at Niwot High School.
8/25/2017	Amy & Marc Marcellus	140.00	143			Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
8/26/2017	Jonathan & Sonya Bastow	150.00	305			Cash donation to be used for the Cross Country Program at Niwot High School.
8/26/2017	Michael & Annette Eberhardt	25.00	309			Cash donation to be used for the Vocal Music Program at Niwot High School.
8/28/2017	The Kula Foundation	23.00	122			Cash donation to be used or classroom supplies at Burlington Elementary School.
8/28/2017	The Benevity Community Impact Fund	476.00	122			Cash donation to be used or classroom supplies at Burlington Elementary School.
8/28/2017	Mr. & Mrs. Michael Priess	5,000.00	309			Cash donation to be used for the Track & Field Team at Niwot High School.
8/28/2017	Roger Schillings	50.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.
8/28/2017	Nordson Corporation Foundation	5,000.00	140			Cash donation to be used for adaptive equipment for students at Sanborn Elementary School.
8/30/2017	Lynch Material Handling	2,000.00	311			Cash donation to be used to support the Football Program at Erie High School.
8/31/2017	Niwot Elementary PTAC	292.05	131	P	292	Cash donation to be used for a subscription to Time Magazine for 2nd Grade students at Niwot Elementary.
9/1/2017	Trisha Harris	104.00	129			Donation of classroom/office supplies for use at Mead Elementary School.
9/1/2017	Michael & Lisa Fallon	110.00	220			Cash donation to be used for the Robotics Club at Westview Middle School.
9/5/2017	Mile Hi Specialty Foods	350.91	136			Cash donation to be used for field trips for students at Longmont Estates Elementary School.
9/5/2017	Longmont Estates PTO	652.18	136	P	652	Cash donation to be used to pay for three paraprofessionals' for the 2016-17 school year at Longmont Estates Elementary.
9/5/2017	Flite Test Store	3,081.53				Donation of aviation supplies to help support the student aeronautics program at the Innovation Center.
9/5/2017	Holly Viejobvent	100.00	143			Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
9/5/2017	Gregory & Judith Cannon	140.00	143			Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
9/5/2017	Rockin Rails	439.27	309			Cash donation to be used for the Football Program at Niwot High School.
9/5/2017	David & Janice Rogers	50.00	309			Cash donation to be used for the Goff Program at Niwot High School.
9/5/2017	Ifra & Sarah Elahi	150.00	309			Cash donation to be used for the Cross Country Program at Niwot High School.
9/6/2017	Michael & Amy Schiers	50.00	143			Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
9/7/2017	U'S Again, LLC	34.88				Cash donation to be used as needed.
9/7/2017	Prairie Ridge Elementary P)TO	255.00	143	P	255	Cash donation to be used for the 5th grade CalWood trip for students at Prairie Ridge Elementary.
9/11/2017	Alpine Elementary PTO	270.00	141	P	270	Cash donation to be used for the purchase of headphones for First Graders at Alpine Elementary.
9/11/2017	Michelle Barbar	30.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.
9/11/2017	Joann Vought	50.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.
9/11/2017	Ian & Erika Gravseth	1,000.00	250			Cash donation to be used for the Band Program at Trail Ridge Middle School.
9/12/2017	Stephanie & Kevin Merrill	3,000.00	305			Donation of a cello for use in the Orchestra class at Mead High School.
9/12/2017	Craig Minor	110.00	309			Donation of a tuxedo and tuxedo shirt to be used by a student in the Orchestra Program at Niwot High School.
9/13/2017	Alpine Elementary PTO	4,398.90	141	P	4399	Cash donation to be used for IB dues and Fund Run supplies for Alpine Elementary School.
9/13/2017	Mead Elementary PTO	2,211.00	129	P	2211	Cash donation to be used for the purchase of Chrome Books for use at Mead Elementary School.
9/13/2017	Mead Elementary PTO	1,329.00	129	P	1329	Cash donation to be used for the purchase of a Chrome Cart for use at Mead Elementary School.
9/13/2017	William & Leslie Little	10.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.
9/13/2017	Donna Stark	250.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.
9/13/2017	Patrick & Angela Justis	50.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.
9/13/2017	Richard & Judith Johnson	25.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.



# St. Vrain Valley School District RE-1J

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9/13/2017	Joanne Jonell	25.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.
9/14/2017	Fall River PTO	14,000.00	144	P	14000	Cash donation to be used for FY18 para salary/benefits at Fall River Elementary School.
9/14/2017	Matthew & Marian Hofmeister	25.00	309			Cash donation to be used to support the Vocal Music Program at Niwot High School.
9/14/2017	Longmont Estates PTO	349.98	136	P	350	Cash donation to be used for teacher supplies at Longmont Estates Elementary School.
9/14/2017	Rachael Huyadi	25.00	309			Cash donation to be used to support the students at Longmont Estates Elementary School.
9/14/2017	Stephen Griffiths	20.00	123			Cash donation to be used to support the Robotics Club at Central Elementary School.
9/15/2017	Cheryl Gass	400.00	216			Donation of a clarinet for student use in the Band Program at Longs Peak Middle School.
9/15/2017	Array Biopharma, Inc.	200.00	309			Donation of filter units, culture tubes and flasks to be used in the Science Department at Niwot High School.
9/17/2017	Kelly Merical	450.00	254			Cash donation to be used for the Jazz Band members at Altona Middle School performing at the CMEA Conference.
9/18/2017	Trevor & Sherri Platt	100.00	305			Cash donation to be used for the Boys Golf Team at Mead High School.
9/20/2017	Alpine Elementary PTO	270.00	141	P	270	Donation of 30 headphones for 1st Grade reading readiness for students at Alpine Elementary.
9/22/2017	Legacy PTO	1,860.00	139	P	1860	Cash donation to be used to pay for para salary/benefits at Legacy Elementary School.
9/25/2017	Gary Ingraham	140.00	143			Cash donation to be used for the CalWood 5th Grade trip for students at Prairie Ridge Elementary.
9/26/2017	Lynda & Terry Kelling	200.00	305			Cash donation to be used for the Boys Golf Team at Mead High School.
9/27/2017	Nancy Parker	151.00	128			Cash donation to be used for the entrance fee for the Spelling Bee for Lyons Elementary School.
	<b>Total Gifts Reported 7/1/17 - 9/30/17</b>	<b>\$ 88,564.68</b>				
	<b>Parent Group Donations</b>	<b>\$ 41,545.71</b>				
	<b>TOTAL GIFTS 2017-2018</b>	<b>\$ 88,564.68</b>				
	<b>TOTAL PARENT GROUP DONATIONS</b>	<b>\$ 41,545.71</b>				

## St. Vrain Valley School District RE-1J

2017-18 PUBLIC GIFTS TO THE SCHOOLS			
Reported between July 1, 2017 and September 30, 2017			
School	General Gifts	Parent Group Gifts	Total Gifts
Burlington	\$ 499.00	\$ -	\$ 499.00
Central	30.00	-	30.00
Columbine	-	-	-
Erie Elementary	-	-	-
Spark! Discovery Preschool	26.06	-	26.06
Hygiene	-	-	-
Lyons Elementary	151.00	-	151.00
Mead Elementary	377.06	3,540.00	3,917.06
Mountain View	-	-	-
Niwot Elementary	187.78	2,813.94	3,001.72
Northridge	-	-	-
Longmont Estates	430.91	1,002.16	1,433.07
Rocky Mountain	-	-	-
Indian Peaks	-	-	-
Legacy	-	2,360.00	2,360.00
Sanborn	5,000.00	-	5,000.00
Alpine	-	4,938.90	4,938.90
Eagle Crest	-	-	-
Prairie Ridge	1,265.00	255.00	1,520.00
Fall River	80.00	17,122.92	17,202.92
Black Rock	276.60	350.87	627.47
Blue Mountain	-	9,161.92	9,161.92
Centennial	-	-	-
Red Hawk	-	-	-
Sunset	350.00	-	350.00
Longs Peak	400.00	-	400.00
Timberline K-8	-	-	-
Mead Middle	-	-	-
Westview	110.00	-	110.00
Coal Ridge	-	-	-
Trail Ridge	1,000.00	-	1,000.00
Erie Middle	-	-	-
Altona	1,250.00	-	1,250.00
Olde Columbine	-	-	-
Mead High	4,950.00	-	4,950.00
Niwot High	7,664.27	-	7,664.27
Skyline	750.00	-	750.00
Erie High	5,000.00	-	5,000.00
Longmont High	-	-	-
Silver Creek	-	-	-
Frederick High	2,250.00	-	2,250.00
CDC	3,242.00	-	3,242.00
Lyons Middle Senior	-	-	-
Thunder Valley	-	-	-
All Other Departments	11,729.29	-	11,729.29
	<b>\$ 47,018.97</b>	<b>\$ 41,545.71</b>	<b>\$ 88,564.68</b>



**October 11, 2017**  
**Terminations/Leaves of Absence**

7.1

EFFECTIVE	NAME	POSITION/LOCATION	FMLA	NON-FMLA MEDICAL	PERSONAL	EXTENDED	RESIGNED	RETIRED	COMMENTS
	<b>ADMINISTRATIVE/PROFESSIONAL/TECHNICAL</b>								
10/9/2017	Gahagen, Stacy	Director, Security / Auxiliary Services	X						
10/2/2017	Hoxie, Lisa	Coordinator, Education Foundation / Information Community Resource	X						
	<b>LICENSED</b>								
9/5/2017	Diem, Patrice	Teacher, Science / Timberline PK-8	X						
9/28/2017	Diem, Patrice	Teacher, Science / Timberline PK-8			X	X			
8/28/2017	Knight, Laurie	Dean of Students / Erie ES	X						
9/18/2017	Meyer, Kelly	Teacher, Language Arts / Erie MS	X						
9/22/2017	Sinclair, Susan	Special Education Teacher / Silver Creek HS					X		
	<b>CLASSIFIED</b>								
9/27/2017	Befus, Paul	Technician, Facilities Maintenance / O & M						X	8 years
10/4/2017	Benson, Shanti	Nutrition Services Worker / Westview MS	X						
10/9/2017	Chavez, Susan	Clerk - Attendance / Westview MS					X		
9/29/2017	Donnell, Jessica	Group Leader, Child Care / Mountain View ES					X		
10/2/2017	Greer, Sharla	Nutrition Services - Worker / Blue Mountain ES		X					
9/22/2017	Hanam, Edward	Bus Driver / Transportation						X	9 years
9/5/2017	Heisel, Rachael	Custodian / Legacy ES	X						
9/22/2017	Hoffmann, Jody	Dispatcher / Transportation						X	22 years
9/27/2017	Hoffmann, Richard	Bus Driver / Transportation							Administrative Recommendation
9/29/2017	Lopez, Claudia	Health Clerk / Rocky Mountain ES					X		
9/22/2017	Matje, Hannah	Paraeducator, ECSE / Spark PS					X		
9/20/2017	Palacios, Llubia	Custodian / Mead MS					X		
9/29/2017	Pastore, Krista	Paraeducator, SE / Black Rock ES					X		
9/22/2017	Reed, Vickie	Nutrition Services - Worker / Nutritional Services					X		
8/21/2017	Riley, Robert	Behavior Coach / Main Street School					X		
9/22/2017	Rohret, Melissa	Paraeducator, SE / Timberline PK-8					X		
9/19/2017	Shea, Patrick	Bus Driver / Transportation		X					
9/27/2017	Smith, Thomas	Paraeducator, SE / Rocky Mountain ES					X		
10/2/2017	Starkovich, Charles	Groundskeeper / O & M	X						
10/27/2017	Stephenson, Michelle	Technician, Human Resources / Human Resources	X						
9/22/2017	Villalon, Cher	Bus Driver - SE / Transportation					X		
9/29/2017	Werginz, Shelly	Paraeducator SSN/Autism / Prairie Ridge ES					X		
8/2/2017	Zakavec, Shirley	Nutrition Services - Worker / Nutritional Services					X		

\*Will work a 110 Day Contract for 2017-18

October 11, 2017  
Staff Appointments

7.2

HIRE DATE	NAME	POSITION	LOCATION	NEW POSITION	REPLACEMENT
	<b>ADMINISTRATIVE/PROFESSIONAL/TECHNICAL</b>				
10/2/2017	Caldwell, William	Manager - Terminal Operations	Transportation		X
9/11/2017	Luscombe, Jennifer	Attendance Officer	Student Assistance Services	X	
10/2/2017	Padilla, Paula	Manager - Terminal Operations	Transportation	X	
	<b>LICENSED</b>				
8/10/2017	Krebill, Deborah	Teacher, SE	Erie ES		X
	<b>CLASSIFIED</b>				
8/1/2017	Aguilera, Maria	Health Clerk	Columbine ES		X
9/7/2017	Berdiales, Silvana	Paraeducator, Instructional	APEX		X
9/27/2017	Boddiger, David	Groundskeeper - Senior	Operations & Maintenance	X	
8/16/2017	Brower, Mary Ann	Nutrition Services - Worker	Nutritional Services	X	
9/11/2017	Davis, Billy	Custodian	Mead MS		X
9/12/2017	Edwards, Kaylah	Bus Assistant	Transportation	X	
9/5/2017	Eskew, Rebecca	Nutrition Services - Worker	Nutritional Services		X
8/8/2017	Fillmer, Sara	Health Clerk - Lead	Student Assistance Services	X	
10/2/2017	Fore, Claire	Paraeducator, Special Ed	Altona MS	X	
9/18/2017	Garrido, Marianna	Nutrition Services - Worker	Trail Ridge MS	X	
8/29/2017	Gazdik, Sherri	Paraeducator, Instructional	Black Rock ES	X	
9/14/2017	Gerakos, Erica	Paraeducator, Instructional	Blue Mountain ES	X	
10/2/2017	Gerhard, Denise	Paraeducator, SE	Black Rock ES		X
10/2/2017	Hall, Sydney	Paraeducator, Preschool	Spark PS	X	
9/20/2017	Lindemann, Martha	Paraeducator, Instructional	Columbine ES		X
9/22/2017	Mckenzie, Savannah	Paraeducator, Instructional	Eagle Crest ES	X	
9/8/2017	Morgan, Sara	Group Leader, Child Care	Legacy ES	X	
9/13/2017	Olds, Robert	Campus Supervisor	Lyons M/S		X
9/11/2017	Pickett, Jarred	Paraeducator, Instructional	Longs Peak MS		X
10/2/2017	Pisano, Christine	Technical Support Analyst	District Technology Services		X
10/2/2017	Sandoval, BreAnn	Paraeducator, Preschool	Spark PS		X
9/12/2017	Smith, Jeanne	Bus Assistant	Transportation		X
9/8/2017	Starck-Malterud, Machele	Paraeducator, Instructional	Timberline PK-8		X
9/6/2017	Staver, Jaime	Media Clerk	Skyline HS		X
8/31/2017	Talarico, Joseph	Custodian	Mead HS		X
9/6/2017	Wicklund, Wesley	Coordinator, Community Schools	Rocky Mountain ES		X

## MEMORANDUM

DATE: October 11, 2017  
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 September Board Meetings.

### BACKGROUND

The Board will be asked to approve the minutes from the September 13, 2017 Regular Meeting, the September 20, 2017 Study Session, and the September 27, 2017 Regular Meeting.

## MEMORANDUM

DATE: October 11, 2017

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Contract Award–Building Automation System Upgrade Project, Phase II

RECOMMENDATION

That the Board of Education approve the contract award for Phase II of the Building Automation System Upgrade to Long Building Technologies for \$408,000 including contingency, and further authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board policy.

BACKGROUND

The Building Automation System controls the heating and air conditioning programs for District buildings. In Phase I of this project, Long Building Technologies upgraded outdated hardware and software for the HVAC systems in eight schools. The scope of work in Phase II includes purchase and installation of upgraded hardware and software, programming, commissioning, and project management at the remaining District facilities.

This project is planned and funded from the 2016 Bond Program.

## MEMORANDUM

DATE: October 11, 2017

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Recommendation to Hire Director of Human Resources

### RECOMMENDATION

That the Board of Education approve the recommendation to hire Ms. Jessica Stitz as Director of Human Resources, effective October 16, 2017.

### BACKGROUND

Ms. Stitz graduated from the University of Missouri St. Louis with a Bachelor of Science in Business Administration, Minor in Psychology and emphasis in Marketing, Management and Organizational Behavior. She continued her education at Webster University where she completed her Master of Business Administration.

Ms. Stitz has served the Human Resources industry in a variety of roles for sixteen years. For the past seven years, Ms. Stitz has served as a HR Business Partner at Bunge North America, Inc., where she developed and implemented strategies to address employee concerns and cultivate a positive work environment. She also addressed workforce gaps and proactively worked to optimize talent and partner with business leaders to assess organizational design. Prior to that, she served as a HR Business Partner, HR Generalist and HR Specialist.

### SALARY

Annual salary will be according to schedule.

MEMORANDUM

DATE: October 11, 2017

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: First Reading, Adoption, Board Exhibit CC-E – St. Vrain  
Organizational Chart

RECOMMENDATION

That the Board of Education approve revisions to Board Exhibit CC-E – St. Vrain Organizational Chart.

BACKGROUND

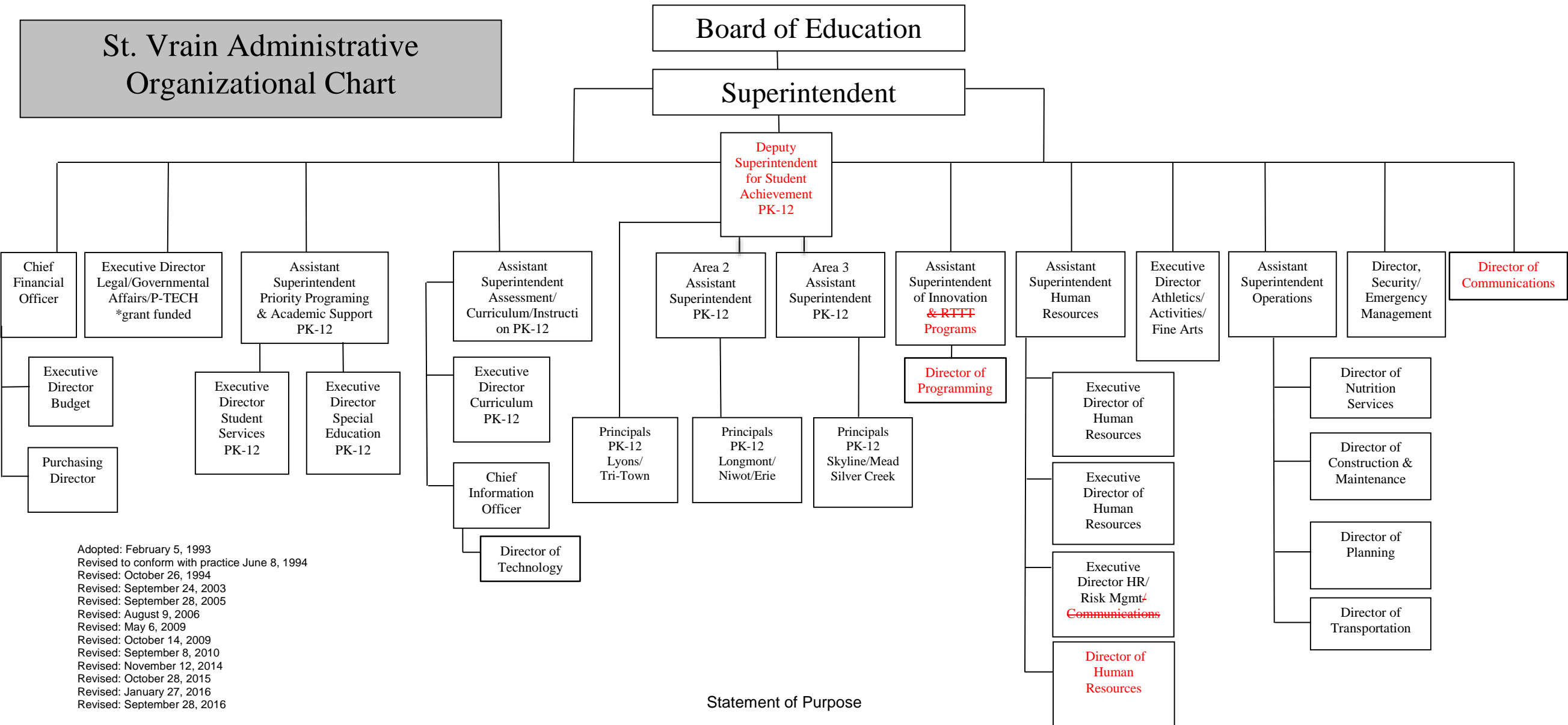
These revisions are necessary for alignment with current practice and have been reviewed by the Superintendent.



Residents of the St. Vrain Valley School District RE-1J

File: CC-E

St. Vrain Administrative  
Organizational Chart



Adopted: February 5, 1993  
Revised to conform with practice June 8, 1994  
Revised: October 26, 1994  
Revised: September 24, 2003  
Revised: September 28, 2005  
Revised: August 9, 2006  
Revised: May 6, 2009  
Revised: October 14, 2009  
Revised: September 8, 2010  
Revised: November 12, 2014  
Revised: October 28, 2015  
Revised: January 27, 2016  
Revised: September 28, 2016

Statement of Purpose

The leadership structure of the St. Vrain Valley School District represents a systems approach to student achievement. This structure is designed to maximize organizational performance and optimize resources dedicated to the alignment of standards, curriculum, instruction and assessment, as well as technology, professional development, communications, and partnerships with business and industry, post-secondary institutions, parents and other stakeholders.

## MEMORANDUM

DATE: October 11, 2017

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Adoption of Resolution for Additional Allocations from General Fund to Capital Reserve and Risk Management Funds for fiscal year ended June 30, 2017

RECOMMENDATION

That the Board of Education adopt a resolution approving additional allocations from the General Fund to Capital Reserve and Risk Management Funds for the fiscal year ended June 30, 2017.

BACKGROUND

Due to unforeseen additional expenditures incurred during fiscal year 2017 in the Capital Reserve and Risk Management Funds, the transfer of \$164,625 and \$1,850,000, respectively, is necessary to cover those costs. The resolution complies with Colorado Revised Statute (C.R.S.) 22-44-112 regarding the transfer of moneys. The transfer is allowed per Board policy DB – Annual Budget.

Greg Fieth, Chief Financial Officer, will be available to answer any questions Board members may have prior to formal action on this additional allocation.

RESOLUTION OF THE BOARD OF EDUCATION  
OF THE  
ST. VRAIN VALLEY SCHOOL DISTRICT RE-1J

WHEREAS, the District, in compliance with Colorado Revised Statute (C.R.S.) 22-44-112 regarding the transfer of moneys; and

WHEREAS, the District incurred unforeseen additional expenditures during fiscal year 2017 resulting in the need for transfer of moneys from the General Fund;

THEREFORE, BE IT RESOLVED, that the Board of Education appropriates additional allocations of \$164,625 to Capital Reserve Fund and \$1,850,000 to Risk Management as allowed by Board policy DB for the fiscal year ended June 30, 2017.

I certify that the foregoing resolution was duly adopted by the Board of Education of the St. Vrain Valley School District RE-1J at a Regular Meeting on October 11, 2017.

---

Robert J. Smith  
President of the Board of Education

## MEMORANDUM

DATE: October 11, 2017

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: First Reading, Adoption, Board Policies AC – Nondiscrimination/Equal Opportunity; JICDA – Code of Conduct; and JICDE – Bullying Prevention and Education

RECOMMENDATION

That the Board of Education approve revisions to Board Policies AC – Nondiscrimination/Equal Opportunity; JICDA – Code of Conduct; and JICDE – Bullying Prevention and Education.

BACKGROUND

These Board policies have had revisions to reflect changes in law and current practice, along with recommendations made by Colorado Association of School Boards and District legal counsel. Administration recommends the approval of these revisions.

## Nondiscrimination/Equal Opportunity

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, ~~color~~ethnicity, ~~sex~~gender, sexual orientation (which includes transgender and gender identity), national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, ~~color~~ethnicity, national origin, ancestry, creed, religion, ~~sex~~gender (which includes marital status and pregnancy), sexual orientation (which includes transgender and gender identity), disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

This policy and regulation shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in policies GBAA and JBB\*.

In keeping with these statements, the following shall be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaints of unlawful discrimination and harassment.
7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of district policy.

### Annual notice

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the district are offered without regard to race, ~~color~~ethnicity, ~~sex~~gender (which includes marital status and pregnancy), sexual orientation (which includes transgender and gender identity), religion, national origin, ancestry, creed,

disability or need for special education services. With respect to employment practices, the district shall also issue written notice that it does not discriminate on the basis of age, genetic information, or conditions related to pregnancy or childbirth. The announcement shall also include the name/title, address, email address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, the district's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

### **Harassment is prohibited**

Harassment based on a person's race, ~~color~~ethnicity, creed, religion, national origin, ancestry, sexgender (which includes marital status and pregnancy), sexual orientation (which includes transgender and gender identity), disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a non-discriminatory, safe environment in which students can learn, employees can work and members of the public can access and receive the benefit of district facilities and programs. All such harassment by district employees, students and third parties, is strictly prohibited.

All district employees and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any district curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, ~~color~~ethnicity, national origin, ancestry, creed, religion, sexgender, sexual orientation (which includes transgender and gender identity), disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment (GBAA for employees and JBB\* for students) will apply to complaints alleging sexual harassment.

Harassing conduct may take many forms, including but not limited to:

1. verbal acts and name-calling;
2. graphic depictions and written statements, which may include use of cell phones or the Internet;
3. other conduct that may be physically threatening, harmful or humiliating.

### **Reporting unlawful discrimination and harassment**



Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the district's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with either an immediate supervisor or the district's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter. If the superintendent is the compliance officer and is alleged to have engaged in prohibited conduct, the complaint shall be made to the Board of Education and the Board may designate an alternate compliance officer to investigate the matter.

### **District action**

All district employees who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the district.

The district shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the district shall take interim measures during the investigation to protect against further unlawful discrimination, harassment or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee or member of the public shall be subject to adverse treatment in retaliation for any good faith report or harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular district settings or activities, the district shall implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in unlawful discrimination or harassment shall be disciplined according to applicable Board policies and the district shall take reasonable action to restore lost educational or employment opportunities to the victim(s).

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

### **Notice and training**

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and complaint process shall be referenced in student

and employee handbooks and otherwise available to all students, staff and members of the public through electronic or hard-copy distribution.

Students and district employees shall receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees shall receive additional training related to handling reports of unlawful discrimination and harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups;
- how to recognize and react to unlawful discrimination and harassment; and
- proven harassment prevention strategies.

Adopted: February 8, 1984

Revised: June 8, 1994

Revised: May 28, 2008

Revised: October 28, 2015

Revised: January 27, 2016

Revised: December 14, 2016

LEGAL REFS.: 20 U.S.C. §1681 (Title VII, Education Amendments of 1972)  
20 U.S.C. §1701-1758 (Equal Employment Opportunity Act of 1972)  
29 U.S.C. §621 *et seq.* (Age Discrimination in Employment Act of 1967)  
29 U.S.C. §701 *et seq.* (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. §12101 *et seq.* (Title II of the Americans with Disabilities Act)  
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)  
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)  
42 U.S.C. §2000ff *et seq.* (Genetic Information Nondiscrimination Act of 2008)  
34 C.F.R. Part 100  
C.R.S. 2-4-401(13.5) (definition of sexual orientation, which includes transgender)  
C.R.S. 18-9-121 (bias-motivated crimes)  
C.R.S. 22-32-109 (1)(II) (Board duty to adopt written policies prohibiting discrimination)  
C.R.S. 24-34-301 (7) (definition of sexual orientation, which includes transgender)  
C.R.S. 24-34-301 *et seq.* (Colorado Civil Rights Division)  
C.R.S. 24-34-401 *et seq.* (discriminatory or unfair employment practices)  
C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)  
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)  
C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity  
GBAA, Sexual Harassment  
JB, Equal Educational Opportunities  
JBB\*, Sexual Harassment

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

## Code of Conduct

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

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

17. Violation of the Board's policy on gangs and gang-like activity.
18. Throwing objects (unless part of a supervised school activity) that can or do cause bodily injury or damage to property.
19. Directing profanity, vulgar language or obscene gestures toward other students, school personnel, or others.
20. Lying or giving false information, either verbally or in writing, to a district employee.
21. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
22. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
23. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
24. Repeated interference with the district's ability to provide educational opportunities to other students.
25. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the district staff.

Adopted: February 28, 1968  
Revised: August 8, 1984  
Revised: September 29, 1993  
Revised: June 8, 1994  
Revised: February 22, 1995  
Revised: September 25, 1996  
Revised: September 9, 1998  
Revised: November 10, 1999  
Revised: February 9, 2005  
Revised: December 14, 2011  
Revised: September 11, 2013  
Revised: June 24, 2015

LEGAL REFS.: C.R.S. 18-3-202 *et seq.* (offenses against person)  
C.R.S. 18-4-301 *et seq.* (offenses against property)  
C.R.S. 18-9-124 (2)(a) (prohibition of hazing)  
C.R.S. 22-12-105 (3) (authority to suspend or expel for false accusations)  
C.R.S. 22-32-109.1 (2)(a)(I) (policy required as part of safe schools plan)  
C.R.S. 22-32-109.1 (2)(a)(I)(A) (duty to adopt policies on student conduct, safety, and welfare)  
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)  
C.R.S. 22-33-106 (1)(a-g) (grounds for suspension, expulsion, denial of admission)

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

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

## 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~~ethnicity, ~~sex~~gender, sexual orientation (which includes transgender and gender identity), 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

Revised: November 9, 2016

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)

## MEMORANDUM

DATE: October 11, 2017

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Adoption of Resolution Approving 2017-2018 District Employee  
Membership in Colorado High School Activities Association (CHSAA)

RECOMMENDATION

That the Board of Education adopt a resolution approving 2017-2018 District employee membership in CHSAA.

BACKGROUND

The Board of Education recognizes the services of the individuals listed in the resolution to be within the scope of employment of school district personnel and within the performance of those duties as employees of the school district, as members of the Board of Directors of the CHSAA or as a member of other CHSAA committees, Legislative Council or interscholastic activity league committees under CHSAA.

RESOLUTION OF THE BOARD OF EDUCATION  
OF THE  
ST. VRAIN VALLEY SCHOOL DISTRICT RE-1J

WHEREAS, the high schools of the District are members of the Colorado High School Activities Association (CHSAA) and Northern, Tri-Valley and Mile High League pursuant to resolutions adopted by this Board; and

WHEREAS, the CHSAA is an instrumentality of the public schools of the State of Colorado serving the important governmental purpose of administering the interscholastic activities of its members;

THEREFORE, BE IT RESOLVED, that service as a member of the Board of Directors of the CHSAA or as a member of other CHSAA committees, Legislative Council or interscholastic activity league committees under the auspices of CHSAA, is deemed to be within the scope of employment of District personnel and within the performance of those duties as employees of the District. In particular, the Board of Education recognizes the services of the following individuals to be within the scope of this resolution for the 2017-2018 School Year:

Rob Berry	Administration	Music, Football & Education Foundation
Rob Johnson	Silver Creek	Steinmark Scholarship
Kyle Schuyler	Silver Creek	Volleyball Committee
Chase McBride	Niwot HS	Baseball Committee and Baseball Seeding Committee, Tennis Committee and State Tennis Seeding Committee, Track & Field Committee and Playoff Organization
Jason McGuire	Lyons M/S	Legislative Council Member
Justin Carpenter	Erie HS	Colorado League and Conference Committee
Mike Green	Skyline	Soccer & Sportsmanship Committees
Cameron Wright	TPCA	Sportsmanship Committee

I certify that the foregoing resolution was duly adopted by the Board of Education of the St. Vrain Valley School District RE-1J at a Regular Meeting on October 11, 2017.

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Robert J. Smith  
President of the Board of Education

## MEMORANDUM

DATE: October 11, 2017

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Adoption of Resolution Proclaiming Classified School Employees Week, October 16-20, 2017

RECOMMENDATION

That the Board of Education approve a Resolution proclaiming October 16-20, 2017 as "Classified School Employees Week".

BACKGROUND

Proclaiming this date as Classified School Employees Week will be helping to promote public awareness of the importance of classified employees in the public school system.

As much as any other group of employees, classified school employees are a valued and integral part of the school system and their work is vital to the success of children.

**RESOLUTION**  
**CLASSIFIED SCHOOL EMPLOYEES WEEK**  
**October 16-20, 2017**

WHEREAS, classified school employees are an essential part of the St. Vrain Valley School District's educational system; and

WHEREAS, classified employees are dedicated to assisting in the provisions of safe schools for the students of this District; and

WHEREAS, the classified employees of our school district perform the daily cleaning, maintenance and delivery of school property, safely transport students, prepare and serve nourishing meals, maintain records and reports, provide maintenance and support in the field of technology, assist in classrooms and school playgrounds, and perform a variety of other tasks on behalf of our students; and

WHEREAS, we recognize the important role of classified school employees and the invaluable services they provide to students;

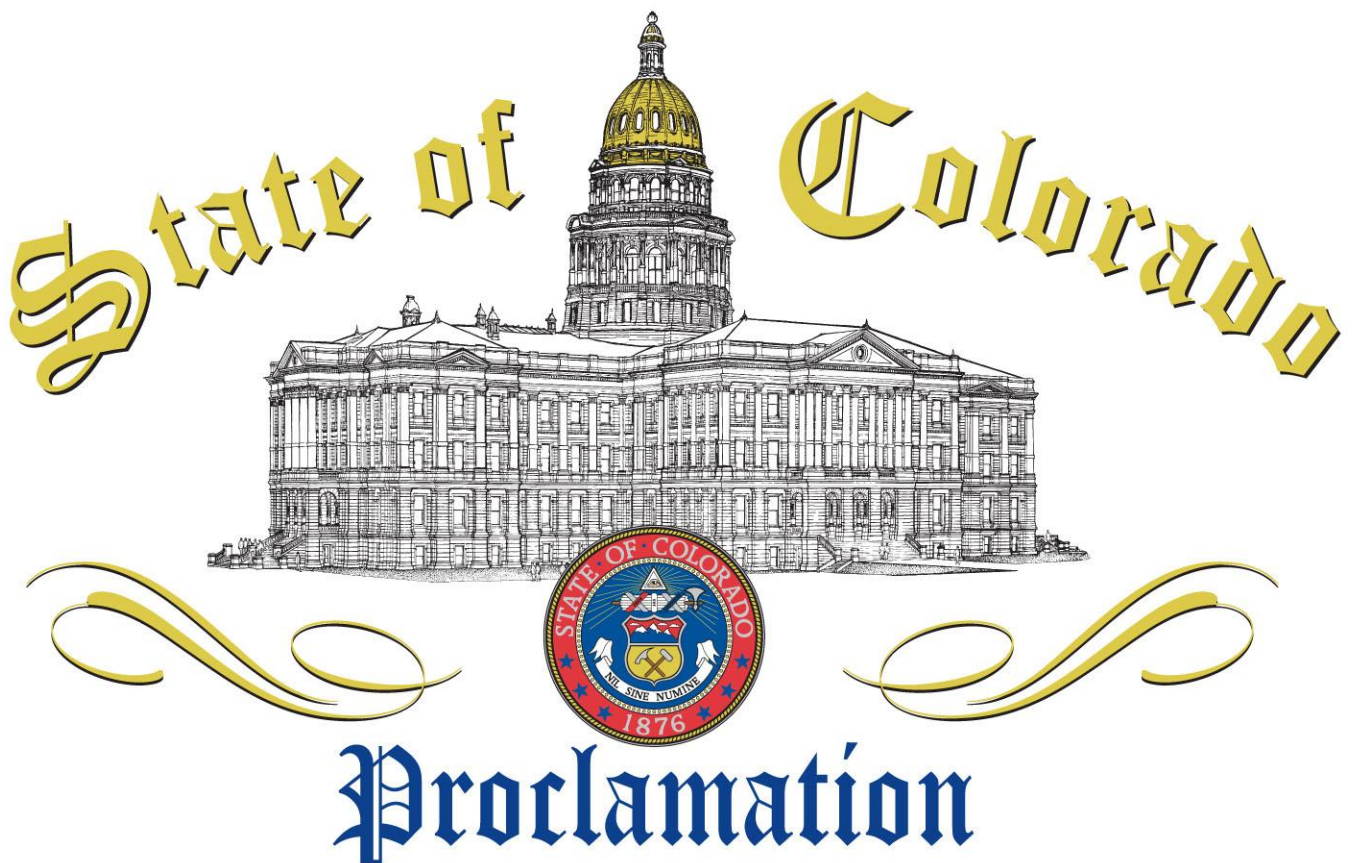
NOW, THEREFORE, BE IT RESOLVED, that the St. Vrain Valley School District Board of Education proclaims October 16-20, 2017 as **CLASSIFIED SCHOOL EMPLOYEES WEEK** in the school district and urges all parents, students, and staff to join in saluting these dedicated men and women.

**BOARD OF EDUCATION**

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

**SUPERINTENDENT OF SCHOOLS**

Don Haddad, Ed.D



*WHEREAS, Colorado's classified school employees are an essential part of our state's education system; and*

*WHEREAS, classified school employees assist in providing safe and orderly facilities where our students can learn and grow; and*

*WHEREAS, classified school employees perform the daily cleaning and maintenance of school properties, safely transport students to and from school, prepare and serve nourishing lunches, maintain records and reports, assist in classrooms and on school playgrounds, and perform a number of other tasks on behalf of our children; and*

*WHEREAS, classified school employees continue to seek solutions to prevent school violence, and they are actively involved in countless school programs; and*

*WHEREAS, Coloradans recognize the role of classified school employees in our education system and we commend these employees for the valuable services they provide to our students and our communities;*

*Therefore, I, John W. Hickenlooper, Governor of the State of Colorado, do hereby proclaim, the period between October 16, 2017 and October 20, 2017, as*

### **CLASSIFIED SCHOOL EMPLOYEES WEEK**

*in the State of Colorado.*

*GIVEN under my hand and the  
Executive Seal of the State of  
Colorado, this sixteenth day of  
October, 2017*

A handwritten signature in black ink that reads "John W. Hickenlooper".

*John W. Hickenlooper  
Governor*



## MEMORANDUM

DATE: October 11, 2017

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Accreditation Recommendations for District Schools

RECOMMENDATION

That the Board of Education approves the accreditation recommendations for schools within the St. Vrain Valley School District.

BACKGROUND

The District Accountability/Accreditation Committee is made up of parents and community members, an elementary principal, a secondary principal, and a teacher. Tori Teague works with the Committee as the liaison from the District. The Committee met on September 12, 2017, to review the performance of the District's schools. As a result of the meeting, the Committee recommends the following accreditation status for schools.

The Committee follows the guidelines of SB 09-163 to recommend accreditation levels for schools and uses Colorado Department of Education's (CDE) School Performance Frameworks to identify accreditation levels of schools. The framework considers the following data areas to determine school accreditation levels; Academic Achievement, Academic Growth, and Postsecondary and Workforce Readiness. Olde Columbine High School and St. Vrain Online Global Academy are CDE approved alternative campuses and use different assessment data for the framework calculations. St. Vrain Online Global Academy was approved this August as an alternative campus, so the District is appealing their original rating to the rating for an alternative campus. The alternative campus rating is what is recommended in this report.

The Committee recommends District Learning Services' personnel meet with schools that are accredited with an improvement, priority improvement, or turnaround plan. At those meetings, schools are asked to answer questions about their current performance, plans to improve that performance, for any additional data that the school might have collected, and what support needs to be provided by the District. The Committee may also request to meet with schools and/or District Learning Services to discuss school improvement plans.

**Accreditation Levels: (Based upon Percent of Framework Points)**

Level	Cut Pts.
Accredited with Distinction	at or above 74%
Accredited with Performance Plan	53% - below 74%
Accredited with Improvement Plan	42% - below 53%
Accredited with Priority Improvement Plan	34% - below 42%
Accredited with Turnaround Plan	below 34%
Not Accredited	

**Recommendation**

As a result of the above process, the following recommendations are made.

**Accredited with Distinction (Performance Plan)**

Altona Middle	Lyons Elementary
Black Rock Elementary	Lyons Middle/Senior
Carbon Valley Academy	Mead Middle
Erie Elementary	Niwot Elementary
Flagstaff Charter Academy	St. Vrain Online Global Academy
Imagine Charter	

**Accredited with Performance Plan**

Alpine Elementary	Longmont Estates Elementary
Aspen Ridge	Longmont High
Blue Mountain Elementary	Mead Elementary
Centennial Elementary	Mead High
Central Elementary	Mountain View Elementary
Coal Ridge Middle	Niwot High
Columbine Elementary	Northridge Elementary
Eagle Crest Elementary	Prairie Ridge Elementary
Erie High	Red Hawk Elementary
Erie Middle	Rocky Mountain Elementary
Fall River Elementary	Sanborn
Frederick High	Silver Creek High
Hygiene Elementary	St. Vrain Community Montessori
Indian Peaks Elementary	Twin Peaks Charter
Legacy Elementary	Westview Middle

**Accredited with Improvement Plan**

Burlington Elementary	Thunder Valley K-8
Longs Peak Middle	Timberline PK-8
Skyline High	Trail Ridge Middle
Sunset Middle	

**Accredited with Priority Improvement Plan**

Olde Columbine High



## MEMORANDUM

DATE: October 11, 2017

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Contract – The Wild Plum Center for Young Children and Families (WP)

RECOMMENDATION

That the Board of Education approve the service agreement between the district and Wild Plum Center for the 2017-2018 school year. The District pays for these slots through the Colorado Preschool Program grant funds that are provided through the State of Colorado.

BACKGROUND

The District, through its Early Childhood Department and District advisory council, enter into this agreement with WP Center in order to provide preschool services to eligible, 4-year-old children. The District will pay a monthly tuition rate of \$290.00 per each child placed (not to exceed 48 children).

Dr. Diane Lauer, Assistant Superintendent of Priority Programs and Academic Support, will be present to answer questions.

**2017-2018**  
**COOPERATIVE SERVICES AGREEMENT**  
**Colorado Preschool Program (CPP)**

- 1. PARTIES.** The parties to this Agreement are **The Wild Plum Center for Young Children and Families ("WP Center")** and the **St. Vrain Valley School District RE-1J ("District")**.
- 2. RECITALS AND PURPOSES.** This Agreement is entered into for the purposes of implementation of the Colorado Preschool Program (herein, "Program"), as authorized by Sec. 22-28-101, C.R.S. The Program is the result of the recognition by the legislature and the Colorado Department of Education that without the benefit of early care and education support, some children may be at risk of early school failure. The Program recognizes that such support services often may be implemented in partnerships between school districts and other community resources that serve families with preschoolers, including licensed child care facilities. The District through it's Early Childhood Department and it's District Advisory Council enter into this Agreement with WP Center in order to provide preschool services to eligible, four year old children. The parties desire to set forth the terms and conditions of such provision of services and accordingly, the parties acknowledge and agree to each of the following terms and conditions.
- 3. TERM.** The term of this Agreement is for the 2017-2018 school year as determined by the District.
- 4. COMPENSATION AND PAYMENT.** In consideration of the preschool program provided to children authorized by the District within WP Center under this Agreement, the District shall pay a monthly tuition rate of \$290.00 per each child placed (not to exceed 48 children). The District shall be invoiced monthly for such services. All billing invoices will be directed to the CPP office (Early Childhood Department) by the 5<sup>th</sup> of the month (September due date 9/29).
- 5. SERVICES.** In consideration of the payment by SVVSD as provided above, WP Center shall provide the following services (collectively referred to as "Services"):
  - 5.1 An assessment of each student (fall, winter, and spring finalized checkpoints) pursuant to the Teaching Strategies GOLD assessment.
  - 5.2 Develop an Individualized Learning Plan (ILP)/School Readiness Plan in collaboration with parents, for each child placed in the program.
  - 5.3 A minimum of 360 hours of educational classroom instruction during the WP Center school year. Such classroom instruction shall be limited to classes with a maximum of 16 children and a student-instructor ratio of 1 instructor per 8 students.
  - 5.4 Conduct two progress reports/updates per child during the school year, utilizing each child's ILP/School Readiness Plan.
  - 5.5 Provide appropriate opportunities for parental involvement in the educational component of the Program, including conducting at least two parent conferences during the school year to communicate and share such progress reports.
  - 5.6 Complete attendance documentation for the October 1 and November 1 annual student counts.
  - 5.7 Distribute Colorado Department of Education parental survey information and forms as provided by the District.
  - 5.8 Participate in site visits by District personnel for program evaluation.
  - 5.9 Assist in the transitioning of the students into kindergarten.

- 5.10 Obtain and maintain on file parental signatures on all required documents and forms under the Program, including the parent agreement.
  - 5.11 Access to TS GOLD database information on students identified as eligible for CPP-Colorado Preschool Program support. Viewing access for child assessment data following the Fall, Winter and Spring checkpoints and End of Year reports will be available for authorized District staff. Access to the child assessment data will be for purpose of verifying both completion of the checkpoint and development of the ILP/School Readiness Plan. Individual student assessment data will not be shared with unauthorized parties.
  - 5.12 Provide the District regular and timely communication regarding establishment and maintenance of CPP slots (a checklist of required documents and deadlines for submission will be provided by the District).
6. **LICENSING.** At all times during the term of this Agreement, WP Center shall maintain its child care license issued by the Colorado Department of Human Services. In the event of revocation or lapse of license, this Agreement shall automatically be terminated.
7. **DISTRICT OBLIGATIONS.** The District shall provide the following services:
- 7.1 Disseminate applications for participation in the Program, verify child eligibility and oversee placement of students within WP Center.
  - 7.2 Provide applications for participation in the Program
  - 7.3 Provide parental agreement/consent forms for participation in the Program.
  - 7.4 Provide sample ILP/School Readiness Plan forms.
  - 7.5 Provide training for conducting the required assessments and payment of subscription costs for the assessment.
  - 7.6 Provide parent survey forms or instructions on accessing such forms on-line.
  - 7.7 Conduct at least two on-site visits during the school year.
8. **GENERAL PROVISIONS:**
- 8.1 The parties agree to execute any additional documents and to take any additional action necessary to carry out this Agreement.
  - 8.2 This Agreement supersedes and replaces all other previous Agreements between the parties.
  - 8.3 The employees of WP Center preschool shall not be deemed to be the employees of the District for any purpose whatsoever, including payroll, workers' compensation, or insurance issues.
  - 8.4 In the event of any dispute or claim arising under or related to this Agreement, the parties shall use their best efforts to settle such dispute or claim through good faith negotiations with each other. If such dispute or claim is not settled through negotiations within 30 days after the earliest date on which one party notifies the other party in writing of its desire to attempt to resolve such dispute or claim through negotiations, then the parties agree to attempt in good faith to settle such dispute or claim by mediation conducted under the auspices of the Judicial Arbitrator Group (JAG) of Denver, Colorado or, if JAG is no longer in existence, or if the parties agree otherwise, then under the auspices of a recognized established mediation service within the State of Colorado. Such mediation shall be conducted within 60 days following either party's written request therefore. If such dispute or claim is not settled

through mediation, then either party may initiate a civil action in the District Court for Boulder County.

**The Wild Plum Center for Young Children and Families**

By: Amy Ogilvie  
Signature

Amy Ogilvie, Executive Director

9/8/17

Date

**ST. VRAIN VALLEY SCHOOL DISTRICT RE-1J**

By: Shela Blankinship  
Signature

Shela Blankinship  
Early Childhood Coordinator

Sept. 8, 2017

Date

**A Memorandum of Understanding Between**  
**St. Vrain Valley School District (SVVSD) and Wild Plum Center (WPC)**  
**July 2017**

**I. Parties to the Agreement**

- A. St. Vrain Valley School District (SVVSD) and
- B. Wild Plum Center (WPC)

**II. Purpose of Agreement**

- A. To improve availability and the quality of services for children ages birth through five, and their families who reside in the St. Vrain Valley School District within Boulder County.
- B. To support children's development and readiness for school entry and success
- C. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- D. To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate
- E. To promote collaboration to reduce duplication and enhance efficiency of services
- F. To define the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and noneducational services
- G. Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families

**III. Program Descriptions**

- A. WPC's service area is the St. Vrain Valley portion of Boulder County. WPC is a comprehensive child development program for low-income, multicultural children and families including those with special needs serving a minimum of 263 children each year. Preschool services are provided in a combination of part-day and full-day classrooms each containing bilingual staff. There are 14 classrooms in 3 different locations in Longmont. Infant/toddler programming is provided either weekly in a home-based setting by a Family Educator or in one of 3 center-based, bilingual classrooms.
- B. Head Start and Early Head Start are nation-wide Federal grant programs funded by the U.S. Department of Health and Human Services. They are comprehensive child development programs for families with young children in the areas of

education, social services, health, and family involvement. Head Start preschool programs are for children from 3 to 5 years of age and their families. Early Head Start infant/toddler programs are for children ages birth to 3 and their families.

Head Start and Early Head Start programs are mandated to assume a leadership role in the development of partnerships with community agencies and service providers. Each Head Start, Early Head Start program must have a written agreement with the local school systems (LSS) or local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

Head Start and Early Head Start programs are federally mandated to have at least 10% of its enrollees be children with identified disabilities.

- C. The St. Vrain Valley School District (SVVSD) is the local education agency responsible for providing public education within a defined boundary. This area includes the city of Longmont and provides education to a larger area of Boulder and Weld Counties.

#### **IV. Authority**

- A. Head Start and Early Head Start's responsibility for coordination and collaboration with the appropriate local entity responsible for managing publicly funded preschool and special education programs in the service area of the Head Start grantee is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007." Referred to as "the Act" in future sections.

#### **V. Guiding Principles**

- Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start and Early Head Start programs, or who are between the ages of birth and five, may receive comprehensive services to prepare them for elementary school and to address any potential "achievement gap"
- Plan and implement strategies based on practice and research that have proven to support children's school success
- Respect the uniqueness of each locality's needs and resources
- Promote the involvement of members of the early care and education communities
- Share commitment, cooperation, and collaboration for a coordinated service delivery system

#### **VI. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation**

The SVVSD and the WPC will review and develop plans for the coordination, collaboration, alignment, and implementation of each of the following activities, as mandated by the Act.

A. Educational activities, curricular objectives, and instruction

1. WPC and SVVSD will continue the implementation of the Creative Curriculum, a research based curriculum, in its preschool programs. The Creative Curriculum aligns the Head Start Early Learning Outcomes Framework with Colorado State Early Learning Standards. Reference the Act Section 642 (f) and (E).

2. WPC and SVVSD have adopted and implemented the Creative Curriculum. Both entities use a data management system associated with the curriculum to track individual, classroom and program outcomes. The reports generated by Teaching Strategies GOLD are designed to align HS Early Learning Outcomes Framework with state Early Learning Standards. Use of the same curriculum and assessment system is aimed at aligning expectations for children's learning and development as children transition to kindergarten. Reference the Act Section 642 A (3).

B. Public information dissemination and access to programs for families contacting the Early Head Start program, Head Start program or any other preschool programs

1. Appropriate staff from WPC and the SVVSD will serve on the Early Childhood Council of Boulder County to generate support and leverage the resources of the local community in order to improve school readiness. Reference the Act Section 642 (e) (1).

2. Appropriate WPC and SVVSD staff will maintain ongoing communication regarding the services and resources available for homeless families, families of children with disabilities and low-income families to assure program coordination. Reference the Act Section 642 A (2).

C. Selection priorities for eligible children to be served by programs

1. WPC and SVVSD will collaborate through communication and the use of referrals and providing access to families to align selection priorities for each of its programs, ensuring that families are able to access the most appropriate program for its child's needs. This communication and referral process will address Sections 642 A (13), 642 (f) (10), 641 A (E), 641 (H) (i-x) of the Act.

2. SVVSD will notify the Wild Plum Center's Special Needs Director via mail or email of the day, time and location of all eligibility meetings, at least one day in advance of the meeting, for all children enrolled in Head Start.

D. Definition of service areas

1. WPC serves the geographic area located within the St. Vrain portion of Boulder County.

2. SVVSD serves a geographic area that includes the St. Vrain portion of Boulder County, as well as other geographic areas.

- E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development
  - 1. WPC and SVVSD will share their training opportunities and encourage staff participation in relevant training. Reference the Act Section 642 A (4).
  - 2. WPC and SVVSD will provide opportunities for staff to observe in preschool and kindergarten classes in an effort to cross train on the academic standards, instructional methods, curricula, and social and emotional development services provided in each setting.
- F. Program technical assistance
  - 1. SVVSD and WPC both utilize the Creative Curriculum and data management systems that produce reports. This allows us to link services in the areas of language, literacy, and numeracy. Reference the Act Section 642 (10). WPC and SVVSD will provide technical assistance to each other as needed by either organization.
- G. Provision of services to meet the needs of working parents, as applicable
  - 1. WPC will continue to support working families by providing transportation to and from school for Head Start families who require this assistance. Reference the Act Section 642 (e).
- H. Communication and parent outreach for smooth transitions to kindergarten
  - 1. WPC and SVVSD will utilize IEP transition meetings as a means of ensuring smooth transitions to kindergarten. Reference Sections 642 A (1), 642 (5-9, 11,12) of the Act.
  - 2. SVVSD will include WPC staff in all transition meetings by notifying the Special Needs Director via mail or email, at least one day in advance, regarding the day, time and location of transition meetings for children enrolled in Head Start or Early Head Start.
  - 3. For all other children, WPC will work with parents to provide SVVSD with relevant data regarding the child's progress while in Head Start.
  - 4. WPC and SVVSD will provide opportunities for staff to observe in preschool and kindergarten classes in an effort to create smooth transitions from Head Start to kindergarten.
- I. Provision and use of facilities, transportation, and other program elements
  - 1. SVVSD and WPC will continue to collaborate in these areas, in appropriate cases. Reference the Act Section 642 (e) (4) (A)

## **VII. Confidentiality**

All acknowledge confidentiality requirements that each grantee and agency must follow regarding the sharing and release, with the consent of families, of



personally identifiable information regarding children and families. Each grantee and agency will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34CFR 303.460.)

#### **VIII. Dispute Resolution**

Parties will first attempt to resolve the dispute between or among them. All local agencies will ensure that a system is in place to resolve disputes and solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each grantee and agency.

#### **IX. Review of Agreement**

The agreement will be jointly reviewed by all parties annually and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

#### **X. Term of Agreement**


The agreement will become effective immediately after being signed and dated by all parties.

By signing the agreement each grantee and agency agrees to the terms.

#### **XII. SIGNATURES**

  
Early Childhood Coordinator, SVVSD

  
Date

  
Executive Director, Wild Plum Center

  
Date

## MEMORANDUM

DATE: October 11, 2017

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: First Reading, Discussion, Board Policies JKA – Use of Physical Intervention and Restraint; JKA-R – Use of Physical Intervention and Restraint

PURPOSE

For the Board of Education to discuss revisions to Board Policies JKA – Use of Physical Intervention and Restraint and, JKA – Use of Physical Intervention and Restraint.

BACKGROUND

These Board policies were recommended for revision by the Colorado Association of School Boards and agreed to by District legal counsel to reflect changes in HB 17-1276 Restrict Restraints on Public School Students which was signed into law June, 2017.

The new law aligns with current practices in our District whereas, with certain exceptions, chemical, mechanical, and prone restraint is not used; any employee or volunteer who uses any type of restraint on a student shall submit a written report and communicate with parent and/or guardian on that same day; and a review of restraint use is conducted annually.

## Use of Physical Intervention and Restraint

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

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects from a student or within the control of a student.
3. For the purpose of self-defense.
4. For the protection of persons or property.

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

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint, contained in the regulation that accompanies this policy, are followed.

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

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

District employees shall not use restraint as a punitive form of discipline or as a threat to control or to gain compliance of a student's behavior. Except as otherwise permitted by law, district employees are also prohibited from restraining a student by use of a prone restraint, mechanical restraint, or chemical restraint.

Adopted: February 28, 1968

Revised: August 8, 1984

Revised: April 22, 1992

Revised: May 9, 2001

Revised: June 11, 2008

Revised: February 12, 2014

Revised: June 24, 2015

LEGAL REFS.: C.R.S. 18-1-703 (use of physical force by those supervising minors)

C.R.S. 18-1-901 (3)(e) (definition of a deadly weapon

C.R.S. 18-6-401 (1) (definition of child abuse)

C.R.S. 19-1-103 (1) (definition of abuse and neglect)

C.R.S. 22-32-109.1 (2)(a) (adoption and enforcement of discipline code)

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

C.R.S. 22-32-109.1 (2)(a)(I)(L) (policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code)

C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)

C.R.S. 22-32-147 (use of restraints on students)

C.R.S. 26-20-101 *et seq.* (Protection of Persons from Restraint Act)

1 CCR 301-45 (State Board of Education rules for the Administration of the protection of Persons from Restraint Act)

CONTRACT REF.: SVVEA Agreement, Article 20–Teacher Protection from Assaults~~s~~/Personal Injury Leaves

## Use of Physical Intervention and Restraint

### Restraint definitions

Restraint is defined under state law and the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act as any method or device used to involuntarily limit freedom or movement, including but not limited to physical restraint, mechanical restraint, restraint using prescribed medication, and seclusion. With certain exceptions, prone, Mmechanical, and chemical restraint (using prescribed medication) are shall not approved methods for public agencies be used in our district.

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

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

Physical Restraint does not include:

- a. the use of protective or adaptive devices for providing physical support, prevention of injury or voluntary or life-saving medical procedures;
- ~~b. the holding of a student for less than five minutes by a staff person for the protection of the student or other persons; exception, seclusion for any length of time is considered a restraint;~~
- ~~c. the use of time-out.~~
- d. brief holding of a student by one adult for the purpose of calming or comforting a student;
- e. minimal physical contact for the purpose of safely escorting a student from one area to another;
- f. minimal physical contact for the purpose of assisting the student in completing a task for response.

Mechanical restraint means the physical device used to involuntarily restrict the movement of a student or the movement of normal function of the student's body.  
Mechanical restraint does not include:

- a. devices recommended by a physician, occupational therapist or physical therapist and agreed to by a student's Individualized Education Program (IEP) team or Section 504 team and used in accordance with the student's IEP or Section 504 plan;
- b. protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 plan;
- c. adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist, and consistent with a student's IEP or Section 504 plan;  
or
- d. positioning or securing devices used to allow treatment of a student's medical needs.

Chemical restraint means administering medication to a student (including medications prescribed by the student's physician) on an as needed basis for the sole purpose of involuntarily limiting the student's freedom of movement. Chemical restraint does not

include:

- a. prescription medication that is regularly administered to the student for medical reasons other than to restrain the student's freedom of movement (e.g. Asthma-cort, medications used to treat mood disorders or ADHD, Glucagon); or
- b. the administration of medication for voluntary or life-saving medical procedures (e.g. EpiPens, Diastat).

Seclusion means the placement of a student alone in a room from which egress is involuntarily prevented. Seclusion does not mean:

- a. placement of a student in residential services in the student's room for the night;  
or
- b. time-out.

Time-out is the placement of a student alone in a room or in a specified area of a room for the purpose of allowing the student to think about inappropriate behavior prior to rejoining class or other school-related activity. Egress from time-out rooms or areas shall not be prevented removal of a student from potentially rewarding people or situations. A time-out is not used primarily to confine the student, but to limit accessibility to reinforcement. In time-out, the student is not physically prevented from leaving the designated time-out area and is effectively monitored by staff.

Bodily injury means physical pain, illness or any impairment of physical or mental condition as defined in C.R.S. 18-1-901 (3)(c).

State Board Rules mean the State Board of Education rules governing the Administration of the Protection of Persons from Restraint Act, 1 CCR 301-45.

Parent shall be as defined by the State Board rules.

### **Basis for use of restraint**

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

An emergency is a serious, probable, imminent threat of bodily ~~harm~~ injury to self or others where there is the present ability to effect such bodily ~~harm~~ injury. Emergency includes situations in which the student creates such a threat by abusing or destroying property.

Restraints shall never be used as a punitive form of discipline or as a threat to gain control or gain compliance of a student's behavior.

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

School personnel shall use restraints only for the period of time necessary and using no

more force than necessary; and to prioritize the prevention of harm to the student.

### **Duties relating to the use of restraint**

When restraints are used, the district shall ensure that:

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

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

- a. no restraint is administered in such a way that the student is inhibited or impeded from breathing or communicating;
- b. no restraint is administered in such a way that places excess pressure on the student's chest, back, or causes positional asphyxia;
- c. restraints are only administered by district staff who have received training in accordance with the State Board rules;
- d. opportunities to have the restraint removed are provided to the student who indicates he/she is willing to cease the violent or dangerous behavior;
- e. when it is determined by trained district staff that the restraint is no longer necessary to protect the student or others (i.e. the emergency no longer exists), the restraint shall be removed; and
- f. the student is reasonably monitored to ensure the student's physical safety.
- g. Additionally, in the case of seclusion, staff shall reintegrate the student or clearly communicate to the student that the student is free to leave the area used to seclude the student.

### **Proper administration of specific restraints**

1. Chemical restraints shall not be used.
2. Mechanical and prone restraints shall not be used, except in the limited circumstances permitted by state law and as may be described in the accompanying policy.
3. Physical restraint
  - a. A person administering the physical restraint shall only use the amount of force necessary to stop the dangerous or violent actions of the student.
  - b. A restrained student shall be continuously monitored to ensure that the breathing of the student in such physical restraint is not compromised.
  - c. A student shall be released from physical restraint within fifteen minutes after the initiation of the restraint, except when precluded for safety reasons.
4. Seclusion
  - a. Relief periods from seclusion shall be provided for reasonable access to toilet facilities.
  - b. Any space in which a student is secluded shall have adequate lighting, ventilation and size.
  - c. To the extent possible under the specific circumstances, the space should be free of injurious items.

### **Notification requirements**

1. If there is a reasonable probability that restraint might be used with a particular student, appropriate school staff shall notify, in writing, the student's parents, and, if appropriate, the student of:
  - a. The restraint procedures (including types of restraints) that might be used;
  - b. Specific circumstances in which restraint might be used; and
  - c. staff involved.
2. For students with disabilities, if the parents request a meeting with school personnel to discuss the notification, school personnel shall ensure that the meeting is convened.
3. The required notification may occur at the meeting where the student's behavior plan or IEP is developed/reviewed.

### **Documentation and review**

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

### **Documentation requirements**

1. If restraints are used, a written report shall be submitted within one school day to school administration.
2. The school principal or designee shall verbally notify the parents as soon as possible but no later than the **same** school day that the restraint was used.
3. A written report based on the findings of the staff review be emailed, faxed or mailed to the student's parent within five calendar days of the use of the restraint. The written report of the use of restraint shall include:
  - a. the antecedent to the student's behavior if known;
  - b. a description of the incident;
  - c. efforts made to de-escalate the situation;
  - d. alternatives that were attempted;
  - e. the type and duration of the restraint used;
  - f. injuries that occurred, if any; and
  - g. the staff present and staff involved in administering the restraint.
4. A copy of the written report on the use of restraint shall be placed in the students' confidential file.

### **Review of specific incidents of restraint**

1. The district shall ensure that a review process is established and conducted for each incident of restraint used. The purpose of this review shall be to ascertain that appropriate procedures were followed and to minimize the future use of restraint.
2. The review shall include, but is not limited to:
  - a. staff review of the incident;
  - b. follow up communication with the student and the student's family;



- c. review of the documentation to ensure use of alternative strategies; and
  - d. recommendation for adjustment of procedures, if appropriate.
3. If requested by the district or the student's parents, the district shall convene a meeting to review the incident. For students with IEPs or Section 504 plans, such review may occur through the IEP or Section 504 process.

### **General review process**

1. The district shall ensure that a general review process is established, conducted and documented in writing at least annually. The purpose of the general review is to ascertain that the district is properly administering restraint, identifying additional training needs, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.
2. The review shall include, but is not limited to:
  - a. analysis of incident reports, including all reports prepared to fulfil the documentation requirements outlined in this policy but not limited to procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow-up;
  - b. training needs of staff;
  - c. staff-to-student ratio; and
  - d. environmental conditions, including physical space, student seating arrangements and noise levels.

### **Staff training**

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

1. The district shall ensure that staff utilizing restraint in schools are trained in accordance with the State Board rules.
2. Training shall include:
  - a. a continuum of prevention techniques;
  - b. environmental management;
  - c. a continuum of de-escalation techniques;
  - d. nationally recognized physical management and restraint practices including, but not limited to, techniques that allow restraint in an upright or sitting position and information about the dangers created by prone restraint;
  - e. methods to explain the use of restraint to the student who is to be restrained and to the student's family; and
  - f. appropriate documentation and notification procedures.
3. Retraining shall occur at a frequency of at least every two years.

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

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

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