

## NOTICE OF REGULAR MEETING AND AGENDA



**April 8, 2020**

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

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

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

6:00 pm Regular Business Meeting

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

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

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

#### **5. SUPERINTENDENT'S REPORT:**

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

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

1. Approval: Staff Terminations/Leaves
2. Approval: Staff Appointments
3. Approval: Approval of Minutes for the March 11, 2020 Regular Meeting and the March 18, 2020 Special Meeting
4. Approval: Second Reading, Adoption, Board Policy JLCD – Administering Medications to Students
5. Approval: Approval of Change Order 3 to Construction Manager/ General Contractor (CMGC) Contract for Mead Middle School Addition & Renovation Project
6. Approval: Approval of Change Order 6 to CMGC Contract for Silver Creek High School Addition & Renovation Project
7. Approval: Approval of Amendment to CMGC Contract for Elementary #28
8. Approval: Approval of Amendment to CMGC Contract for Spark! Discovery Preschool Renovation Project
9. Approval: Approval of Amendment to CMGC Contract for Vance Brand Auditorium Renovation Project
10. Approval: Approval of Amendment to CMGC Contract for Coal Ridge Middle School Bond Project
11. Approval: Approval of Amendment to CMGC Contract for Trail Ridge Middle School Bond Project
12. Approval: Approval of Fee Adjustment 2 to Lyons Middle/Senior High Auditorium Addition Project
13. Approval: First Reading, Adoption, Board Policy KDE – Emergency Management (Safety, Readiness and Incident Management Planning)
14. Approval: Approval of Recommendation to Hire Principal for Burlington Elementary School

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

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

1. Recommendation: Adoption of Resolution Proclaiming Teacher/ Substitute Teacher Appreciation Week, May 4-8, 2020
2. Recommendation: Approval of Elementary Social Studies Materials Adoption
3. Recommendation: First Reading, Adoption, New Board Policy BEAA – Electronic Participation in School Board Meetings
4. Recommendation: Approval of Use of CASB Sample Exhibit BEDA-E – Notice of Virtual School Board Meetings
5. Recommendation: Approval of Closure of All District Schools and Buildings from March 13, 2020 to April 30, 2020

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

### **10. ADJOURNMENT:**

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

Wednesday, April 15  
Wednesday, April 22

Study Session **CANCELLED**  
5:30 pm March Financials  
6:00 pm Regular Meeting

**April 8, 2020**  
**Terminations/Leaves of Absence**

7.1

EFFECTIVE	NAME	POSITION/LOCATION	LEAVE OF ABSENCE	RESIGNED	RETIRED	COMMENTS
	<b>ADMINISTRATIVE/PROFESSIONAL/TECHNICAL</b>					
	<b>LICENSED</b>					
5/22/2020	Axcell, Caitlyn	ESL Teacher / Grand View and Mead ES		X		
3/9/2020	Balster, Andrea	Social Studies Teacher / Coal Ridge MS	X			
5/22/2020	Brown, Valerie	Science Teacher / Mead HS			X	20 Years
5/22/2020	Cloud, Heidi	5th Grade Teacher / Mead ES		X		
3/9/2020	Connors, Jessica	Occupational Therapist / Student Services	X			
5/22/2020	DeBuse, Kristine	Kindergarten Teacher / Mountain View ES		X		
3/2/2020	Fisher, Sharon	Kindergarten Teacher / Hygiene ES	X			
5/22/2020	Fisher, Sharon	Kindergarten Teacher / Hygiene ES			X	26 Years
5/22/2020	Glustrom, Rachael	Speech/Language Pathologist / Student Services		X		
5/22/2020	Gomez-Hoornstra, Martha	Vocal Music Teacher / Columbine ES			X	16 Years
5/22/2020	Hadden, Erica	Science Teacher / Longmont HS		X		
5/22/2020	Hepburn, Piper	ECSE/Preschool Teacher / SPARK PS		X		
2/14/2020	Herman, Lisa	Math Teacher / Sunset MS	X			
3/19/2020	Hernandez, Laura	Language Arts Teacher / Westview MS	X			
5/22/2020	Higerd, Lynne	3rd Grade Teacher / Prairie Ridge ES			X	11 Years
3/13/2020	Hummel, Elizabeth	Special Education Teacher / Longs Peak MS		X		
4/25/2019	Keller, Jo Ann	2nd Grade Teacher / Hygiene ES	X			
5/22/2020	Keller, Jo Ann	2nd Grade Teacher / Hygiene ES		X		
3/2/2020	KellerTwigg, Lauren	Language Arts Teachers / Trail Ridge MS	X			
4/3/2020	Klatt, Sandra	Registered Nurse / Student Assistance Services		X		
5/22/2020	Knaus, Sue	Kindergarten Teacher / Mountain View ES			X	37 Years
3/2/2020	Kohn, Lauren	Language Arts Teacher / Silver Creek HS	X			
5/22/2020	Koski, Brook	ESL Teacher / Altona MS			X	28 years
6/30/2020	Logan, Nina	Kindergarten Teacher / Columbine ES		X		
3/2/2020	Marino, Christina	Counselor / Skyline HS	X			
5/22/2020	Marino, David	Counselor / Erie HS		X		
5/22/2020	McHugh, Jonathan	Art Teacher / Mead HS		X		
5/22/2020	Prodanovich, Martha	Language Arts Teacher / Altona MS			X	20 Years
5/22/2020	Reynolds, Elizabeth	3rd Grade Teacher / Columbine ES			X	31 Years
3/10/2020	Rojas-Rodriguez, Olga	ESL Teacher / Thunder Valley K-8	X			
5/22/2020	Schmoker, Monica	ESL Teacher / Northridge ES			X	18 Years
4/14/2020	Schultz, Anna	Elementary Music Teacher / Erie ES	X			
3/6/2020	Shipley, Kelly	Science Teacher / Erie HS		X		

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

**April 8, 2020**  
**Terminations/Leaves of Absence**

7.1

EFFECTIVE	NAME	POSITION/LOCATION	LEAVE OF ABSENCE	RESIGNED	RETIRED	COMMENTS
3/30/2020	Soole, Emily	Preschool Teacher / Niwot ES	X			
5/22/2020	Soole, Emily	Preschool Teacher / Niwot ES	X			
5/22/2020	Stebbins, Heidi	Special Education Teacher / Altona MS		X		
5/22/2020	Swanson, Jennifer	Special Education Teacher / Longmont HS		X		
1/31/2020	Telfer, Laura	ECSE/Preschool Teacher / Timberline PK-8		X		
5/22/2020	Walsh, Nicola	1st Grade Teacher / Thunder Valley ES		X		
3/5/2020	Warren, Amanda	4th Grade Teacher / Blue Mountain ES	X			
3/5/2020	Warren, Gregory	Elementary Music Teacher / Mead ES	X			
4/1/2020	Weis, Whitney	Social Worker / Student Assistance Services	X			
3/19/2020	Wolf, Allison	Special Education Teacher / Main Street School		X		
	<b>CLASSIFIED</b>					
3/4/2020	Blanks, Geraldine	Child Care Group Leader / Niwot ES	X			
5/21/2020	Brown, Allison	Preschool Para / Spark PS		X		
3/18/2020	Bush, Matthew	Campus Supervisor / Sunset MS	X			
3/2/2020	Gibson, Jamie	Director, Child Care & Nutrition Services Worker / Soaring Heights PK-8	X			
3/12/2020	Lesjak, Lacey	ECSE/Specialized Program Para / Sanborn ES		X		
3/31/2020	Martinez, Benny	Custodian / Lyons M/S			X	15 years
2/5/2020	Miracle, Jo	Nutrition Services Worker / Westview MS	X			
3/12/2020	Moyer, Alyssa	Non-Instructional Para / Silver Creek HS		X		
3/19/2020	Myers, Charles	Nutrition Services Worker / Mead HS		X		
4/15/2020	Nelson, William	Carpenter / Operations & Maintenance	X			
3/4/2020	Pickerell, Debra	Kitchen Manager / Longs Peak MS	X			
2/28/2020	Roberts, Nicolle	Instructional Para / Timberline PK-8	X			
3/2/2020	Schulter, Janis	Custodian / Erie ES	X			
3/10/2020	Smith, Pete	Maintenance Repairer/General Utility / Operations & Maintenance		X		
6/30/2020	Stechman, John	Bus Driver / Transportation			X	11 Years
3/11/2020	Taaga, Abraham	Bus Assistant / Transportation				Administrative Discharge
3/13/2020	Tynes, Benjamin	Delivery / Warehouse		X		
3/5/2020	Valdez, Yvette	Specialized Program Para / Mountain View ES		X		
5/21/2020	Wade, Deborah	Preschool Para / Hygiene ES		X		
2/12/2020	Whitfield, Rebecca	Campus Supervisor / Coal Ridge MS	X			
2/27/2020	Wilde, James	Bus Assistant / Transportation		X		
3/2/2020	Williams, Gabrielle	Instructional Para / Columbine ES	X			

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

**April 8, 2020**  
**Terminations/Leaves of Absence**

## 7.1

[illegible]

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

April 8, 2020  
Staff Appointments

## 7.2

[illegible]

MEMORANDUM

DATE: April 8, 2020  
TO: Board of Education  
FROM: Dr. Don Haddad, Superintendent of Schools  
SUBJECT: Approval of Board of Education Meeting Minutes  
Strategic Priority – High-Functioning School Board

RECOMMENDATION

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

BACKGROUND

The Board will be asked to approve the minutes from the March 11, 2020 Regular Meeting, and the March 18, 2020 Special Meeting.

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Second Reading, Adoption, Board Policy JLCD – Administering Medications to Students  
Strategic Priority – Student and Staff Well-Being

RECOMMENDATION

That the Board of Education adopt revisions to Board Policy JLCD – Administering Medications to Students.

BACKGROUND

Changes to this policy were recommended by legal counsel because the federal definition of medical marijuana has changed and so that the policy now also addresses the new non-FDA approved language. These changes are not required by law but are strong recommendations from legal counsel.

The revisions to this policy were first reviewed at the Regular Board Meeting of March 11, 2020.



## Administering Medications to Students

School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

Medication, other than medical marijuana, may be administered to students by school personnel whom a district school nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term “medication” includes both prescription medication and nonprescription medication, but does not include medical marijuana. The administration of medical marijuana shall be in accordance with the Board’s policy on administration of medical marijuana to qualified students.

The term “nonprescription medication” includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins and nutritional supplements. Medication, other than medical marijuana, may be administered to students only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medication, the student’s name, name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.
2. The school shall have received written permission from the student’s parent/guardian to administer the medication to the student and either:
  - a. written permission to administer the medication from the student’s health care practitioner with prescriptive authority under Colorado law; or
  - b. a standing medical order, if the medication is an over-the-counter medication such as Advil or Tylenol.
3. The parent/guardian shall be responsible for providing all medication to be administered to the student.
- 3.4. The nonprescription medication is a product that has been approved by the federal Food and Drug Administration (FDA).

### Self-administration of medication for asthma, allergies or anaphylaxis

A student with asthma, a food allergy, other severe allergies, diabetes, or related, life-threatening conditions may possess and self-administer medication, other than medical marijuana, to treat such conditions. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with the regulation that accompanies this policy.

Authorization for a student to possess and self-administer medication to treat the student’s asthma, food or other severe allergies, anaphylaxis, diabetes or other related, life-threatening condition may be limited or revoked by the school principal after consultation with a district school nurse, the school health clerk and the student’s parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Sharing, borrowing or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked by the school principal after consultation with a district school nurse, the school health clerk and the student's parent/guardian and the student may be subject to disciplinary consequences, including suspension and/or expulsion, for violation of this policy.

### **Medical marijuana**

The Board recognizes the Colorado General Assembly passed HB 16-1373 mandating school districts allow the administration of medical marijuana to students on school grounds under certain circumstances, so long as the school districts do not lose or will not have its federal funds reasonably jeopardized. The Board further recognizes that such state law, whether or not school districts have a corresponding policy, is contrary to federal law, which continues to categorize all forms of marijuana as a Schedule I controlled substance.

The Board strives to honor families' private medical decisions while maintaining a learning environment free of disruption and upholding its commitments to be a drug and alcohol-free environment. To accomplish these goals, the district permits the administration of medical marijuana to qualified students in accordance with state law during school hours if the administration cannot reasonably be accomplished outside of school hours, so long as the district will not lose federal funding as set forth below.

#### **Definitions:**

"Designated location" means a location identified in writing by the school district and may only include a location on the grounds of the school in which the student is enrolled, upon a school bus in Colorado, or at a school-sponsored event in Colorado;

"Medical marijuana" means a cannabis product with a delta-9 tetrahydrocannabinol (THC) concentration greater than 0.3 percent.

"Permissible form of medical marijuana" means nonsmokeable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time;

"Primary caregiver" means the qualified student's parent, legal guardian or licensed medical professional; and

"Qualified student" means a student who holds a valid registration from the state of Colorado (license issued by the Colorado Department of Public Health and Environment) for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

### **Permissible administration of medical marijuana to a qualified student**

Any primary caregiver seeking access to school or district property, a school bus or school-sponsored event for purposes of this policy must comply with the district's policy and/or procedures concerning visitors to schools and all other applicable policies.

The primary caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualified student and only administer the medical marijuana in accordance with this policy and the approved Written Plan (Board Exhibit

JLCD-E). After administering the permissible form of medical marijuana to the qualified student, the student's primary caregiver shall remove any remaining medical marijuana from the grounds of the school, district, school bus or school-sponsored event. A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student in a designated location only if all of the following parameters have been met:

1. The qualified student's parent/guardian provided the school with a copy of the student's valid, current registration from the state of Colorado authorizing the student to receive medical marijuana.
2. The primary caregiver creates a Written Plan (Board Exhibit JLCD-E), which receives approval by the district in its sole discretion that identifies the form, designated location(s), and any protocols regarding administration of a permissible form of medical marijuana to the qualified student.
3. Forms of medical marijuana not included in the definition of permissible form of medical marijuana may be proposed by the qualified student's primary parent/guardian to the superintendent, or his/her designee, who may authorize such a request after consultation with appropriate personnel chosen by the district. Patches and other forms of administration that continue to deliver medical marijuana to a qualified student while at school may only be appropriate for students who receive ongoing adult assistance, or on a case-by-case basis, as determined by the district, when adequate protections against misuse may be made.
4. The district director of student services, or his/her designee, shall maintain a copy of each Written Plan (Board Exhibit JLCD-E).
5. The primary caregiver shall not administer the permissible form of medical marijuana in a manner that creates disruption to the educational environment or causes exposure to other students.

### **Additional parameters**

School district personnel shall not administer, give advice related to, or possess medical marijuana in any form; nor shall they be responsible for verifying information related to the medical marijuana such as potency, dosage, and how often it should be administered.

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana.

This policy shall not apply to school grounds, school buses, or school-sponsored events located on federal property or any other location that prohibits marijuana on its property.

Qualified students shall not possess or self-administer medical marijuana.

Permission to administer medical marijuana to a qualified student on school grounds, school buses, or school-sponsored events may be limited or revoked if the qualified student and/or the student's primary caregiver violates this policy or demonstrates an inability to responsibly follow the parameters as outlined in this policy, the student is no longer an eligible student, or the district is no longer required by state law to permit a

primary caregiver to possess and administer medical marijuana on school grounds, school buses, or at school-sponsored events.

Any student possession, use, distribution, sale or intoxication of marijuana inconsistent with this policy may be considered a violation of district policy concerning drug and alcohol involvement by students or other district policy and may subject the student to disciplinary consequences up to and including expulsion.

If the federal government indicates that the district's federal funds are jeopardized by this policy, the district declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students shall not be permitted on school grounds, upon a school bus or at a school-sponsored event. The district shall post notice of a policy suspension and prohibition in a conspicuous place on its website.

The parent or guardian shall provide a written statement that specifically describes the product and method of administration, and releases the district, its employees, agents, and assigns from any and all legal liability and financial responsibility to the eligible student and any third-party related to the possession and administration of medical marijuana to the eligible student on school property, school buses, or at school-sponsored events.

Adopted: February 8, 1984

Revised: June 25, 1986

Revised: April 12, 1995

Revised: April 23, 2008

Revised: June 24, 2015

Revised: March 8, 2017

Revised: August 8, 2018

Revised: October 10, 2018

LEGAL REFS.: C.R.S. 12-38-132 (delegation of nursing tasks)  
C.R.S. 12-38-132.3 (school nurses – over-the-counter medication)  
C.R.S. 22-1-119 (no liability for adverse drug reactions/side effects)  
[C.R.S. 22-1-119.1 \(board may adopt policy to acquire a stock supply of opiate antagonists\)](#)  
C.R.S. 22-1-119.3 (3)(c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)  
C.R.S. 22-1-119.5 (Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act)  
C.R.S. 22-2-135 (Colorado School Children's Food Allergy and Anaphylaxis Management Act)  
C.R.S. 24-10-101 *et seq.* (Colorado Governmental Immunity Act)  
1 CCR 301-68 (State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications)  
6 CCR 1010-6, Rule 6.13 (requirements for health services in schools)

CROSS REFS.: JICH, Drug and Alcohol Involvement by Students

JKD/JKE, Suspension/Expulsion of Students (and Other Disciplinary Interventions)  
JLCDA\*, Students with Food Allergies  
JLCE, First Aid and Emergency Medical Care

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Change Order 3 to Construction Manager/General Contractor (CMGC) Contract for Mead Middle School Addition & Renovation Project Strategic Priority – Districtwide Safety and Security, and Cutting-Edge Technology and Innovation

RECOMMENDATION

That the Board of Education approve Change Order 3 for \$546,810 to the Construction Manager/General Contractor (CMGC) contract with FCI Constructors, Inc., for the Mead Middle School Addition & Renovation Project for a \$3,100,786.39 total contract value. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board of Education policy.

BACKGROUND

This Change Order includes upgrades to the building fire alarm system, renovation of the existing computer lab, and the addition of an electronic marquee sign.

Funding for the project comes from 2016 Bond funds. This item is being brought forth to comply with Board policy FEH stating any items over \$99,999 must have Board approval.

Original Agreement Amount	\$ 20,000.00
Previous change orders	\$ 2,533,976.39
Current change order	\$ 546,810.00
Total changes (previous + current)	\$ 3,080,786.39
New contract amount	\$ 3,100,786.39

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Change Order 6 to Construction Manager/General Contractor (CMGC) Contract for Silver Creek High School Addition & Renovation Project  
Strategic Priority – Portfolio of 21<sup>st</sup>- Century Instructional Focus Schools and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve Change Order 6 for \$165,183 to the Construction Manager/General Contractor (CMGC) contract with Fransen Pittman Construction Co., Inc., for the Silver Creek High School Addition & Renovation Project for a \$5,138,731 total contract value. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board of Education policy.

BACKGROUND

This Change Order includes safety upgrades to the auditorium and stage.

Funding for the overall project comes from the Facility Use General Fund. This item is being brought forth to comply with Board policy FEH stating any items over \$99,999 must have Board approval.

Original Agreement Amount	\$ 4,584,791.00
Previous change orders	\$ 388,757.00
Current change order	\$ 165,183.00
Total changes (previous + current)	\$ 553,940.00
New contract amount	\$ 5,138,731.00

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Amendment to the Construction Manager/General Contractor (CMGC) Contract for Elementary #28  
Strategic Priority – Portfolio of 21<sup>st</sup>-Century Instructional Focus Schools  
and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve the Amendment to the Construction Manager/General Contractor (CMGC) contract with JHL Constructors, Inc., for \$4,398,917 for the new Elementary #28 at 475 Highlands Circle in Erie. Further, to authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes up to the approved amounts in accordance with Board of Education policy.

BACKGROUND

The CMGC review committee reviewed responses to RFQ 2017-027 for CMGC services. JHL Constructors, Inc., was selected as the most qualified for this project based on their experience.

This Amendment will allow for the procurement of initial site work and site utilities for the construction of a new 4-round elementary school in Erie, Colorado.

Funding for the project is available from 2016 Bond funds. This item is being brought forth to comply with Board policy FEG stating any items over \$100,000 must have Board approval.



## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Amendment to Construction Manager/General Contractor (CMGC) Contract for Spark! Discovery Preschool Renovation Project Strategic Priority – Portfolio of 21<sup>st</sup>-Century Instructional Focus Schools and Robust Co-Curricular Opportunities, and Student and Staff Well-Being

RECOMMENDATION

That the Board of Education approve the Amendment to the Construction Manager/General Contractor (CM/GC) contract for \$1,495,000 for the Spark! Discovery Preschool Renovation Project with Golden Triangle Construction, Inc. Further, to authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes up to the approved amounts in accordance with Board of Education policy.

BACKGROUND

The CMGC review committee reviewed responses to RFQ 2017-027 for CMGC services. Golden Triangle Construction, Inc., was selected as the most qualified for this project.

The project will complete the buildout of the early childhood building, and includes various building preservation items and safety upgrades. It also includes support for the preparation of the BEST Grant proposal.

Funding for the project is available from the 2016 Bond program. This item is being brought forth to comply with Board policy FEG stating any items over \$100,000 must have Board approval.

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Amendment to Construction Manager/General Contractor (CMGC) Contract for Vance Brand Auditorium Renovation Project  
Strategic Priority – Portfolio of 21<sup>st</sup>-Century Instructional Focus Schools  
and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve the Amendment to the Construction Manager/General Contractor (CMGC) contract with GH Phipps Construction Companies for \$622,000 for the Vance Brand Auditorium Seat Replacement project. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and change orders up to the approved amount referenced above in accordance with Board of Education policy.

BACKGROUND

The CMGC review committee reviewed responses to RFQ 2017-027 for Construction Manager/General Contractor services. GH Phipps Construction Companies was selected as the most qualified for the project based on their experience, and availability of the GH Phipps Special Projects Division.

The project includes replacement of the fixed auditorium seating and improvements to finishes in the auditorium.

The funds for this project are planned for in the Facility Use General Fund. This item is being brought forth to comply with Board policy FEG stating any items over \$100,000 must have Board approval.

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Amendment to Construction Manager/General Contractor (CMGC) Contract for Coal Ridge Middle School Bond Project  
Strategic Priority – Student and Staff Well-Being

RECOMMENDATION

That the Board of Education approve the Amendment to the Construction Manager/General Contractor (CMGC) contract with Krische Construction, Inc., for \$372,638 for the Coal Ridge Middle School Bond Project. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and change orders up to the approved amount referenced above in accordance with Board of Education Policy.

BACKGROUND

This Amendment is for Building Preservation items identified for this school, including but not limited to, parking repairs, ADA upgrades, exterior lighting upgrades, new sinks, and a bottle filler.

Funding for the project was planned for in the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over \$99,999 must have Board approval.

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Amendment to Construction Manager/General Contractor (CMGC) Contract for Trail Ridge Middle School Bond Project  
Strategic Priority – Student and Staff Well-Being

RECOMMENDATION

That the Board of Education approve the Amendment to the Construction Manager/General Contractor (CMGC) contract with Krische Construction, Inc., for \$159,068 for the Trail Ridge Middle School Bond Project. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and change orders up to the approved amount referenced above in accordance with Board of Education Policy.

BACKGROUND

This Amendment is for Building Preservation items identified for this school, including but not limited to, parking repairs, ADA upgrades, exterior lighting upgrades, and new bottle filler.

Funding for the projects was planned for in the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over \$99,999 must have Board approval.

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Fee Adjustment 2 to Lyons Middle/Senior Auditorium Addition Project  
Strategic Priority – Portfolio of 21<sup>st</sup>-Century Instructional Focus Schools and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve Consultant Fee Adjustment 2 for \$804,174 to the Lyons Middle/Senior Auditorium contract with Alan Ford Architects, PC, for the Lyons Middle/Senior Auditorium Addition Project for a total contract value of \$903,974. Further, that the Board authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents and initiate scope changes in accordance with Board of Education policy.

BACKGROUND

This Fee Adjustment includes the architectural design and engineering needed to complete the construction documents for the Auditorium addition.

Funding for the projects was planned for in the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over \$99,999 must have Board approval.

Original Agreement Amount (a)	\$ 26,500.00
Previous change orders (b)	\$ 73,300.00
Current change order (c)	\$804,174.00
Total changes (previous + current) (d)	\$877,474.00
New contract amount (e)	\$903,974.00

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: First Reading, Adoption, Board Policy KDE – Emergency Management  
(Safety, Readiness and Incident Management Planning)  
Strategic Priority – District-Wide Safety and Security

RECOMMENDATION

For the Board of Education to adopt a minor revision to Board Policy KDE – Emergency Management (Safety, Readiness and Incident Management Planning).

BACKGROUND

This Board policy has a minor revision to reflect changes in law recommended by the Colorado Association of School Boards, administration, and District legal counsel.

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

## Emergency Management

(Safety, Readiness and Incident Management Planning)

The Board of Education acknowledges the necessity of preparing a school response framework to adequately prepare school personnel, parents and the community to respond appropriately to a crisis that involves the school community. Crisis situations that could impact the school community may or may not occur on school property and include, but are not limited to, suicide, death, acts of violence, trauma, natural disaster and accident.

As an important component of school safety planning, the school district shall take the necessary steps to remain in compliance with the National Incident Management System (NIMS), as that system applies to school districts. The district achieved NIMS compliance in 2008.

The Board directs the superintendent or a designee to develop, implement and maintain a School Safety, Readiness and Incident Management Plan (safety plan) including, to the extent possible, emergency communications, that coordinates with any statewide or local emergency operation plans already in place. The safety plan shall incorporate the requirements of state law.

Adopted: February 8, 2012

Revised: October 28, 2015

LEGAL REFS.: C.R.S. 13-21-108.1 (3) (requirements for persons rendering emergency assistance through the use of automated external defibrillators)  
C.R.S. ~~25-53-102~~~~22-1-125~~ (automated external defibrillators requirements must be referenced in safety, readiness and incident management plan)  
C.R.S. 22-1-126 (Safe2Tell Program)  
C.R.S. 22-32-109.1 (1)(b.5) (definition of “community partners”)  
C.R.S. 22-32-109.1 (4) (school response framework is required part of safe schools plan)  
C.R.S. 24-33.5-1213.4 (school all-hazard emergency planning and response)

CROSS REFS.: ADD, Safe Schools  
JLCE, First Aid and Emergency Medical Care

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

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

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

RECOMMENDATION

That the Board of Education approve the recommendation to hire Ms. Jennifer Webster as the Principal for Burlington Elementary School, effective July 1, 2020.

BACKGROUND

Ms. Webster graduated from Metropolitan State College of Denver with a Bachelor of Arts degree in Behavioral Science and a minor in Elementary Education. She continued her education at the University of Colorado at Denver where she completed her Master of Arts degree in Administrative Leadership and Policy Studies.

For the past three years, Ms. Webster has been an Assistant Principal at Alice Terry Elementary School in the Sheridan School District where she coached effective classroom practices that aligned with the instructional program and improvement strategies for the school, supervised and evaluated staff, was responsible for student discipline matters, and developed community partnerships. Prior to that, Ms. Webster worked in Adams 12 Five Star Schools for thirteen years where she served as a 4<sup>th</sup> grade teacher from 2016 to 2017, an Instructional Coach from 2014 to 2016, and as a Kindergarten, 1<sup>st</sup>, and 4<sup>th</sup> grade teacher from 2003 to 2014.

SALARY

Annual salary will be according to schedule.



## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Adoption of Resolution Proclaiming Teacher Appreciation Week and  
Substitute Teacher Appreciation Week, May 4-8, 2020  
Strategic Priority – Outstanding Teachers and Staff

RECOMMENDATION

That the Board of Education adopt the attached proclamations in honor of Teacher Appreciation Week and Substitute Teacher Appreciation Week, May 4-8, 2020.

BACKGROUND

Each year, proclaiming these dates as Teacher Appreciation Week and Substitute Teacher Appreciation Week helps to promote public awareness of the importance of the role of teachers in public schools.

As much as any group of employees, the teaching staff is a valued and integral part of providing quality instruction for the students of the St. Vrain Valley School District.

## **TEACHER APPRECIATION WEEK PROCLAMATION**

**WHEREAS**, today's teachers mold future citizens through their guidance and education; and

**WHEREAS**, today's teachers encounter students of widely differing backgrounds and abilities; and

**WHEREAS**, society expects public education to provide quality services to all children, no matter what their backgrounds or abilities, and

**WHEREAS**, the country's future depends, in large measure, upon the education youth receive today; and

**WHEREAS**, teachers are charged with the daunting task of assuring that no child is left behind by public schools; and

**WHEREAS**, teachers spend countless hours outside their classrooms preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

**WHEREAS**, the St. Vrain Valley School District recognizes that its teachers are providing quality educational services to our children.

**NOW, THEREFORE, BE IT PROCLAIMED**, the week of May 4-8, 2020 is **TEACHER APPRECIATION WEEK** in our communities. The St. Vrain Valley School District urges all citizens to join in recognizing the dedication and hard work of our teachers by expressing appreciation for a "job well done".

**PROCLAIMED WEDNESDAY, APRIL 8, 2020**

### BOARD OF EDUCATION

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

### SUPERINTENDENT OF SCHOOLS

Dr. Don Haddad

**SUBSTITUTE TEACHER APPRECIATION WEEK  
PROCLAMATION**

**WHEREAS**, the St. Vrain Valley School District joins the nation in recognizing substitute teachers as an essential part of the District's education system; and

**WHEREAS**, substitute teachers are dedicated to providing quality instruction for the students of this District; and demonstrate their commitment to giving time, energy, effort and talents in the best interest of all students; and

**WHEREAS**, the substitute teachers of the District provide an invaluable service of teaching students in the absence of their regular teacher in a most professional manner; and play a vital role to ensure the quality of students' education;

**NOW, THEREFORE, BE IT PROCLAIMED**, the week of May 4-8, 2020 is **SUBSTITUTE TEACHER APPRECIATION WEEK** in our communities. The St. Vrain Valley School District urges all citizens to join us in saluting these dedicated men and women.

**PROCLAIMED WEDNESDAY, APRIL 8, 2020**

**BOARD OF EDUCATION**

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

**SUPERINTENDENT OF SCHOOLS**

Dr. Don Haddad

## MEMORANDUM

DATE: April 8, 2020  
TO: Board of Education  
FROM: Dr. Don Haddad, Superintendent of Schools  
SUBJECT: Elementary Social Studies Adoption

RECOMMENDATION

That the Board of Education approve the adoption and purchase of **McGraw Hill IMPACT** for grades K-3 and 5 and **Gibbs-Smith Colorado Story** for 4th grade.

The Board of Education approves a purchase contract to **McGraw Hill** and **Gibbs-Smith** for these digital licenses and class sets of books not to exceed \$1,180,954.64 in FY2020, based on the estimated student enrollment for 2020-2021.

We have budgeted \$87,732.00 for staff training for initial professional development to cover the estimated cost of teacher extra duty pay.

BACKGROUND

During the fall of 2018, an adoption committee made up of elementary social studies teachers and Learning Service personnel from across the District was formed to evaluate elementary social studies programs, pilot the selected program(s), and recommend a program(s) for adoption by the St. Vrain Valley Board of Education. The committee reviewed the new 2020 Colorado Academic Standards and current effective teaching practices in social studies. Utilizing these resources, the committee developed an evaluation form for elementary social studies programs.

Materials that provided diversity in approaches and philosophy were solicited from seven publishers for initial review and consideration. Because 4th grade standards focus on Colorado, two programs were reviewed for this grade. Publisher presentations were conducted for three of the candidate programs for K-3 and 5 and two for grade 4, and a final selection was made for the pilot. Thirty-four teachers volunteered to pilot for the 2019-2020 school year, representing the elementary schools that will implement **McGraw Hill IMPACT** in grades K-3 and 5 and **Gibbs-Smith Colorado Story** in 4th grade.

Input was gathered from pilot teachers, students, parents, non-pilot teachers, and the community. After selecting a pilot program, piloting the program for a school year, and

gathering input about the selection, the committee recommends **McGraw Hill IMPACT** and **Gibbs-Smith Colorado Story** to the St. Vrain Valley Board of Education for adoption.

### Public Review

A review of the five-candidate elementary social studies programs was held February 25 and 26, 2019 at the Learning Services Center. The event was advertised in the Longmont Daily Times-Call, District Leadership Update, and on our District web page. In addition, an email invitation was sent to District elementary teachers and administrators. During this review, responses were collected and were used as data in the pilot program selection.

### Pilot Summary

During the 2019-2020 school year, a total of 34 teachers and approximately 900 students participated in a year-long pilot. Analysis of pilot results for **McGraw Hill IMPACT** and **Gibbs-Smith Colorado Story**:

### Parent and Student Surveys

Pilot teachers conducted parent and student surveys as part of the pilot.

Student surveys were collected, representing all grade levels K-5. The feedback from the student surveys was significantly in support of **McGraw Hill IMPACT** and **Gibbs-Smith Colorado Story**. In summary, students valued the lessons and assessments in the programs as well as the content including all four disciplines in social studies (history, geography, civics, and economics).

Parent surveys were collected, and the parent feedback was very positive in support of both **McGraw Hill IMPACT** and **Gibbs-Smith Colorado Story**.

### Summary of Strengths for McGraw Hill IMPACT and Gibbs-Smith Colorado Story

Teachers:

- Fully aligned to the new 2020 Colorado Academic Standards in Social Studies
- Good balance of content, concepts, and skills across all four disciplines (history, geography, civics, and economics)
- The program incorporates literacy skills in both reading and writing
- Engaging lessons that allow for differentiation to support all learners
- Textbooks and digital resources provide for multiple ways of incorporating resources into lessons
- Text is logically constructed representing various viewpoints and lacks bias
- Primary sources are incorporated throughout the textbooks and lessons
- The program is very flexible with multiple ways of using the resources giving each building flexibility in the master schedule

- The content and literacy skills align well with the ELA curriculum allowing for smooth integration with English Language Arts

Students:

- The content is engaging and relevant
- Ancillary tools like the vocabulary games and review activities help with understanding and retrieval
- Multiple perspectives from around the world are presented. Many students commented that they love learning about the world

### Summary of Weaknesses

Based on the feedback from pilot teachers, students, and parent surveys, some responded the text can be challenging for some readers.

### Plans to Overcome Weaknesses

Scaffolding strategies are built into the program to aid in comprehension. Teachers will be trained on how to use these strategies to support all learners.

### Budget

<b>McGraw Hill IMPACT: Digital Licenses and Student Materials</b>			
<b>Grade K</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
7-year subscription and bundle	2050	\$65.16	\$133,578.00
Research Companion	650	\$21.99	\$14,293.50
Explorer Magazine	650	\$12.36	\$8,034.00
<b>Grade 1</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
7-year subscription and bundle	2050	\$76.65	\$157,132.50
Research Companion	620	\$23.52	\$14,582.40
Explorer Magazine	620	\$13.50	\$8,370.00
<b>Grade 2</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>

7-year subscription and bundle	2000	\$76.65	\$153,300.00
Research Companion	640	\$23.52	\$15,052.80
Explorer Magazine	640	\$13.50	\$8,640.00
<b>Grade 3</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
7-year subscription and bundle	2000	\$80.34	\$160,680.00
Research Companion	460	\$25.80	\$11,868.00
Explorer Magazine	460	\$14.52	\$6,679.20
<b>Grade 5</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
7-year subscription and bundle	2200	\$91.38	\$201,036.00
Research Companion	170	\$27.81	\$4,727.70
Explorer Magazine	170	\$15.99	\$2,718.30
<b>Subtotal</b>			\$900,692.40
Estimated Shipping and Handling			\$54,041.54
<b>Total for McGraw Hill IMPACT</b>			<b>\$954,733.94</b>

<b>Gibbs-Smith Colorado Story: Digital Licenses and Student Materials</b>			
<b>Grade 4</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>

5-year subscription and bundle	2100	\$49.95	\$104,895.00
Student Digital Subscription additional 2 years	2100		\$27,300.00
<b>Subtotal</b>			\$132,195.00
Estimated Shipping and Handling			\$6,293.70
<b>Total for Gibbs-Smith Colorado Story</b>			\$138,488.70

#### GRAND TOTAL

McGraw Hill IMPACT	\$954,733.94	\$954,733.94
Gibbs-Smith Colorado Story	\$138,488.70	\$138,488.70
Training, May 29, 2020	\$43,866.00	\$43,866.00
Training, Aug.5 2020	\$43,866.00	\$43,866.00
<b>Grand Total for Elementary School Social Studies Adoption</b>		\$1,180,954.64

There are no supplemental materials to be purchased as part of this adoption.

#### Ongoing Costs

The only ongoing costs are related to professional development and training for new teachers to St. Vrain Valley Schools for **Colorado Story** and **McGraw Hill**. This will be budgeted annually through the District social studies budget.

#### Professional Development & Training

An initial one day of professional development has been planned for all elementary social studies teachers in May and August, where teachers choose to attend one of the training days. Teachers have the option of extra duty pay or salary credit for training. Ongoing professional development will be designed by the Secondary Social Studies Leadership



Team, consisting mainly of pilot teachers. Elective training and support opportunities will be offered during the 2020-2021 school year and subsequent school years.

Initial Training Cost – \$87,732.00 for summer training.

### Gratitude

Heartfelt thanks to the adoption committee, pilot teachers, and Learning Service personnel who spent many hours bringing this recommendation to the District:

### **Elementary Adoption and Pilot Teachers:**

Megan Leake	Grand View	1st Grade
Suzannah Evans	Hygiene Elementary	1st Grade
Maria Isabel Chavez McBeth	Indian Peaks Elementary	1st Grade
Molly McCaffrey	Legacy Elementary	1st Grade
Arianne Tasker	Soaring Heights	1st Grade
Nancy Dudley	Eagle Crest Elementary	2nd Grade
Regan Burke	Niwot Elementary	2nd Grade
Shawn Germane	Mountain View	2nd Grade
Rebecca Vogel-Pitts	Central Elementary	2nd Grade
Michelle Drangeid	Alpine Elementary	3rd Grade
Debbie Wolf	Northridge Elementary	3rd Grade
Janelle Wolfsberger	Burlington	3rd Grade
Susan Tatum	Longmont Estates	3rd Grade
Lindsey Tucker	Centennial	3rd grade
Jennifer Olsen	Prairie Ridge	3rd Grade
Lindsey Tucker	Centennial	3rd grade
Wendy Durst	Red Hawk Elementary	3rd Grade
Michele Rehder	Mead Elementary	3rd Grade
Mandy Warren	Blue Mountain	4th Grade
Carolyn (Nikki) Miller	Columbine Elementary	4th Grade
Patty Carmichael	Fall River	4th Grade
Tanya Sadler	Northridge Elementary	4th Grade

Amber Tank	Sanborn	4th Grade
Emma Dehner	Thunder Valley K-8	4th Grade
Alice Hosseini	Erie Elementary	4th Grade
Marjorie Montgomery	Erie Elementary	4th Grade
Sarah Hightower	Black Rock	5th Grade
Karen Altemus	Thunder Valley K-8	5th Grade
Scott Norman	Timberline PK-8	5th Grade
Joan Hollins	Longs Peak Middle	5th Grade
Jennifer Cruger	Blue Mountain	Kindergarten
Marcy McGurgan	Burlington	Kindergarten
Sam Woolaway	Eagle Crest Elementary	Kindergarten
Mary Lacefield	Prairie Ridge	Kindergarten

### **Special Thanks**

Sherri Stephens-Carter for facilitating the 4th grade adoption

### **Learning Services Personnel:**

Kahle Charles, Assistant Superintendent of Assessment, Curriculum, and Instruction

Shannon Thomas, Digital Curriculum Support Specialist

Toni Hoehn, Digital Curriculum Support Specialist

Michelle Bourgeois, Chief Technology Officer

Jennifer McCartney, Learning Technology Support Specialist

Julie Read, Learning Technology Support Specialist

Janette Haines and Ben Kalb, Instructional Technology Coordinators all of the Instructional Technology Coordinators and Learning Technology Coaches in the elementary schools

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: First Reading, Adoption, Board Policy BEAA – Electronic Participation in School Board Meetings  
Strategic Priority – High-Functioning School Board

RECOMMENDATION

For the Board of Education to adopt new Board Policy BEAA – Electronic Participation in School Board Meetings.

BACKGROUND

This Board policy allows Board members to attend and participate by electronic means in a regular or special Board Meeting only when extenuating circumstances prevent the Board member from physically attending the meeting. A quorum of the Board, including members physically present and members attending electronically, is still required to convene a meeting.

Per Board Policy BG – School Board Policy Process “Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions.” In this current event of the COVID-19 pandemic, the Board will consolidate the first and second reading of this Board Policy.

## **Electronic Participation in School Board Meetings**

Board members may attend and participate by electronic means in regular or special meetings of the Board in accordance with this policy and state law. For purposes of this policy, "electronic means" shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

Board members may attend and participate by electronic means in a regular or special Board meeting only when extenuating circumstances prevent the Board member from physically attending the meeting.

A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. A quorum of the Board, including members physically present and members attending electronically, is required to convene a meeting.

The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. Public comment must be submitted by email prior to the meeting. Comments will be read in the order they are received and limited to 3 minutes per person, 30 minutes total. A Board member participating by electronic means will be included in the recording of the Board meeting.

A Board member who attends and participates by electronic means in a Board meeting shall have access to any materials that are presented and available to members who are physically present at the meeting.

A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the Board president and superintendent at least three business days prior to the meeting and shall explain the extenuating circumstances that prevent the Board member from physically attending the meeting. If such notification is not possible, the Board member shall notify the Board president and superintendent as soon as is reasonably possible of the request to attend by electronic means.

If the request is approved, a Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

A Board member may attend and participate by electronic means in a maximum of two Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

(Adoption date)

LEGAL REFS.: C.R.S. 22-31-129 (Board vacancies)  
C.R.S. 22-32-108 (7)(a) (Board must adopt policy allowing board members to  
attend and participate electronically in regular or special board meetings, if the board  
wishes to allow this practice)  
C.R.S. 22-32-108 (7)(b) (policy requirements if electronic participation is  
permitted)  
C.R.S. 24-6-401 et seq. (open meetings law)

CROSS REF.: BE, School Board Meetings

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

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval to Use CASB Sample Board Exhibit BEDA-E – Notice of Virtual School Board Meetings  
Strategic Priority – High-Functioning School Board

RECOMMENDATION

For the Board of Education to discuss and approve the use of CASB Sample Board Exhibit BEDA-E – Notice of Virtual School Board Meetings in the event a Board meeting must be held entirely or partially in an electronic format.

BACKGROUND

Approving use of this Exhibit is strongly recommended by administration and the Board members to give appropriate public notice of electronic Board meetings and clear direction on how public comment can be accommodated.

It is anticipated that electronic Board meetings will be announced only in case of emergencies such as the COVID-19 pandemic. Individual Board member electronic participation in a Board meeting, as described in Board Policy BEAA, will not require public notice.

A sample Exhibit is provided to use as a template. This Exhibit does not need to be filed in the Board's policy manual.

Notice of Virtual School Board Meetings

Per the Governor's April 1, 2020 Executive Order, suspending in-person learning in public and private schools across the state from March 23 to April 30, as well as the Colorado Department of Public Health and Environment's March 18, 2020 Public Health Order 20-23, limiting community/civic/public gatherings to no more than 10 people, the Board may utilize the following form to call a meeting:

The St. Vrain Valley Board of Education will be conducting a regular meeting on \_\_\_\_\_ at 6:00 p.m.

This meeting will be conducted entirely via teleconferencing or videoconferencing.

[or]

This meeting will include teleconferencing or videoconferencing but there will be parties present at the Educational Services Center Board Room at 395 South Pratt Parkway, Longmont.

Those present at remote locations will be:

Name. Method of Appearance: WebEx Video Conferencing.

Those at the meeting site will be:

Name.

Public Participation

Members of the public shall be allowed to submit requests to address the Board in the same manner that they were allowed at physical meetings of the Board. In order to expedite these requests, those requests may be emailed to the Board president at [www.svvsd.org/node/160506](http://www.svvsd.org/node/160506). The final determination as to whether an item will appear on the board agenda will be at the discretion of the superintendent and Board president.

Issued Friday, April 3, 2020

## MEMORANDUM

DATE: April 8, 2020

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Closure of All District Schools and Buildings from  
March 13, 2020 through April 30, 2020  
Strategic Priority – District-Wide Safety and Security

RECOMMENDATION

That the Board of Education approve the closure of all District schools and buildings from Friday, March 13, 2020, through Thursday, April 30, 2020 to protect students and staff from contracting the COVID-19 virus.

BACKGROUND

This recommendation is based on Colorado Revised Statute 22-32-109 (II) (A) “closing deemed by the Board to be necessary for the health, safety and welfare of the students”. On the basis of Colorado Governor Jared Polis declaring a State of Emergency for Colorado, it was necessary for the St. Vrain Valley School District to close all District schools and buildings from Friday, March 13, 2020 through Thursday, April 30, 2020, to protect all students and staff from contracting the COVID-19 virus.