

October 12, 2022

Karen Ragland, President, Board of Education
Dr. Don Haddad, Superintendent of Schools

Educational Services Center
395 South Pratt Parkway
Longmont, Colorado 80501

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

- Jim Berthold, Secretary
- Meosha Brooks, Member
- Chico Garcia, Member
- Sarah Hurianek, Member
- Dr. Richard Martyr, Treasurer
- Karen Ragland, President
- Joie Siegrist, Vice President

PUBLIC COMMENT PROCESS

The Board of Education values community perspectives and the feedback from our parents, teachers, staff and community. During Board Meetings, the Board will hear up to 30 minutes of public comment on non-agenda items and 30 minutes of public comment on agenda-specific items.

- Each person is limited to three minutes of public comment
- The manner of your comments must be appropriate for the business meeting of the board.
- If you are speaking to a non-agenda item, you must limit your remarks to matters of public concern about the district.
- Concerns about the day-to-day operations of the district should first be referred through the proper administrative channels before it is presented to the board.

Learn more at <http://stvra.in/publiccomment>

1. CALL TO ORDER:

6:00 pm Regular Business Meeting

2. ADDENDUMS/CHANGES TO THE AGENDA:

3. VISITORS:

Erie High School Feeder Presentation
Superintendent's Excellence in Education Award

4. AUDIENCE PARTICIPATION:

5. SUPERINTENDENT'S REPORT:

6. REPORTS:

6.1 22-23 First Quarter Public Gifts to Schools Report

7. CONSENT ITEMS:

- 7.1. Approval: Staff Terminations/Leaves
- 7.2. Approval: Staff Appointments
- 7.3. Approval: Minutes for the September 14, 2022 Regular Meeting, September 21, 2022 Study Session and September 28, 2022 Regular Meeting
- 7.4. Approval: Purchase of ServiceNow Software Licenses
- 7.5. Approval: Contract of Professional Services
- 7.6. Approval: Food Purchase with Gold Creek Foods
- 7.7. Approval: Fee Adjustment #3 to Consultant Contract at Central Elementary School
- 7.8. Approval: Amendment to CM/GC Contract for the Northridge Elementary Renovation Project
- 7.9. Approval: Amendment to CM/GC Contract for the Hygiene Elementary Renovation Project
- 7.10. Approval: Change Order #2 to CM/GC Contract for the Indian Peaks Elementary Renovation School Project
- 7.11. Approval: Second Reading, Adoption of Board Policy JRA/JRC - Student Records/Release of Information on Students

8. ACTION ITEMS:

October 12, 2022

Karen Ragland, President, Board of Education
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- 8.1. Recommendation: Adoption of Resolution Proclaiming Classified School Employees Week October 17-21, 2022
- 8.2. Recommendation: Adoption of Resolution Approving 22-23 District Employee Membership in Colorado High School Activities Association
- 8.3. Recommendation: First Reading and Adoption to Board Policies BEC (Executive Sessions), GBAB (Workplace Health and Safety Protection) and GBJ (Personnel Records and Files)
- 8.4. Recommendation: Approval of Second Reading, Adoption to Board Policy BEAA* - Electronic Participation in School Board Meetings

9. DISCUSSION ITEMS:

- 9.1 Conflict of Interest Discussion

10. ADJOURNMENT:

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

Wednesday, October 19	6:00 - 8:00 pm Study Session - Main Street School
Wednesday, October 26	5:15 - 5:45 pm Study Session
Wednesday, October 26	6:00 - 8:00 pm Regular Board Meeting

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: 1st Quarter Public Gifts to Schools – School Year 2022-2023
Strategic Priority – Strong District Finances

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 2022-2023 school year totaling \$138,591.38. The total of all gifts given to the District for the 2022-2023 school year is \$138,591.38.

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. For the 2021-2022 school year, first quarter gifts totaled \$62,268.57.

2022-2023 Public Gifts

School Name	Abbreviation / Location	Total Donations	Parent Gift Groups	General Gifts
Alpine Elementary	ALP - 141	\$ -	\$ -	\$ -
Altona Middle	ALT - 254	\$ 1,250.00	\$ -	\$ 1,250.00
APEX	APX - 570	\$ -	\$ -	\$ -
Black Rock Elementary	BRE - 146	\$ -	\$ -	\$ -
Blue Mountain Elementary	BME - 147	\$ -	\$ -	\$ -
Burlington Elementary	BUR - 122	\$ -	\$ -	\$ -
Career Elevation & Technology Ce	CDC - 610	\$ 13,624.00	\$ -	\$ 13,624.00
Centennial Elementary	CNT - 148	\$ -	\$ -	\$ -
Central Elementary	CEN - 123	\$ -	\$ -	\$ -
Coal Ridge Middle	CRM - 221	\$ -	\$ -	\$ -
Columbine Elementary	COL - 124	\$ 1,000.00	\$ -	\$ 1,000.00
Eagle Crest Elementary	ECE - 142	\$ -	\$ -	\$ -
Educational Services Center HR	ESC - 605	\$ 72,120.00	\$ -	\$ 72,120.00
Educational Services Center FIN	FIN - 606	\$ -	\$ -	\$ -
Erie Elementary	ERE - 125	\$ -	\$ -	\$ -
Erie High School	ERH - 311	\$ 500.00	\$ -	\$ 500.00
Erie Middle	ERM - 251	\$ 200.00	\$ -	\$ 200.00
Fall River Elementary	FRV - 144	\$ -	\$ -	\$ -
Frederick High School	FRH - 318	\$ 1,600.00	\$ -	\$ 1,600.00
Grand View Elementary	GVE - 132	\$ 689.34	\$ -	\$ 689.34
Highlands Elementary	HLD - 145	\$ -	\$ -	\$ -
Hygiene Elementary	HYG - 127	\$ -	\$ -	\$ -
Indian Peaks Elementary	IPE - 138	\$ 1,200.00	\$ -	\$ 1,200.00
Innovation Center	INV - 647	\$ 5,700.00	\$ -	\$ 5,700.00
Legacy Elementary	LEG - 139	\$ -	\$ -	\$ -
Learning Service Center	DLS- 602	\$ 2,500.00	\$ -	\$ 2,500.00
Lincoln School & Main Street	LIN - 135	\$ -	\$ -	\$ -
Longmont Estates	LEE - 136	\$ 13,117.38	\$ 8,056.56	\$ 5,060.82
Longmont High School	LHS - 312	\$ -	\$ -	\$ -
Longs Peak Middle	LPM - 216	\$ -	\$ -	\$ -
Lyons Elementary	LYE - 128	\$ -	\$ -	\$ -
Lyons Middle/Senior	LMS - 513	\$ -	\$ -	\$ -
Mead Elementary School	MEE - 129	\$ -	\$ -	\$ -
Mead Middle School	MEM - 219	\$ -	\$ -	\$ -
Mead High School	MEH - 305	\$ 5,500.00	\$ -	\$ 5,500.00
Mountain View Elementary	MVE - 130	\$ 506.29	\$ -	\$ 506.29
Niwot Elementary	NIE - 131	\$ 209.00	\$ -	\$ 209.00
Niwot High School	NIH - 309	\$ 10,760.00	\$ -	\$ 10,760.00
Northridge Elementary	NOR - 133	\$ -	\$ -	\$ -
Olde Columbine High School	OCH - 301	\$ -	\$ -	\$ -
Prairie Ridge Elementary	PRE - 143	\$ 1,775.00	\$ -	\$ 1,775.00
Red Hawk Elementary	RHE - 149	\$ -	\$ -	\$ -
Rocky Mountain Elementary	RME - 137	\$ -	\$ -	\$ -
Sanborn Elementary	SAN - 140	\$ 119.00	\$ -	\$ 119.00
Silver Creek High School	SCH - 314	\$ -	\$ -	\$ -
Skyline High School	SKY - 310	\$ -	\$ -	\$ -
Soaring Heights PK-8	SRG - 552	\$ 318.93	\$ -	\$ 318.93
SPARK! Discovery Preschool	SPK - 126	\$ -	\$ -	\$ -
Sunset Middle	SUN - 215	\$ 630.00	\$ -	\$ 630.00
Thunder Valley K-8	THV - 526	\$ 1,122.44	\$ 1,122.44	\$ -
Timberline PK-8	TMB - 534	\$ -	\$ -	\$ -
Trail Ridge Middle	TRM - 250	\$ -	\$ -	\$ -
Westview Middle	WES - 220	\$ 500.00	\$ -	\$ 500.00
Student Activity Services	SAS - 634	\$ 3,000.00	\$ -	\$ 3,000.00
Special Education	STE - 614	\$ 650.00	\$ -	\$ 650.00
P-Tech	PTC - 664	\$ -	\$ -	\$ -

2022 - 2023 Public Gifts

Date of Signature	Quarter	Donor	Value	Location	Description
8/10/2022	1st	Starbucks	\$ 80.00	SUN - 215	Staff Support - PD Refreshments
8/4/2022	1st	James Cummins	\$ 250.00	NIH - 309	Football Donation
8/4/2022	1st	Lee Walsh	\$ 500.00	NIH - 309	Theater Department Donation
7/14/2022	1st	Paul Domich	\$ 500.00	NIH - 309	Football Donation
8/9/2022	1st	Northop Gruumans Systems Corp	\$ 5,700.00	INV - 647	Summer STEM & Cyber Patriot Camps
8/22/2022	1st	Longmont Dairy	\$ 209.00	NIE - 131	Staff Support Meetings
8/23/2022	1st	Longmont Estates PTO	\$ 5,000.00	LEE - 136	Special Education Classroom Donation
8/23/2022	1st	Longmont Estates PTO	\$ 5,060.82	LEE - 136	Q4 Paraprofessional Pay
8/23/2022	1st	Front Range Community College	\$ 500.00	FRH - 318	Broadcasting Advertisement
8/23/2022	1st	Valerie Duncan	\$ 250.00	NIH - 309	Football Donation
8/23/2022	1st	Amber VanSelus	\$ 500.00	NIH - 309	Football Donation
8/24/2022	1st	Molly Smith	\$ 100.00	NIH - 309	Choir Donation
8/26/2022	1st	NewMark Merrill Mountain States	\$ 2,500.00	DLS - 602	Middle School Math Jump Start Program
8/30/2022	1st	Smart Style Hair Salon	\$ 250.00	MVE - 130	School Supplies
8/30/2022	1st	Messiah Lutheran Church	\$ 256.29	MVE - 130	Headphones and School Supplies
8/29/2022	1st	Heather Withnell	\$ 100.00	NIH - 309	Choir Donation
8/29/2022	1st	Longmont Twin Peaks Rotary Charity Funds	\$ 600.00	NIH - 309	Golf Donation
9/1/2022	1st	Thunder Valley PTA	\$ 1,122.44	THV - 526	Field Trip Transportation Donation
9/2/2022	1st	Michaela Alken	\$ 500.00	WES - 220	Robotics Student Activity Donation
9/4/2022	1st	Norman & Corine Simon	\$ 1,000.00	COL - 124	Back To School Supplies
9/4/2022	1st	Connection Church Longmont	\$ 1,000.00	IPE - 138	Back To School Supplies
9/2/2022	1st	Au Pair International	\$ 4,000.00	NIH - 309	Football Donation
9/4/2022	1st	Community Foundation Boulder County	\$ 3,000.00	SAS - 634	Students & Families Experiencing Homelessness
8/30/2022	1st	Redwire Space	\$ 200.00	IPE - 138	Back To School Supplies
9/2/2022	1st	Thomas & Tomi Marlen	\$ 200.00	ERM - 251	School Lunches
9/2/2022	1st	Faith Community Church	\$ 119.00	SAN - 140	Staff Lounge Supplies
8/31/2022	1st	Anthem Highlands Community Association	\$ 650.00	STE - 614	Table & Chair Donation
8/31/2022	1st	Adrian & Meagan D'Angelo	\$ 1,000.00	ALT - 254	School's Discretion
9/7/2022	1st	Chasity Solomon	\$ 1,000.00	NIH - 309	Choir Donation
9/9/2022	1st	Longmont Estates Elementary PTO	\$ 1,362.65	LEE - 136	Field Trip Transportation & Library Laptop
9/6/2022	1st	Jensen Sports Media	\$ 500.00	FRH - 318	Broadcasting Program Donation
9/6/2022	1st	Longmont Twin Oaks Rotary	\$ 600.00	FRH - 318	Golf Gear Donation
9/8/2022	1st	Bison Brigade	\$ 250.00	GVE - 132	5th Grade Field Trip
9/7/2022	1st	Valerie Duncan	\$ 50.00	NIH - 309	Football Donation
9/7/2022	1st	Christie Dillon	\$ 30.00	NIH - 309	Football Donation
9/7/2022	1st	Tiffany Roby	\$ 20.00	NIH - 309	Football Donation
9/7/2022	1st	Travis Beasley	\$ 100.00	NIH - 309	Football Donation
9/7/2022	1st	Lauren Eker	\$ 20.00	NIH - 309	Football Donation
9/7/2022	1st	Jennifer Weinberger	\$ 50.00	NIH - 309	Football Donation
9/7/2022	1st	Paul Domich	\$ 20.00	NIH - 309	Football Donation
9/7/2022	1st	Sara Beasley	\$ 100.00	NIH - 309	Football Donation
9/7/2022	1st	Brenda Teig	\$ 120.00	NIH - 309	Football Donation
8/26/2022	1st	Another Milestone LLC	\$ 200.00	PRE - 143	School Supplies
9/9/2022	1st	Amy Marcellus	\$ 100.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	RBJ Glass	\$ 300.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	Eewah Koh	\$ 50.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	Abellino Gutierrez	\$ 25.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	Jacqueline Maldonado	\$ 50.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	Kirsten McNeill	\$ 100.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	Marlena DeFalco	\$ 100.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	Stephen Hoel	\$ 50.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	Vickie Buggs	\$ 100.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	Karen Crockett	\$ 50.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	Robert San Angelo	\$ 50.00	PRE - 143	Calwood Student Scholarship
9/9/2022	1st	John Finger	\$ 600.00	PRE - 143	Calwood Student Scholarship
9/12/2022	1st	Michael Shell	\$ 250.00	NIH - 309	Golf Donation
9/12/2022	1st	Colorado Comets Sports Association	\$ 500.00	NIH - 309	Softball Donation
9/13/2022	1st	Frances Hood	\$ 2,300.00	CDC - 610	Vehicle Donation For Use In Class
9/13/2022	1st	Roger Fisher	\$ 4,000.00	CDC - 610	Vehicle Donation For Use In Class
9/15/2022	1st	Bison Brigade	\$ 244.57	GVE - 132	Bison Stampede Prizes
8/22/2022	1st	Debbi & Brion Stapp, Stapp Toyota	\$ 72,120.00	ESC - 605	Scoreboard Sponsorship & Unrestricted Gift
9/14/2022	1st	Chris Hand, PTI	\$ 1,824.00	CDC - 610	Student Project in Advanced Manufacturing Program
9/16/2022	1st	Matthew Holcomb	\$ 4,000.00	CDC - 610	Automotive Training
9/12/2022	1st	Crawford Girls Charitable Fund	\$ 250.00	ALT - 254	Altona Rattler Run
9/19/2022	1st	Longmont Estates PTO	\$ 645.09	LEE - 136	Teacher Supplies
9/19/2022	1st	Chelsey Manzanares	\$ 100.00	NIH - 309	Football Donation
9/19/2022	1st	Karen Ragland	\$ 250.00	NIH - 309	Football Donation
9/19/2022	1st	Sarah Roberts	\$ 150.00	NIH - 309	Football Donation
9/21/2022	1st	Longmont Estates PTO	\$ 1,048.82	LEE - 136	Soaring Students Shirts & Teacher Supplies
9/21/2022	1st	United Way Ready Mix LLC	\$ 1,500.00	MEH - 305	Choir Donation
9/19/2022	1st	Texas Roadhouse	\$ 200.00	SUN - 215	Award Certificates
9/19/2022	1st	Moe's Broadway Bagel	\$ 100.00	SUN - 215	Staff Hospitality
9/19/2022	1st	Culver's	\$ 250.00	SUN - 215	Award Certificates
9/20/2022	1st	Kevin Wolver	\$ 500.00	ERH - 311	Robotics Program
9/7/2022	1st	Anonymous	\$ 318.93	SRG - 552	Classroom Supplies
9/29/2022	1st	Bison Brigade	\$ 118.81	GVE - 132	Incentives
9/29/2022	1st	Bison Brigade	\$ 75.96	GVE - 132	Incentives
9/29/2022	1st	Rae Buchanan	\$ 1,500.00	CDC - 610	Automotive Training
9/29/2022	1st	Dathan Ritzenhelm	\$ 1,200.00	NIH - 309	Track & Field Donation
9/29/2022	1st	United Way Ready Mix LLC	\$ 4,000.00	MEH - 305	Band Donation

FY23 Donations by Quarter:	FY23	FY22
1st	\$ 138,591.38	\$ 62,268.57
2nd	\$ -	\$ 159,264.23
3rd	\$ -	\$ 120,228.78
4th	\$ -	\$ 197,321.97
Total Parawages:	\$ 5,060.82	\$ 143,861.31
Total PTO Donations:	\$ 9,179.00	\$ 219,463.71
Total Overall Donations:	\$ 138,591.38	\$ 539,083.55

EFFECTIVE	NAME	POSITION	LOCATION	LEAVE OF ABSENCE	SEPARATION RESIGNATION RETIREMENT
	ADMINISTRATIVE/PROFESSIONAL/TECHNICAL				
	LICENSED				
9/29/22	Bado, Matthew	4th Grade Teacher	Soaring Heights PK-8	X	
9/6/22	Bartels, Jonah	Vocal Music Teacher	Trail Ridge MS	X	
9/14/22	Beyer, Michelle	Special Education Teacher	Main Street School	X	
9/12/22	Farley, Shane	6th Grade Teacher	Soaring Heights PK-8	X	
10/3/22	Farley, Shane	6th Grade Teacher	Soaring Heights PK-8		X
9/7/22	Garner, Jodi	Focus/STEM Teacher & Instructional Program Consultant	Northridge ES	X	
11/2/22	Glustrom, Rachael	Speech/Language Pathologist	Student Services	X	
9/9/22	Hughes, Yelena	Computer Tech Teacher	Lyons M/S		X
9/15/22	Jiron, Carly	Social Studies Teacher	Longmont HS	X	
9/22/22	Klein, Benjamin	Science Teacher	Frederick HS		X
9/21/22	Krupansky, Allyson	5th Grade Teacher	Grand View ES	X	
9/21/22	Maguire, Jason	Physical Education Teacher	Skyline HS	X	
9/30/22	Pacheco, Nathan	Counselor	Erie HS		X
9/16/22	Reizenstein, Daniel	Special Education Teacher	Main Street School		X
9/26/22	Thompson, Michael	Science Teacher	Erie MS	X	
	CLASSIFIED				
8/17/22	Manguso, Ana	Nutrition Services Worker	Nutrition Services		X
8/31/22	Craft, Jessica	Nutrition Services Worker	Indian Peaks ES		X
6/30/22	Magin, Robert	Special Education Para	Central ES		X
9/22/22	Raasch, Janet	Child Care Director	Blue Mountain ES		X
9/8/22	Baldwin, Ann	Nutrition Services Worker	Fall River ES		X
7/29/22	Romero, Dianne	Bus Driver	Transportation		X
9/21/22	Macias Soto, Christian	Custodian	Longmont HS	X	
9/21/22	Soto Murillo, Maria	Head Custodian	Erie ES	X	
8/19/22	James, Jennifer	Department Secretary	Student Assistance Services		X
9/30/22	Guzman, Angela	Accounting Technician	Financial Services		X
8/19/22	Lucero, Angelica	Nutrition Services Worker	Twin Peaks Charter Academy		X
9/30/22	Ponder, Henry David	Help Desk Specialist	Technology Services		X
9/19/22	Diaz, Norma	Bus Assistant - SpEd	Transportation		X
9/30/22	Tronick, Bryan	Bus Driver	Transportation		X
10/11/22	Sanders, Jessica	Secretary - Principals	Altona MS		X
9/21/22	Young, Yvonne	Special Education Para	Lyons M/S	X	
9/19/22	Aguilera, Amanda	Special Education Para	Spark Discovery PS	X	
9/30/22	Garcia, Barbara	Specialized Program Para	Mead ES		X
9/19/22	Garcia, Jessica	Health Clerk	Coal Ridge MS	X	
9/19/22	Happe, Diane	Health Clerk	Niwot ES	X	
9/6/22	Cervantes, Miriam	Custodian	Mead HS		X
10/7/22	Hartley, Jette	Child Care Director	Prairie Ridge ES		X
9/30/22	Plunkett, Linda	Specialized Program Para	Niwot ES		X
9/30/22	Goane, Thomas	Bus Driver	Transportation	X	
10/07/2022	Swanson, Debbie	Instructional Para	Mead ES		X
10/14/22	Reichert, Jana	Specialized Program Para	Alpine ES		X

8/10/22	NAME	POSITION	LOCATION
	ADMINISTRATIVE/PROFESSIONAL/TECHNICAL		
	LICENSED		
10/3/22	Boddiger, Heather	Literacy Teacher	Mead ES
9/26/22	Chand, James	Science Teacher	Frederick HS
9/26/22	Kehr, Laura	1st-Grade Teacher	Alpine Elementary ES
9/19/22	Poulson, Jesslyn	Art Teacher	Soaring Heights PK-8
9/20/22	Reyna Rojas, Jessica	Foreign Language Teacher	Central ES
9/19/22	Robinson, Christa	Foreign Language Teacher	Coal Ridge MS
9/9/22	Seeger, Rachel	Social Studies Teacher	Coal Ridge MS
10/3/22	Shelton, David	Tech Ed Teacher	Lyons M/S
	CLASSIFIED		
10/3/22	Baena Vargas, Julio	Custodian	Custodial Services
9/27/22	Bailey, Julie	Specialized Program Para	Niwot HS
9/27/22	Bell, Kellie	Preschool Para	Soaring Heights PK-8
10/3/23	Carroll, Carleigh	Health Clerk and Special Education Para	Timberline PK-8
9/12/22	Deaver, Kacie	Nutrition Services Kitchen Manager Trainee	Nutrition Services
10/3/22	Endres, Carmela	Nutrition Services Worker	Lyons ES
9/15/22	Girasek, Miriam	Instructional Para	Fall River ES
9/14/22	Girtman, Amy	Accounting Technician	Financial Services
9/21/22	Grant, Stephanie	Bus Assistant - SpEd	Transportation
9/28/22	Harris-Dobson, Haleemah	Specialized Program Para	Main Street School
9/26/22	Laurens, Gordon	Bus Driver CDL	Transportation
9/15/22	Najera Reyes, Anabel	Registrar	Frederick HS
9/26/22	Olivier, Nicole	Accompanist	Thunder Valley K8
9/28/22	Pace, Heather	Nutrition Services Worker	Highlands ES
9/12/22	Reza, Crystal	Preschool Para	Spark Discovery PS
10/3/22	Rodriguez, Gabriela	Custodian	Custodial Services
9/26/22	Sandoval, Anthony	Campus Supervisor	Coal Ridge MS
9/13/22	Schimpf, Alex	Child Care - Group Leader	Blue Mountain ES
10/10/22	Seja Contreras, Susana	Nutrition Services Worker	Rocky Mountain ES
9/16/22	Senna, Melissa	Child Care - Group Leader	Burlington ES
9/26/22	Sundeen, Rebecca	Media Clerk & School Secretary	Erie HS
9/15/22	Swanson, Debbie	Instructional Para	Mead ES
9/19/22	Vancil, John	Bus Driver CDL	Transportation
9/12/22	West, Courtney	Bus Assistant - SpEd	Transportation
10/4/22	Western, Jennifer	Bus Assistant - SpEd	Transportation

MEMORANDUM

DATE: October 12, 2022
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 September Board Meetings.

BACKGROUND

The Board will be asked to approve the minutes from the September 14, 2022 Regular Meeting, the September 21, 2022 Study Session, and the September 28, 2022 Regular Meeting.

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Purchase of ServiceNow Software Licenses
Strategic Priority - Strong District Finances/Cutting Edge Technology and Innovation

RECOMMENDATION:

That the Board of Education approve the purchase of ServiceNow Licenses for an amount of \$60,182.72 from Carahsoft Technology Corporation.

BACKGROUND:

ServiceNow is a cloud-based ticketing and workflow management platform that will enhance the ability of District Technology Services to provide timely support to users while building additional opportunities to automate and enhance our current service offerings. ServiceNow will replace our current ticketing system, ServiceDesk, which is no longer supported by the manufacturer.

These licenses are being purchased through NASPO ValuePoint Master Agreement No. AR2472 and State of Colorado Participating Addendum Contract #139963 Cooperative Agreements. All contractual documents have been reviewed and approved by district council.

The cost to the District for licensing and support for the initial term will be \$60,189.72. Renewal options for year two (2) is estimated to be \$55,629.72 and year three (3) is estimated to be \$55,629.72. The annual renewal cost may increase or decrease based on the actual licensing needs of the District.

The funding for this purchase is from DTS General Funds dedicated to technology.

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Contract for Professional Services
Strategic Priorities – Strong District Finances/Cutting Edge Technology and Innovation

RECOMMENDATION:

That the Board of Education approve a professional services contract with CGI Technologies and Solutions, Inc. for the implementation of the ServiceNow IT service and workflow management system, and further authorize Greg Fieth, Chief Financial Officer, to sign all necessary documents.

BACKGROUND:

ServiceNow is a cloud-based ticketing and workflow management platform that will enhance the ability of District Technology Services to provide timely support to users while building additional opportunities to automate and enhance our current technology service offerings. The professional services included in this contract will provide DTS with support and assistance in implementing this new product as well as providing training for use, management, and administration of the product. Implementation of request management, incident management, and knowledge management will be included in this project.

These services are being purchased through OMNIA Partners Cooperative Contract No. R1919102. All contractual documents have been reviewed and approved by district council.

The total cost to the District for these services will be \$289, 977.00 which will be paid for in increments and based on milestones and deliverables.

The funding for this purchase is from DTS General Funds dedicated to technology.

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Food Purchase with Gold Creek Foods
Strategic Priority– Strong District Finances

RECOMMENDATION

That the Board of Education approve the purchase of food from Gold Creek Foods for the 2022/23 year for an initial amount of \$150,000.

BACKGROUND

Nutrition Services has historically utilized Tyson for commodity processing items through entitlement. Due to supply chain shortfalls, Tyson has been unable to provide the necessary approved products to the district to meet the volume of meals served on the published menu. Gold Creek Foods is also an approved commodity processor that has been procured and vetted by the State to use commodity entitlement. Gold Creek Foods provides similar products as Tyson and will fill the gap of product being shorted to Nutrition Services. Nutrition Services received an increase of \$458,000 in commodity entitlement from Colorado Department of Human Services this school year. A portion of those commodity dollars will be used for Gold Creek Foods to fulfill the gap in product.

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Fee Adjustment #3 to Consultant Contract at Central Elementary School
Strategic Priority – Portfolio of 21st-Century Instructional Focus Schools and Robust Co-Curricular Opportunities

RECOMMENDATION

That the Board of Education approve Fee Adjustment #3 for \$13,400 to the Architectural contract with Cannon Design for the Central Elementary Project for a total contract value of \$180,200. 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

On April 28, 2021, the Board of Education approved the original contract amount of 128,000.00.

This Fee Adjustment includes additional design services for an entrance awning and additional site observation visits during construction.

The budget for the project has been established at \$1,803,782 as part of the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any individual or accumulative changes that exceed the previously approved amount must be presented for Board approval.

Original Agreement Amount (a)	\$ 128,000
Previous change orders (b)	\$ 38,800
Current change order (c)	\$ 13,400
Total changes (previous + current) (d)	\$ 52,200
New contract amount (e)	\$ 180,200

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

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

RECOMMENDATION

That the Board of Education approve the Amendment to the contract with Fransen Pittman Construction Co. for the Northridge Elementary Renovation Project for a maximum amount of \$270,000.00 and an initial contract award of \$259,736.00. 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 scope of work includes Building preservation as defined in the bond program.

The CMGC review committee reviewed responses to RFQ 2017-027. Fransen Pittman Construction Co. was selected as the most qualified for this project. Fransen Pittman was selected based on previous experience with the school district and their response.

The budget for this project has been established at \$270,000.00, as part of 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: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

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

RECOMMENDATION

That the Board of Education approve the Amendment to the contract with Fransen Pittman Construction Co. for the Hygiene Elementary Renovation Project for a maximum amount of \$290,000.00 and an initial contract award of \$221,139.00. 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 scope of work includes Building preservation as defined in the bond project.

The CMGC review committee reviewed responses to RFQ 2017-027. Fransen Pittman Construction Co. was selected as the most qualified for this project. Fransen Pittman was selected based on previous experience with the school district and their response.

The budget for this project has been established at \$290,000.00, as part of 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: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Change Order #2 to Construction Manager/General Contractor (CMGC) Contract for the Indian Peaks Elementary School Project
Strategic Priority – Districtwide Safety and Security

RECOMMENDATION

That the Board of Education approve Change Order #2 for \$288,363 to the CMGC contract with FCI Constructors, Inc., for the Indian Peaks Security Improvements Project for a \$613,931 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

On February 22, 2022, the Board of Education approved the original agreement amount of \$314,496.

This Change Order includes all work associated with replacement of the existing chiller equipment.

The budget for the project has been established at \$625,000 as part of the 2016 Bond program. This item is being brought forth to comply with Board policy FEH stating any items over \$99,999 must have Board approval.

Original Agreement Amount	\$ 314,496
Previous change orders	\$ 11,072
Current change order	\$ 288,363
Total changes (previous + current)	\$ 299,435
New contract amount	\$ 613,931

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Second Reading and Adoption to Board Policy JRA/JRC
(Student Records/Release of Information on Students)
Strategic Priority – High Functioning School Board

RECOMMENDATION

For the Board of Education to adopt updates to Board Policy JRA/JRC (Student Records/Release of Information on Students).

BACKGROUND

Revisions to Board Policy JRA/JRC pertaining to student records/release of information, are being made to include specific reference to requirements under the Individuals with Disabilities in Education Act ("IDEA") and the federal and state regulations concerning same.

Student Records/Release of Information on Students

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy.

The superintendent or designee shall provide for the proper administration of student education records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records.

Content and custody of student education records

The principal is the official custodian of student education records in his or her building.

Student education records are those records that relate directly to a student. Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude and psychological tests; interest inventory results; health and medical information; family background information; teacher or counselor ratings and observations; reports of serious or recurrent behavior patterns and any Individualized Education Program (IEP).

Student education records do not include records maintained by a law enforcement unit of the school district that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or staff from disclosing information derived from personal knowledge or observation and not derived from a student's education records.

In accordance with applicable law, requests for inspection and review of student education records, requests for copies of such records, and disclosure of personally identifiable information therein shall be maintained and logged as a part of each student's education record.

School personnel shall use reasonable methods to authenticate the identity of parents/guardians, students, school officials, and other parties to whom they disclose student education records. Authentication of identity prior to disclosure of electronic records through passwords or other security measures shall be required.

Access to student education records by parents/guardians and eligible students

A parent/guardian has the right to inspect and review his or her student's education records if the student is under 18 years of age. If a student is 18 years old or older ("eligible student"), the student may inspect or review his or her own education records and provide written consent for disclosure of such records and personally identifiable information therein. However, the parent/guardian also is entitled to access his or her student's education records, despite the lack of written consent from the eligible student, if an eligible student is a dependent for federal income tax purposes or the disclosure is in connection with a health or safety emergency. Access to student education records by parents or eligible students shall be in accordance with the regulation accompanying this policy.

Request to amend student education records

A parent/guardian or eligible student may ask the district to amend a student education record they believe is inaccurate, misleading or otherwise violates the privacy rights of the student. Student grades cannot be challenged pursuant to this policy. Requests to amend a student education record shall be in accordance with the regulation accompanying this policy.

Disclosure with written consent

Whenever the district is required by law or policy to seek written consent prior to disclosing personally identifiable information from a student's education record, the notice provided to the parent/guardian or eligible student shall contain the following:

- a. the specific records to be disclosed;
- b. the specific reasons for such disclosure;
- c. the specific identity of any person, agency or organization requesting such information and the intended uses of the information;
- d. the method or manner by which the records will be disclosed; and
- e. the right to review or receive a copy of the records to be disclosed.

The parent/guardian's or eligible student's consent shall only be valid for the specific instance for which it was given. Consent for a student to participate in any course, school activity, special education program or in any other school program shall not constitute the specific written consent required by this policy.

All signed consent forms shall be retained by the district.

Disclosure without written consent

The district may disclose student education records or personally identifiable information contained therein without written consent of the parent/guardian or eligible student if the disclosure meets one of the following conditions:

1. The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein.
 - a. For purposes of this policy, a "school official" is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, consultant or therapist); a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
 - b. A school official has a "legitimate educational interest" if disclosure to the school official is: (1) necessary for that official to perform appropriate tasks that are specified in his or her position description or by contract agreement; (2) used within the context of official district business and not for purposes extraneous to the official's area of responsibility; (3) relevant to the accomplishment of some task or to a determination about the student; and (4) consistent with the purposes for which the data are maintained.

2. The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled. Any records sent during the student's application or transfer period may be supplemented, updated or corrected as necessary.
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities.
4. The disclosure is in connection with a student's application for, or receipt of, financial aid.
5. The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code. Such records and personally identifiable information shall only be disclosed upon written certification by the officials that the records and information will not be disclosed to any other party, except as specifically authorized or required by law, without the prior written consent of the parent or eligible student.
6. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction.
7. The disclosure is to accrediting organizations for accrediting functions.
8. The disclosure is to the parent/guardian of an eligible student and the student is a dependent for IRS tax purposes.
9. The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others.
10. The disclosure is to comply with a judicial order or lawful subpoena. The district shall make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena unless:
 - a. The court order or subpoena prohibits such notification; or
 - b. The parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the court order is issued in the context of that proceeding.
11. The disclosure is to the Secretary of Agriculture, or authorized representative from the USDA Food and Nutrition Service or contractors acting on behalf of the USDA Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations and performance measurements of state and local educational agencies receiving funding or providing benefits of program(s) authorized under the National School Lunch Act or Child Nutrition Act.
12. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access the student's case plan because such agency or organization is legally responsible, in accordance with applicable state or tribal law, for the care and protection of the student.

13. The disclosure is of “directory information” as defined by this policy.

Disclosure of directory information

Directory information may also be disclosed without written consent of the parent/guardian or eligible student. “Directory information” means information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. The superintendent, or designee, reserves the right to determine, in his or her sole discretion, if a disclosure is considered harmful or an invasion of privacy. Directory information which may be released includes but is not limited to the student’s name, photographs, grade level, participation in officially recognized activities and sports, weight and height of athletes, degrees, honors and awards received, and dates of attendance.

Student telephone numbers and mailing addresses shall not be disclosed pursuant to this section. Bulk data requests made by third parties, such as requests for lists of student names, phone numbers, email addresses, etc., for marketing purposes, may be denied at the discretion of the superintendent or designee.

Disclosure of disciplinary information to school personnel

In accordance with state law, the principal or designee shall communicate disciplinary information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor to whom disciplinary information is reported shall maintain the confidentiality of the information and shall not communicate it to any other person.

State law requires the principal or designee to inform the student and the student’s parent/guardian when disciplinary information is communicated and to provide a copy of the shared disciplinary information. The eligible student and/or the student’s parent/guardian may challenge the accuracy of such disciplinary information through the process outlined in this policy and accompanying regulation.

Disclosure to military recruiting officers

Names, addresses and home telephone numbers, as well as directory information, of secondary school students shall be released to military recruiting officers within 90 days of the request, unless a parent/guardian or eligible student submits a written request that such information not be released. Reasonable and customary actual expenses directly incurred by the district in furnishing this information will be paid by the requesting service.

Disclosure to Medicaid

In all cases in which a student is enrolled in the Colorado Medicaid program, the district shall release directory information consisting of the student’s name, date of birth and gender to Health Care Policy and Financing (Colorado’s Medicaid agency) to verify Medicaid eligibility of students. The district shall obtain written consent annually from a parent/guardian before the release of any non-directory information required for billing. To accomplish this, the district shall:

- include a consent form with the “start of school” information each fall.
- include a consent form with IEP packet materials.
- include a consent provision on the Medical Emergency form.

Disclosure to the Colorado Commission on Higher Education (CCHE)

On or before December 31 of each school year, the school district shall disclose to the CCHE the names and mailing addresses of those students enrolled in the eighth grade for use in mailing the notice of postsecondary educational opportunities and higher education admission guidelines as required by state law.

Publication of student photos on district/school web pages

Student pictures shall not be published on district or school web pages without prior written parent/guardian or eligible student permission. Students' last names shall not accompany pictures, except for senior high students. No other personal student information may be included on a page (address, phone number, email address, etc.). School staff is responsible for collecting and retaining all parent/guardian or eligible student photo permits.

Annual notification of rights

The district shall notify parents and eligible students of their rights pursuant to this policy at the beginning of each academic year. A copy of this policy and accompanying regulation will be included annually in the annual notification to parents/guardians and behavioral code of conduct book given to each student and is available electronically on the district's website. For notice to parents/guardians or eligible students who are disabled or whose primary or home language is other than English, the format or method of notice will be modified so it is reasonably likely to inform them of their rights.

A copy of the Family Educational Rights and Privacy Act (FERPA), and this policy and accompanying regulation may be obtained from the office of the superintendent during normal business hours.

Governing law

The district shall comply with the Family Educational Rights and Privacy Act (FERPA) and its regulations, **the Individuals with Disabilities Education Act (IDEA) and its regulations, as well as** state law governing the confidentiality of student education records. The district shall be entitled to take all actions and exercise all options authorized under the law.

In the event this policy or accompanying regulation does not address a provision in applicable state or federal law, or is inconsistent with or in conflict with applicable state or federal law, the provisions of applicable state or federal law shall control.

Adopted: April 25, 1979

Revised: May 22, 1985

Revised: October 13, 1993

Revised: September 25, 1996

Revised: September 9, 1998

Revised: November 14, 2001

Revised: February 9, 2005

Revised: February 22, 2006

Revised: June 11, 2008

Revised: February 8, 2012

Revised: June 24, 2015

Revised: March 10, 2021

Revised:

- LEGAL REFS.: 20 U.S.C. §1232g (Family Educational Rights and Privacy Act)
- 20 U.S.C. § 1400 (Individuals with Disabilities Education Act)
- 20 U.S.C. §7908 (military recruiter access to student records)
- 34 C.F.R. 99.1 *et seq.* (FERPA regulations)
- 34 C.F.R. § 300.1 (IDEA regulations)
- C.R.S. 19-1-303 and 304 (records and information sharing under Colorado Children's Code)
- C.R.S. 22-1-123 (district shall comply with FERPA)
- C.R.S. 22-32-109 (1)(ff) (duty to establish policy on disclosing eighth grade students' names and mailing addresses to the Colorado Commission on Higher Education)
- C.R.S. 22-32-109.1 (6) (duty to establish policy on sharing information consistent with state and federal law in the interest of making schools safe)
- C.R.S. 22-32-109.3 (2) (duty to share disciplinary and attendance information with criminal justice agencies)
- C.R.S. 22-33-106.5 (court to notify of conviction of crime of violence and unlawful sexual behavior)
- C.R.S. 22-33-107.5 (school district to notify of failure to attend school)
- C.R.S. 24-72-204 (2)(e) (denial of inspection of materials received, made or kept by Safe2Tell Program)
- C.R.S. 24-72-204 (3)(a)(VI) (schools cannot disclose address and phone number without consent)
- C.R.S. 24-72-204 (3)(d) (information to military recruiters)
- C.R.S. 24-72-204 (3)(e)(I) (Certain FERPA provisions enacted into Colorado Law)
- C.R.S. 24-72-204 (3)(e)(II) (disclosure by staff of information gained through personal knowledge or observation)
- C.R.S. 24-72-205 (5) (fee for copying public record)
- C.R.S. 25.5-1-116 (confidentiality of HCPF records)
- C.R.S. 25.5-5-318 (districts who contract to receive federal funds for health services for students receiving Medicaid benefits may share information as allowed by parent/guardian)
- CROSS REFS.: JK, Student Discipline
- JLC, Student Health Services and Requirements
- JRCA*, Sharing of Student Records/Information between School District and State Agencies

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

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Adoption of Resolution Proclaiming Classified School Employees Week, October 17-21, 2022
Strategic Priority – Outstanding Teachers and Staff

RECOMMENDATION

That the Board of Education approve a Resolution proclaiming October 17-21, 2022, 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 17-21, 2022

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 17-21, 2022 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

Jim Berthold
Meosha Brooks
Chico Garcia
Sarah Hurianek
Richard Martyr
Karen Ragland
Joie Siegrist

SUPERINTENDENT OF SCHOOLS

Don Haddad, Ed.D

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Adoption of Resolution Approving 2022-2023 District Employee
Membership in Colorado High School Activities Association (CHSAA)
Strategic Priority – Strong Visionary Leadership

RECOMMENDATION

That the Board of Education adopt a resolution approving 2022-2023 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.

Chase McBride, Executive Director of Athletics, Fine Arts, and PE, will be available for questions.

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 Colorado Athletic Conference, Longs Peak League 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 2022-23 School Year:

Chase McBride	Administration	Colorado Athletic Directors Association (CADA) Member, CHSAA Equity Committee, CHSAA State Softball Tournament Director, CHSAA Playoff Restructuring Committee, District Athletic Director Committee, SVVSD JOC Board
Janay Bird	Administration	CHSAA Music Committee Member, Colorado Music Educators Association Member, American Choral Directors Association, Colorado All State Choir Board Member, CHSAA Activities Advisory Committee Member
Justin Carpenter	Erie	CADA Member, CHSAA Lacrosse Committee, Front Range League Member
Ty Gordon	Frederick	CADA Member, CHSAA Soccer Committee, Longs Peak League President, SVVSD JOC Board
Pete Scheck	Longmont	CADA Member, Northern League Member, SVVSD JOC Board
Colleen Ford	Lyons	CADA Member, Mile High League President, Mile High League Football Committee
Chad Eisentrager	Mead	CADA Member, CHSAA Golf Committee Chair, Northern League Vice President
Joe Brown	Niwot	CADA Executive Board, CHSAA Coaches Education Committee, CHSAA Tennis Committee Member, CHSAA Board of Directors, Colorado High School Coaches

Patrick DeCamillis	Silver Creek	Association (CHSCA) Executive Board, SVVSD JOC Board CADA Member, CHSAA Wrestling Committee Member, CHSAA Wrestling State Tournament Committee, Northern League Member
Michael Green	Skyline	CADA Member, CHSAA Unified Bowling Committee Member, CHSAA Legislative Council Representative, Longs Peak League Secretary, Northern League Member
Cameron Wright	Twin Peaks	CADA member, CHSAA Executive Board, Foothills League Vice President

I certify that the foregoing resolution was duly adopted by the Board of Education of the St. Vrain Valley School District RE-1J at its Regular Meeting on October 12, 2022.

Karen Ragland
President of the Board of Education

*Place on file in Local District. Do not submit to the CHSAA.

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of First Reading and Adoption to Board Policies BEC (Executive Sessions), GBAB (Workplace Health and Safety Protection), and GBJ (Personnel Records and Files)
Strategic Priority – Portfolio of 21st-Century Instructional Focus Schools and Robust Co-Curricular Opportunities

RECOMMENDATION

For the Board of Education to adopt updates to Board Policies BEC (Executive Sessions), GBAB (Workplace Health and Safety Protection), GBJ (Personnel Records and Files)

BACKGROUND

BEC has been modified to include negotiations concerning the terms of an employment contract with one or more superintendent finalists in the list of matters for which a board of education can convene in executive session. CRS § 24-6-402 § (4)(i). GBAB has been modified to remove the definition of Public Health Emergency under CRS § 8-14.4-101 (4). GBJ has been modified to include the specific dates of an educator's absence from work in the definition of "personnel files" under CRS § 24-72-202(4.5).

Executive Sessions

All meetings of the Board shall be open to the public except that at any regular or special meeting the Board may proceed into executive session upon affirmative vote of two-thirds of the quorum present.

The Board shall not make final policy decisions nor shall any resolution, policy or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session.

Prior to convening in executive session, the Board president shall announce the topic of the executive session that shall be reflected in the minutes. The Board shall include the specific citation to statute authorizing it to meet in executive session when it announces the session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.

The Board may hold an executive session for the sole purpose of considering any of the following matters:

1. Purchase, acquisition, lease, transfer or sale of any real, personal or other property. However, no executive session shall be held to conceal the fact that a member of the Board has a personal interest in such property transaction. Citation: C.R.S. 24-6-402 (4)(a).
2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. Citation: C.R.S. 24-6-402 (4)(b). The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.
3. Matters required to be kept confidential by federal or state law or regulations. Citation: C.R.S. 24-6-402 (4)(c). An announcement shall be made indicating the specific citation to state or federal law which is the reason the matter must remain confidential.
4. Specialized details of security arrangements or investigations. Citation: C.R.S. 24-6-402 (4)(d).
5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations, including strategy for negotiations relating to collective bargaining or employment contracts, and instruction of negotiators. Discussion of negotiations relating to collective bargaining or employment contracts shall occur in a public meeting, unless an executive session is otherwise allowed. Citation: C.R.S. 24-6-402 (4)(e).
6. Personnel matters except if an employee who is the subject of an executive session requests an open meeting. Citation: C.R.S. 24-6-402 (4)(f). If the personnel matter involves more than one employee, all of the employees must request an open meeting. Discussion of personnel policies that do not require discussion of matters specific to particular employees are not considered "personnel matters."

The Teacher Employment, Compensation and Dismissal Act shall prevail in teacher dismissal hearings. (It provides that a dismissal hearing shall be open unless either the administration or employee requests that the hearing be closed.)

Discussions concerning a member of the Board, any elected official or the appointment of a Board member are not considered “personnel matters.”

7. Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act, except that consideration of work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed. Citation: C.R.S. 24-6-402 (4)(g).
8. Discussion of individual students where public disclosure would adversely affect the person or persons involved. Citation: C.R.S. 24-6-402 (4)(h).
9. Negotiations concerning the terms of an employment contract with one or more superintendent finalists if the Board has named more than one candidate as a finalists and has held a forum open to the public conduct interviews with each of the finalists. C.R.S. 24-6-402 (4)(i)(II).

In addition to interviewing finalist in a public forum, the Board may interview finalists in executive session. C.R.S. 24-6-402 (4)(i)(II).

The Board may also instruct personnel and representatives to begin contract negotiations with one or more superintendent candidates in executive session, including the necessary process to prioritize, for the purposes of negotiation, one or more finalists after public forums have been completed. C.R.S. 24-6-402 (4)(i)(III).

Prioritizing among the finalists and beginning negotiations with one or more of the finalists shall not constitute formal action or adoption by the board or governing body. Such formal action occurs only when the board or governing body comes into public session and casts votes on their preferred next chief executive officer. No formal adoption is deemed to have taken place until a public vote has occurred.

Only those persons invited by the Board may be present during any executive session regardless of the topic of the session (including personnel matters).

The Board shall cause an electronic recording to be made of the executive session in accordance with applicable law. Such record shall be retained by the Board for 90 days following the session.

Adopted: February 8, 1984
Revised: August 27, 1986
Revised: June 8, 1994
Revised: September 25, 1996
Revised: October 24, 2001
Revised: January 14, 2004
Revised: February 11, 2004
Revised: October 28, 2015
Revised: February 12, 2020

Revised:

LEGAL REFS.: C.R.S. 22-32-108 (5) (meetings of the board)
C.R.S. 22-32-108 (5)(d) (executive session minutes)
C.R.S. 22-32-109.4 (4) (board meeting “at which a collective bargaining agreement is discussed” must be open to the public)
C.R.S. 24-6-402 (open meetings law)

CROSS REFS.: BEDG, Minutes
KDB, Public's Right to Know/Freedom of Information

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

Workplace Health and Safety Protection

The Board is committed to providing a safe work environment for all employees. When district employees know or have any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety ~~related to a public health emergency~~, they should report such concerns following the district's concerns, complaints, or grievances procedure.

~~Public health emergency~~

~~For the purposes of this policy, a public health emergency means a public health order issued by a state or local public health agency or a disaster emergency declared by the governor based on a public health concern.~~

Nondiscrimination

The Board, the superintendent, other administrators, and district employees will not unlawfully discriminate, take adverse action, or retaliate against any employee who, in good faith, raises any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety ~~related to a public health emergency~~ if the district controls the workplace conditions giving rise to the threat or violation. Discrimination against an employee who opposes any practice they reasonably believe is unlawful or who participates in an investigation, proceeding, or hearing on such matter is also prohibited.

The Board, the superintendent, other administrators and district employees will also not unlawfully discriminate, take adverse action, or retaliate against any employee who voluntarily wears their own personal protective equipment, such as a mask, faceguard, or gloves, if the personal protective equipment:

1. provides a higher level of protection than the equipment provided by the district;
2. is recommended by a federal, state, or local public health agency with jurisdiction over the district; and
3. does not render the employee incapable of performing their job or fulfilling their job duties.

Notice

To reduce unlawful discrimination and ensure a safe workplace environment, the administration is responsible for providing notice of this policy to all district

employees. This policy will be referenced in employee handbooks and otherwise available to all staff through electronic or hard-copy distribution.

Adopted: August 12, 2020

Revised:

LEGAL REFS.: C.R.S. 8-14.4-101 (definition of public health emergency)
C.R.S. 8-14.4-102 (prohibition against discrimination based on
claims related to a public health emergency)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunities
GBK, Staff Concerns/Complaints/Grievances

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

Personnel Records and Files

The superintendent is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee, licensed and classified, shall be accurately maintained in the district administrative office. Personnel records shall include home addresses and telephone numbers, financial information, and other information maintained because of the employer-employee relationship. Personnel records also include the specific date of an educator's absence from work.
2. All personnel records of individual employees shall be considered confidential except for the information listed below. They shall not be open for public inspection. The superintendent and designees shall take the necessary steps to safeguard against unauthorized access or use of all confidential material.
3. Employees shall have the right, upon request, to review the contents of their own personnel files, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges or persons not connected with the district.
4. The following information in personnel records and files shall be available for public inspection:
 - a. Applications of past or current employees
 - b. Employment agreements
 - c. Any amount paid or benefit provided incident to termination of employment
 - d. Performance ratings except for evaluations of licensed personnel as noted below
 - e. Any compensation including expense allowances and benefits
5. The evaluation report of licensed personnel and all public records used in preparing the evaluation report shall be confidential and available only to those permitted access under state law. Portions of the superintendent's evaluation shall be open to public inspection, in accordance with state law.
6. District employees' home addresses and telephone numbers shall not be released for general public or commercial use.
7. District employees' medical records shall be kept in separate files and shall be kept confidential in accordance with applicable law and Board policy.

Adopted: February 28, 1968
Revised: February 8, 1984
Revised: November 17, 1993
Revised: June 8, 1994

Revised: June 11, 2008

Revised: November 11, 2015

Revised:

LEGAL REFS.: C.R.S. 22-9-109 (licensed personnel evaluations – exemption from public inspection)
C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)
C.R.S. 24-19-108 (1)(c) (exceptions to public records)
C.R.S. 24-72-201 *et seq.* (Colorado Open Records Act)

CROSS REFS.: CBB, Recruitment of Superintendent
GCE/GCF, Professional Staff Recruiting/Hiring
KDB, Public's Right to Know/Freedom of Information

CONTRACT REF.: SVVEA Agreement
Classified Employees' Handbook
APT Handbook

MEMORANDUM

DATE: October 12, 2022

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Second Reading and Adoption to Board Policy BEAA*
(Electronic Participation in School Board Meetings)
Strategic Priorities: High-Functioning School Board

RECOMMENDATION

For the Board of Education to approve and adopt on second reading updates to Board Policy BEAA* (Electronic Participation in School Board Meetings).

BACKGROUND

Revisions have been made to the Board policy to provide a definition of “exigent circumstances,” as well as obviating the need for the Board member to make a public record of the exigent circumstances during the meeting. Pursuant to the Board’s action requesting amendment during first reading, language requiring notification to the Superintendent has been removed from the sixth paragraph.

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. For the purposes of this policy, “extenuating circumstances” means the Board member’s job, military, or personal circumstances require the Board member to be absent from the meeting, or another significant event makes the physical presence of one or more Board members inadvisable.

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 of the request to attend by electronic means and the reasons for such request~~ 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 reasonably possible of the request to attend by electronic means.

A Board member who attends and participates by electronic means shall identify the location from which he or she is participating, ~~and those present with the Board member at that location, 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.

Adopted: April 8, 2020

Revised:

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