

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, Vice President
- Meosha Brooks, Member
- Jocelyn Gilligan, Treasurer
- Sarah Hurianek, Secretary
- Geno Lechuga, Member
- Karen Ragland, President
- Jackie Weiss, Assistant Secretary

#### **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:**

St. Vrain Valley Schools Legislative Tribute  
Skyline High School Feeder Presentation

#### **4. AUDIENCE PARTICIPATION:**

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

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

6.1. School Safety and Security Report

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

- 7.1. Approval: Staff Terminations/Leaves
- 7.2. Approval: Staff Appointments
- 7.3. Approval: Minutes for the January 10, 2024 Regular Meeting, January 17, 2024 Study Session, January 24, 2024 Study Session and January 24, 2024 Regular Meeting
- 7.4. Approval: Recommendation to Hire Principal at Skyline High School
- 7.5. Approval: Recommendation to Hire Principal at LaunchED
- 7.6. Approval: Recommendation to Hire Principal at Centennial Elementary School
- 7.7. Approval: Recommendation to Hire Principal at Erie Elementary School

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- 7.8. Approval: Recommendation to Hire Principal at Indian Peaks Elementary School
- 7.9. Approval: Recommendation to Hire Assistant Principal at Soaring Heights PK-8
- 7.10. Approval: Contract for Professional Services
- 7.11. Approval: Purchase and Trade-in of Network Products
- 7.12. Approval: Public Service Company of Colorado Easement Agreement for the Town of Erie County Line Road Roadway Improvements
- 7.13. Approval: Change Order #2 to Vendor Contract for Innovation Center Cyber Explorer Bus Renovation

**8. ACTION ITEMS:**

- 8.1. Recommendation: Approval of Request to Grant an Exception to Board Policy GBEA - Staff Ethics/Conflict of Interest - Peterson

**9. DISCUSSION ITEMS:**

**10. ADJOURNMENT:**

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

|                        |                                |
|------------------------|--------------------------------|
| Wednesday, February 21 | 6:00 - 8:00 pm Study Session   |
| Wednesday, February 28 | 5:15 - 5:45 pm Study Session   |
| Wednesday, February 28 | 6:00 - 8:00 pm Regular Meeting |

## MEMORANDUM

DATE: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Report on School Safety and Security  
Strategic Priority – Districtwide Safety and Security

PURPOSE

To inform the Board of Education on the strategies used in the District to provide an overall safe school environment.

BACKGROUND

The Board of Education adopted policy ADD, Safe Schools in 1999 to systematically “develop and maintain a safe schools plan.”

District departments, schools, and staff have the responsibility to create a safe school environment. In Regulation ADD-R it states, “To plan, implement and orchestrate deliberate, focused activity to increase the probability that the school or facility remains as safe as possible, within a reasonable context, given the nature of the school business and limited resources.” The areas of activity are focused around:

- Mitigation/Prevention
- Preparedness
- Response
- Recovery

**Annual Report to the Board of Education**

**February 2024**

**Office of Safety and Security**

## Executive Summary

The St. Vrain Valley School District recognizes that a safe learning environment is a fundamental component in the provision of an exemplary education. The Office of Safety and Security, along with other departments, is responsible for delivering relevant safety and security programs, training, services, and support to schools and community stakeholders.

The Executive Director leads the department in collaboration with 69 Campus Supervisors, 32 School Resource Officers (including supervisors), and the Emergency Preparedness Manager. The Executive Director is responsible for establishing program vision, setting objectives and directing the work of the safety and security teams throughout the District.

This Annual Report is a requirement of the Colorado Safe Schools Act and summarizes the safety and security related activities of the St. Vrain Valley School District from July 1, 2022 through June 30, 2023.

Questions regarding this report can be directed to Richard Peebles at [peebles\\_richard@svvsd.org](mailto:peebles_richard@svvsd.org) or 303-682-7207.

Richard Peebles  
Executive Director, Security and Safe Schools  
St. Vrain Valley Schools

## Our Mission

To enhance the educational environment, ensuring each and every student has the opportunity to thrive and reach their full potential for academic achievement and success. We accomplish this through a partnership with the whole community, which includes students, staff, parents, local businesses and government organizations, and a high functioning school board.

Office of Security and Safe Schools

## The Colorado Safe School Act

### Colorado Revised Statute 22-32-109.1 §

The Safe School Act embodies a framework for school safety, readiness, and incident management plans. (Summation)

The critical components of the Safe School Act consist of:

- ☐ Adopt and implement a safe school plan
- ☐ General policies and procedures for dealing with disruptive students
- ☐ Provisions for the initiation of suspension or expulsion proceedings
- ☐ Policies and procedures for the use of acts of reasonable and appropriate physical intervention or force in dealing with disruptive students
- ☐ General policies and procedures for determining the circumstances under and the manner in which disciplinary actions, including suspension and expulsion, shall be imposed
- ☐ A specific policy concerning gang-related activity on school grounds, vehicles and/or at school events
- ☐ Written prohibition of students bringing or possessing dangerous weapons, drugs, or other controlled substance on school grounds, in vehicles and/or at school sanctioned events
- ☐ Written prohibition of students from using or possessing tobacco products on school grounds, in vehicles and/or at sanctioned school events
- ☐ A written policy concerning searches on school grounds, including searches of student lockers
- ☐ A dress code policy
- ☐ A policy concerning bullying prevention and education
- ☐ Impose proportionate interventions and consequences
- ☐ Safe school reporting requirements
- ☐ Internet safety plan
- ☐ Prevention plan for child sexual abuse and assault
- ☐ School Response framework -- school safety, readiness, and incident management plan
  - Adopt the National Response Framework
  - Institutionalize the incident command system
  - Develop a school safety, readiness and incident management plan, including emergency communications
  - Safety teams and backups
  - Enter into a memorandum of understanding with community partners
  - Create an all-hazard exercise program
  - Conduct all-hazard drills and tabletop exercises
  - Inventory and test emergency equipment on an annual basis
  - Adopt procedures for taking action and communicating with law enforcement agencies, community emergency services, parents, students, and the media in the event of certain incidents
  - Safety and Incident management training for all key emergency personnel, including safety teams and backups
  - Adopt a safety and security policy

- Information sharing
- Open school policy
- Employee screening
- Immunity
- Compliance with safe school reporting
- Review of Reporting Requirements

## Significant Milestones

### Student Behavior

The District is committed to providing a safe environment where students can flourish in their educational experience. When student behavior conflicts with this mission, systems are in place to address and redirect the behavior of the students with a goal to keep the student engaged in their education. During this school year, eight students went through the expulsion process. Support services provide wraparound opportunities to address the students' needs and assist with getting them back on track educationally while maintaining a safe school environment.

### Automated External Defibrillator (AED)

The service provider for our AED program is AED Authority, a Colorado based company. This year we were able to replace 21 devices that had neared their end of life. Additionally, we added AED's to the second floor at six high schools, one PK8, Main Street School and the weight room at Niwot High School. In total, we have 110 AED's across the district and a 100% monthly inspection rate. The district's AED program is managed by our Emergency Preparedness Manager, Robert Johnson.

### Enhanced Physical Security

- Upgraded security camera systems
  - Implemented a camera server refresh program
  - Replaced servers at 10 schools as part of the initial refresh
    - New servers have integrated analytics
    - Allow users to more efficiently and effectively search
- Replaced intercom system at Skyline High School
  - \$320,000.00
- Upgrade Fire alarm system at Lyons Elementary
  - \$370,000.00
- Upgrade Fire alarm system at ESC/LSC
  - \$650,000.00
- Replaced roll-down fire doors at Sanborn Elementary School
  - \$25,000.00
- Upgraded hardware for the Access Control Manager (ACM)
  - Entrances have been upgraded at five locations
  - Ongoing project that will continue for several more years
- ADA door operator upgrades
  - 7 door operators have been upgraded to interact with ACM
  - Ongoing project that will continue for several more years
- Completed secure entry renovations at three elementary schools



- Central Elementary \$1.5 million
- Rocky Mountain Elementary \$325k
- Indian Peaks Elementary \$325k
- Completed bidirectional antennas to enhance public safety radio communications
  - Erie High School \$50k
  - Mead High School \$50k
  - Soaring Heights \$36k
  - Lyons Elementary School \$30k
  - Altona Middle School \$40k
- Received the School Safety Disbursement Grant from the state
  - Enhanced safety features at four schools
  - \$307,500
- Window hardening project
  - Longmont High School \$160k
  - Longs Peak Middle School \$50k
  - Highlands Elementary School \$82k
  - Main Street School \$15,500

### Community Partnerships

The vitality of our District is dependent on building and maintaining strong community relationships. This comprehensive approach to school safety allows our schools to reap the benefits, on multiple levels, of strong community support. The relationships with first responders are critical in the overall scope of providing safe and secure schools. The Office of Security and Safe Schools maintains strong relationships with local law enforcement agencies, Fire Districts, Offices of Emergency Management in both Weld and Boulder Counties, local and county Victim Services, Public Health and several nonprofits that support the well-being of students.

This year, as we do each year, under the leadership of Dr. Haddad, we worked closely with our community partners to set expectations and better understand the needs of students, staff, and community stakeholders. On several occasions we met with School Resource Officers, their supervisors, and various community groups. The purpose of these meetings was to help others better understand our comprehensive approach to school safety. The philosophy around school safety at SVVSD is very much in line with the *Whole Community Concept* of preparedness. Meaning, there is no single element of school safety that is more important than the other. It takes students, staff, families, public safety, and other community organizations to help ensure a safe learning environment for everyone.

## Sustainable Initiatives

### Standard Response Protocol (SRP)



The SRP focuses on five actions taken in case of an emergency in the school, LOCKDOWN, SECURE, EVACUATE, SHELTER, HOLD. These actions were practiced throughout the year at all schools through required drills and actual incidents. The Office of Safety and Security provides staff training and monitors drills to ensure compliance and to assist the school in adopting the concepts. Schools conduct two lockdown drills, a secure drill, and two shelter-in-place drills (such as tornado drills) every year, per Board Policy EBCB – Safety Drills and Exercises. In addition to the SRP drills, schools must complete monthly Evacuation (fire) drills.

To enhance the efficiency and to provide a consistent approach across the District, all administrators were provided written procedures on how to conduct SRP mandated drills. The Emergency Preparedness Specialist in the District attends and supports schools during the execution of the SRP drills.

### Safe2Tell



The Safe2Tell program provides a means for students to remain anonymous when reporting incidents that may impact the safety of a student(s) and/or a school. During the 2022-2023 school year, the total number of Safe2Tell reports increased slightly to 1069 total reports (including 138 duplicates). This data is consistent with statewide data reported to Safe2Tell.

Efforts to support the Safe2Tell Program in the District included:

- The Safe2Tell logo and reporting information is added to the back of all student ID cards in collaboration with the ID card vendors.
- Individual school presentations to promote the program.
- Posters displayed in all school buildings.
- Brochures, magnets and other marketing tools distributed to schools.

## Stop the Bleed Program

Uncontrolled bleeding is a major cause of preventable deaths. Approximately 40% of trauma-related deaths worldwide are due to bleeding or its consequences, establishing hemorrhage as the most common cause of preventable death in trauma. The Stop the Bleed Campaign encourages bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives. In addition to the training and equipment received by Campus Supervisors, the district continues to expand the availability of the program to others who desire to participate in this advanced training.

## Access Control

Driven by strong District policies and procedures, staff are trained to secure all facilities during school business hours. All exterior doors are locked, monitored, and visitors are carefully screened prior to entering the school. Additionally, an access control matrix is used to identify key positions within the District and the level of access required to operate within their scope of responsibility, thus reducing the number of false alarms in the District.

## School Safety Committees

All schools submitted a record of their 2022-2023 safety committee activities, including their meeting dates and safety drill dates. Activities also include updating the school Emergency Operations Plan (EOP), reviewing building safety procedures, setting safety goals and monitoring progress, executing and debriefing drills and incidents, discussing climate and culture issues, inspecting buildings for safety hazards, and establishing and maintaining the First Aid Teams. School-based safety team meetings are provided annual discussion items, including quick 15-minute emergency scenarios to discuss. Schools record and submit meeting minutes to the security office.

## School-Based First Aid Teams

Every school has a First Aid Team to render First Aid (including CPR) when there is a serious injury or medical emergency. The District standard, established in 2001, is that 5-7 staff on the team are certified in First Aid and at least two staff on the team be certified in CPR. Additionally, we have added AED and Stop the Bleed training.

## District Incident Response Team

The District Incident Response Team, formerly referred to as the Incident Management Team, is composed of representatives from all departments, nurses, custodial, operations, maintenance, transportation, nutritional services, etc. The purpose of the rebranding of this team was to more accurately reflect the nature of the work the team does. School based emergencies come in all shapes and sizes. At times, schools simply need a few extra people to help properly manage an event. However, some events are more impactful and need a greater number of resources and a team of people to appropriately manage the response. Our incident response team is scalable in size and function and will assist schools, as needed, with a wide variety of events.

## Emergency Call Center

The emergency call center was developed to assist families during an emergency at a school. When a school evacuates the building, the call center is initiated. The call center has the main

phone line at the school transferred to the ESC and trained staff can answer the calls from their desks. The call takers answer questions and record critical information that is then transferred to the incident commander. During the 2022-2023 school year, the call center personnel met several times to discuss challenges, work through a tabletop exercise, and worked through one live exercise where members practiced taking calls from role-players. In addition, the Call Center staff were activated twice to support school incidents.

### Threat Assessment Team

The district Threat Assessment Team is a multidisciplinary group comprising of educators, counselors, interventionists, law enforcement, and others, and is led by the Assistant Superintendent of Student Services, Johnny Terrell. The team is responsible for reviewing student safety concerns across the entire district. Furthermore, the team helps support the schools as they establish safety plans and other student support efforts to ensure each and every student has access to a safe learning environment. During the 22-23 school year, the team met weekly to review threat screens submitted. Of those submitted, 96 moved forward to a full threat assessment.

### Key Positions in the District

- **Executive Director of Safety and Security** provides oversight on safety and security issues for the District. The Executive Director serves as a liaison to first responders and community partners. The Executive Director also monitors all the Safe2Tell tips for the district 24 hours a day, 7 days a week. Lastly, the Executive Director assists administrators in responding to situations at all schools, is the liaison to legal counsel, and assists in establishing processes for emergency preparedness, response and recovery.
- **Emergency Preparedness Manager** supports the efforts of the Office of Safety and Security. Functions include monitoring drills, assisting schools with the development of emergency plans, participating in fire safety inspections, coordinating safety activities with Campus Supervisors, SROs, and Administrators. Representing the District with Safety and Emergency Management organizations at the national (InfraGard, DHS, School Safety Task Force), state (CASSLEO, Safe2Tell), county (Weld, Boulder, and Carbon Valley Emergency Management teams), and local (City of Longmont Office of Emergency Management) levels. Manages the District AED program. During this school year, training was completed for reunification, Standard Response Protocol (SRP) and Faculty/Administrator Safety Training and Emergency Response (FASTER).
- **Campus Supervisors** adhere to a job description from the District in addition to site-specific job duties determined by the secondary school building administration. They function as building security, ensuring that staff and students are in a safe environment that is conducive to learning. Campus Supervisors make recommendations concerning security and safety issues, facilitate compliance around drills and exercises and communicate with students and staff to support all schools' safety efforts. Campus Supervisors provide assistance at after-school functions such as football and basketball games.
- **School Resource Officers (SROs)** provide a police presence in secondary schools, interact with staff and students, and let them see that police officers are more than enforcers of the law. SROs have the authority to arrest, ticket, or refer a student to a restorative justice

process. SROs provide education on sexting, domestic violence, bullying, and teen police academies where students are given an opportunity to see the type of training a police officer receives.

- **School administration and staff** set the climate in their schools. This is done by providing ongoing support to staff, parents, and students. Administrators reach out beyond the student and support families. Administrators and staff maintain resources within their community to assist families in need. Whether it is a coat for a child, food bank resources or gas money, staff embrace the belief that it takes a community to raise a child.
- **School Counselors and Interventionists** play a significant role in our schools. Both positions provide students a safe haven in which they can share their thoughts and concerns. Interventionists and counselors participate and provide valuable feedback in the threat assessment process.

| EFFECTIVE | NAME   | POSITION                             | LOCATION                    | LEAVE OF ABSENCE | SEPARATION RESIGNATION RETIREMENT |
|-----------|--|--------------------------------------|-----------------------------|------------------|-----------------------------------|
|           | <b>ADMINISTRATIVE/PROFESSIONAL/TECHNICAL</b> |                                      |                             |                  |                                   |
| 1/23/24   | Dykes, Deanna                                | Principal                            | Northridge ES               | X                |                                   |
|           | <b>LICENSED</b>                              |                                      |                             |                  |                                   |
| 1/31/24   | Bankhead, Tina                               | Special Education Teacher            | Legacy ES                   | X                |                                   |
| 1/17/24   | Blake, Jacqueline                            | Math Teacher                         | Frederick HS                | X                |                                   |
| 2/20/24   | Booth, Kathryn                               | Physical Therapist                   | Special Education           | X                |                                   |
| 1/24/24   | Carr, Anna                                   | 5th Grade Teacher                    | Hygiene ES                  | X                |                                   |
| 5/24/24   | Coppinger, Jane                              | Math Teacher                         | Silver Creek HS             |                  | X                                 |
| 1/29/24   | Creighton, Danye                             | Math Teacher                         | Mead MS                     | X                |                                   |
| 1/29/24   | Demers, Kaarina                              | Social Studies Teacher               | Altona MS                   | X                |                                   |
| 3/12/24   | Echohawk, Tobin                              | Physical Education Teacher           | Erie HS                     | X                |                                   |
| 2/26/24   | Foley, Lindsay                               | Psychologist                         | Special Education           | X                |                                   |
| 1/8/24    | Garcia, Annalyse                             | Physical Education Teacher           | Frederick HS                |                  | X                                 |
| 2/15/24   | Goulder, Isabelle                            | Social Worker                        | Student Assistance Services | X                |                                   |
| 1/8/24    | Koon, Erin                                   | Counselor                            | Fall River ES               | X                |                                   |
| 1/11/24   | Reavis, Annalee                              | Vocal Music Teacher                  | Coal Ridge MS               | X                |                                   |
| 2/5/24    | Rudisill, Byron                              | Science Teacher                      | Niwot HS                    | X                |                                   |
| 1/8/24    | Sherman, Craig                               | Math Teacher                         | Niwot HS                    | X                |                                   |
| 2/20/24   | Tyler, Benjamin                              | Instrumental Music Teacher           | Erie MS                     | X                |                                   |
| 1/8/24    | Vallenas Alzamora, Grecia                    | Kindergarten Teacher                 | Columbine ES                | X                |                                   |
| 12/22/23  | VanAuken, Joshua                             | Special Education Teacher            | Longs Peak MS               |                  | X                                 |
| 2/5/24    | Walters, Laura                               | Vocal Music Teacher                  | Niwot HS                    | X                |                                   |
|           | <b>CLASSIFIED</b>                            |                                      |                             |                  |                                   |
| 1/8/24    | Baxter, Lewis                                | Campus Supervisor                    | Erie MS                     |                  | X                                 |
| 2/14/24   | Best, Joanne                                 | Specialized Program Para             | Niwot ES                    |                  | X                                 |
| 1/9/24    | Brown, Elizabeth                             | Nutrition Services Worker            | Nutrition Services          |                  | X                                 |
| 1/9/24    | Champlin, Rebecca                            | Manager - Community Schools          | Community Schools           | X                |                                   |
| 3/15/24   | Donahue, Meredith                            | Instructional Para                   | Blue Mountain ES            |                  | X                                 |
| 2/20/24   | Escarcega, Violeta                           | Instructional Para                   | Northridge ES               | X                |                                   |
| 2/12/24   | Fehrer, Jaydee                               | Bus Driver                           | Transportation              | X                |                                   |
| 2/6/24    | Fernandez, Alejandra                         | Attendance Clerk                     | Frederick HS                |                  | X                                 |
| 1/24/24   | Flahive, Tamara                              | Nutrition Services Worker            | Nutrition Services          |                  | X                                 |
| 2/4/24    | Gerhard, Denise                              | Principal Secretary                  | Erie HS                     |                  | X                                 |
| 12/22/23  | Gunderson, Delene                            | Benefits Specialist                  | Human Resources             | X                |                                   |
| 1/23/24   | Gurrola, Jasmynne                            | Nutrition Services Worker            | Nutrition Services          |                  | X                                 |
| 2/1/24    | Hadrick, Debbie                              | Kitchen Manager, Secondary           | Nutrition Services          | X                |                                   |
| 1/18/24   | Hislop, Steven                               | Vending Technician                   | Nutrition Services          |                  | X                                 |
| 12/20/23  | Howk, John                                   | Nutrition Services Worker            | Nutrition Services          |                  | X                                 |
| 1/18/24   | Kutz, Lorraine                               | Attendance Clerk                     | Legacy ES                   | X                |                                   |
| 2/12/24   | Lopez, Briana                                | Attendance Clerk                     | Altona MS                   | X                |                                   |
| 1/18/24   | Lovell, Cleota                               | Nutrition Services Worker            | Nutrition Services          |                  | X                                 |
| 12/21/23  | McKibbin, Rikki                              | Crossing Guard                       | Prairie Ridge ES            |                  | X                                 |
| 2/8/24    | Melendez, Talla                              | Director - Child Care                | Community Schools           | X                |                                   |
| 1/29/24   | Mount, Jesse                                 | Campus Supervisor                    | Coal Ridge MS               |                  | X                                 |
| 12/21/23  | Munoz, Audra                                 | Campus Supervisor                    | Erie ES                     |                  | X                                 |
| 2/9/24    | Olivares, Sarah                              | Media Technician                     | Indian Peaks ES             |                  | X                                 |
| 2/9/24    | Ortuno, Yolanda                              | Attendance Clerk                     | Alpine ES                   | X                |                                   |
| 12/21/23  | Qamaruddin, Farzana                          | Nutrition Services Worker            | Nutrition Services          |                  | X                                 |
| 12/21/23  | Reynolds, Samantha                           | Specialized Program Para             | Altona MS                   |                  | X                                 |
| 2/29/24   | Rittenhouse, Angela                          | Attendance Clerk/ Athletic Secretary | Lyons M/S                   |                  | X                                 |
| 1/17/24   | Rivera, Jesus                                | Head Custodian                       | Custodial Services          | X                |                                   |
| 1/19/24   | Salomonson, Melissa                          | Non-Instructional Para               | Mead ES                     |                  | X                                 |
| 1/19/24   | Sanchez, Daniela                             | Nutrition Services Worker            | Nutrition Services          |                  | X                                 |
| 1/17/24   | Santana, Blanca                              | Head Custodian                       | Legacy ES                   | X                |                                   |
| 1/22/24   | Sarmiento, Renee                             | Instructional Para                   | Legacy ES                   | X                |                                   |
| 2/2/24    | Shade, Rebecca                               | Child Care Group Leader              | Mountain View ES            |                  | X                                 |
| 12/27/23  | Smith, Patrick                               | Warehouse - Delivery                 | Warehouse                   | X                |                                   |
| 1/22/24   | Soto Harrison, Ana                           | Translation-Interpretation           | Student Assistance Services | X                |                                   |
| 2/15/24   | Soto Murillo, Maria                          | Head Custodian                       | Custodial Services          | X                |                                   |
| 1/19/24   | Spohn, Victoria                              | Preschool Para                       | Timberline PK-8             |                  | X                                 |
| 1/12/24   | St Clair, Crystal                            | Instructional Para                   | Alpine ES                   |                  | X                                 |
| 1/23/24   | Tushman, Daniella                            | Nutrition Services Worker            | Nutrition Services          |                  | X                                 |
| 12/21/23  | Vang, Pa Houa                                | Nutrition Services Worker            | Nutrition Services          |                  | X                                 |
| 1/17/24   | Ward, Tanis                                  | Custodian                            | Custodial Services          |                  | X                                 |

|         | NAME   | POSITION                                 | LOCATION                        |
|---------|--|--|---------------------------------|
|         | <b>ADMINISTRATIVE/PROFESSIONAL/TECHNICAL</b> |  |                                 |
| 1/8/24  | Cowens, Tara                                 | Budget Director                          | Financial Services              |
| 7/1/24  | Thompson, Amanda                             | Asst Superintendent                      | Human Resources                 |
|         |  |  |                                 |
|         | <b>LICENSED</b>                              |  |                                 |
| 1/31/24 | Clear, Melissa                               | Counselor                                | Grand View ES                   |
| 1/26/24 | Dye, Amanda                                  | Occupational Therapist                   | Special Education               |
| 1/5/24  | Glasser, Hugh                                | Social Studies Teacher / Science Teacher | Frederick HS                    |
| 1/5/24  | Hoffmann, Erich                              | Science Teacher                          | Frederick HS                    |
| 1/5/24  | Howlett, Katherine                           | 1st Grade Teacher                        | Thunder Valley K8               |
| 2/2/24  | Huebner, James                               | Physical Education Teacher               | Frederick HS                    |
| 1/5/24  | Magers, Tristan                              | Math Teacher                             | Niwot HS                        |
| 1/16/24 | Romero, Natasha                              | Science Teacher                          | Timberline PK-8                 |
|         |  |  |                                 |
|         | <b>CLASSIFIED</b>                            |  |                                 |
| 1/29/24 | Allarid, Sarah                               | Bus Driver                               | Transportation                  |
| 1/18/24 | Antunez, Daijah                              | Nutrition Services Worker                | Nutrition Services              |
| 1/17/24 | Antunez, Gabriella                           | Nutrition Services Worker                | Nutrition Services              |
| 2/12/24 | Arredondo, Luz                               | Bus Driver                               | Transportation                  |
| 1/30/24 | Arreola, Jaime                               | Custodian                                | Custodial Services              |
| 2/6/24  | Athey, Elizabeth                             | Instructional Para                       | Fall River ES                   |
| 1/17/24 | Bartusek, Sarah                              | Nutrition Services Worker                | Nutrition Services              |
| 2/16/24 | Batrez, Adilene                              | Attendance Clerk                         | Frederick HS                    |
| 1/24/24 | Benbrook, Emily                              | Nutrition Services Worker                | Nutrition Services              |
| 2/12/24 | Cheema, Joseph                               | Bus Driver                               | Transportation                  |
| 2/5/24  | Crook, Cassandra                             | Special Education Para                   | Lyons M/S                       |
| 1/22/24 | Donelan, Philip                              | Bus Driver                               | Transportation                  |
| 1/8/24  | Falcon, Christiana                           | Bus Driver                               | Transportation                  |
| 2/12/24 | Fazzino, Devon                               | Nutrition Services Worker                | Nutrition Services              |
| 1/18/24 | Franco, Anora                                | Nutrition Services Worker                | Nutrition Services              |
| 1/17/24 | Franco, Monica                               | Custodian                                | Custodial Services              |
| 1/29/24 | Gallardo, David                              | Campus Supervisor                        | Coal Ridge MS                   |
| 1/8/24  | Germane, Danica                              | Special Education Para                   | Columbine ES                    |
| 1/23/24 | Gonzalez, Adriana                            | Specialized Program Para                 | Thunder Valley K8               |
| 1/23/24 | Gorr, Jessica                                | Specialized Program Para                 | Altona MS                       |
| 1/22/24 | Gurrola, Jasmyne                             | Nutrition Services Worker                | Nutrition Services              |
| 2/5/24  | Haley, Raven                                 | Nutrition Services Worker                | Nutrition Services              |
| 2/12/24 | Hamsher, Melissa                             | Nutrition Services Worker                | Nutrition Services              |
| 1/8/24  | Herholz, Teresa                              | Director - Child Care                    | Sanborn ES                      |
| 2/5/24  | Hora, Addysen                                | Instructional Para                       | Alpine ES                       |
| 1/19/24 | Howard, Leslie                               | Non-Instructional Para                   | Mead ES                         |
| 1/8/24  | Johnson, Courtney                            | Specialized Program Para                 | Erie ES                         |
| 1/16/24 | Jonell, Patricia                             | Bus Driver                               | Transportation                  |
| 1/24/24 | Kido, Cassie                                 | Special Education Para                   | Mead HS                         |
| 2/12/24 | Kocina, Wayne                                | Bus Driver                               | Transportation                  |
| 1/25/24 | Marquez, Aaron                               | Campus Supervisor                        | Erie MS                         |
| 1/29/24 | Merida, Maricarmen                           | Preschool Para                           | Timberline PK-8                 |
| 2/6/24  | Pun, Bishnu                                  | Custodian                                | Custodial Services              |
| 1/22/24 | Reed, Allison                                | Nutrition Services Worker                | Nutrition Services              |
| 1/16/24 | Rogowski, Amanda                             | Principal Secretary                      | Fall River ES                   |
| 2/5/24  | Rowan, James                                 | Catering/Production Manager              | Nutrition Services              |
| 2/12/24 | Sanford, Frank                               | Bus Driver                               | Transportation                  |
| 1/22/24 | Staton, Steven                               | Specialized Program Para                 | Niwot HS                        |
| 1/23/24 | Tai, Liangyeh                                | Accompanist                              | Altona MS                       |
| 2/12/24 | Tarin Terrazas, Josue                        | Asst Coordinator-Facilities              | Community Facility Use          |
| 2/5/24  | Topham, Katie                                | Instructional Para                       | Blue Mountain ES                |
| 2/12/24 | Trapani, Elizabeth                           | Bus Driver                               | Transportation                  |
| 1/31/24 | Vanlangen, Jeffrey                           | High Impact Tutor                        | Office Professional Development |
| 1/19/24 | Wellhauser, Dawna                            | Crossing Guard                           | Prairie Ridge ES                |
| 2/12/24 | Yale, Rachael                                | Bus Driver                               | Transportation                  |
| 1/23/24 | Yannacito, Nicole                            | Specialized Program Para                 | Soaring Heights PK-8            |
| 2/5/24  | Yoke, Bennett                                | Specialized Program Para                 | Prairie Ridge ES                |

## MEMORANDUM

DATE: February 14, 2024  
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 January Board Meetings.

BACKGROUND

The Board will be asked to approve the minutes from the January 10, 2024 Regular Meeting, January 17, 2024 Study Session, January 24, 2024 Study Session, and the January 24, 2024 Regular Meeting.



## MEMORANDUM

DATE: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Recommendation to Hire Principal at Skyline High School  
Strategic Priority – Strong/Visionary Leadership

RECOMMENDATION

That the Board of Education approve the recommendation to hire Mr. Anthony Barela as Principal at Skyline High School beginning July 1, 2024.

BACKGROUND

Mr. Barela received a Bachelor's degree in Cellular and Molecular Biology and teacher licensure from Fort Lewis College, Colorado. He obtained a Master's degree in Educational Administration with principal licensure from Colorado State University.

From 2005 to 2008, Mr. Barela served as an Assistant Principal and Principal in Eagle County School District, Colorado. From 2008 to 2013, he served as an Assistant Principal and Principal In San Marcos Unified School District, California. From 2013 to 2014, Mr. Barela served as a Middle School Principal and from 2014 to 2018, served as a High School Principal in Vista Unified School District, California. Since 2018, Mr. Barela has been serving as Principal at Sunset Middle School in St. Vrain Valley Schools.

SALARY

Annual salary will be according to schedule.

## MEMORANDUM

DATE: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Recommendation to Hire Principal of LaunchEd  
Strategic Priority – Strong/Visionary Leadership

RECOMMENDATION

That the Board of Education approve the recommendation to hire Dr. Ann Reed as Principal of LaunchEd beginning July 1, 2024.

BACKGROUND

Dr. Reed received a Bachelor's Degree in accounting from the University of South Florida. She obtained a post-baccalaureate teacher certification from the University of Phoenix and acquired a Master's Degree in education from Capella University. Dr. Reed continued her education and obtained a principal licensure from Colorado State University and a PhD in educational psychology from Capella University.

From 2006 to 2012, Dr. Reed served as a mathematics teacher at Longmont High School. From 2012 to 2013, she served as the 9th grade coordinator developing and implementing the 9th grade transition program at Longmont High School. From 2013 to 2019, Dr. Reed served as the Assistant Principal and Principal at Longs Peak Middle School. Since 2019, Dr. Reed has been serving as the Executive Director of Assessment and Administrator on Special Assignment for St. Vrain Valley Schools.

SALARY

Annual salary will be according to schedule.

## MEMORANDUM

DATE: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

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

RECOMMENDATION

That the Board of Education approve the recommendation to hire Ms. Jennifer Byxbe as Principal at Centennial Elementary School beginning July 1, 2024.

BACKGROUND

Ms. Byxbe graduated with a Bachelor's Degree in Elementary Education from the University of Colorado, Denver. She obtained a Master's Degree in Educational Leadership with Principal Licensure from the University of Northern Colorado.

From 2011 to 2015, she served as an Elementary Teacher in Aurora Public Schools. From 2015 to 2016, Ms. Byxbe served as an Elementary Teacher in Denver Public Schools. From 2016 to 2019, Ms. Byxbe served as an Elementary Teacher at Legacy Elementary in St. Vrain Valley Schools. Since 2019, Ms. Byxbe has been serving as an Assistant Principal at Legacy Elementary.

SALARY

Annual salary will be according to schedule.

## MEMORANDUM

DATE: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

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

RECOMMENDATION

That the Board of Education approve the recommendation to hire Ms. Amy Smythe as Principal at Erie Elementary School beginning July 1, 2024.

BACKGROUND

Ms. Smythe received a Bachelor's degree in Liberal Studies from California State University. She obtained a Master's degree in Education focusing on Administration and Supervision with Principal licensure from California State University.

From 1999 to 2006, Ms. Smythe served as an Elementary Teacher in Lindsay Unified School District, California. From 2007 to 2009, she served as a Curriculum Coach, from 2009 to 2011 served as an Assistant Principal and from 2011 to 2013 served as a Principal for Visalia Unified School District, California. Since 2013, Ms. Smyth has been serving as an Elementary School Principal in Poudre School District.

SALARY

Annual salary will be according to schedule.

## MEMORANDUM

DATE: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Recommendation to Hire Principal at Indian Peaks  
Elementary School  
Strategic Priority – Strong/Visionary Leadership

RECOMMENDATION

That the Board of Education approve the recommendation to hire Ms. Karen Smith as Principal at Indian Peaks Elementary School beginning July 1, 2024.

BACKGROUND

Ms. Smith received a Bachelor's degree in English, Geography and Elementary Education from the University of Winnipeg in Canada. She received a Master's degree in Curriculum, Instruction and Assessment from Regis University.

From 2002 to 2013, Ms. Smith taught Elementary Education and from 2013 to 2014 served as the Academic Support Interventions at Hygiene Elementary. From 2014 to 2017, she served as a professional learning coach with St. Vrain Valley Schools and served as a teaching and learning coach from 2017 to 2019. Since 2019, Ms. Smith has been serving as an Elementary Language Arts Coordinator for St. Vrain Valley Schools.

SALARY

Annual salary will be according to schedule.

## MEMORANDUM

DATE: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Recommendation to Hire Assistant Principal at Soaring Heights PK-8  
Strategic Priority – Strong/Visionary Leadership

RECOMMENDATION

That the Board of Education approve the recommendation to hire Ms. Anna Mills as Assistant Principal at Soaring Heights PK-8 beginning July 1, 2024.

BACKGROUND

Ms. Mills graduated with a Bachelor's Degree in Biological Science, Natural Science with a minor in Spanish and Secondary Education Licensure from Colorado State University. She obtained a Master's Degree in Leadership of Educational Organizations with a Principal Licensure from the University of Colorado, Denver.

From 2011 to 2012, Ms. Mills served as a Spanish and Technology Teacher at Trail Ridge Middle School. From 2012 to 2013, she served as a Science Teacher at Eaton Middle School in Eaton School District. From 2013 to 2016, Ms. Mills served as a Science and STEM Teacher at Trail Ridge Middle School. From 2016 to 2018, she served as a Science Teacher at Altona Middle School. From 2018 to 2022, Ms. Mills served as the Innovation Coordinator at Soaring Heights PK-8 and since 2022, has been serving as the Dean of Students.

SALARY

Annual salary will be according to schedule.

## MEMORANDUM

DATE: February 14, 2024

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 a cloud-hosted data warehouse to store, process, analyze, and present employee data, and to continue development of workflows and custom applications in the district's ServiceNow platform, and further authorize Greg Fieth, Chief Financial Officer, to sign all necessary documents.

BACKGROUND

This engagement with CGI provides DTS with extended capacity and expertise in support of two projects that build a modern and secure approach to data management and process automation.

The data warehouse project provides a future ready and secure foundation for data collection, storage, and analytics for the district. This approach will enable the school district and leadership teams to better utilize data for informed decision making, delivering operational efficiencies and enhanced reporting capabilities while preparing our systems for future innovations in Artificial Intelligence.

ServiceNow is a cloud-based platform for automating workflows that allows District Technology Services to provide timely support to users while building additional opportunities to automate and enhance our current technology service offerings across the district. The professional services included in this contract will provide DTS with extended capacity and expertise in developing solutions for departments and district users that will support grants management, asset management, finance request management, and knowledge management.

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 \$550,000.00 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: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Purchase and Trade-in of Network Products  
Strategic Priority – Strong District Finances/Cutting-Edge Technology  
and Innovation

RECOMMENDATION

That the Board of Education approve the purchase and trade-in network products for a net bid amount of \$1,703,474.54 to Advanced Network Management, Inc.

BACKGROUND

This purchase will replace end-of-life network switches, security switches and network management equipment at sites across the district as part of a planned refresh cycle. The funding for this is from general fund and mill levy dollars dedicated to technology.

The Purchasing Department issued Bid No. 2024-029 on November 16, 2023. One (1) response was received on December 20, 2023. All responses were reviewed for minimum qualifications, equivalency of products and compatibility with the existing network. Award is recommended to the lowest qualified, responsive and responsible bidder Advanced Network Management, Inc.

|                                   |
|-----------------------------------|
| Advanced Network Management, Inc. |
| \$1,703,474.54                    |



## MEMORANDUM

DATE: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Public Service Company of Colorado Easement Agreement for the Town of Erie County Line Road Roadway Improvements  
Strategic Priority – Districtwide Safety and Security

RECOMMENDATION

That the Board of Education approve the Public Service Company of Colorado Easement Agreements at Erie Elementary School. Further, to authorize Brian Lamer, Assistant Superintendent of Operations, to sign contract documents in accordance with Board of Education Policy.

BACKGROUND

The Public Service Company of Colorado Easement Agreements are necessary for construction, operation, maintenance, repair, and replacement of utilities, fixtures and devices associated with the County Line Road Roadway Improvements, specifically the installation of street lights.

|  |  |  |
|--|--|--|
| <b>STR: SE ¼ S13 T1N R69W</b>                            | <b>Grantor: St. Vrain Valley School District RE-1J</b> | <b>Doc No.:</b>                          |
| <b>County: Boulder</b>                                   | <b>Address/Intersection: 4137 E. County Line Rd.</b>   | <b>Reception Number:</b>                 |
| <b>Division-City/Town: Boulder-Erie</b>                  | <b>Dist./Tran.: Dist.</b>                              | <b>Surveyor: P. Paulus, PLS 38318</b>    |
| <b>Division Agent: Bill Schulz</b>                       | <b>Contract Agent/Co: J. Pickett</b>                   | <b>Survey Company: Sanderson Stewart</b> |
| <b>LAT &amp; LONG GPS: 40° 2'57.38"N, 105° 3'20.14"W</b> | <b>LAT: 40° 2'57.38"N</b>                              | <b>LONG: 105° 3'20.14"W</b>              |

## PUBLIC SERVICE COMPANY OF COLORADO EASEMENT

The undersigned Grantor hereby acknowledges receipt of good and valuable consideration from PUBLIC SERVICE COMPANY OF COLORADO (Company), 1800 Larimer Street, Suite 1100, Denver, CO 80202, in consideration of which Grantor(s) hereby grants unto said Company, its successors and assigns, a non-exclusive easement to construct, operate, maintain, repair, and replace utility lines and all fixtures and devices, used or useful in the operation of said lines, through, over, under, across, and along a course as said lines may be hereafter constructed in a parcel of land, in the SE 1/4 of Section 13, Township 1 North , Range 69 West of the Sixth Principal Meridian in the County of Boulder, State of Colorado, the easement being described as follows:

See "EXHIBIT A" attached hereto and made part hereof.

The easement is 5 feet in width.

Together with the right to enter upon said premises, to survey, construct, maintain, operate, repair, replace, control, and use said utility lines and related fixtures and devices, and to remove objects interfering therewith, including the trimming of trees and bushes, and together with the right to use so much of the adjoining premises of Grantor during surveying, construction, maintenance, repair, removal, or replacement of said utility lines and related fixtures and devices as may be required to permit the operation of standard utility construction or repair machinery. The Grantor reserves the right to use and occupy the easement for any purpose consistent with the rights and privileges above granted and which will not interfere with or endanger any of the said Company's facilities therein or use thereof. Such reservations by the Grantor shall in no event include the right to erect or cause to be erected any buildings or structures upon the easement granted or to locate any mobile home or trailer units thereon. In case of the permanent abandonment of the easement, all right, privilege, and interest granted shall terminate.

The work of installing and maintaining said lines and fixtures shall be done with care; the surface along the easement area and any adjoining premises used by Company shall be restored substantially to its original level and condition.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

**GRANTOR: St. Vrain Valley School District RE-1J**

BY: \_\_\_\_\_  
 \_\_\_\_\_ (print name)

ITS: \_\_\_\_\_

STATE OF COLORADO, )  
 )ss.  
 COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_ as \_\_\_\_\_ of St. Vrain Valley School District RE-1J:

Witness my hand and official seal.

My commission Expires \_\_\_\_\_

\_\_\_\_\_  
 Notary Public

**EXHIBIT "A"**  
**PROPERTY DESCRIPTION**  
**PARCEL ONE**

Being a part of the Southeast Quarter of Section 13, Township 1 North, Range 69 West of the Sixth Principal Meridian, Town of Erie, County of Boulder, State of Colorado, being more particularly described as follows:

**COMMENCING** at the East Quarter Corner of said Section 13; Thence on the East line of said Southeast Quarter, South 00° 23' 58" East, a distance of 608.83 feet; Thence South 89° 36' 02" West a distance of 30.00 feet to a point on the Westerly right of way of County Line Road, the **POINT OF BEGINNING**;

Thence on said Westerly right of way, South 00°23'58" East a distance of 10.00 feet;

Thence departing said Westerly right of way, South 89°36'02" West a distance of 5.00 feet;

Thence North 00°23'58" West a distance of 10.00 feet;

Thence North 89°36'02" East a distance of 5.00 feet to the **POINT OF BEGINNING**.

The above-described parcel contains 50 square feet or 0.001 acres, more or less, and is subject to any rights-of-way or other easements of record now existing on said described parcel of land.

Basis of Bearings: The East line of the Southeast Quarter of Section 13, Township 1 North, Range 69 West, of the 6th Principal Meridian bears South 00°23'58" East 2650.89' from the East Quarter Corner of said Section 13 being marked by a 3" BLM brass cap in a monument box, stamped "1/4 S13/S18 1952" to the Southeast Corner being marked by a 3" BLM brass cap, stamped "T1N R69 S13/S24 R68 S18/S19 1952", based upon G.P.S. observations and modified Colorado North Zone State Plane Coordinates with a combined scale factor of 1.0002746100 with all bearings herein relative thereto.

**SURVEYOR'S CERTIFICATION STATEMENT**

I, Peter E. Paulus, a Professional Licensed Land Surveyor in the State of Colorado, do hereby certify that this Property Description was prepared by me or under my direct personal supervision and that it is correct based upon my knowledge, information, and belief.

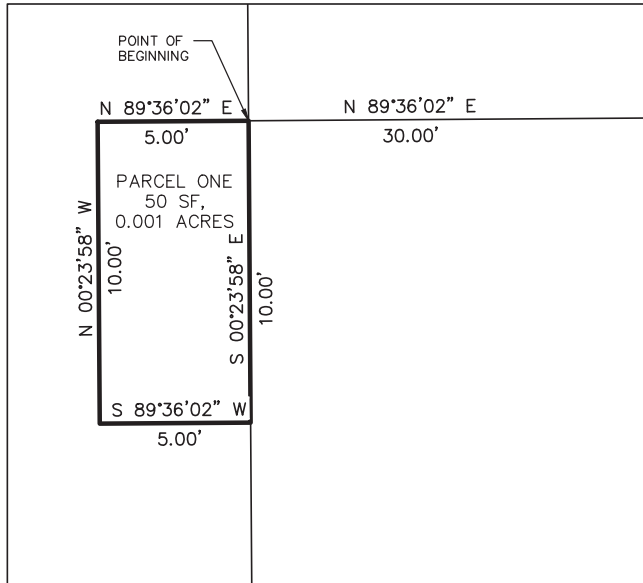
Peter E. Paulus, PLS 38318  
For and on the behalf of  
Sanderson Stewart  
425 W. Mulberry Street, Suite 201  
Fort Collins, CO 80521

# EXHIBIT "A"

## EXHIBIT DESCRIPTION

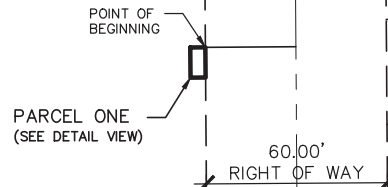
### PARCEL ONE

DETAIL VIEW  
SCALE: 1" = 5'



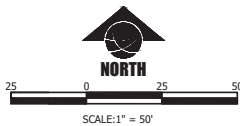
POINT OF COMMENCEMENT  
EAST QUARTER CORNER SECTION 13, T1N R69W; FOUND 3" BLM BRASS CAP IN MONUMENT BOX 24" BELOW SURFACE OF ASPHALT STAMPED "1952"

ST. VRAIN VALLEY  
SCHOOL DISTRICT RE-1J  
REC NO. 751606  
(BOULDER)



NOTE: THIS EXHIBIT DRAWING IS NOT INTENDED TO BE A MONUMENTED LAND SURVEY. ITS SOLE PURPOSE IS AS A GRAPHIC REPRESENTATION TO AID IN THE VISUALIZATION OF THE WRITTEN PROPERTY DESCRIPTION WHICH IT ACCOMPANIES. THE WRITTEN PROPERTY DESCRIPTION SUPERSEDES THE EXHIBIT DRAWING.

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON. (13-80-105 C.R.S. 2012)



SOUTHEAST CORNER SECTION 13, T1N R69W; FOUND 3" BLM BRASS CAP IN MONUMENT BOX 24" BELOW SURFACE OF ASPHALT STAMPED "1952"

|  |  |  |
|--|--|--|
| <b>STR: SE ¼ S13 T1N R69W</b>                            | <b>Grantor: St. Vrain Valley School District RE-1J</b> | <b>Doc No.:</b>                          |
| <b>County: Boulder</b>                                   | <b>Address/Intersection: 4137 E. County Line Rd.</b>   | <b>Reception Number:</b>                 |
| <b>Division-City/Town: Boulder-Erie</b>                  | <b>Dist./Tran.: Dist.</b>                              | <b>Surveyor: P. Paulus, PLS 38318</b>    |
| <b>Division Agent: Bill Schulz</b>                       | <b>Contract Agent/Co: J. Pickett</b>                   | <b>Survey Company: Sanderson Stewart</b> |
| <b>LAT &amp; LONG GPS: 40° 2'59.32"N, 105° 3'20.08"W</b> | <b>LAT: 40° 2'59.32"N</b>                              | <b>LONG: 105° 3'20.08"W</b>              |

**PUBLIC SERVICE COMPANY OF COLORADO EASEMENT**

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See "EXHIBIT A" attached hereto and made part hereof.

The easement is 5 feet in width.

Together with the right to enter upon said premises, to survey, construct, maintain, operate, repair, replace, control, and use said utility lines and related fixtures and devices, and to remove objects interfering therewith, including the trimming of trees and bushes, and together with the right to use so much of the adjoining premises of Grantor during surveying, construction, maintenance, repair, removal, or replacement of said utility lines and related fixtures and devices as may be required to permit the operation of standard utility construction or repair machinery. The Grantor reserves the right to use and occupy the easement for any purpose consistent with the rights and privileges above granted and which will not interfere with or endanger any of the said Company's facilities therein or use thereof. Such reservations by the Grantor shall in no event include the right to erect or cause to be erected any buildings or structures upon the easement granted or to locate any mobile home or trailer units thereon. In case of the permanent abandonment of the easement, all right, privilege, and interest granted shall terminate.

The work of installing and maintaining said lines and fixtures shall be done with care; the surface along the easement area and any adjoining premises used by Company shall be restored substantially to its original level and condition.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

GRANTOR: **St. Vrain Valley School District RE-1J**

BY: \_\_\_\_\_  
 \_\_\_\_\_ (print name)

ITS: \_\_\_\_\_

STATE OF COLORADO, )  
 )ss.  
 COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_ as \_\_\_\_\_ of St. Vrain Valley School District RE-1J:

Witness my hand and official seal.

My commission Expires \_\_\_\_\_

\_\_\_\_\_  
 Notary Public

**EXHIBIT "A"**  
**PROPERTY DESCRIPTION**  
**PARCEL ONE**

Being a part of the Southeast Quarter of Section 13, Township 1 North, Range 69 West of the Sixth Principal Meridian, Town of Erie, County of Boulder, State of Colorado, being more particularly described as follows:

**COMMENCING** at the East Quarter Corner of said Section 13; Thence on the East line of said Southeast Quarter, South 00° 23' 58" East, a distance of 443.99 feet; Thence South 89° 36' 02" West a distance of 30.00 feet to a point on the Westerly right of way of County Line Road, the **POINT OF BEGINNING**;

Thence on said Westerly right of way, South 00°23'58" East a distance of 10.00 feet;

Thence departing said Westerly right of way, South 89°36'02" West a distance of 5.00 feet;

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**SURVEYOR'S CERTIFICATION STATEMENT**

I, Peter E. Paulus, a Professional Licensed Land Surveyor in the State of Colorado, do hereby certify that this Property Description was prepared by me or under my direct personal supervision and that it is correct based upon my knowledge, information, and belief.

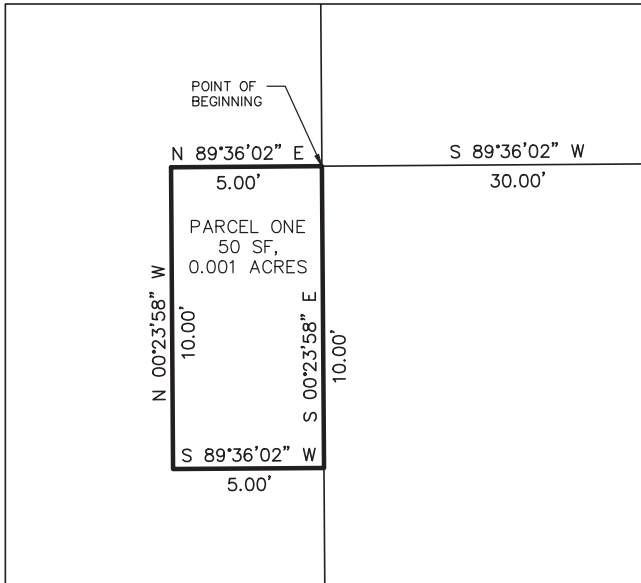
Peter E. Paulus, PLS 38318  
For and on the behalf of  
Sanderson Stewart  
425 W. Mulberry Street, Suite 201  
Fort Collins, CO 80521

# EXHIBIT "A"

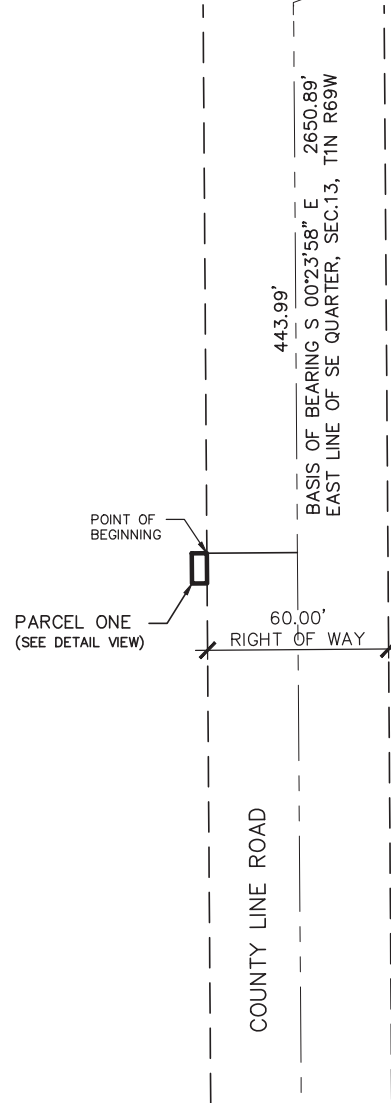
## EXHIBIT DESCRIPTION

### PARCEL ONE

DETAIL VIEW  
SCALE: 1" = 5'



POINT OF COMMENCEMENT  
EAST QUARTER CORNER SECTION 13, T1N R69W; FOUND 3" BLM BRASS CAP IN MONUMENT BOX 24" BELOW SURFACE OF ASPHALT STAMPED "1952"



ST. VRAIN VALLEY  
SCHOOL DISTRICT RE-1J  
REC NO. 751606  
(BOULDER)

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SOUTHEAST CORNER SECTION 13, T1N R69W; FOUND 3" BLM BRASS CAP IN MONUMENT BOX 24" BELOW SURFACE OF ASPHALT STAMPED "1952"



25 0 25 50

SCALE: 1" = 50'

|   |  |  |
|---|--|--|
| <b>STR: SE ¼ S13 T1N R69W</b>                           | <b>Grantor: St. Vrain Valley School District RE-1J</b> | <b>Doc No.:</b>                          |
| <b>County: Boulder</b>                                  | <b>Address/Intersection: 4137 E. County Line Rd.</b>   | <b>Reception Number:</b>                 |
| <b>Division-City/Town: Boulder-Erie</b>                 | <b>Dist./Tran.: Dist.</b>                              | <b>Surveyor: P. Paulus, PLS 38318</b>    |
| <b>Division Agent: Bill Schulz</b>                      | <b>Contract Agent/Co: J. Pickett</b>                   | <b>Survey Company: Sanderson Stewart</b> |
| <b>LAT &amp; LONG GPS: 40° 3'1.29"N, 105° 3'20.15"W</b> | <b>LAT: 40° 3'1.29"N</b>                               | <b>LONG: 105° 3'20.15"W</b>              |

**PUBLIC SERVICE COMPANY OF COLORADO EASEMENT**

The undersigned Grantor hereby acknowledges receipt of good and valuable consideration from PUBLIC SERVICE COMPANY OF COLORADO (Company), 1800 Larimer Street, Suite 1100, Denver, CO 80202, in consideration of which Grantor(s) hereby grants unto said Company, its successors and assigns, a non-exclusive easement to construct, operate, maintain, repair, and replace utility lines and all fixtures and devices, used or useful in the operation of said lines, through, over, under, across, and along a course as said lines may be hereafter constructed in a parcel of land, in the SE 1/4 of Section 13, Township 1 North , Range 69 West of the Sixth Principal Meridian in the County of Boulder, State of Colorado, the easement being described as follows:

See "EXHIBIT A" attached hereto and made part hereof.

The easement is 5 feet in width.

Together with the right to enter upon said premises, to survey, construct, maintain, operate, repair, replace, control, and use said utility lines and related fixtures and devices, and to remove objects interfering therewith, including the trimming of trees and bushes, and together with the right to use so much of the adjoining premises of Grantor during surveying, construction, maintenance, repair, removal, or replacement of said utility lines and related fixtures and devices as may be required to permit the operation of standard utility construction or repair machinery. The Grantor reserves the right to use and occupy the easement for any purpose consistent with the rights and privileges above granted and which will not interfere with or endanger any of the said Company's facilities therein or use thereof. Such reservations by the Grantor shall in no event include the right to erect or cause to be erected any buildings or structures upon the easement granted or to locate any mobile home or trailer units thereon. In case of the permanent abandonment of the easement, all right, privilege, and interest granted shall terminate.

The work of installing and maintaining said lines and fixtures shall be done with care; the surface along the easement area and any adjoining premises used by Company shall be restored substantially to its original level and condition.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

**GRANTOR: St. Vrain Valley School District RE-1J**

BY: \_\_\_\_\_  
 \_\_\_\_\_ (print name)

ITS: \_\_\_\_\_

STATE OF COLORADO, )  
 )ss.  
 COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_ as \_\_\_\_\_ of St. Vrain Valley School District RE-1J:

Witness my hand and official seal.

My commission Expires \_\_\_\_\_  
 \_\_\_\_\_  
 Notary Public



**EXHIBIT "A"**  
**PROPERTY DESCRIPTION**  
**PARCEL ONE**

Being a part of the Southeast Quarter of Section 13, Township 1 North, Range 69 West of the Sixth Principal Meridian, Town of Erie, County of Boulder, State of Colorado, being more particularly described as follows:

**COMMENCING** at the East Quarter Corner of said Section 13; Thence on the East line of said Southeast Quarter, South 00° 23' 58" East, a distance of 272.03 feet; Thence South 89° 36' 02" West a distance of 30.00 feet to a point on the Westerly right of way of County Line Road, the **POINT OF BEGINNING**;

Thence on said Westerly right of way, South 00°23'58" East a distance of 10.00 feet;

Thence departing said Westerly right of way, South 89°36'02" West a distance of 5.00 feet;

Thence North 00°23'58" West a distance of 10.00 feet;

Thence North 89°36'02" East a distance of 5.00 feet to the **POINT OF BEGINNING**.

The above-described parcel contains 50 square feet or 0.001 acres, more or less, and is subject to any rights-of-way or other easements of record now existing on said described parcel of land.

Basis of Bearings: The East line of the Southeast Quarter of Section 13, Township 1 North, Range 69 West, of the 6th Principal Meridian bears South 00°23'58" East 2650.89' from the East Quarter Corner of said Section 13 being marked by a 3" BLM brass cap in a monument box, stamped "1/4 S13/S18 1952" to the Southeast Corner being marked by a 3" BLM brass cap, stamped "T1N R69 S13/S24 R68 S18/S19 1952", based upon G.P.S. observations and modified Colorado North Zone State Plane Coordinates with a combined scale factor of 1.0002746100 with all bearings herein relative thereto.

**SURVEYOR'S CERTIFICATION STATEMENT**

I, Peter E. Paulus, a Professional Licensed Land Surveyor in the State of Colorado, do hereby certify that this Property Description was prepared by me or under my direct personal supervision and that it is correct based upon my knowledge, information, and belief.

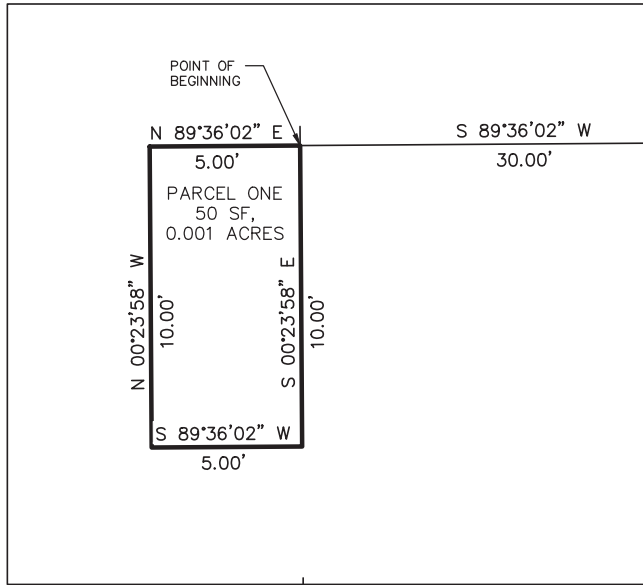
Peter E. Paulus, PLS 38318  
For and on the behalf of  
Sanderson Stewart  
425 W. Mulberry Street, Suite 201  
Fort Collins, CO 80521

# EXHIBIT "A"

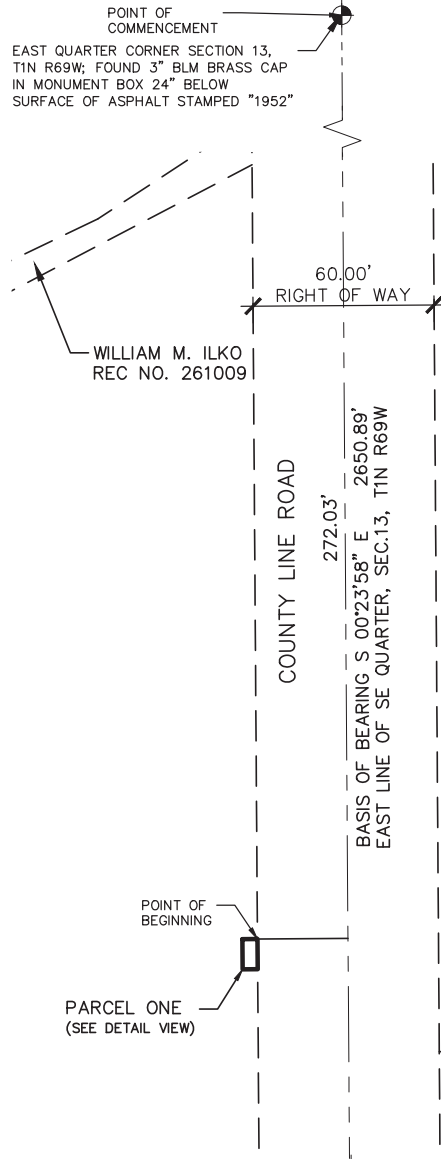
## EXHIBIT DESCRIPTION

### PARCEL ONE

DETAIL VIEW  
SCALE: 1" = 5'



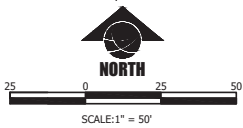
ST. VRAIN VALLEY  
SCHOOL DISTRICT RE-1J  
REC NO. 751606  
(BOULDER)



SOUTHEAST CORNER SECTION 13, T1N R69W; FOUND 3" BLM BRASS CAP IN MONUMENT BOX 24" BELOW SURFACE OF ASPHALT STAMPED "1952"

NOTE: THIS EXHIBIT DRAWING IS NOT INTENDED TO BE A MONUMENTED LAND SURVEY. ITS SOLE PURPOSE IS AS A GRAPHIC REPRESENTATION TO AID IN THE VISUALIZATION OF THE WRITTEN PROPERTY DESCRIPTION WHICH IT ACCOMPANIES. THE WRITTEN PROPERTY DESCRIPTION SUPERSEDES THE EXHIBIT DRAWING.

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON. (13-80-105 C.R.S. 2012)



## MEMORANDUM

DATE: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Change Order #2 to the Vendor Contract for the Innovation Center Cyber Explorer Bus Renovation  
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 #2 for \$15,220.50 to the Vendor contract with Summit Bodyworks for the Innovation Center's Cyber Explorer Bus Renovation for a \$279,995.50 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 the addition of a three-sided exterior graphic wrap of the bus and a lighted IT equipment rack.

The budget for the project has been established at \$300,000 as part of the Capital Reserve fund. This item is being brought forth to comply with Board policy FEH stating accumulative changes that exceed the Board-approved contract amount must have Board approval.

|  |               |
|--|---------------|
| Original Agreement Amount (a)          | \$ 238,600.00 |
| Previous change orders (b)             | \$ 26,175.00  |
| Current change order (c)               | \$ 15,220.50  |
| Total changes (previous + current) (d) | \$ 41,395.50  |
| New contract amount (e)                | \$ 279,995.50 |

## MEMORANDUM

DATE: February 14, 2024

TO: Board of Education

FROM: Dr. Don Haddad, Superintendent of Schools

SUBJECT: Approval of Request to Grant an Exception to Board Policy GBEA - Staff Ethics/Conflict of Interest - Stephen Peterson  
Strategic Priority - Outstanding Communication and Collaboration with Community and Corporate Partners

RECOMMENDATION

That the Board of Education allow an exception to the current Board Policy GBEA - Staff Ethics/Conflict of Interest. This exception would enable Stephen Peterson, Director of Bands and Professor of Music, Emeritus, whose daughter works for the District, to conduct the Honor Band.

BACKGROUND

Board Policy GBEA - Staff Ethics/Conflict of Interest, states, "No school district employee or firm owned by a school district employee shall be allowed to sell to the school district or its schools or staff goods or services of any kind without the express prior written consent of the Board of Education."

Stephen Peterson's daughter, Catherine Peterson is a 5th grade teacher at Hygiene Elementary School. Due to her standing as a District employee, she is requesting a waiver from Board Policy GBEA, so that Stephen Peterson can conduct the Honor Band.

The administration recommends approval of this exception, with services for the 2023-2024 school year not to exceed \$5,000. If the services should exceed \$5,000, the exception will be brought back to the Board of Education for additional approval.