



Building Bright Futures

Revised AGENDA

REGULAR BUSINESS MEETING
BOARD OF EDUCATION

6 p.m. March 15, 2007
Board Room

Jefferson County School District R-1
1829 Denver West Dr., Bldg. 27
Golden, Colorado

Our mission: To provide a quality education that prepares all children for a successful future.

EXECUTIVE SESSION: The Board of Education will meet in executive session at 5 p.m. in the Seminar Room to discussion contract negotiations.

1. **PRELIMINARY**

- a. **CALL TO ORDER – 6:00 p.m. – Board Room**
- b. **WELCOME TO AUDIENCE**
- c. **PLEDGE OF ALLEGIANCE**
- d. **ROLL CALL**
- e. **APPROVE AGENDA**

ACTION

INFORMATION 2. **HONORS & RECOGNITION**

INFORMATION 3. **BOARD AND SUPERINTENDENT COMMENTS**

4. **PUBLIC AGENDA**

- a. **CORRESPONDENCE:** Public correspondence received by the Board is presented on page 5 of the background material, and is available for public viewing.
- b. **PUBLIC COMMENT:** At this time the Board listens to the community's issues of concern. Board members or staff will respond during this meeting or at a later time. We listen with respect and ask those who address the Board to do the same. In order to respect all persons addressing the Board, we request that the audience not applaud individual speakers and that issues, rather

than personalities, be addressed. Any resident or staff member of the district who has signed up on the public comment roster may speak. There is a time limit per person.

If there are a number of speakers commenting on the same topic this evening, we ask that remarks be consolidated and new thoughts or concepts shared. It is not the number of people who address the Board that leads to better decision-making, rather the content of your presentation. So, we respectfully ask that you do not repeat the same message of an earlier speaker. If there are four or more people who wish to address the Board on the same side of the same topic, the Board will allow 10 minutes for that view to be heard. All those who sign up must accompany the speaker to the front of the Board room. We respectfully ask that you do not repeat the same message, but rather present varying concepts on the same theme. Thank you.

5. CONSENT AGENDA

- ACTION
- a. **MONITORING REPORT – FACILITIES (EL-9), Pages 6-11:** It is the Superintendent's recommendation that the Board of Education approves the monitoring report on EL-9, Facilities, as shown in memorandum BA-07-026 in the background material.
- ACTION
- b. **BOARD POLICY FOR STUDY EL-9, FACILITIES, Pages 12-13:** It is the Superintendent's recommendation that the Board of Education accepts for study executive limitation policy EL-9, Facilities, as recommended in memorandum BA-07-027 in the background material.
- ACTION
- c. **BOARD POLICY REVISION FOR EL-7, FINANCIAL ADMINISTRATION, Pages 14-16:** It is the Superintendent's recommendation that the Board of Education approves no revision to executive limitation policy EL-7, Financial Administration, as recommended in memorandum BA-07-023/2 in the background material.
- ACTION
- d. **BOARD POLICY REVISION FOR GP-10, BOARD MEMBER FINANCIAL DISCLOSURE, Pages 17-19:** It is the Superintendent's recommendation that the Board of Education approves revision of governance process policy GP-10, Board Member Financial Disclosure, as recommended in memorandum BA-07-069/2 in the background material.
- ACTION
- e. **JEFFERSON ACADEMY CONTRACT EXTENSIONS, (EL-19, CHARTER SCHOOLS APPLICATION AND MONITORING) Page 20:** It is the Superintendent's

recommendation that the Board of Education grants a one year extension to the existing contracts of Jefferson Academy Elementary and Jefferson Academy Senior High School to the 2008/2009 school year, as recommended in memorandum BA-07-089 in the background material.

INFORMATION

- f. **SUPPLEMENTAL FUNDS – FAMILY LITERACY – COLORADO PARENT AND CHILD FOUNDATION (EL-7, FINANCIAL ADMINISTRATION), Page 21:** It is the Superintendent's recommendation that the Board of Education is informed of the grant award of \$17,000 from the Colorado Parent and Child Foundation to support Family Literacy's Home Instruction for Parents of Preschool Youngsters (HIPPY) program, as identified in memorandum BA-07-084 in the background material.

ACTION

- g. **PERMANENT NON-POTABLE WATER LEASE AGREEMENT - DENVER WATER BOARD – FEHRINGER RANCH PROPERTY (EL-8, ASSET PROTECTION), Page 22:** It is the Superintendent's recommendation that the Board of Education approves the permanent non-potable water lease agreement and the annual lease payment of approximately \$2,300 a year; and, authorizes the executive director of Facilities Planning and Design to execute an agreement on behalf of Jefferson County Public Schools, as identified in memorandum BA-07-088 in the background material.

ACTION

- h. **CONTRACT AWARD: EDGEWATER ELEMENTARY SCHOOL HVAC AND FOOD SERVICES KITCHEN RENOVATION PROJECT (EL-8, ASSET PROTECTION), Page 23:** It is the Superintendent's recommendation that the Board of Education approves the award of contract to KCI Construction in the amount of \$585,000 for the Edgewater Elementary HVAC and Food Services kitchen renovation project; and, authorizes the executive director of Construction Management to execute the contract documents, as identified in memorandum BA-07-090 in the background material.

ACTION

- i. **CONTRACT AWARD: ATHLETIC MEDICAL TRAINER SERVICES (EL-8, ASSET PROTECTION), Page 24:** It is the Superintendent's recommendation that the Board of Education authorizes the director of Purchasing to renew the annual contract for the athletic medical services to Physiotherapy at \$606,210 for the 2007-2008 school year, as identified in memorandum BA-07-086 in the background material.

ACTION j. **BOARD APPROVAL OF LEARNING RESOURCE MATERIALS RECOMMENDED FOR USE IN JEFFERSON COUNTY PUBLIC SCHOOLS (EL-14, INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION), Pages 25-27:**
It is the Superintendent's recommendation that the Board of Education approves the list of Learning Resource Materials presented for addition to, updated to, or deletion from the Catalog of Approved Learning Resource Materials, as identified in memorandum BA-07-060 in the background material.

ACTION k. **APPROVAL OF MINUTES:** The minutes of the meetings of February 16, 22, 24, 26, and March 2, 2007 are presented for approval.

ACTION 6. **DISCUSSION AGENDA**

ACTION a. **PUBLIC ENGAGEMENT: REGIONAL TRANSPORTATION DISTRICT (ENDS 1, ALL CHILDREN ARE PREPARED FOR A SUCCESSFUL FUTURE), Page 28:**
It is the Superintendent's recommendation that the Board of Education discusses issues of mutual interest related to transportation with the Jefferson County directors of the Regional Transportation District (RTD), as shown in memorandum BA-07-092 in the background material.

7. **ENDS DEVELOPMENT AND MONITORING AGENDA**

ACTION a. **CAREER DEVELOPMENT AND ALTERNATIVE PROGRAM PARTNERSHIPS (ENDS 1, ALL CHILDREN ARE PREPARED FOR A SUCCESSFUL FUTURE), Page 29:**
It is the Superintendent's recommendation that the Board of Education receives an update on the work from Career Development, McLain Community School, Warren Tech, and the Department for Learning and Educational Achievement, as shown in memorandum BA-07-091 in the background material.

ACTION 8. **DEVELOP NEXT AGENDA:** The Board will discuss the agenda for the April 5 regular meeting and April study session topics.

9. **ADJOURNMENT**

FUTURE EVENTS:

March 17 Budget Forums, Pomona High School, Arvada Public Library, Belmar Public Library, Dakota Ridge High School, Conifer High School

Reasonable accommodation will be provided *upon request* for persons with disabilities. If you have a disability, please notify the Board of Education Office, 303-982-6800, at least three days prior to the meeting about special arrangements that may allow you to fully participate in this meeting.

CORRESPONDENCE – March 15, 2007

c-07-023	Marta Alejandro Bus routes
c-07-024	Eileen Hunter-Sweeney response
c-07-025*	Susie Weber personnel
c-07-026*	Cheri Jahn C: Board
c-07-027*	Cheryl Turner response
c-07-028*	Cheryl Turner response
c-07-029	Marta Alejandro response
c-07-030*	John Tafoya Student issue
c-07-031*	Luisa A Garcia Student issue
c-07-032*	Theresa Marlow student issue
c-07-033*	Student Golden HS
c-07-034	Risa/Mark Kerns Swimming funding

Note: Letters addressed to the Board of Education that contain the name of a student or involve a personnel issue are not available to the public (unofficial). The Board does not respond to anonymous letters or letters that are copied to the Board but not addressed to the Board.

5.a.

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-026

BOARD MEETING OF: Thursday, March 15, 2007

SUBJECT: Policy Governance Monitoring Report: EL-9, Facilities


ACTION

PERTINENT FACTS:

1. An important component of the Policy Governance Model is GP 6, the Annual Work Plan.
2. The monitoring reports on EL-9, Facilities, are scheduled for quarterly reports in September, December, March and May of each year.
3. Policy Governance Monitoring Report EL-9 for the period ended March 1, 2007, is included background material.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education accepts the monitoring report on EL-9, Facilities, for the period ending March 1, 2007.


ORIGINATORS: Patrick Hickey 

DATE: February 26, 2007

APPROVED: Cynthia Stevenson 

Policy Governance Monitoring Report

MARCH 1, 2006

To: Board of Education
From: Patrick Hickey 
Re: **EL-9 Facilities**

I certify this information to be accurate as of the close of business, ~~December 15, 2006~~ MARCH 1, 2007. BOARD EXECUTIVE LIMITATION POLICY 9 WAS NOT REVISED AT ITS LAST MONITORING IN DECEMBER 2006. *Facilities shall not be unsafe, inadequate nor unnecessary. The Board acknowledges that the Superintendent is limited by the dollars available for facilities. Accordingly, the Superintendent may not:*

- 1. Permit capital dollars to be spent unnecessarily or unwisely. Therefore, the superintendent may not:**

- 1.a. Build or renovate without well-documented needs.**

Facilities Planning and Design maintains a database of capital improvement needs developed with the assistance of principals, facility managers, administrators and other district staff.

In November 2004, voters approved \$323.8 million in bond funds. The total program with bond proceeds paid at the time of sale, transfers from the General Fund, revenue from property sales, fees-in-lieu payments and expected investment earnings equals \$469 million to be spent on capital improvements during the 2005-2010 six-year period. The work was organized into over 400 projects and 12 cycles. School specific information is available on each school's website. An overview of funded projects can be found at: <http://jeffcoweb.jeffco.k12.co.us/profiles/construction/>.

- 1.b. Neglect to make decisions that include the consideration of life cycle costs, including preventive maintenance costs.**

Beginning in 1992, the District developed a process for capital improvement funding with the philosophy that projects with an estimated useful life exceeding 20 years are financed through general obligation bonds. Those projects include:

- construction of new schools,
- additions to existing schools,
- major renovations,
- replacement of heating/ventilating, electrical and plumbing systems.

All capital improvements with an estimated useful life of less than 20 years include:

- roof replacement,
- flooring,
- tennis courts,
- site work,
- masonry and asphalt sealing, and,

- minor remodeling, and financed from the capital reserve fund
The existing preventive maintenance program is routinely scheduled for such things as HVAC filter and belt replacements, boiler system tune-ups, controls calibrations and periodic roof inspections.

1.c. Recommend land purchase decisions, which do not include the analysis and comparison of acquisition, construction and transportation costs.

The location of a school site is based upon data contained in enrollment reports. In many cases sites have been identified and acquired within cities and unincorporated areas of Jefferson County in accordance with the Land Development Regulations established by each entity. These regulations differ by entity, but in many cases enable the Real Estate Office to negotiate the dedication of land for future school construction. In cases where acquisition is not provided through the dedication process, district staff coordinates appraisals, title commitments and ownership searches, owner and neighborhood meetings, and finally negotiations with the property owners for purchase.

Locating and acquiring middle and high school sites is synchronized with other governmental entities including park and recreation districts and cities to provide joint development and use opportunities. As educational or enrollment design at schools has changed, need for sufficient land to support those plans has increased.

1.d. Implement land purchases or permitting, design, bid or construction schedules that increase costs or decrease construction quality, except for reasons beyond the district's reasonable control.

District staff works in partnership with various governmental agencies, developers and utility companies for the planning, installation and financing of public improvements that are on or contiguous to school sites or that are required for the operation of a school. Rights-of-way, easements and public improvements are coordinated and reviewed by Facilities Planning and Design for necessity, adequacy and impact on the operation of the school. When extension of streets and utilities to a school is necessary for its operation, only required improvements are performed and every legal effort is made to obtain the properly apportioned reimbursement.

ON FEBRUARY 22, 2007, VACANT LAND ON WEST CAPRI AVENUE IN LITTLETON, ADJACENT TO MONTESSORI PEAKS ACADEMY, WAS PURCHASED FROM MONTESSORI PEAKS TO ALLOW CONSTRUCTION OF A GYMNASIUM. THE SIZE OF THE PARCEL IS .184 ACRES AND WAS APPRAISED AT \$40,080. THE PURCHASE PRICE WAS \$10.

1.e. Fail to make business decisions based on a cost/benefit analysis for ancillary facility projects of \$250,000 or more when such returns can be measured or quantified.

After the successful 2004 bond election, the Board of Education approved the membership in an oversight committee. The eight-member citizens' oversight committee was appointed to assist with the following:

- Ensure that the program completed with these funds is consistent with the commitments made to the community.
- Monitor procedures relating to the implementation of the program: development of specifications, selection process for consultants and contractors, financing issues, and project scheduling.
- Review all projects especially when significant changes in scope, budget or scheduling occur.
- Ensure the program represents sound, long-term decisions consistent with the needs of the district.
- Provide annual written reports to the Board of Education on the quality of the program management, quality of the financial management, quality of completed projects and alignment with the overall plan.
- Assist in safeguarding public trust and confidence through active involvement in communications related to the bond projects.

On February 20, 2005 the Board appointed eight community business leaders to serve on the committee:

Name	Expertise
Dick Burczyk	Retired Director of Engineering, Coors
Gordon Calahan	President, Calahan Construction
Andy Dmohowski	Manager, Construction projects, St. Anthony Hospitals
Helga Grunerud	Executive Director, Hispanic Contractors of Colorado
Marv Kay	Retired Colorado School of Mines; past mayor of Golden
Paul Konrath	Project Manager, Lockheed Martin
Tom Murray	Owner, Lakewood Brick and Tile
M .L. Tucker RICHARDSON	Regional Manager of Public, Legal, Govt. Affairs, LaFarge

The committee began meeting in February 2005 and continue to meet monthly with district staff to review projects, scopes and costs.

The Oversight Committee met in study session with the Board of Education on March 3, 2006, and October 13, 2006. At the study session on October 13, 2006, the committee members reported that at each monthly meeting the members review:

- the general status of the major projects including any scope, budget or schedule issues
- reports on status of the capital improvement projects, program contingency, design projects estimate to budget
- the cumulative spending cash flow curve
- the schedule float report (*identifies projects that are more than 10 days behind schedule*)
- an overview of the status of major projects in design
- all projects

In addition, the committee members approved the following budget changes:

- re-open Drake Middle roofing project - \$9,000

- increase Red Rocks Elementary project - \$5,000
- increase Hackberry Hill Elementary project budget by \$250,000
- increase the Fairmount Elementary project budget by \$563,870

The committee rejected:

- the requested change from evaporative cooling units to air conditioning units at Stony Creek Elementary
- Wheat Ridge High value engineering alternate to delete science lab renovations.

AT THE LAST MEETING OF THE COMMITTEE - FEBRUARY 13, 2007 - STAFF REPORTED THE STATUS OF PROJECTS, THE SCHEDULE UPDATE INFORMATION, FINANCIAL UPDATE, PROGRAM CONTINGENCY, AN UPDATE ON MAJOR PROJECTS, AND PLANNING FOR THE NEXT BOND.

THE STATUS OF PROJECTS SHOWS 37 PERCENT ARE COMPLETE OR IN CLOSE-OUT, 11 PERCENT ARE IN CONSTRUCTION, 17 PERCENT ARE IN DESIGN AND BID AND 35 PERCENT HAVE NOT STARTED.

2. Operate without clear priorities when building, renovating, maintaining or repairing facilities within available resources. In setting these priorities, the superintendent shall not:

2a. Fail to make the highest priority the correction of unsafe conditions which could result in serious injuries or illnesses.

When reviewing and coordinating capital improvements, the highest priority is the correction of unsafe conditions. Those projects are immediately placed in the Priority 1 category. A district policy was written in 1997, *FBC, Prioritization of Facility Improvements* stating:

“... administration recognizes that not all facility improvement needs have the same level of importance. Therefore a process is required to prioritize the relative importance of each facility improvement need. The three following priority groups shall be used in prioritizing capital improvements:

- Priority Group 1 Critical projects
- Priority Group 2 Necessary projects
- Priority Group 3 Desirable projects

2.b. Fail to properly maintain facilities to fulfill the lifecycle intended.

Facilities Management and Facilities Planning and Design work closely to ensure that facilities are properly maintained to realize the intended lifecycle. This collaboration between maintenance and planning helps to ensure life cycle achievement.

Projects of high priority are completed through the use of an annual capital replacement program. These funds are derived from the annual transfer from the general fund to the capital projects fund. These projects typically include roof replacement, fire alarms, wastewater systems and other priority 1 projects.

The successful mill levy override approved by Jeffco voters in November 2004 provides an annual \$1 million in funding to help offset accumulated deferred maintenance projects.

2.c. Fail to identify and broadly communicate the principles by which priorities are determined, including scope and timeline for projects.

The prioritization process is district policy and is implemented and published on the website. The existing prioritization process has been used since 1985. The Facilities Assessment Plan incorporates the need to review and validate whether this process continues to be effective on a continuing basis.

2.d. Fail to eliminate nonessential items from new projects.

Educational specifications and technical guidelines specifically describe facility requirements to accommodate the student instructional program, activities and support functions and provide a standard for planning and designing new or renovating existing schools. The educational specifications and technical guidelines are dynamic documents that change in concert with changes in the educational program. The documents are reviewed and updated and a revised version supporting educational delivery will be completed prior to the next capital improvement program.

Administrative staff continues to monitor capacities in neighborhood schools considering declining enrollment and the impact of charter and alternative schools and will make future recommendations regarding these trends as necessary.

The Capital Improvement Program Oversight Committee and staff will continue to make semi-annual reports to the Board of Education on the progress of the capital improvement program and to assist in safeguarding public trust and confidence through active involvement in communications related to the projects. **THE NEXT SCHEDULED MEETING WITH THE BOARD OF EDUCATION IS FRIDAY, APRIL 20, 2007 BEGINNING AT 7:30 A.M.**

5.b.

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-027

BOARD MEETING OF: Thursday, March 15, 2007

SUBJECT: Board Policy Revision – Executive Limitation policy (EL-9),
Facilities

ACTION

PERTINENT FACTS:

1. The Board of Education has requested to review executive limitation Board policies on a regular, scheduled basis with the corresponding monitoring report of that executive limitation policy. Board Governance Process policy, GP-6, Annual Work Plan, provides a schedule for regular review of monitoring reports and Board policies.
2. Board policy EL-9, Facilities, is brought forward to give the Board an opportunity to make any changes to the policy it deems necessary.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education accepts for 30-day study Board executive limitation policy EL-9, Facilities.

ORIGINATOR: Helen Neal 

DATE: March 6, 2007

APPROVED: Cynthia Stevenson 

Policy Executive Limitations (EL-9)

FACILITIES

Adopted: June 15, 2000
Revised: August 14, 2003
Monitoring Method: Internal
Monitoring Frequency: Annually - May

Facilities shall not be unsafe, inadequate nor unnecessary. The Board acknowledges that the superintendent is limited by the dollars available for facilities.

Accordingly, the superintendent may not:

1. Permit capital dollars to be spent unnecessarily or unwisely. Therefore, the superintendent may not:
 - a. Build or renovate without well-documented needs.
 - b. Neglect to make decisions that include the consideration of life cycle costs, including preventive maintenance costs.
 - c. Recommend land purchase decisions which do not include the analysis and comparison of acquisition, construction and transportation costs.
 - d. Implement land purchases or permitting, design, bid or construction schedules that increase costs or decrease construction quality, except for reasons beyond the district's reasonable control.
 - e. Fail to make business decisions based on a cost/benefit analysis for ancillary facility projects of \$250,000 or more when such returns can be measured or quantified.
2. Operate without clear priorities when building, renovating, maintaining or repairing facilities within available resources and:
 - a. Fail to make the highest priority the correction of unsafe conditions which could result in serious injuries or illnesses.
 - b. Fail to properly maintain facilities to fulfill the lifecycle intended.
 - c. Fail to identify and broadly communicate the principles by which priorities are determined, including scope and timeline for projects.
 - d. Fail to eliminate nonessential items from new projects.

Monitoring Report Indicators:

List all documents received by Board of Education within reporting period; report on data collected, processes used, actions taken, check alignment of District policies and procedures with Board policy and expectations and actions, analysis of data/situation, current and/or ongoing programs demonstrating movement toward the executive limitation.

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-023/2

BOARD MEETING OF: Thursday, March 15, 2007

SUBJECT: Board Policy Revision – Executive Limitation policy (EL-7),
Financial Administration

ACTION

PERTINENT FACTS:

1. The Board of Education has requested to review executive limitation Board policies on a regular, scheduled basis with the corresponding monitoring report of that executive limitation policy. Board Governance Process policy, GP-6, Annual Work Plan, provides a schedule for regular review of monitoring reports and Board policies.
2. On February 8, Board policy EL-7, Financial Administration, was brought forward to give the Board an opportunity to make any changes to the policy it deemed necessary.
3. No revisions were brought forward.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves no revision of Board executive limitation policy EL-7, Financial Administration.

ORIGINATOR: Helen Neal *HN*

DATE: March 6, 2007

APPROVED: Cynthia Stevenson *CS*

Policy Executive Limitations (EL-7)

FINANCIAL ADMINISTRATION

Adopted: June 15, 2000
Revised: February 6, 2003
Monitoring Method: Internal and External
Monitoring Frequency: Quarterly; November, February,
May and September

With respect to the actual, ongoing financial condition and activities, the superintendent shall not cause nor allow fiscal jeopardy or a material deviation from the annual budget or budget policy adopted by the Board, or any fiscal condition that is inconsistent with achieving the priorities established in Board's Ends policies. Accordingly, the superintendent may not:

1. Expend more funds than have been received in the fiscal year to date unless authorized by the Board through use of reserves or unless revenues are made available through other legally permissible means.
2. Expend funds in excess of the amount appropriated or in excess of the reasonably projected available resources, whichever is less for a particular fund.
3. Transfer unencumbered moneys from one fund to another unless authorized by the Board in advance.
4. Fail to settle payroll and pay obligations in a timely manner.
5. Allow reports or filings required by any state or federal agency to be overdue or inaccurately filed.
6. Fail to arrange for the annual audit of all district funds and accounts following the close of the fiscal year in accordance with state law.
7. Fail to bill timely and aggressively pursue receivables after a reasonable grace period.
8. Fail to keep complete and accurate financial records by funds and accounts in accordance with law and generally recognized principles of governmental accounting.
9. Fail to publish and post a financial condition statement.
10. Acquire, encumber or dispose of real property without authorization from the Board.
11. Fail to make timely and appropriate corrections in accordance with internal or external audit findings.
12. Fail to notify the Board when bonds have been upgraded or downgraded.
13. Fail to identify funds, programs, departments or schools that are projected to end the fiscal year with an operating loss or deficit, even though a correction plan has been initiated.
14. Fail to provide immediate verbal notification, identification and scope of any potential financial problem.
15. Fail to provide a corrective action plan within 30 days of first reporting any potential loss.
16. Fail to identify and explain variations or deviations in cash flow, revenues or other important financial indicators.
17. Fail to direct key financial, auditing and monitoring staff to report potential financial problems immediately.
18. Fail to conduct quarterly financial reviews with the Board, superintendent, chief operating officer, chief financial officer and executive director of budget management.
19. Fail to establish appropriate safeguards to ensure financial issues are identified and reported to the Board of Education in a timely manner.
20. Fail to establish guidelines on the role of school accountability committees advising principals on the use of all school funds, including revenue enhancing funds such as those generated by vending machines.
21. Fail to notify board of education when an employee violates guidelines or policies regarding the use of district funds.
22. Fail to review and correct or clarify rules when an employee violates guidelines or policies regarding the use of district funds.
23. Fail to provide appropriate training for key financial, auditing and monitoring staff.

Monitoring Report Indicators:

List all documents received by Board of Education within reporting period; report on data collected, processes used, actions taken, check alignment of district policies and procedures with board policy expectations and actions, analysis of data/situation, current and/or ongoing programs demonstrating movement toward the executive limitation.

Regular Board of Education Meeting

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LEGAL REFS.:

C.R.S. 22-32-109 (1) (i), (j), (k), (l) (Board duties concerning proper record keeping and annual audit)

C.R.S. 22-42-101 et seq. (bonded indebtedness)

C.R.S. 29-1-601 et seq. (local government audit law)

5.d.

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-069/2

BOARD MEETING OF: Thursday, March 15, 2007

SUBJECT: Board Policy Revision – Governance Process policy (GP-10),
Board Member Financial Disclosure

ACTION

PERTINENT FACTS:

1. The Board of Education has requested to review governance process Board policies on a regular, scheduled basis. Board Governance Process policy, GP-6, Annual Work Plan, provides a schedule for regular review of Board policies.
2. On February 8, Board policy GP-10, Board Member Financial Disclosure, was brought forward due to the recent change in law that requires quarterly disclosure instead of annual disclosure of financial reporting.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves revision of Board governance process policy GP-10, Board Member Financial Disclosure

ORIGINATOR: Helen Neal 

DATE: March 6, 2007

APPROVED: Cynthia Stevenson 

GOVERNANCE PROCESS (GP-10)

BOARD MEMBER FINANCIAL DISCLOSURE

Adopted: June 15, 2000
Revised: ~~September 27, 2004~~

MARCH 15, 2007
Monitoring Method: Internal
Monitoring Frequency: Annual – March

As required by law, Board members shall disclose certain items received in connection with serving on the Board. Board members receiving such items must file a QUARTERLY report for the preceding ~~calendar year~~ REPORTING PERIOD with the county clerk and recorder on forms supplied by the secretary of state on or before JANUARY 15, APRIL 15, JULY 15, AND OCTOBER 15 of each year. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt.

1. Items which must be reported include the following:
 - a. Any money received including a loan, pledge, advance of money or guarantee of a loan with a value of \$25 or more.
 - b. Any gift of any item of real or personal property other than money with a value of \$50 or more.
 - c. Any loan of real or personal property if the value of the loan is \$50 or more. "Value of the loan" means the cost saved or avoided by the Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public.
 - d. Any payment for a speech, appearance or publication.
 - e. Tickets to a sporting, recreational, educational or cultural event with a value of \$50 or more for a single event or a series of tickets to sporting events of a specific team during a season or to cultural events of a specific company with a total value of \$100 or more.
 - f. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention or other meeting at which the Board member or candidate for the Board is scheduled to participate unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB.)
 - g. Any gift of a meal to a fundraising event of a political party.
2. The financial disclosure need not include the following:
 - a. A contribution or contribution in kind that already has been reported pursuant to the Fair Campaign Practices Act.
 - b. Any item of perishable or nonpermanent value including meals unless such item is required to be reported under paragraph 1.e. or 1.g. above.
 - c. A non-pecuniary award publicly presented by an organization in recognition of public service.
 - d. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention in which the individual is scheduled to participate if the payment or reimbursement is made from public funds or from the funds of any association of public officials or public entities such as CASB.
 - e. Payment of salary from employment including other government employment.
 - f. ITEMS NOT RELATED TO A BOARD MEMBER'S PUBLIC SERVICE (I.E., BIRTHDAY GIFT OR LOAN FROM A FRIEND) UNLESS GIVEN BY SOMEONE WHO CONDUCTS BUSINESS WITH OR IS RELATED TO THE SCHOOL DISTRICT.
3. To avoid misunderstanding about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given.

4. Board members who do not receive any reportable items are not required to file a report.

LEGAL REFS.:

C.R.S. 24-6-201 et seq. (public official disclosure law)

Jefferson County School District R-1
Jefferson County, Colorado

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-089

BOARD MEETING OF: Thursday, March 15, 2007

SUBJECT: Jefferson Academy Contract Extensions
EL-19, Charter Schools Application and Monitoring

ACTION

PERTINENT FACTS:

1. Jefferson Academy (JA) Elementary, Junior High and Senior High Schools have three separate charter school contracts with the school district. JA Elementary and JA Senior are scheduled for contract renewals during the 2007/2008 school year. JA Junior High is scheduled for its contract renewal during the 2008/2009 school year.
2. The JA Board of Directors has requested that all three contracts be scheduled for renewal in the same year, to reduce duplication of effort and more efficiently use the time of Jefferson Academy and the Board of Education.
3. At present, Jefferson Academy's three schools are all performing at a high level, their finances are in good shape and the schools are functioning in a very good manner.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education grants a one year extension to the existing contracts of Jefferson Academy Elementary and Jefferson Academy Senior High School to the 2008/2009 school year.

ORIGINATOR: John Peery 

DATE: March 1, 2007

APPROVED: Cynthia Stevenson 

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-084

BOARD MEETING OF: Thursday, March 1, 2007

SUBJECT: Supplemental Funds – AWARD (EL-7)

INFORMATION

PERTINENT FACTS:

In accordance with executive limitation policy EL-7, the Administration will bring grants to the Board for approval when:

- A. Large amounts of funds are coming to the District (i.e., Title I, VI, etc.)
 - B. Obligations are long term (i.e., funding for multiple years, or the District is asked to continue the program after funding ends), or
 - C. Grants are for a dollar amount over \$10,000.
1. This grant falls under Items A and C.
 2. The Board is hereby notified that Jeffco's Family Literacy department received \$17,000 from the Colorado Parent and Child Foundation. The program aligns with Strategic Plan Objective 1, which ensures all students demonstrate achievement of academic content standards, and Objective 6, which ensures staff, community, and parental involvement focuses on increased student achievement.
 3. The funds are used to support the general operating costs for the HIPPY (Home Instruction for Parents of Preschool Youngsters) Program. Supporting the basic tenet from the National Center for Family Literacy, the program increases the basic skills and attitudes towards education, parenting skills, children's literacy and school readiness, and the overall quality of the parent-child relationship
 4. The effectiveness of the program is evaluated by parent evaluation surveys, pre and post child observations, the HOME and Woodcock Johnston assessments. In addition to these national standardized tests, continuous observations and reports will be used to track growth and needs.
 5. The district will not be required to continue this project after funding ends.
 6. Gwen Welch, Family Literacy director, will serve as the project manager.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education is informed of the grant award of \$17,000 from the Colorado Parent and Child Foundation to support Family Literacy's HIPPY Program.

ORIGINATORS:

Cindy Hernandez *CH*

DATE: February 20, 2007

Debbie Backus *DB*

APPROVED:

Cynthia Stevenson *CMS*

5.g.

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-088

BOARD MEETING OF: Thursday, March 15, 2007

SUBJECT: Permanent Non-Potable Water Lease Agreement with Denver Water Board
for the Fehringer Ranch property

EL 8 Asset Protection

ACTION

PERTINENT FACTS:

1. In 1999 approximately 108 acres of the Denver Water Board's property known as Fehringer Ranch was purchased. A condition of the sale is that only non-potable water can be used for irrigation.
2. The Denver Water Board agreed in the Purchase and Sale Agreement to annually make available up to 60 acre-feet of non-potable water at Harriman Lake for irrigation of district property.
3. The District sold 7.2 acres to the Jefferson County Public Library, and the Library will use some of the non-potable water from Harriman Lake for irrigation of their parcel.
4. The Denver Water Board has allowed Jeffco Schools to temporarily irrigate a portion of the property for D'Evelyn with treated water until September 30, 2007.
5. After that time, the use of treated water for irrigation will permanently cease even if the facilities planned on the district-owned property are not constructed or operational.
6. District staff and the Denver Water Board have negotiated a Permanent Non-Potable Water Lease Agreement to provide a pro-rata share of 16.63 percent of Harriman Lake water, or, approximately 61 acre-feet. The Denver Water Board will require a one-time "Capacity Charge" of \$667,100.
7. The annual lease rate will begin at \$2,340. 62.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves the Permanent Non-Potable Water Lease Agreement and the annual lease payment of approximately \$2,300 a year, and authorize the executive director of Facilities Planning & Design and to execute the Agreement on behalf of Jeffco Public Schools.

ORIGINATORS: Pete Doherty



DATE: February 28, 2007

Patrick Hickey



APPROVED: Cynthia Stevenson



5.h.

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-090

BOARD MEETING OF: Thursday, March 15, 2007

SUBJECT: Contract Award
Edgewater Elementary HVAC and Food Services Kitchen
Renovation Project *EL-8*

ACTION

PERTINENT FACTS:

1. On February 25, 2007, bids for Edgewater Elementary HVAC and kitchen renovation were received from five pre-qualified bidders.
2. The lowest qualified bidder is KCI Construction in the amount of \$585,000.
3. Funding for the project is included in the 2005-2010 Capital Improvement Program.
4. The low bid of \$585,000 exceeds the budget by \$202,750, which has been reviewed with the CIP Oversight Committee and will be managed by the Capital Improvement Program contingency fund.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves the award of contract to KCI Construction in the amount of \$585,000 for the Edgewater Elementary HVAC and Food Services kitchen renovation project and authorize the Executive Director of Construction Management to execute the contract documents.

ORIGINATOR: Cheryl K. Humann *CKH*

DATE: March 1, 2007

Patrick Hickey *PH*

APPROVED: Cynthia Stevenson *CS*

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-086
BOARD MEETING OF: Thursday, March 15, 2007
SUBJECT: Award of Contract-Athletic Medical Trainer Services
(EL-8, Asset Protection)

ACTION

PERTINENT FACTS:

1. In accordance with Board executive limitation policy 8, Asset Protection, the Board of Education approves contracts in excess of \$250,000.
2. Medical Personnel are necessary to help ensure the safety of our student athletes at practices and games at the District's 18 high schools' district-hosted athletic competitions and playoff contests.
3. Physiotherapy was awarded the 2005/2006 contract for athletic trainer services at a cost of \$545,000. The original contract allowed for renewals with a 3% increase. Due to increasing costs necessary to employ qualified trainers and higher administrative costs, the District allowed Physiotherapy to increase the cost of the second year of the contract by 4.5%, for a total of \$569,500.00
4. Physiotherapy has requested an increase of 5.0% for the third year of the contract. This increase will allow Physiotherapy to continue with the level of qualified trainers currently servicing all senior high schools. In addition, athletic trainers for ice hockey have been added to the contract.
5. The total cost of this contract for the 2007/2008 school year will be \$606,210.00.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education authorizes the director of Purchasing to renew the annual contract for the athletic training medical services to Physiotherapy at \$606,210.00 for the 2007-2008 year.

ORIGINATOR: Betty Standley February 26, 2007
Kevin Land *KL*
Debbie Backus *DB*

APPROVED: Cynthia Stevenson *CMS*

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-060

BOARD MEETING OF: Thursday, March 15, 2007

SUBJECT: Board Approval of Learning Resource Materials Recommended for Use in Jefferson County Public Schools. EL-14

ACTION

PERTINENT FACTS:

1. In accordance with Board Policy (EL-14), Instructional Materials Selection and Adoption, Learning Resource Materials recommended as new additions, updated materials and deletions from the Catalog of Approved Learning Resource Materials for use in the Jefferson County Public Schools are submitted to the Board of Education for approval.
2. Updated materials are recommended for approval when they are published under a new copyright date without major revision or a significant change in authors.
3. Learning Resource Materials are recommended for deletion when they no longer support curriculum, better materials are available, a new copyright is available, or the material is out-of-print.
4. Upon approval by the Board of Education, the Learning Resource Materials are added to or deleted from the Catalog of Approved Learning Resource Materials.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves the list of Learning Resource Materials presented for addition to, updated to or deletion from the Catalog of Approved Learning Resource Materials.

ORIGINATOR: Priscilla Straughn

Date: January 26, 2007

Debbie Backus *DB*

APPROVED: Cynthia Stevenson *CMS*

**LEARNING RESOURCES REVIEW MATERIALS
 SUBMITTED FOR TEXTBOOK UPDATE APPROVAL
 2006-2007**

<u>TITLE /AUTHOR</u>	<u>ISBN</u>	<u>PUBLISHER</u>	<u>GRADE</u>	<u>CR/ED</u>
<i>CAREER & TECHNICAL EDUCATION – COPYRIGHT UPDATES</i>				
Introduction to Business (Brown & Clow)	0-07-874768-6	Glencoe/McGraw Hill	9-12	2008
Building Life Skills (Liddell & Gentzler)	1-59070-488-6	Goodheart-Willcox	9-12	2006
The Developing Child (Brisbane)	0-07-868968-6	Glencoe/McGraw Hill	9-12	2006
<i>ENGLISH LANGUAGE ARTS – COPYRIGHT UPDATES</i>				
Houghton Mifflin Reading	Various	Houghton Mifflin	K-6	2008
<i>MATH – COPYRIGHT UPDATES</i>				
Algebra-Structure and Method Book 1 (Brown, Colciani, Sorgenfrey, Cole)	0-395-97722-3	McDougal Littell	9-12	2004
Algebra and Trigonometry- Structure and Method – Book 2 (Brown, Dolciani, Sorgenfrey, Kane)	0-395-97725-8	McDougal Littell	9-12	2004
Algebra 1 (Larson, Boswell, Kanold, Stiff) (Formerly Algebra 1 – Applications, Equations, Graphs 2004)	0-618-59402-7	McDougal Littell	9-12	2007
Calculus of a Single Variable, AP (Larson, Hostetler, Edwards)	0-618-50304-8	Houghton Mifflin	10-12	2006
Geometry (Larson, Hostetler, Edwards) (Formerly Geometry: Applying, Reasoning, Measuring 2004)	0-618-59540-6	McDougal-Littell	9-12	2007
Math Connections (Berlinghoff, Sloyer, Hayden)				
1/A	1-58591-366-9	It’s About Time	9	2006
2/A	1-58591-369-3	It’s About Time	10	2006
3/A	1-58591-372-3	It’s About Time	11-12	2006

<u>TITLE /AUTHOR</u>	<u>ISBN</u>	<u>PUBLISHER</u>	<u>GRADE</u>	<u>CR/ED</u>
Math Connections (Berlinghoff, Sloyer, Hayden), cont.				
1/B	1-58591-367-7	It's About Time	9	2006
2/B	1-58591-370-7	It's About Time	10	2006
3/B	1-58591-373-1	It's About Time	11-12	2006
Passport to Algebra and Geometry (Larson, Boswell, Kanold, Stiff)	0-618-37422-1	McDougal Littell	7-12	2004
Stats: Modeling the World (Bock, Velleman, DeVeaux)	0-131-87621-X	Pearson/Prentice Hall	9-12	2007

SCIENCE – COPYRIGHT UPDATES

Earth Com (Earth System Science In the Community)				
Earth's Dynamic Geosphere	1-58591-055-4	It's About Time	9-12	2006
Understanding Your Environment	1-58591-056-2	It's About Time	9-12	2006
Earth's Fluid Spheres	1-58591-057-0	It's About Time	9-12	2006
Earth's Natural Resources	1-58591-058-9	It's About Time	9-12	2006
Earth System Evolution	1-58591-059-7	It's About Time	9-12	2006

SOCIAL STUDIES – COPYRIGHT UPDATES

American Government, AP (Wilson & Dilulio)	0-618-56244-3	Houghton Mifflin	10-12	2006
A History of Western Society, AP (McKay, Hill & Buckler)	0-618-52273-5	Houghton Mifflin	10-12	2006

WORLD LANGUAGES – COPYRIGHT UPDATES

Discovering French Bleu (Valette & Valette)	0-618-65651-0	McDougal Littell	9-12	2007
Discovering French Blanc (Valette & Valette)	0-618-65652-9	McDougal Littell	9-12	2007
Discovering French Rouge (Valette & Valette)	0-618-65653-7	McDougal Littell	9-12	2007

6.a.

BOARD OF EDUCATION AGENDA ITEM
Discussion Agenda

CONTROL NUMBER: BA-07-092

BOARD MEETING OF: Thursday, March 15, 2007

SUBJECT: Public Engagement: Regional Transportation District Directors
Ends 1, All Children are Prepared for a Successful Future

ACTION

PERTINENT FACTS:

1. The Board of Education and the Jefferson County representatives of the Regional Transportation District (RTD) Board of Directors have requested time to discuss together issues of mutual interest related to regional transportation in Jefferson County

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education discusses issues of mutual interest related to regional transportation with the Jefferson County representatives of the RTD Board of Directors.

ORIGINATOR: Helen Neal 

DATE: March 6, 2007

APPROVED: Cynthia Stevenson 

7.a.

BOARD OF EDUCATION AGENDA ITEM
Ends Development and Monitoring Agenda

CONTROL NUMBER: BA-07-091

BOARD MEETING OF: Thursday, March 15, 2007

SUBJECT: Career Development and Alternative Program Partnerships
Ends 1, All Children are Prepared for a Successful Future

ACTION

PERTINENT FACTS:

1. Board Ends policy 1 states that “all children are prepared for a successful future.”
2. The Board of Education has requested to receive information on career development and alternative program partnerships in Jefferson County Public Schools.
3. Information will be presented by staff from Career Development, McLain Community School, Warren Tech, and the Department for Learning and Educational Achievement.

SUPERINTENDENT’S RECOMMENDATION:

That the Board of Education receives an update on the work from Career Development, McLain Community School, Warren Tech, and the Department for Learning and Educational Achievement.

ORIGINATOR: Debbie Backus 

DATE: March 6, 2007

APPROVED: Cynthia Stevenson 