



Building Bright Futures

AGENDA

REGULAR BUSINESS MEETING
BOARD OF EDUCATION

6 p.m. April 5, 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 will meet at 5 p.m. in the Seminar Room to hear the appeal of the decision regarding the expulsion of a student at Golden High School.

MUSIC: Hutchinson Huskies on Harps, director Barb Lepke-Sims

1. **PRELIMINARY**

a. **CALL TO ORDER – 6:00 p.m. – Board Room**

b. **WELCOME TO AUDIENCE**

c. **PLEDGE OF ALLEGIANCE**

d. **ROLL CALL**

ACTION

e. **APPROVE AGENDA**

ACTION

f. **APPEAL OF DECISION REGARDING EXPULSION OF A STUDENT AT GOLDEN HIGH SCHOOL (EL-16, TREATMENT OF STUDENTS), Page 6:** As noted in memorandum BA-07-094 in the background material, the Superintendent recommends that the Board follows legal counsel's recommendation and accepts, rejects, or revises the decision as presented by the Superintendent.

INFORMATION

2. **HONORS & RECOGNITION**

INFORMATION

3. **COUNTY STUDENT COUNCIL**

INFORMATION

4. **SCHOOL REPORT: Chatfield High School "Alive at 25!"**

INFORMATION 5. BOARD AND SUPERINTENDENT COMMENTS

6. 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.

7. CONSENT AGENDA

ACTION

- a. **MONITORING REPORT – EMERGENCY SUPERINTENDENT SUCCESSION (EL-10), Pages 7-9:** It is the Superintendent's recommendation that the Board of Education approves the monitoring report on EL-10, Emergency Superintendent Succession, as shown in memorandum BA-07-028 in the background material.

ACTION

- b. **BOARD POLICY FOR STUDY EL-10, EMERGENCY SUPERINTENDENT SUCCESSION, Pages 10-11:** It is the Superintendent's recommendation that the Board of Education accepts for study executive limitation policy EL-10, Emergency Superintendent Succession, as recommended in memorandum BA-07-029 in the background material.

- ACTION c. **MONITORING REPORT – INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION (EL-14), Pages 12-17:** It is the Superintendent's recommendation that the Board of Education approves the monitoring report on EL-14, Instructional Materials Selection and Adoption, as shown in memorandum BA-07-032 in the background material.
- ACTION d. **BOARD POLICY FOR STUDY EL-14, INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION, Pages 18-19:** It is the Superintendent's recommendation that the Board of Education accepts for study executive limitation policy EL-14, Instructional Materials Selection and Adoption, as recommended in memorandum BA-07-033 in the background material.
- ACTION e. **BOARD POLICY REVISION FOR EL-6, FINANCIAL PLANNING/BUDGETING, Pages 20-22:** It is the Superintendent's recommendation that the Board of Education approves no revision to executive limitation policy EL-6, Financial Planning/Budgeting, as recommended in memorandum BA-07-021/2 in the background material.
- ACTION f. **LOAN REQUEST – COMPASS MONTESSORI GOLDEN (EL-7, FINANCIAL ADMINISTRATION), Page 23:** It is the Superintendent's recommendation that the Board of Education approves the short-term loan of \$51,000 for Compass Montessori-Golden to cover cash flow issues related to the delay in receiving funds from the Colorado Department of Education (CDE) related to special education funding, as identified in memorandum BA-07-093 in the background material.
- ACTION g. **MEMORANDUM OF UNDERSTANDING – JEFFERSON FOUNDATION, (EL-17 COMMUNICATION AND COUNSEL TO THE BOARD; EL-3, STAFF TREATMENT), Pages 24-26:** It is the Superintendent's recommendation that the Board of Education approves the revised memorandum of understanding between Jefferson County Public Schools and the Jefferson Foundation, as recommended in memorandum BA-07-077/2 in the background material.
- ACTION h. **EMPLOYMENT (EL-3, STAFF TREATMENT), Pages 27-28:** The Superintendent recommends that the Board of Education approves the employment of personnel, as presented in memorandum BA-06-002/4 in the background material.
- ACTION i. **RESIGNATIONS/TERMINATIONS (EL-3, STAFF TREATMENT), Pages 29-30:** It is the Superintendent's recommendation that the Board of Education approves the

resignations, terminations and reinstatements of personnel, as outlined in memorandum BA-06-008/4 in the background material.

ACTION

- j. **CONTRACT AWARD: DISTRICTWIDE ENERGY INFRASTRUCTURE IMPROVEMENTS (EL-8, ASSET PROTECTION), Page 31:** It is the Superintendent's recommendation that the Board of Education approves the award of a contract to Long Energy Solutions for the districtwide energy infrastructure improvements; and, authorizes the executive director of Construction Management to enter into and execute a contract with the energy savings contractor in the initial amount of \$171,000 for audit services and any future change orders to incorporate the energy conservation measures determined to be feasible and funded by the capital improvement program, as identified in memorandum BA-07-066 in the background material.

ACTION

- k. **APPROVAL OF MINUTES:** The minutes of the meetings of March 1, 13, 15, 16, and 20, 2007 are presented for approval.

8. **ENDS DEVELOPMENT AND MONITORING AGENDA**

ACTION

- a. **REPORT ON STRATEGIC PLAN OBJECTIVE 5 (ENDS 1, ALL CHILDREN ARE PREPARED FOR A SUCCESSFUL FUTURE), Page 32:** It is the Superintendent's recommendation that the Board of Education receives an update on strategic plan objective 5: align resources to increase student achievement and organizational effectiveness, from Lorie Gillis, chief financial officer; and, Patrick Hickey, chief operating officer, as shown in memorandum BA-07-036 in the background material.

ACTION

- b. **REPORT ON STRATEGIC PLAN OBJECTIVE 9 (ENDS 1, ALL CHILDREN ARE PREPARED FOR A SUCCESSFUL FUTURE), Page 33:** It is the Superintendent's recommendation that the Board of Education receives an update on strategic plan objective 9: ensure a sound financial position within all funds, schools and departments, from Lorie Gillis, chief financial officer, as shown in memorandum BA-07-037 in the background material.

ACTION

9. **DEVELOP NEXT AGENDA:** The Board will discuss the agenda for the April 26 regular meeting and April study session topics.

10. **ADJOURNMENT**

CORRESPONDENCE – April 5, 2007

| | |
|-----------|--|
| c-07-035* | Richard Baggus personnel |
| c-07-036 | Kathy Underhill Thank-you |
| c-07-037 | Emily Cohen web tool information |
| c-07-038* | Jane Sterling C:Board |
| c-07-039 | Kathryn Johnson Madison High School |
| c-07-040 | Tricia Coates Madison High School |
| c-07-041 | M/M Edward L. Fronapfel Madison High School |
| c-07-042 | Tom Foutch Lottery |

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.

BOARD OF EDUCATION AGENDA ITEM
Preliminary Agenda

CONTROL NUMBER: BA-07-094

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Appeal of the Decision Regarding Expulsion of a Student at Golden High School

ACTION

PERTINENT FACTS:

1. In accordance with Policy EL 16, Treatment of Students, the following has occurred:
 - A hearing to receive testimony on this issue was held on February 26, 2007.
 - The Superintendent has submitted a copy of the Findings of Fact and Decision to the Board.
 - The Board of Education has received a request for appeal of the decision related to a student involved in this expulsion proceeding.
2. The Board of Education will hear the appeal in Executive Session on April 5, 2007.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education follows legal counsel's recommendation and accepts, rejects, or revises the decision as presented by the Superintendent.

ORIGINATOR: John Peery 

DATE: March 19, 2007

APPROVED: Cynthia Stevenson 

7.a.

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-028

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Policy Governance Monitoring Report – EL 10,
Emergency Superintendent Succession

ACTION

PERTINENT FACTS:

1. An important component of Board governance is Board Governance Process policy (GP) 6, Annual Work Plan, #4., "Monitoring of Executive Limitations policies will be included on the agenda...(as) confirmation of receipt and review of monitoring reports."
2. The monitoring report for Board Executive Limitation (EL) policy 10, Emergency Superintendent Succession, is scheduled for annual review in April.
3. The EL-10 monitoring report is brought to the Board in the background material.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves the monitoring report on Board policy Executive Limitation (EL) 10, Emergency Superintendent Succession, as shown in the background material.

ORIGINATOR:

Helen Neal 

DATE:

March 19, 2007

APPROVED:

Cynthia Stevenson 

Policy Governance Monitoring Report

To: Board of Education
From: Cynthia Stevenson
Date: March 22, 2007
Re: **EL-10 Emergency Superintendent Succession**

I certify this information to be accurate as of the close of business, March 14, 2006 22, 2007.
Board executive limitation policy 10 was not revised at its last monitoring in April 2006.

In order to protect the Board in the event of sudden loss of superintendent services, the superintendent shall assure that no fewer than two (2) other executive staff members are familiar with Board and superintendent issues and processes and is capable of assuming superintendent responsibilities on an emergency basis, should the unexpected need arise.

~~The chief academic officer, the chief financial officer and the chief operating officer~~ MEMBERS OF CABINET are all familiar with Board and superintendent issues and processes. EACH YEAR THE SUPERINTENDENT WILL PRIORITIZE A LIST OF LEADERS TO ASSUME SUPERINTENDENT RESPONSIBILITIES ON AN EMERGENCY BASIS. FOR 2006-2007, THE LEADERS, IN PRIORITY ORDER, ARE IRENE GRIEGO, COMMUNITY SUPERINTENDENT; LORIE GILLIS, CHIEF FINANCIAL OFFICER; PEG KASTBERG, COMMUNITY SUPERINTENDENT; AND, RICK MYLES, COMMUNITY SUPERINTENDENT.

~~The chief academic officer, the chief financial officer and the chief operating officer~~ MEMBERS OF CABINET attend Board workshops, executive sessions and special meetings on a regular basis to familiarize themselves with Board and superintendent issues.

~~The chief academic officer, the chief financial officer and the chief operating officer~~ MEMBERS OF CABINET meet as needed with the superintendent in a group of key leadership staff (~~Superintendent's Council~~), and individually as needed, with the superintendent to keep apprised of issues effecting the District.

~~The chief academic officer, the chief financial officer and the chief operating officer~~ MEMBERS OF CABINET regularly attend community and District-wide meetings to familiarize themselves with Board and superintendent issues and to keep apprised of issues affecting the Jeffco school community. These meetings are often those listed on the weekly Dates to Remember list, Cabinet meetings, principal and manager meetings, central administrator meetings and level meetings, among others.

The Board is kept informed of any person assuming acting superintendent duties in the absence of the superintendent through voice mail notification.

~~The chief academic officer, the chief financial officer and the chief operating officer~~ ABOVE LISTED CABINET LEADERS are all capable of assuming superintendent responsibilities on an emergency basis.

~~THE POSITION OF CHIEF ACADEMIC OFFICER HAS BEEN ADVERTISED, DUE TO THE RETIREMENT OF THE CURRENT CHIEF ACADEMIC OFFICER. FINAL INTERVIEWS WERE EXPECTED TO BE COMPLETED BEFORE SPRING BREAK. IT IS THE SUPERINTENDENT'S EXPECTATION THAT THE NEW HIRE WILL BECOME FULLY CAPABLE OF ASSUMING SUPERINTENDENT RESPONSIBILITIES WITHIN SIX MONTHS OF HIRE.~~

7.b.

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-029

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Board Policy Revision – Executive Limitation policy (EL-10),
Emergency Superintendent Succession

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-10, Emergency Superintendent Succession, 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 study to Board executive limitation policy EL-10, Emergency Superintendent Succession.

ORIGINATOR: Helen Neal 

DATE: March 19, 2007

APPROVED: Cynthia Stevenson 

Policy Executive Limitations (EL-10)

EMERGENCY SUPERINTENDENT SUCCESSION

Adopted: June 15, 2000
Revised: May 30, 2002
Monitoring Method: Internal
Monitoring Frequency: Annual – April

In order to protect the Board in the event of sudden loss of superintendent services, the superintendent shall assure that no fewer than two (2) other executive staff members are familiar with Board and superintendent issues and processes and is capable of assuming superintendent responsibilities on an emergency basis, should the unexpected need arise.

Accordingly, the superintendent may not:

1. Fail to inform the board either in writing or voice mail communication when acting superintendent duties are assigned due to the absence or incapacitation of the superintendent.

Monitoring Report Indicators: List all documents received by Board of Education within reporting period; report on data collected, processes used, actions taken, 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-07-032

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Policy Governance Monitoring Report – EL-14, Instructional Materials Selection and Adoption

ACTION

PERTINENT FACTS:

1. An important component of the Policy Governance Model is GP 6, Annual Work Plan.
2. Executive Limitation 14, Instructional Materials Selection and Adoption, is due in April of the 2006-2007 school year.
3. Policy Governance Monitoring Report is included in the background material.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves the monitoring report on EL-14, Instructional Materials Selection and Adoption.

ORIGINATOR: Debbie Backus *DB*

DATE: March 19, 2007

APPROVED: Cynthia Stevenson *CS*

Policy Governance Monitoring Report

To: Board of Education
From: Debbie Backus
Re: EL-14, Instructional Materials Selection and Adoption

I certify this information to be accurate as of the close of business, April 5, 2007. Board executive limitation policy 14 was not revised at its last monitoring in April 2005 2006.

The superintendent shall not fail to recommend to the Board for approval the instructional materials and textbook programs to be used in the district.

Accordingly, the superintendent may not:

- 1. Fail to ensure appropriate input from the following groups as instructional materials are reviewed: teachers who will use the materials, administrators and other staff members who are involved in developing the educational program, parents, and community members.**

Instructional materials are reviewed in accordance with district policy IJ and regulation IJ-R. According to that regulation, instructional materials that provide major support for instructional programs and that are required for student use are approved by a committee. The committee is comprised of the following: classroom teachers, with content knowledge and who represent the appropriate educational levels; principals and or assistant principals; and citizens who represent community members and parents. The content area curriculum coordinator, an expert in the specific content area, chairs the committee. The committee must include equal numbers of citizen and staff representatives. The members of the committee provide input based on the following criteria:

- The alignment with applicable content standards, the district scope and sequence, and student performance expectations.
- Any available student performance data from use in pilot schools.
- Any available evaluations from teachers and/or students (as appropriate) who have used the materials.
- The quality of language, illustrations and photographs to ensure the materials provide equitable instruction and convey a multicultural perspective and are age appropriate.
- Professional reviews from applicable journals and/or professional associations.

After the committee has completed its work, the print of learning resources are placed in branches of the Jefferson County Library for review by the public.

THE DEPARTMENT FOR LEARNING AND EDUCATIONAL ACHIEVEMENT DID NOT RECEIVE REQUESTS FOR REVIEWS OF PRIMARY LEARNING RESOURCES THIS YEAR. NO TEXTBOOK REVIEWS WERE CONDUCTED. THE FOLLOWING CONTENT AREAS UPDATED COPYRIGHT DATE VERSIONS FOR EXISTING APPROVED TEXTBOOKS. NO TEXTBOOKS WERE REMOVED FROM THE APPROVED LIST THIS YEAR. ~~The following content areas conducted textbook reviews this year:~~

- English language arts UPDATED ONE TEXT AT THE ELEMENTARY LEVEL. ~~reviewed twenty-three books and approved twenty-two major learning resources, eleven at the high school level, one middle school, ten at the elementary level. None were removed.~~
- Mathematics UPDATED EIGHT TEXTS AT THE HIGH SCHOOL LEVEL. ~~did not review any materials this year.~~
- World languages UPDATED THREE FRENCH TEXTS. ~~reviewed and approved one Spanish text.~~
- Social studies UPDATED TWO TEXTS AT THE HIGH SCHOOL LEVEL. ~~reviewed ten and approved two elementary textbooks, one middle school resource and seven secondary textbooks. Two elementary resources were not recommended for approval.~~
- Science UPDATED FIVE TEXTS AT THE HIGH SCHOOL LEVEL. ~~reviewed and approved five textbooks at the high school level, including two advanced placement textbooks.~~
- Music ~~reviewed seven textbooks and approved seven textbooks.~~
- Career development UPDATED THREE TEXTS AT THE HIGH SCHOOL LEVEL. ~~reviewed nineteen textbooks, and approved nineteen textbooks for business, marketing and graphics/photo. In addition, they removed thirty-one textbooks.~~

The remaining content areas did not receive requests and will conduct the textbook review process when requests are made.

~~For the 2005-2006 year, the textbooks will be on review from March 24, 2006—April 10, 2006 at Standley Lake, Belmar and Evergreen libraries.~~

WHEN NEW LEARNING RESOURCES ARE APPROVED BY COMMITTEES, THE RESOURCES ARE PLACED ON DISPLAY AT LOCAL PUBLIC LIBRARIES FOR PUBLIC REVIEW. AS THERE WERE NO NEW RESOURCES THIS YEAR, NO REVIEW IS REQUIRED. WHEN REVIEW IS REQUIRED, ~~Non~~NON-print learning resources are placed with available equipment in appropriate public locations, such as libraries. Comment forms are available at all displays. The chairperson of the committee reviews the comment forms and determines if the committee needs to reconvene to reconsider citizen concerns. The listed criteria for review, the membership of the committee, and the display of resources in the public libraries result in appropriate input from teachers, administrators, parents, and community members.

2. Fail to recommend textbooks and instructional materials that advance the achievement of the Board's Ends.

Ends Policies 2 and 3 are based on student achievement on the Board adopted content standards in English language arts, mathematics, science, social studies, world languages, career development, visual arts, physical education, and music. Ends Policies 4 and 5 are aligned with the content standards in civics, economics, history, geography, and career development. Because materials must be adopted that are aligned with content standards, all materials adopted in the last five years support those Ends Policies.

3. Fail to consider the needs of all learners when recommending textbooks and instructional materials.

Serving all learners is a core belief of our school district as reflected in the district mission: "To provide a quality education that prepares all students for a successful future." Consequently, the need to serve all students underlies all instructional work. In materials selection, that belief is reflected in the work of the selection committee as they consider student performance data, the reviews of professional organizations and journals, and the evaluations of teachers and schools that have used the materials. In addition, many current published materials include components that go beyond print materials such as electronic resources, media, hands-on materials, and simulations that meet the needs of visual, kinesthetic, and auditory learners. In addition, committees recommend materials at a variety of instructional levels.

Another component of materials adoption includes ensuring that materials are non-discriminatory and present a balanced view of ethnic differences as well as gender balance. Library materials are adopted in accordance with district policy IJL which states that:

- Resources shall be appropriate for the range of emotional development, ability level, learning styles, and social development of the students.
- Library resources shall provide a diversity of appeal and points of view.

In addition, library materials include both print and non-print materials.

All of the above expectations and procedures are aligned with the Board limitation of considering the needs of all learners.

4. Fail to include multiethnic materials that depict a pluralistic society.

Materials, curriculum, assessments, and textbooks have been reviewed by teachers, parents, and community members according to district policy IJ, which requires non-discriminatory materials. In addition, all district staff members have been trained through

the Educational Equity Office in Culturally Responsive Teaching Model. That training increases sensitivity to the diversity in our society and to the presentation of diversity in educational materials. Department for Learning and Educational Achievement will stress the importance of presenting the multicultural nature of American society in materials approval.

5. Fail to provide for a procedure for the scheduled re-evaluation of materials or textbooks or upon formal request by a parent of a student using the materials or textbook.

According to district policy IJ, learning resources that are outdated and no longer aligned with the district content standards, scope and sequence, and performance expectations will be removed from the list of approved materials by the content area curriculum coordinators. Reasons for the removal will be kept on file in the learning resources technician's office. A school can continue using the resource until the school replaces the resource with new materials.

When materials are not approved, a principal may request that the materials be reviewed again after three years.

This district policy, KEC and KEC-R, has guided our work with challenged library and curricula materials for many years and has provided excellent guidelines for those challenges.

In addition, district policy KEC provides for a challenge process to review materials that may be discriminatory. ~~In September 2005, A Challenge Review committee convened to consider a complainant's request to withdraw the Rebecca Sitton Spelling Sourcebook Series from use in all Jefferson County elementary schools. The recommendation from the challenge process was to continue use of the spelling series as part of literacy instruction. This recommendation was upheld by the board of education on November 17, 2005.~~

6. Fail to provide a process through which supplementary and/or alternative materials are approved for use.

District policy IJK and district regulation IJK-R provide guidance for the use of Supplementary Materials Selection and Adoption. This policy directs staff to district policy IMB when materials could be considered controversial. In 1998, the development of policy IMB and regulation IMB-R provided clear guidelines and expectations for staff members regarding the teaching about controversial issues and the use of controversial materials.

District policy IJM and district regulation IJM-R provide for the use of Alternative Textbooks and Materials Selection and Approval. The schools using alternative textbooks follow this process, which provides support for those schools through the community superintendents and through The Department for Learning and Educational Achievement.

7. Fail to develop and implement appropriate policies governing access to and utilization of electronically distributed information and tools.

The development of policies to govern electronically distributed information and tools is an evolving process that matches the evolution of technology. The district Union Catalogue is active and serves to facilitate resource use district wide and with libraries across the state. The Department for Learning and Educational Achievement will continue to provide all schools with electronic subscription services to support curriculum and information literacy. THE DEPARTMENT PLANS TO EXTEND THIS WORK BY PARTNERING WITH JEFFERSON COUNTY PUBLIC LIBRARIES TO PROVIDE A WIDER RANGE OF AVAILABLE SUBSCRIPTION RESOURCES. In addition to traditional electronic data base resources, all schools have access to video based electronic resources. Student technology and information literacy proficiencies have been developed and shared with schools. Pilot assessments of these skills are in development. Schools are developing plans to meet the technologically literate component of NCLB legislation. Library Information Specialists have been trained in the use of these types of resources and will continue to receive additional training. Library Information Specialists work with individual school staffs on effective implementation of these tools and information literacy skills. The Department for Learning and Educational Achievement continues to embed technology use and resources within new and existing curriculum. The district continues to work with schools on best practice of implementing these resources in classrooms to address student achievement. All schools use web filtering tools and instructional best practice to comply with federal and state regulations.

The policies that govern the access and use of electronically distributed information and tools would include those policies and regulations that govern materials selection and adoption, IJ, IJ-R, IJK, IJK-R, IJL, IJM, and IJM-R in addition to district policies GBEE, JS, IA and regulation EGAD-R.

8. Fail to have in place a process to properly dispose of instructional materials that are no longer in use by the district.

Instructional materials are disposed of in compliance with district regulation IJ-R. The district has contracted with the Follett Company to discard instructional materials.

7.d.

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-033

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Board Policy Revision – Executive Limitation policy (EL-14),
Instructional Materials Selection and Adoption

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-14, Instructional Materials Selection and Adoption, 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 study Board executive limitation policy EL-14, Instructional Materials Selection and Adoption.

ORIGINATOR: Helen Neal *HN*

DATE: March 19, 2007

APPROVED: Cynthia Stevenson *CS*

Policy Executive Limitations (EL-14)

INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION

Adopted: June 15, 2000
Revised: May 30, 2002
Monitoring Method: Internal
Monitoring Frequency: Annual – April

The superintendent shall not fail to recommend to the Board for approval the instructional materials and textbook programs to be used in the district.

Accordingly, the superintendent may not:

1. Fail to ensure appropriate input from the following groups as instructional materials are reviewed: teachers who will use the materials, administrators and other staff members who are involved in developing the educational program, parents and community members.
2. Fail to recommend textbooks and instructional materials that advance the achievement of the Board's **Ends**.
3. Fail to consider the needs of all learners when recommending textbooks and instructional materials.
4. Fail to include multiethnic materials that depict a pluralistic society.
5. Fail to provide for a procedure for the scheduled re-evaluation of materials or textbooks or upon formal request by a parent of a student using the materials or textbook.
6. Fail to provide a process through which supplementary and/or alternative materials are approved for use.
7. Fail to develop and implement appropriate policies governing access to and utilization of electronically distributed information and tools.
8. Fail to have in place a process to properly dispose of instructional materials that are no longer in use by the district.

Monitoring report indicators:

List all documents received by Board of Education within reporting period; report on data collected, processes used, actions taken, 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-07-021/2

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Board Policy Revision – Executive Limitation policy (EL-6),
Financial Planning/Budgeting

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 March 1, Board policy EL-6, Financial Planning/Budgeting, 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-6, Financial Planning/Budgeting.

ORIGINATOR: Helen Neal 

DATE: March 19, 2007

APPROVED: Cynthia Stevenson 

Policy Executive Limitations (EL-6)

FINANCIAL PLANNING / BUDGETING

Adopted: June 15, 2000

Revised: April 14, 2005

Monitoring Method: Internal

Monitoring Frequency: Annual – March

Financial planning for any fiscal year shall not deviate materially from the Board's Ends policies, risk fiscal jeopardy or fail to be derived from a multi-year plan.

Accordingly, the superintendent may not present to the Board a recommended budget which:

1. Is not in a summary format understandable by a lay person.
2. Fails to itemize district expenditures by fund and by student (per capita).
3. Fails to adequately describe expenditures.
4. Fails to show the amount budgeted and the amount estimated to be expended for the current fiscal year and the amount budgeted for the ensuing fiscal year.
5. Fails to comply with applicable spending limitations in the state constitution.
6. Fails to consider the recommendations made by each school-level accountability committee, via the Strategic Planning Advisory Council relative to priorities for expenditures of district funds.
7. Fails to disclose budget planning assumptions, including material changes in line item presentations.
8. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period unless otherwise approved by the Board in a multi-year plan.
9. Reduces, without approval of the Board, the current cash reserves at any time to less than the minimum amount required by law for emergency reserves.
10. Fails to provide adequate and reasonable budget support for Board development and other governance priorities, including the costs of fiscal audit, Board and committee meetings, Board memberships and district legal fees (see Cost of Governance policy in Governance Process).
11. Fails to take into consideration fiscal soundness in future years or ignores the building of organizational capabilities sufficient to achieve ends in future years.
12. Fails to reflect anticipated changes in employee compensation including inflationary adjustments, step increases, performance increases and benefits.
13. Fails to comply with state and federal law.
14. Fails to provide projections, communication and understanding of reserve balances on a generally accepted accounting principle (GAAP) and budgetary basis.
15. Fails to maintain a four percent unallocated general fund balance reserve on a budgetary basis on June 30, 2008.
16. Fails to provide opportunity for board of education understanding, direction and decision regarding any spend down of general fund balance on a generally accepted accounting principle (GAAP) basis.

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.

LEGAL REFS.:

C.R.S. 22-7-205 and 207 (school level accountability committee recommendations)

C.R.S. 22-44-101 through 116 (School District Budget Law of 1964)

C.R.S. 29-1-103 (3) (budget to reflect lease-purchase payment obligations)

Colo. Const. Art. X, Section 20 (Taxpayer's Bill of Rights, or TABOR)

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-093

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Loan Request – Compass Montessori - Golden (EL-19)

ACTION

PERTINENT FACTS:

1. According to EL-19, Charter School Application and Monitoring, the Superintendent may not fail to inform the Board and place on the consent agenda any loans to charter schools.
2. On June 2, 2005, the Board of Education approved a change in the charter contract of Compass Montessori-Golden, allowing the school to become a PreK-12 program at the Golden site.
3. Compass Montessori-Golden has not received anticipated funds for reimbursement for Special Education students because of delays at CDE.
4. The school has provided a written memo explaining the causes of the short-term cash flow issues and it has been attached to this agenda item.
5. The school requests that the district provide a short-term loan of \$51,000 for the end of the third quarter which will be repaid when they receive anticipated funds from student enrollments for special education. The school is nearly fully enrolled and the proceeds from their FTE and SPED funding is sufficient to cover their year-long budget.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves the short-term loan of \$51,000.00 for Compass Montessori-Golden to cover cash flow issues related to the delay in receiving funds from CDE related to Special Education funding.

ORIGINATOR: John Peery 

DATE: March 12, 2007

APPROVED: Cynthia Stevenson 

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-077/2

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Memorandum of Understanding – The Jefferson Foundation
(EL-17, Communication and Counsel to the Board; EL-3,
Staff Treatment)

ACTION

PERTINENT FACTS:

1. The Board of Education and The Board of Directors of The Jefferson Foundation work closely together to support the mission of the district that all children are prepared for a successful future.
2. The District has, in the past, employed Jefferson Foundation employees and loaned them to the Foundation without the benefit of a formal agreement between the parties.
3. The District finds a public purpose in continuing to employ Foundation employees and loaning them to the Foundation under the terms of the memorandum of understanding.
4. On February 22, the Board of Education approved a memorandum of understanding to be delivered for signature to the Jefferson Foundation Board of Directors. The Jefferson Foundation Board identified three additional revisions prior to their finalizing the memorandum of understanding.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves the revised memorandum of understanding between Jefferson County Public Schools and the Jefferson Foundation.

ORIGINATOR: Helen Neal 

DATE: March 19, 2007

APPROVED: Cynthia Stevenson 

MEMORANDUM OF UNDERSTANDING
Jefferson County Public Schools and The Jefferson Foundation

RECITALS:

1. The Jefferson Foundation (“Foundation”) is a charitable Colorado nonprofit corporation which is organized under its Articles of Incorporation to, “provide cooperation and support to the Jefferson County School District...” (“District”). The Foundation does not support any other individual or organization THAT DOES NOT SUPPORT JEFFCO PUBLIC SCHOOLS.
2. Under its Articles of Incorporation, the Foundation is prohibited from taking “any action that would be in conflict with or in any way violate the laws, rules, regulations and policies governing the operation of the Jefferson County School District R-1...” This includes without limitation any and all political activity by Foundation employees, except on their own time.
3. The District has in the past employed Foundation employees and loaned them to the Foundation without the benefit of a formal agreement between the parties.
4. The District finds that there is a public purpose in continuing to employ Foundation employees and the loaning them to the Foundation under the terms of this Memorandum of Understanding will assure that that public purpose is secured.

AGREEMENT:

THEREFORE, the Foundation and the District agree:

1. The District shall employ all Foundation employees (“Employees”), under the following terms and conditions:
2. The District shall loan the Employees to the Foundation, and the Employees shall be subject to the supervision and control of the Foundation. All decisions concerning hiring (subject to District Board approval), discipline, pay, promotion, dismissal or lay off of Employees shall be made by the Foundation Board of Directors or, for employees placed under the direction of the Foundation’s Executive Director, the Executive Director.
3. All District policies governing District employees shall apply to the Employees.
4. The District shall pay all salaries, applicable benefits (including without limitation employer payments for membership in the Colorado Public Employees Retirement Association) and other payments incident to employment to the Employees.
5. The Foundation shall indemnify the District against all insurance, liability and costs incurred by the District due to its employment of the Employees and shall pay a share of all insurance and other costs incurred by the District relating to the Employees promptly upon receipt of an invoice from the District.

6. The Foundation shall continue to maintain its own policies of property, general liability, directors and officers, and workers' compensation insurance covering the Employees.
7. The Employees shall be paid and promoted according to such classification system and salary schedules of the District as the District and the Foundation may mutually agree.
8. All Foundation employees shall be loaned Employees, and the number of Employees shall be limited to the number of part-time and full-time employees authorized in the Foundation's budget. The Foundation's budget shall be set by its Board of Directors only after soliciting the advice of the District Board of Education, and the decision of the District Board concerning the number of budgeted Employees shall be binding on the Foundation. The Foundation shall annually pay to the District the amount by which the Foundation's budget for salary and benefits of Employees exceeds \$125,000.
9. The Foundation may contract with independent contractors consistent with the federal rules for maintenance of independent contractor status outside of this Memorandum of Understanding.
10. The Foundation shall amend Article V, Section 2 of its Bylaws to reflect that members of the School District Board of Education and District leadership team who serve on the Foundation Board, shall do so in a non-voting Ex Officio capacity.
11. The District Board of Education ~~and~~ OR the Foundation may terminate this Memorandum of Understanding upon ~~thirty~~ NINETY days written notice to the other party, as of the end of the fiscal year in which it makes the decision to terminate.
12. This Memorandum of Understanding is effective as of the date of the last signature.

Jefferson County School District

Jefferson Foundation

By: _____
Jane Barnes, President
Board of Education

By: _____
Jon DeStefano, President
Board of Directors

Date: April 5, 2007

Date:

7.h.

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-002/4

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Employment (EL3)

ACTION

PERTINENT FACTS:

1. In accordance with Board Policy EL3, Staff Treatment, the following is being presented to the Board of Education for approval.
2. Three (3) licensed positions have been offered.
3. Nine (9) classified positions have been offered.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves the employment of personnel as outlined above and in the background of the agenda.

ORIGINATOR:

Amy Weber *AWW*

Lorie B. Gillis *LBG*

DATE: March 19, 2007

APPROVED:

Cynthia Stevenson *CS*

2. Licensed Employee

Temporary One Licensed Teachers

| <u>Last Name</u> | <u>First Name</u> | <u>Position</u> | <u>Location</u> | <u>Start Date</u> |
|------------------|-------------------|---------------------|---------------------|-------------------|
| Campe | Allison | Teacher, Secondary | Arvada West Senior | 01/19/2007 |
| London | Elizabeth | Teacher, Elementary | Parmalee Elementary | 01/16/2007 |

Half Time Licensed Teacher

| <u>Last Name</u> | <u>First Name</u> | <u>Position</u> | <u>Location</u> | <u>Start Date</u> |
|------------------|-------------------|-----------------|------------------|-------------------|
| Wood | Tama | Researcher | Student Services | 01/16/2007 |

3. Classified Employees

| <u>Last Name</u> | <u>First Name</u> | <u>Position</u> | <u>Location</u> | <u>Start Date</u> |
|------------------|-------------------|---------------------|-----------------------------|-------------------|
| Alex | Mark | Bus Driver | West Transportation | 02/20/2007 |
| McGee | Dana | Para-Educator | Alameda Senior | 02/12/2007 |
| Miles | Helen | Para-Educator | Exceptional Student Svcs. | 02/05/2007 |
| Schulz | Michael | Part-Time Custodian | Custodial Services | 03/05/2007 |
| Sears | John | Stadium Crewperson | Central Athletics | 02/26/2007 |
| Snider | Michael | Bus Driver | South Transportation | 02/26/2007 |
| Turner | Marianela | Specialist | Medicaid Services | 01/22/2007 |
| Velasquez | Danelle | Food Service Worker | Food and Nutrition Services | 02/26/2007 |
| Wilson | Andrea | Food Service Worker | Food and Nutrition Services | 02/12/2007 |

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-008/4

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Resignations/Terminations (EL3)

ACTION

PERTINENT FACTS:

1. In accordance with Board Policy EL3, Staff Treatment, the following is being presented to the Board of Education for approval.
2. Two (2) licensed resignations have been received.
3. One (1) licensed termination has been received.
4. Sixteen (16) classified resignations have been received.
5. Two (2) classified terminations have been received.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves the resignations/terminations of personnel as outlined above and in the background of the agenda.

ORIGINATOR: Amy Weber

AW

DATE: March 19, 2007

Lorie B. Gillis

LBG

APPROVED:

Cynthia Stevenson

CMS

2. Licensed Resignations

| <u>Last Name</u> | <u>First Name</u> | <u>Position</u> | <u>Location</u> | <u>Date</u> | <u>Reason</u> |
|------------------|-------------------|---------------------|----------------------------|-------------|---------------|
| Dougherty | Kathy | Teacher, Elementary | Westridge Elementary | 02/14/2007 | Personal |
| Meetz | Kelly | Therapist Physical | Child Find/Preschool Svcs. | 03/31/2007 | Personal |

3. Licensed Termination

| <u>Last Name</u> | <u>First Name</u> | <u>Position</u> | <u>Location</u> | <u>Date</u> | <u>Reason</u> |
|------------------|-------------------|-----------------|---------------------|-------------|-------------------|
| Rottman | Diane | Teacher, PC/EH | Bradford Elementary | 07/01/2007 | End Temp. Assign. |

4. Classified Resignations

| <u>Last Name</u> | <u>First Name</u> | <u>Position</u> | <u>Location</u> | <u>Date</u> | <u>Reason</u> |
|------------------|-------------------|------------------------|----------------------------|-------------|---------------|
| Alvarez | Maria | Para-Educator | Rocky Mtn. Deaf School | 02/02/2007 | Personal |
| Ames II | Robert | Custodian | Custodial Services | 02/08/2007 | Personal |
| Forto | Aldin | Part-Time Custodian | Custodial Services | 02/20/2007 | Personal |
| Gonzales | Penny | Part-Time Custodian | Custodial Services | 02/16/2007 | Personal |
| Hewitt | Diann | Secretary | Bradford Elementary | 03/02/2007 | Personal |
| Hirshblond | Matthew | Campus Supervisor | Jefferson Senior | 03/12/2007 | Personal |
| Holstein | Karen | Cashier/AP Tech. | Budget | 03/15/2007 | Personal |
| Hoops | Benjamin | Part-Time Custodian | Custodial Services | 02/23/2007 | Personal |
| Kampschnieder | Tammy | Food Service Worker | Food & Nutrition Services | 02/13/2007 | Personal |
| Lacinski | Garrett | Part-Time Custodian | Custodial Services | 03/05/2007 | Personal |
| Mackoy | James | Para-Educator | Lighthouse Program | 02/24/2007 | Personal |
| Noffsinger | Timothy | Bus Driver | Central Transportation | 02/09/2007 | Personal |
| Rafferty Jr | Eddie | Custodian | Custodial Services | 02/14/2007 | Personal |
| Schmidt | Jared | Trainer | Jeffco Transition Services | 02/12/2007 | Personal |
| Vincent | Julie | Confidential Secretary | IT Business Operations | 02/23/2007 | Personal |
| Wondolleck | Robyn | Para-Educator | Eiber Elementary | 03/02/2007 | Personal |

5. Classified Terminations

| <u>Last Name</u> | <u>First Name</u> | <u>Position</u> | <u>Location</u> | <u>Date</u> | <u>Reason</u> |
|------------------|-------------------|-----------------|--------------------|-------------|-------------------|
| Benedict | Gary | Custodian | Custodial Services | 02/27/2007 | Dismissal |
| Watt | Sherry | Para-Educator | Arvada West Senior | 02/16/2007 | Failure to Return |

BOARD OF EDUCATION AGENDA ITEM
Consent Agenda

CONTROL NUMBER: BA-07-066

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Contract Award (EL-8)
District-wide Energy Infrastructure Improvements

ACTION

PERTINENT FACTS:

1. An advertisement was published via The Blue Book in November 2006 and on the Jeffco Public Schools Construction Management website inviting Energy Savings Contractors to submit qualification statements/proposals.
2. Six (6) energy savings contractors submitted statements of qualifications/proposals.
3. Administrative staff interviewed two (2) firms on December 14, 2006.
4. Long Energy Solutions provided the lowest overall cost proposal: the cost of the initial audit services is \$171,000 excluding anticipated rebates from Xcel Energy.
5. Funding for the project is included in the 2005-2010 Capital Improvement Program (CIP). The selection process and final recommendation was presented to the Capital Improvement Program Citizens Oversight Committee on March 14, 2007.

SUPERINTENDENT'S RECOMMENDATION:

That the Board of Education approves the award of a contract to Long Energy Solutions for the district-wide energy infrastructure improvements; and, authorizes the executive director of Construction Management to enter into and execute a contract with the energy savings contractor in the initial amount of \$171,000 for audit services and any future change orders to incorporate the energy conservation measures determined to be feasible and funded by the capital improvement program

ORIGINATOR: Cheryl K. Humann *CKH*

DATE: March 20, 2007

Patrick Hickey *PH*

APPROVED: Cynthia Stevenson *CS*

8.a.

BOARD OF EDUCATION AGENDA ITEM
Ends Development and Monitoring Agenda

CONTROL NUMBER: BA-07-036

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Report on Strategic Plan Objective 5 (Ends 1, Ensure the alignment of resources to increase student achievement and organizational effectiveness)

ACTION:

PERTINENT FACTS:

1. Board Ends policy 1 states that “all children are prepared for a successful future.”
2. As part of its annual work plan, the Board of Education requested reports on the 2006-2007 Strategic Plan objectives.
3. Objective 5 states that we will “ensure the alignment of resources to increase student achievement and organizational effectiveness.”
4. Information will be presented by members from Financial Services and Support Services.

SUPERINTENDENT’S RECOMMENDATION:

That the Board of Education receives an overview of the work aligned with Strategic Plan Objective 5: align resources to increase student achievement and organizational effectiveness, presented by Lorie Gillis, chief financial officer, and Patrick Hickey, chief operating officer, to discuss how this work supports Board Ends policies.

ORIGINATOR: Lorie B. Gillis



DATE: March 19, 2007

Patrick Hickey



APPROVED: Cynthia Stevenson



8.b.

BOARD OF EDUCATION AGENDA ITEM
Ends Development and Monitoring Agenda

CONTROL NUMBER: BA-07-037

BOARD MEETING OF: Thursday, April 5, 2007

SUBJECT: Report on Strategic Plan Objective 9 (Ends 1, Ensure a sound financial position within all funds, schools, and departments)

ACTION:

PERTINENT FACTS:

1. Board Ends policy 1 states that “all children are prepared for a successful future.”
2. As part of its annual work plan, the Board of Education requested reports on the 2006-2007 Strategic Plan objectives.
3. Objective 9 states that we will “ensure a sound financial position within all funds, schools, and departments.”
4. Information will be presented by Financial Services.

SUPERINTENDENT’S RECOMMENDATION:

That the Board of Education receives an overview of the work aligned with Strategic Plan Objective 9: ensure a sound financial position within all funds, schools and departments, presented by Lorie Gillis, chief financial officer, to discuss how this work supports Board Ends policies.

ORIGINATOR: Lorie B. Gillis



DATE: March 19, 2007

APPROVED: Cynthia Stevenson

