

## Mission Statement

*Develop responsible and  
productive members of  
society*

Strasburg School District  
31-J

**August 9, 2017 @ 6:30 p.m.**

### **Board of Education**

Nancy Taylor, President

Keith Yaich, 1<sup>st</sup> Vice President

John Sampson, 2<sup>nd</sup> Vice President

Robert Yaich, Secretary

Connie Lybarger, Treasurer

*Strasburg School Board strives to  
follow our guiding principles:*

**T** – Transparency

**R** – Respect

**U** – Unity

**T** – Trust

**H** – Honesty

## AMENDED

### Agenda

#### SCHOOL DISTRICT BOARD ROOM

Meetings are held in the East video-conference room – Room 110.

Please enter the High School through the circle drive entrance.

- ❖ Call to Order
- ❖ Request from patrons to address the Board
- ❖ Report of the Superintendent
- ❖ Board Discussion
- ❖ Executive Session
- ❖ Board Action Items
- ❖ Consent Agenda
- ❖ Adjournment

The Board's meeting time is dedicated to the mission and goals of the Strasburg 31J School District. Your opinion is valuable to the Board. There is an opportunity during request from patrons to address the Board.

Members of the public who intend to offer public comment to the Board must sign up for comment with the Superintendent before each Board meeting. The Board President has discretion to call on those who have signed up and set the order of speakers.

(District students should identify themselves as such and they will be called upon first).

Presentations must be no more than three minutes.

There are many other ways to become involved with the schools such as district accountability committees, booster clubs, classroom parent volunteers, etc. For more information feel free to contact any of the schools or the administration office.

**I. Opening of the Meeting**

- a. Call to Order
- b. Roll Call
- c. Pledge of Allegiance
- d. Adoption of Agenda

**II. Request from patrons to address the Board of Education**

**III. Report of the Superintendent**

- a. Leadership Saboteurs
- b. Election Deadlines *Document 1*
- c. MCC
- d. District Facebook account
- e. Welcome Back Breakfast – August 14 @ 8:30 a.m.

**IV. Board Discussion**

- a. Set work session

**V. Board Action items**

- a. Personnel

Resignations:

Dena Leslie, Elementary Teacher *Document 2*  
Melissa White, Elementary Teacher *Document 3*  
Cassie Millhollin, Transportation *Document 4*

New Hires:

Heather Turner, Food Service *Document 5*  
Nicole Bundy, Food Service *Document 6*  
Chris Leisge, SHS Science *Document 7*  
Elizabeth Lonkina, SHS English *Document 8*  
Jasel Estrada, SES Teacher *Document 9*  
Angela Lay, SES Teacher *Document 10*  
Raquelle Clifton, SES Para *Document 11*  
Chris McCoy, SHS Long term sub *Document 12*  
Updated Fall Coaching list *Document 13*  
Substitute List *Document 14*

**Jessica Hicks, Volunteer Cheerleading Coach**

**SHS Tosa/Sosa list**

**HMS Tosa/Sosa list**

**SES Tosa/Sosa list**

- b. Policy

- i. Second and final read

- 1. EE-E-1 School Meal Payments *Document 15*
- 2. EF-E-2 Civil Rights Complaint Procedure for School Nutrition Program *Document 16*

- ii. Revisions

- 1. ADD – Safe Schools *Document 17*
- 2. EBBB – Accident Reports *Document 18*
- 3. EBCE – School Closings and Cancellations *Document 19*
- 4. ECA-ECAB – Security/Access to Buildings *Document 20*

5. EEAEF – Video Cameras on Transportation Vehicles *Document 21*
6. EEAEF – R Video Cameras on Transportation Vehicles – Regulation *Document 22*
- iii. New Policies – First Read
  1. ADF – R – School Wellness *Document 23*
  2. ECAF – Use of Video and Audio Monitoring *Document 24*
  3. ECAF – R Use of Video and Audio Monitoring – Regulation *Document 25*
- c. CASB Legislative Delegate

**VI. Consent Agenda**

- a. Approval of the minutes of the June, 2017 Regular Board Meeting. *Document 26*
- b. Approval of claims, accounts, and financial statements, as appropriate. As per Board action, financials are mailed out no later than 12 working days from the beginning of the month. The Board confirms approval of financials at its next regular meeting. Questions regarding information on the financials can be brought to the Board meeting.

**VII. Adjournment**



LEADING WITH EXCELLENCE

## 2017 School Director Election Timeline

### *Timeline with critical dates for school election officials for the November 7, 2017 election*

The following timeline does not contain all the steps in the election process because the county clerk and recorder will conduct most of the election procedures. This timeline will be updated, if necessary, to reflect changes implemented during the 2017 legislative session and/or by the Secretary of State's office.

*All citations are to the Colorado Constitution, Colorado Revised Statutes, or Colorado Code of Regulations*

DATE	ACTION/EVENT
<b>Within 10 days of declaring candidacy</b>	<p><b><u>Rolling deadline for candidate affidavit</u></b>            Within 10 days of becoming a candidate, the candidate shall certify by affidavit to the Secretary of State that the candidate is familiar with the provisions of the Fair Campaign Practices Act (FCPA). <i>Colo. Rev. Stat. §§ 1-45-109(1)(c); 1-45-110(1). A person is a candidate for election "if the person has publicly announced an intention to seek election to public office ... and thereafter has received a contribution or made an expenditure in support of the candidacy." Colo. Const. art. XXVIII, § 2(2); Colo. Rev. Stat. §1-45-103(2).</i></p>
<b>July 20, 2017</b> (110 days before election)	<p><b>Resolution to Change Plan of Representation</b>            Last day for board to adopt a resolution to submit a proposal to change the school district plan of representation. <i>Colo. Rev. Stat. § 22-31-105.</i></p>
<b>July 28, 2017*</b> (100 days before election)	<p><b>Notification to county clerk</b>            Notify the county clerk in writing by this date that the school district will participate in the coordinated election. The board must take formal action prior to this date to participate in the coordinated election and to designate an election official. <i>Colo. Rev. Stat. §§ 1-1-104(8); 1-1-106(5); 1-7-116(5).</i></p>
<b>August 9, 2017</b> (no more than 90 days before election)	<p><b>Call for nominations</b>            First day for designated election official to publish a call for nominations for school director election. The call shall state which director offices will be voted upon at the election, where to obtain nomination petitions, the number of signatures required and the deadline for submitting the nominating petition. <i>Colo. Rev. Stat. § 22-31-107(1.5).</i></p> <p><b>Nomination petitions</b>            First day for nomination petitions to be circulated. No petition shall be circulated prior to this date. <i>Colo. Rev. Stat. §§ 1-4-803(1)(b); 22-31-107(2).</i></p>

<p><b>August 24, 2017</b> (75 days before election)</p>	<p><b>Call for nominations</b> Last day for designated election official to publish a call for nominations. <i>Colo. Rev. Stat. § 22-31-107(1.5).</i></p>
<p><b>August 29, 2017</b> (70 days before election)</p>	<p><b>Intergovernmental agreement</b> Last day for school district to sign an intergovernmental agreement with the county clerk to conduct the election in each county in which the school district is located. <i>Colo. Rev. Stat. §§1-7-116(2); 22-31-103(2).</i></p> <p><b><del>SCORE address library</del></b> <del>Last day for the designated election official to certify the completeness and accuracy of the SCORE address library for addresses within the school district. 8 CCR 1505-1, Rule 4.1.3</del> Repealed by the Colorado Secretary of State, August 6, 2015.</p>
<p><b>September 1, 2017</b> (67 days before election)</p>	<p><b>Nomination petition</b> Last day for school director candidates to file a nomination petition with circulators' notarized affidavits, a notarized acceptance of nomination and written notice of intent to be a candidate. <i>Colo. Rev. Stat. §§ 1-4-803(2); 22-31-107(2); see also, §§ 1-4-905; 1-4-906.</i></p> <p><b>Candidate audio recording</b> Last day for a candidate to submit to the county clerk an audio recording of the pronunciation of his or her name exactly as it is provided in the candidate's statement of intent. <i>8 CCR 1505-1, Rule 4.6.2.</i></p>
<p><b>September 1, 2017*</b> (64 days before election)</p>	<p><b>Write-in candidates</b> Last day for school director write-in candidate to file affidavit of intent to be a candidate. <i>Colo. Rev. Stat. §§ 1-1-106(4); 1-4-1102(2).</i></p>
<p><b>September 5, 2017</b> (63<sup>rd</sup> day before election)</p>	<p><b>Cancellation of the election</b> Election may be canceled if, at the close of business, there is no contest for any office, including candidates filing affidavits of intent to be a write-in. If instructed by resolution of the board of education, the designated election official may cancel the election and declare candidates to be elected. <i>Colo. Rev. Stat. § 1-5-208(1.5).</i></p>
<p><b>September 8, 2017</b> (Any time prior to certifying ballot content)</p>	<p><b>Ballot order</b> Last day to establish arrangement of candidates' names on the ballot by lot. The designated election official shall notify the candidates of the time and place of the lot drawing. <i>Colo. Rev. Stat. § 1-5-406.</i></p>

<p><b>September 8, 2017</b> (60 days before election)</p>	<p><b>Certify ballot content</b> Last day for designated election official to certify the content of the ballot to the county clerk. The ballot content shall include the name and office of each candidate and any ballot issue(s) to be voted on. <i>Colo. Rev. Stat. § 1-5-203(3)(a); 8 CCR 1505-1 Rule 4.5.2.</i></p> <p><b>Online Posting of Candidate Information</b> <b>**NEW REQUIREMENT**</b> Deadline for school districts in which at least 1,000 pupils are enrolled to post, in a “prominent area” on the district’s website, each candidate’s contact information, including: (1) candidate’s name; (2) residential address; (3) mailing address, if different from residential address; (4) e-mail address, if any; (5) website address, if any; and (6) an image of the candidate’s written notice of intention to be a school board candidate. The information must be organized in alphabetical order by candidate surname. The district may provide hyperlinks to the Secretary of State’s website, if any of the above information is posted there. <i>Colo. Rev. Stat. § 22-31-107(2.5).</i></p>
<p><b>October 17, 2017</b> (21 days before election)</p>	<p><b>Fair Campaign Practices Act filing</b> Deadline for candidate to file contribution and expenditure report with the Secretary of State. The report must cover from the beginning of the candidate’s initial filing through October 12<sup>th</sup>. <i>Colo. Rev. Stat. §§ 1-45-108(2)(a)(II); 1-45-108(2)(e); 1-45-109(1)(c).</i></p>
<p><b>October 18, 2017</b> (20 days before election)</p>	<p><b>Election notice</b> Last day for designated election official or coordinated election official to publish notice of election in newspaper and mail a copy of notice to county clerks of counties where school district is located. <i>Colo. Rev. Stat. §§ 1-5-205(1), (2).</i> Publication of an election notice by the county clerk satisfies this requirement. <i>Colo. Rev. Stat. § 1-5-205(1.4).</i> Sample ballots may be used if they contain all the information. <i>Colo. Rev. Stat. § 1-5-205(1.3).</i></p>
<p><b>October 23, 2017</b> (15 days before election)</p>	<p><b>Board of canvassers</b> Last day to appoint the board of canvassers, in accordance with the intergovernmental agreement. <i>Colo. Rev. Stat. § 1-10-201(1).</i></p>
<p><b>November 3, 2017</b> (Friday before election)</p>	<p><b>Fair Campaign Practices Act filing</b> Deadline for candidate to file contribution and expenditure report with the Secretary of State. The report must cover from October 13<sup>th</sup> through October 29<sup>th</sup>. <i>Colo. Rev. Stat. §§ 1-45-108(2)(a)(II); 1-45-108(2)(e); 1-45-109(1)(c).</i></p>

<b>November 7, 2017</b>	<b>ELECTION DAY</b> Polls open at 7 a.m. and remain open until 7 p.m. <i>Colo. Rev. Stat. § 1-7-101</i> . If any eligible elector, or member of the eligible elector's immediate family, is confined in a hospital or place of residence or is unable to vote in person due to emergency conditions arising after the deadlines by which ballots are mailed, then the elector may apply for a replacement ballot before 5 p.m. on Election Day; the replacement ballot must be returned by 7 p.m. on Election Day. <i>Colo. Rev. Stat. § 1-7.5-115</i> .
<b>November 21, 2017</b> (14 days after election)	<b>Counting of provisional ballots</b> Last day for the county clerk to verify and count provisional ballots. <i>Colo. Rev. Stat. § 1-8.5-105(5)</i> .
<b>November 24, 2017</b> (17 days after election)	<b>Survey of returns</b> Last day for canvassers to certify to the designated election official the official abstract of votes for the school district. <i>Colo. Rev. Stat. § 1-10-203(1)</i> .
<b>Immediately following the preparation and certification of the final abstract of votes</b>	<b>Certificate of election</b> Immediately after the final abstract has been prepared and certified, the designated election official shall notify the candidates of their election to office and deliver the certificate of election. <i>Colo. Rev. Stat. § 1-11-103(1)</i> .
<b>December 4, 2017</b> (no later than 10 days after receiving certificate of election, if abstract received on Nov. 24)	<b>Oath of office</b> Candidate must take the oath of office no later than 10 days after receiving the certificate of election or the seat shall be deemed vacant. <i>Colo. Rev. Stat. § 22-31-125</i> .
<b>December 7, 2017</b> (30 days after election)	<b>Fair Campaign Practices Act filing</b> Candidate must file a post-election contribution and expenditure report with the Secretary of State. This report will cover from October 30 through December 2. <i>Colo. Rev. Stat. §§ 1-45-108(2)(a)(II); 1-45-108(2)(e); 1-45-109(1)(c)</i> .
<b>December 8, 2017*</b> (within 15 days after district receives the official abstract of votes if abstract received on Nov. 24)	<b>Organizational meeting</b> Within 15 days after receiving the official abstract of votes, school board will hold officer election and reorganization meeting. <i>Colo. Rev. Stat. §§ 1-1-106(5); 22-32-104(1)</i> .
<b>Promptly following the organizational meeting</b>	<b>Send information to CDE</b> Send the names, address and length of term of office of each school director and the date of election or appointment of each board officer to the Colorado Department of Education. <i>Colo. Rev. Stat. § 22-32-109(1)(d)</i> .

\*Date affected by a holiday or weekend.

## Stephanie Velez

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**From:** Dena Leslie  
**Sent:** Wednesday, July 05, 2017 9:44 AM  
**To:** Carol Wethington  
**Cc:** Monica Johnson; Stephanie Velez  
**Subject:** Resignation

Hi ladies,

Carol has asked that I send in an email stating my resignation. Kirk and I will be moving down to Florida to be closer to his parents as his Dad is not in great shape. We will be coming back this Sunday, and I will get my room cleaned out on Monday and Tuesday.

If there is anything I need to do before next week, please let me know.

With a sad heart,

Dena

*Dena Leslie  
4th Grade Teacher  
Strasburg Elementary*



July 25, 2017

Carol Wethington  
Strasburg Elementary School

Dear Ms. Wethington,

I have been part of this Strasburg family for a year. In that year, I have learned so much about teaching and mastering my craft in a new grade. I am so grateful for the opportunities this district has invested in me and my hope is that it has prepared me for my next adventure down the road. The leadership and guidance through evaluations has helped me grow my skills as a teacher and I thank the staff and administration at Strasburg for that.

Teaching students of Strasburg has been a learning experience. I have learned so much about the culture of a small school comprised of students who live near a big city. The work ethic these little ones practiced every day amazed me and it made me want to work just as hard. I will miss them and the challenges they brought me every day.

My colleagues have also influenced my ever-growing goal to greatness as an educator. Though there were times we didn't agree completely, I respected them for challenging my thinking. What I have learned is there is not one right way or wrong way of doing things, as long as we don't lose sight of the goal and that is caring for kids and their learning.

It's with great sadness to resign as an elementary teacher at Strasburg School due to my parents' need for a caregiver.

Thank you again for everything!

Sincerely,

Melissa White

To Whom it may concern,

Document 4

I Casey Millhollin plan on moving to a substitute contract for the 2017-2018 school year. Also in the advent of gaining my new job I would still like to continue to do trips on occasion where possible

8-1-2017

Casey Millhollin

Strasburg School District

Recommendation for Hire

Name of person being recommended for hire:

Heather Lee Turner

Recommendation for What Position:

4 hr. Hemphill Middle School  
Kitchen

New Position or Replacing Someone in Current Position (If replacing someone who?)

Replacing Tonya Bader

Recommendation being made by/Date:

Names of those interviewed:

7

Names of Interview Committee:

Janet Maughn  
Denny Nickell

Date Recommendation is scheduled for the Board:

Strasburg School District

Recommendation for Hire

Name of person being recommended for hire:

Nicole LeAnne Bundy

Recommendation for What Position:

6 hr. Elementary Kitchen

New Position or Replacing Someone in Current Position (If replacing someone who?)

Replacing Renee McDaniels

Recommendation being made by/Date:

Names of those interviewed:

7

Names of Interview Committee:

Janet Maupin  
Penny Nickell

Date Recommendation is scheduled for the Board:

**Strasburg School District**  
**Recommendation for Hire**

Name of person being recommended for hire: Chris Leisge

Recommendation for What Position: High School Science Teacher

New Position or Replacing Someone in Current Position (If replacing someone who?) \_\_\_\_\_

Mr. Leisge is replacing Colleen Sippey.

Recommendation being made by/Date: Jeff Rasp, 7/13/17

Names of those interviewed: Chris Leisge, Rebecca Thompson

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Names of Interview Committee: Jeff Rasp, Merci Ames

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Date Recommendation is Scheduled for the Board: Not sure- next Board Meeting is 8/9/17.

Draft: 20101026

**Strasburg School District**

**Recommendation for Hire**

Name of person being recommended for hire: Elizabeth Ionkina

Recommendation for What Position: High School Social Studies Teacher

New Position or Replacing Someone in Current Position (If replacing someone who?) Ms. Ionkina is replacing Leslie Arnold.

Recommendation being made by/Date: Jeff Rasp, 7/6/17

Names of those interviewed: Ms. Ionkina was the only applicant that we interviewed.

Names of Interview Committee: Jeff Rasp, Cliff Smith

Date Recommendation is Scheduled for the Board: Not sure- August 9<sup>th</sup> is the next Board Meeting.

Draft: 20101026

## Strasburg School District

## Recommendation for Hire

Name of person being recommended for hire: Jasel Estrada

Recommendation for What Position: 4<sup>th</sup> Grade Teacher

New Position or Replacing Someone in Current Position (If replacing someone who?) \_\_\_\_\_  
Dena Leslie

Recommendation being made by/Date: C Wethington 08-02-17

Names of those interviewed: Jasel Estrada  
Angela Lay  
Lucille (Becky) Detwiler

Names of Interview Committee: Carol Wethington  
Laurie Ponserella Emma Copeland  
Elizabeth Moock

Date Recommendation is Scheduled for the Board: August 9<sup>th</sup> 2017

Draft: 20101026

Strasburg School District

Recommendation for Hire

Name of person being recommended for hire: Angela Lay

Recommendation for What Position: 5<sup>th</sup> Grade Teacher

New Position or Replacing Someone In Current Position (If replacing someone who?) Melissa White

Recommendation being made by/Date: Carol Wethington 07-31-17

Names of those interviewed: Angela Lay  
Lucille (Becky) Detwiler  
Jasel Estrada

Names of Interview Committee: Carol Wethington  
Laurie Ponsarella Emma Copeland  
Elizabeth Moock

Date Recommendation is Scheduled for the Board: August 9<sup>th</sup>, 2017

Draft: 20101026



Strasburg School District

Recommendation for Hire

Name of person being recommended for hire: Raquelle Clifton-

Recommendation for What Position: 1:1 Paraprofessional

New Position or Replacing Someone in Current Position (If replacing someone who?) Connie Perino

Recommendation being made by/Date: C Wethington 08-02-17

Names of those interviewed: Raquelle Clifton  
Elizabeth (Cindy) Dambroski

Names of Interview Committee: Carol Wethington

Date Recommendation is Scheduled for the Board: August 9th, 2017

Draft: 20101026

**Strasburg School District**

**Recommendation for Hire**

Name of person being recommended for hire: Chris McCoy

Recommendation for What Position: Long term substitute for Mary Burke

New Position or Replacing Someone in Current Position (If replacing someone who?) Mr. McCoy will be filling in for Mary Burke while she is on maternity leave. He will sub for at least the first 9 weeks of the year.

Recommendation being made by/Date: Jeff Rasp, 7/31/17

Names of those interviewed: I spoke with both Nadine Timmons and Chris McCoy about this position.

Names of Interview Committee: Jeff Rasp

Date Recommendation is Scheduled for the Board: August 9, 2017

Draft: 20101026

**2017-18 Fall High School Coaching Staff****Softball (6914)**

Head: Michelle Woodard (3,300)  
 Assistants: Lonnie Losh (2,200) Nicole Osentoski (1,414)

**Volleyball (7522)**

Head: Audra Robison (3050)  
 Assistants: (JV-2236) (C-2236)  
 Volunteers: (\$1)

**Boys Golf (1596)**

Head: Eric Gilbert (1596) Asst. TBA (\$1.00)

**Football (11238)**

Head: Jeff Giger (3300)  
 Assistants: Thom Winter (1900) Doug Burchfield (1700)  
 Chad Marin (1200) David Dodge (1900)  
 Brian Brown (1237) Ryan Blauw (1)

**Cross Country (5592) \***

Head: Kevin Hemphill (3075)  
 Assistant: Ginia Gutierrez (2517)

**Cheerleading (7220)**

Head: Tobi Whitehead (2527)  
 Assistants: Jessica Hicks (1083 JV) Angie Geocke (\$1)  
 Stephanie Whitehead (\$1) Justin Walker (\$1)

High School Athletic Trainer: TBA (\$1500)

**2017-18 Fall Middle School Coaching Staff****Football (3660)**

Head: Ryan Blauw (1495) Spencer Blauw (1)  
 Assistants: Darel Dodge (1083) Nick Dickens (1082)

**Volleyball (4066)**

Head: Shelby Guy (1596)  
 Assistants: Emma Copeland (1235) TBA (1235)  
 Avis Devlin (\$1)

**SUBSTITUTE LIST  
17/18 SCHOOL YEAR**

Document 14

<u>INSTRUCTIONAL</u>	<u>PHONE</u>	<u>GRADES</u>	<u>LICENSE EXPIRES:</u>	<u>ADD'L. PHONE &amp; INFORMATION</u>
Browning, R. David	303-588-9290	K-12	7/11/2019	
Bruinsma Daniel	720-201-6366	K-12	3/20/2020	
Bultje, Marcella	303-659-5028	K-12	6/30/2020	303-319-8904
Cardin, Tabitha	303-717-1334	PK-12	10/5/2017	
Carter, Kathryn	303-644-4702	K-12	8/27/2017	Cell: 303-503-3947
Cronk, Deanne	303-818-6614	K-12	3/1/2018	
Dille, Mark	303-769-4667	K-12	5/27/2021	Cell: 720-308-1673
Edwards, Kinzie	303 253-0049	K-5		Only available at elementary school (student teacher)
Elliott, Julie	303-822-519-5693	K-12	8/15/2019	Cell: 303-519-5693
Founier, Jessica	303-916-8077	Secondary		
Goecke, Angela	971-998-8193	K-12	2/5/2017	Application submitted
Handy, Robin	720-717-2956	K-12	7/18/2018	Cell: 720-940-4859
Harris, Kimberly	303-915-8858	K-8	1/18/2018	
Hastings, Tracy	303-622-6155	K-8		
Hanson, Jennifer	720-951-4278	K-12	7/18/2020	
Haven, Patty	303-622-6953	K-12	3/13/2019	Cell: 303-921-5550
Holcomb, Donna	303-622-4386	PK-5	7/16/2017	Afternoon only
Johnson, Susan	303-622-6163	K-12	9/16/2021	Cell: 772-215-6887
Kesely, Jessica	907-306-1109	K-12	3/21/2021	
Lasecke, Mandy Lynn	720-281-8726	K-08	5/30/2018	
Lay, Angela	303 523-8747	K-5		Only available at elementary school (student teacher)
Manahan, Vicki	303-622-4355	K-12	10/19/2017	
McCoy, Christopher	303-905-4189	K-12	12/17/2017	LONG TERM SUB 1st SEMESTER 2017-2018
Mundell, Marcia	303-644-3522	K-12	9/19/2021	(PERA retiree)
Price, Cheryl	303-916-9793	K-12	3/5/2019	(PERA retiree)
Riggs, Danena	303-622-4433	K-12	11/21/2018	Cell: 303 807 5911
Rynders, Lynette	303-622-4637	K-12		Emphasis in Special Ed
Sarka, Jennifer	303-503-5714	K-12	8/18/2017	
Schovan, Crystal	720-660-6712	K-12	3/19/2017	Monday through Thursday
Shelest, Petra	303-622-4689	K-5	12/10/2017	Cell: 303 214 8798
Shriner, Travis	303-898-5934	K-12	5/25/2017	303-622-6257
Simpkins, Pam	720-289-9733	K-12	8/30/2020	
Smith, Tracy	303-437-5803	K-12	9/16/2017	
Timmons, Nadine	303-882-3076	PK-12	5/22/2019	
Wiebelhaus, Susan	303-547-2776	K-12	10/1/2019	
Wood, Valerie	720-988-7607	GRADES 6-12	4/11/2022	Licensed teacher
<u>PARAS/CLERICAL</u>	<u>PHONE</u>	<u>GRADES</u>		<u>ADD'L. PHONE &amp; INFORMATION</u>
Banning, Catherine	720-401-4182			
Clifton, Raquelle	720-506-0485			
Cock, Cassie				
Curtis, Kelly	720-400-3112			
Flowers, Kelly	303-886-9625			
Forbis, Sylvia	720-606-3420			
Goble, Tanya	303-622-4652			
Harris, Kimberly	303-915-8858			
Hassell, Samantha	303-579-9763			
Jones, Beth	303-317-3083			
Lewis, Sharon	303-912-7638			
Macduff, Tatiana	303-822-6926			
Manahan, Vicki	303-622-4355			
McDaniel, Hannah	720-518-1217			303-775-4503
Ostigaard, Carrie	303-229-2058			
Rowe, Trena	303-378-2850			Transportation route to Denver - AM/PM
Sarka, Jennifer	303-503-5714			
Smith, Brianna	303-622-6180			
Steinman, Bethny	303-956-3044			
Wiebelhaus, Susan	303-547-2776			
Young, Patricia	303-622-6307			Cellular: 303-877-9927
<u>LUNCH</u>	<u>PHONE</u>	<u>GRADES</u>		<u>ADD'L. PHONE &amp; INFORMATION</u>
Banning, Catherine	303-667-8655			
Clifton, Raquelle	720-506-0485			
Coppedge, Stefanie	303-622-4406			<u>Fridays only</u>

We will update this list on a regular basis. Do not use teachers with expired licenses.

**SUBSTITUTE LIST  
16/17 SCHOOL YEAR**

Flowers, Kelly	303-886-9625			
Goble, Tanya	303-622-4652			
Hassell, Samantha	303-579-9763			
Jones, Beth	303-317-3083			
Lasecke, Mandy Lynn	720-281-8726			
Manahan, Vicki	303-622-4355			
Maupin, Alexandra	303-868-3990			
Miller, Cheryl	303-622-6620			
Newcomb, Lesley	720-936-3685			
Ostigaard, Carrie	303-229-2058			
Ostigaard, Hannah	303-822-5655			
Smith, Brianna	303-622-6182			
Thain, Joan	303-622-4388			
Young, Patricia	303-622-6307			Cellular: 303-877-9927
<b>CUSTODIAL</b>	<b>PHONE</b>	<b>GRADES</b>		<b>ADD'L. PHONE &amp; INFORMATION</b>
Adams, Barbara	303-870-1176			
Dodge, Nick	303-550-0349			
Ostigaard, Carrie	303-229-2058			
Smith, Brianna	303-622-6180			
White Ana				
White, Candy	303-704-8232			
<b>BUS DRIVERS</b>	<b>PHONE</b>	<b>GRADES</b>		<b>ADD'L. PHONE &amp; INFORMATION</b>
Blake, Lora	303-622-4477			CDL
Boon, Joel	303-513-7797			CDL
Encinias, Susan	Going from perm driver to sub			CDL
Hintgen, Susan				CDL
Jaramillo, Archie	303-903-6734			CDL
Kitzman, Carol	303-822-5415	303-204-9820		NO
Beverly Linden-Lowell	303-514-0111			CDL
Pelton, Hudson	303-622-6920			CDL
Trexler, Tim	Going from perm driver to sub			

**Strasburg School District**

**Recommendation for Hire**

Name of person being recommended for hire:

**Jessica Hicks**

Recommendation for What Position:

**Volunteer Cheerleading Coach**

New Position or Replacing Someone in Current Position (If replacing someone who?)

**New**

Recommendation being made by/Date:

**Michelle Woodard**

**Tobi Whitehead**

Names of those interviewed:

Names of Interview Committee:

**Michelle Woodard**

**Tobi Whitehead**

Date Recommendation is scheduled for the Board:

**08/09/2017**

20.15% #### Unemployment

0.202 #### #####

POSED SALARY AND BENEFITS FY2016-2

SOSA									POSED SALARY AND BENEFITS FY2016-2				Total	Total
Fund	Location	SRE	Program	Salary Object	Job Class	Grant Code	Employee Name	Position	Salary	PERA	Medicar	Others	Benefit Costs	Position Costs
STRASBURG HIGH SCHO SOSA 2017-18									35,232	#####	####	#####	#VALUE!	#VALUE!
f1	f2	f3	f4	f6	f8	f9	f10	f11	f20	f21	f23	f28	f29	f30
10	310	63	1900	0110	210	####	TBA	Trainer	1,500	302	22	5	329	1,829
10	310	63	1900	0110	210	####	Blake, Lora	Concessions	1,444	291	21	4	316	1,760
10	310	63	1900	0110	210	####	Gutierrez, Gina	Drama	3,406	686	49	10	746	4,152
10	310	63	1900	0110	210	####	Gutierrez, Ginia	Fall Reader Theater	1,500					
10	310	63	1900	0110	210	####	Dodge, Darel	FBLA	1,083	218	16	3	237	1,320
10	310	63	1900	0110	210	####	Rasp, Jeff	GT	1,000	202	15	3	219	1,219
10	310	63	1900	0110	210	####	Baumgartner, Brianna	Knowledge Bowl	1,083	218	16	3	237	1,320
10	310	63	1900	0110	210	####	Smith, Cliff	Mentor	500	101	7	2	110	610
10	310	63	1900	0110	210	####	Ames, Merci	Mentor	1,000	202	15	3	219	1,219
10	310	63	1900	0110	210	####	Miller, Tonia	NHS	1,083	218	16	3	237	1,320
10	310	63	1900	0110	210	####	Elliott, Kurt	Pep Band	2,679	540	39	8	587	3,266
10	310	63	1900	0110	210	####	Miller, Michelle	Prom Sponsor	508	102	7	2	111	619
10	310	63	1900	0110	210	####	TBA	Prom Sponsor	400	81	6	1	88	488
10	310	63	1900	0110	210	####	Gutierrez, Ginia	Dept. Chair	1,100	222	16	3	241	1,341
10	310	63	1900	0110	210	####	Loveless, Meghan	Dept. Chair	1,100	222	16	3	241	1,341
10	310	63	1900	0110	210	####	Hemphill, Kevin	Dept. Chair	1,100	222	16	3	241	1,341
10	310	63	1900	0110	210	####	Ames, Merci	Dept. Chair	1,100	222	16	3	241	1,341
10	310	63	1900	0110	210	####	Smith, Cliff	Dept. Chair	1,100	222	16	3	241	1,341
10	310	63	1900	0110	210	####	Gutierrez, Ginia	Instr.Tech	1100	222	16	3	241	1,341
10	310	63	1900	0110	210	####	Dodge, Darel	Summer School	2000	403	29	6	438	2,438
10	310	63	1900	0110	210	####	Rasp, Jeff	STUCO	1083	218	16	3	237	1,320
10	310	63	1900	0110	210	####	Baumgartner, Brianna	Youth and Gvt	500	101	7	2	110	610
10	310	63	1900	0110	210	####	Miller, Tonia	Test Coordinator	500	101	7	2	110	610
10	310	63	1900	0110	210	####	Winter, Thom	Summer Weights	1805	364	26	5	395	2,200
10	310	63	1900	0110	210	####	Giger, Jeff	Weight Training	3253	655	47	10	712	3,965
10	310	63	1900	0110	210	####	Baumgartner, Brianna	Yearbook	1805	364	26	5	395	2,200
10	310	63	1900	0110	210	####	Miller, Michelle	Art Club	500	101	7	2	110	610
10	310	63	1900	0110	210	####	Loveless, Meghan	Spanish 5 online	TBA	#####	####	#####	#VALUE!	#VALUE!
									35,232	#####	####	#####	#VALUE!	#VALUE!

SOSA							PROPOSED SALARY AND BENEFITS FY2017-2018								Total Benefit Costs	Total Position Costs
Fund	Location	SRE	Program	Salary Object	Job Class	Grant Code	Employee Name	Position	Salary	PERA	Medicare	employment				
f1	f2	f3	f4	f6	f8	f9	f10	f11	f20	f21	f23	f28	f29	f30		
10	210	63	1900	0110	210	0000	Neira, Heather	Admin Support	500	101	7	2	110	610		
10	210	63	1900	0110	210	0000	Devlin, Avis	STUCO	800	161	12	2	175	975		
10	210	63	1900	0110	210	0000	Devlin, Avis	Admin Support	2,500	504	36	8	548	3,048		
10	210	63	1900	0110	210	0000	Lee, Ronda	Mentor	500	101	7	2	110	610		
10	210	63	1900	0110	210	0000		Yearbook	1,500	302	22	5	329	1,829		
10	210	63	1900	0110	210	0000	Karagan, Lynsey	SAC	500	101	7	2	110	610		
10	210	63	1900	0110	210	0000	Karagan, Lynsey	Rtl	1,200	242	17	4	263	1,463		
10	210	63	1900	0110	210	0000		Mentor	500	101	7	2	110	610		
10	210	63	1900	0110	210	0000		Admin Support	500	101	7	2	110	610		
10	210	63	1900	0110	210	0000		Summer School	2,000	403	29	6	438	2,438		
10	210	63	1900	0110	210	0000		ESY	2,000	403	29	6	438	2,438		
									12,500	2,519	181	38	2,738	15,238		



**2017-2018 Elementary Staff TOSAs:****All payments will be split – ½ on Dec. check and ½ on May check**

Balanced Math / Common Core Representatives	Laura Prieur, Jolene Nordloh, Michaela Girouard	\$500 each
	<u>TOTAL \$1500</u>	

Reports to Principal

Minimum 6 hours per month

- Observe/ offer constructive critique of teachers' use of Balanced Math (particularly problem solving)
- Lead Balanced Math PD at least 4 times through the year for review and fidelity
- Review 8 Mathematical Practices
- Lead PD for vertical alignment

Choir/Theater Director	Jenny Authier	\$1,500
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Reports to Principal

Minimum 1 hours student contact per week, 1-2 hours parent communication, concert preparation, &amp; organization.

- Rehearses 4th/5th grade choir one hour each week, 3-6 hours during play season
- Direct students in a play for the students of SES and community
- Students participate in a higher level musical ensemble than they would in regular specials time
- Students sing high quality choral music, in parts and some in foreign language
- Choir members participate in concerts and community events

Data Collection/ RTI Coordinator	Holly Russell	\$2500
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Reports to Principal

Minimum 7 hours per month

- Organizes all students into their new classes in August for Rdg, Wtg, and Math data
- Sends out and collects Pre/Post Assessment in Rdg, Wtg, and Math for Aug. and May
- Fills in state testing reports from the former teachers
- Updates teacher Data Sheets
- Collects monthly math, reading, and writing data
- Creates 6 week reports on school growth for staff to view
- Collecting data/ Reporting on Morale, Effectiveness, Admin etc.
- Collecting data/ Creating reports on Administration Survey and School Review rate
- Collecting data/ Reporting on parent concerns

Reports to Principal

- -Accepts requests for Tier 2A and Tier 2B student placement throughout the year
- -Schedules and leads RTI Committee meetings
- -Counsels teachers who have RTI candidates – suggests interventions, data collection methods, paperwork
- -Conducts teacher professional development about the RTI process as needed

Elementary Yearbook - Pam Simpkins \$1,000

ELL Supervisor Michaela Girouard \$500

Reports to Principal

- Reviews/Creates curriculum for ELL specialist each semester
- Reviews materials used in ELL
- Bridges communications with teachers
- 2 observations through the year

Gifted and Talented Coordinator Shelly Roesch \$1000 (from GE budget)

Reports to Principal

Minimum 3 hours per month

- ❑ Attend quarterly ECBOCES meetings
- ❑ Set up process for continual identification
- ❑ Provide elementary building input for district reports
- ❑ Meet as teacher leader with teachers of gifted students:
  - ❑ set up screenings
  - ❑ identify programming options for gifted students
  - ❑ brainstorm/share differentiation strategies
  - ❑ research professional development opportunities
  - ❑ follow-up on ALPs
  - ❑ assists with GT budget expenditures

Evaluated by Principal on consistently meeting above action items/evidence of GT programming and ALPs.

New Teacher Orientation Dawna Miller Aug \$150

Reports to Principal

- Meet with administration before school (early August)
- Perform orientation of materials, resource, usage, school wide procedures, etc.
- Introduction to District Induction Program (Mentoring)
- Take New Teachers on Strasburg Geographical Orientation (20 questions)

Teacher Mentors- SPED-Deb Osborne (\$100); Kinder – Jami Hopewood (\$500), 1<sup>st</sup> Grade – Dawna Miller (\$100), 4<sup>th</sup> Grade – Laurie Ponserella (\$600) and Emma Copeland (\$500), 5<sup>th</sup>

Grade – Jolene Nordloh (\$1000), 2<sup>nd</sup> Grade - Kristin Aramowicz (\$100) Paras - Teresa Roy (\$300) TOTAL - \$3200

Reports to Principal

Minimum 2 hours per week

Mentors for: lesson planning and resources, math, reading, writing, classroom management/teaching with Love and Logic/student discipline.

- ☐ set measurable goals for teachers
- ☐ meet with mentoree teachers weekly
- ☐ provide model demonstrations
- ☐ observe/ peer coach
- ☐ research resources
- ☐ assist with identifying professional development opportunities
- ☐ progress updates provided to admin.

Evaluated by Principal and/or Assistant Principal by observation, feedback from mentorees, documentation related to progress on goals, evidence of acquisition of new skills by mentorees, mentoree journals.

Preschool Director Assistant                      Randi Wenberg                      \$1,400 (from excess PreK tuition)

Reports to Preschool Director

- Be actively involved in acquiring new knowledge of current research in curriculum, instruction and assessment.
- Insure that the Colorado Department of Human Services licensing rules and regulations are being followed at all times.
- Have a working knowledge of Teaching Strategies GOLD, the Colorado Preschool Program and Early Childhood Special Education.
- Assist in inputting documentation to GOLD for 3 and 4 year olds.
- Assist with the CPP Reapplication process.
- Assist in preparing for Preschool Registration.
- Be actively involved in 3 Advisory Council Meetings each year.
- Be actively involved in 3 CPP Parent Meetings each year.

School Leadership Team (Lottie Anderson, Deb Osborne, Dawna Miller, Jenny Authier, Elizabeth Moock)                      \$150 each                      TOTAL \$750

Reports to Principal

Minimum of 2 hours per month

-Support mission of the school

-Represent and listen to stakeholders

-Anticipate areas of concern, proactively innovate, problem solve

-Advocate for students

-Forum for teacher input on curriculum-instruction-assessment-articulation, student achievement, data, climate, professional development, change, reward and recognition systems, outreach, discipline, order.

-Develop implementation strategies

-Develop communication pathways

Technology TOSA- Teresa Roy \$1,500

Reports to Principal

Accepts work requests from Principal

Minimum 5 hours per month

- Coordinates computer lab schedules and sign-up sheets
- Controls passwords
  - Reading A-Z and monthly logons
- Ensures computer lab security
- Crisis plan in place in lab
- Assist Admin with school wide documents (help keep them protected)
- With the admin - builds and maintains elementary building level web page
- Assists, schedules and trains teachers on their individual and/or grade-level web pages
- Build/ maintain Teacher Handbook on "Teacher Share"
- Identifies new, appropriate websites for teachers and students
- Provides first attempts with technology concerns
- Surveys and identifies new software for the grade levels
- Maintains curriculum maps as they are added to the network
- Assists and manages implementation of new programs
- Provides Trainings & Practice Sessions for new teachers
  - SMART technologies, Power School, Web Page,
  - EFT Remote (field trips), Aptafund, Email

Summer School Teacher- Joan Swanson (for the following year) \$2,000

- Works with students of various levels for 18 days during the months of June and July
- Uses two Plan Days to be prepared for the classes
- Collects data to share with teachers the following year

PBIS TOSA Elizabeth Mook \$500

- Manages the discipline forms annually
- Leads the PBIS meetings (focuses on the Team Implementation Checklist)
- Assists in working with students on replacement behaviors

READ Advisor Holly Russell \$500

- Update staff on READ regulations and changes
- Support teachers with identifying and discontinuing READ students
- Support teachers in updating READ goals
- Support teachers with intervention ideas that are integrally connected with core reading program used in the classroom.
- Track and Report READ cohort information to state

SAC Representative Lynsey Karagan \$500

**Current total: \$16,100 (excludes GE and Prek stipends)**

**8/07/17**

*NOTE: Federal guidance requires school districts that participate in the National School Lunch Program and/or School Breakfast Program to have a written policy concerning unpaid school meal charges **no later than July 1, 2017**. This sample contains the language CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

*This exhibit does not need to be adopted by the Board nor does it need to be filed in the Board's policy manual. Instead, it should be used by the district's "school food authorities" in consultation with school administrators to develop a district-level policy and be kept in a location such as the district's nutrition services manual. Federal guidance also encourages districts to include a school meal charge policy in student handbooks, student enrollment/registration packets and/or online portals that families use to access student accounts.*

## **School Meal Payments**

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account.

### **Student meal accounts and meal charges**

Student meal accounts shall be established by the district.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person.

Students will be permitted to pay for meals and/or add funds to student accounts on the day of service.

If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal. The student's money may not be used to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

A meal account balance remains with the student until the student is no longer enrolled in the district. Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund in the amount of the credit.

Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal.

Students may charge up to \$10.00 per school year before the student will no longer be permitted to charge meals. Students in the elementary school, at

the meal charge maximum will be provided a replacement meal.

### **Notification of low or negative balances**

Notification of a low balance on a student account will be provided privately by an automated phone call.

When notified of a low balance on a student account, parents will be reminded of this policy and the process for submitting applications for free or reduced price meal benefits. Parents will also be notified that any school meal debt accrued prior to the district's determination that the student is eligible for free or reduced lunch remains the parent's responsibility.

Notification of a negative balance on a student account will be provided by either/and automated phone call, personal phone call, letter sent home, private conversation with the student.

### **Collection of meal charge debt**

In collecting debt, the district shall ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases. The district will work with parents to establish repayment plans with payment levels and due dates appropriate to the household's particular circumstances.

For students with delinquent meal charges, the following process will be used to collect debt. Personal phone call to parents with a reminder of the opportunity to apply for free or reduced meals.

Collection efforts from one school year may continue into the following school year, including when students transfer to a school outside of the district.

### **Annual notice**

The district shall notify students and their parents about this policy at the beginning of each school year. Notification shall also be provided to those students who transfer into the district during the school year. Information about this policy may also be included in student handbooks, student enrollment or registration packets and/or back-to-school packets and posted on district and school websites.

This policy will also be communicated to school and district-level staff responsible for this policy's enforcement, such as school food service staff responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of this policy.

(Issue date)

LEGAL REF.: USDA Guidance SP 46-2016 *(requires written policy regarding unpaid meal charges)*

File: EF-E-2

## **Civil Rights Complaint Procedure for School Nutrition Program**

In accordance with the United States Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability in any school nutrition program.

A participant in the district's school nutrition program who alleges discrimination on the basis of any of the above-listed federally-protected classes has the right to file a complaint within 180 days of the alleged discrimination, in accordance with this procedure.

### **Filing a complaint**

If an individual has an unlawful discrimination complaint concerning his or her participation in a school nutrition program, the complaint may be directed to the Superintendent or designee

56729 E. Colorado Ave.  
Strasburg, CO 80136  
303-622-9211

Complaints may be made verbally (in person or over the phone) or may be submitted in writing to the district contact listed above. Complaints may be filed anonymously.

When filing a complaint, the following information will be requested:

1. complainant's name, address and telephone number (unless the complainant wishes to remain anonymous);
2. the nature of the incident or action that led the complainant to feel discrimination was a factor;
3. the basis on which the complainant believes discrimination exists;
4. the names, telephone numbers, titles and business or personal addresses of persons who may have knowledge of the alleged discriminatory action; and
5. the date(s) during which the alleged discriminatory action(s) occurred.

**Forwarding a complaint**

Within 90 days of the district's receipt of the complaint, the district shall forward the complaint to the following:

CDE Office of School Nutrition  
1580 Logan Street Suite 760  
Denver, CO 80205

(Issue date)

LEGAL REF.: USDA Food and Nutrition Service (FNS) Instruction 113-1 *(civil rights compliance and enforcement – nutrition programs and activities)*

*NOTE: The USDA has a program complaint form available on its website or at any USDA office. To request a copy of the complaint form, call 866-632-9992.*

COLORADO SAMPLE EXHIBIT 2017©

2 of 2



# Revised Sample Policy

File: ADD

*NOTE: Colorado school boards are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the board should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs. (Also see notes on page 3.)*

## Safe Schools

The Board of Education recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. **Safe schools are a priority of the district and the district is committed to providing a safe environment in school, on school vehicles and at school-sponsored activities.** To that end, the Board directs the superintendent to develop and maintain a safe schools plan that includes:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice drills.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
8. Procedures for safe, confidential reporting of security and safety concerns at each school building.
9. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.

10. Procedures for regular assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
11. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of crisis prevention and management plans.
12. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.
13. Procedures for the reporting of criminal activity to law enforcement.
14. [~~Optional:~~ A child sexual abuse and assault prevention plan, including comprehensive, age-appropriate curricula regarding child sexual abuse and assault awareness and prevention and professional development for school personnel and parents in preventing, identifying, and responding to child sexual abuse and assault.]

Each building principal shall be responsible for the supervision and implementation of the safe school program at his or her school. The principal shall submit annually, in the manner and by the date specified by the State Board of Education, a written report to the Board of Education concerning the learning environment in the school during that school year. The report shall contain, at a minimum, the information required by law.

The annual safety reports from every school in the district shall be compiled and submitted to the state department of education in a format specified by the State Board of Education. The report shall be made available to the public.

Adopted: 2006

Revised: 11-23-2015

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106 (*construction requirements, fire escapes, etc.*)  
C.R.S. 22-3-101 through 22-3-104 (*eye protective devices*)  
C.R.S. 22-32-109.1 (1)(b.5) (*definition of "community partners" that board may wish to consult with in developing and implementing its safe school plan*)  
C.R.S. 22-32-109.1 (2) (*safe school plan*)  
C.R.S. 22-32-109.1 (2)(b) (*detailing information required in annual principal reports on the learning environment*)  
C.R.S. 22-32-109.1 (2.5) (*districts are "encouraged" to adopt a child sexual abuse and assault prevention plan as part of a safe school plan*)  
C.R.S. 22-32-110 (1)(k) (*board authority to adopt policies related to employee safety and official conduct*)  
C.R.S. 22-32-124 (2), (3) (*building inspections*)  
C.R.S. 24-10-106.5 (*duty of care*)

CROSS REFS.: ECA/ECAB, Security/Access to Buildings  
~~GBGAA\*~~, Staff Training in Crisis Prevention and Management  
KDE, Crisis Management (Safety, Readiness and Incident Management Planning)  
KI, Visitors to Schools

NOTE 1: Boards are strongly encouraged to consult with their legal counsel when adopting or revising the district's safe school plan and/or applicable board policies.

NOTE 2: Many specific policies are required as part of the district's safe school plan (see CASB's list of legally required policies). In developing the district's safe school plan, state law requires the district to consult with "the school district accountability committee and school accountability committees, parents, teachers, administrators, students, student councils where available, and, where appropriate, the community at large." C.R.S. 22-32-109.1 (2). Local boards may also consult with victims advocacy organizations, school psychologists, local law enforcement agencies and "community partners" in adopting and implementing its safe school plan. State law defines "community partners" as collectively, local fire departments, state and local law enforcement agencies, local 911 agencies, interoperable communications providers, the Safe2Tell Program, local emergency medical service personnel, local mental health organizations, local public health agencies, local emergency management personnel, local or regional homeland security personnel and school resource officers. C.R.S. 22-32-109.1 (1)(b.5).

NOTE 3: State law also requires a general safe schools policy and this policy (ADD) serves that purpose. The only specific legal requirement is that the policy require the annual inspection of schools to remove hazards, vandalism and other barriers to safety and supervision. C.R.S. 22-32-109.1 (5). That requirement is reflected in paragraphs one and nine of this policy. The remaining provisions of this policy are suggested best practices for the superintendent and board to consider when creating a general safe schools policy. ~~Although However, paragraph 14 is optional, as state law "encourages"~~ a school district to adopt a child sexual abuse and assault prevention plan as part of its safe school plan, **paragraph 14 is highly recommended, given that the district may be liable for incidents of school violence.** C.R.S. 22-32-109.1 (2.5), **C.R.S. 24-10-106.3. State law defines "incidents of school violence" to include a "felony sexual assault" that occurs at a school or school-sponsored activity. C.R.S. 24-10-106.3 (2)(b)(III), (c).**

NOTE 4: State law "encourages" school districts to provide a comprehensive, age-appropriate curriculum that teaches safety in working and interacting on the Internet as part of the board's safe school plan. C.R.S. 22-32-109.1 (2)(c). Districts are encouraged to incorporate the Internet safety topics into the teaching of the regular classroom curricula, rather than isolating the topics as a separate class. If the district develops a comprehensive curriculum or other approach to teach safety in use of the Internet, then appropriate language could be added to this policy.

# Revised Sample Policy

File: EBBB

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, CASB believes this policy contains the content/language that reflects "best practices." However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## Accident Reports

Adequate and prompt accident reporting is essential. ~~if similar accidents are to be prevented from happening again. If there are injuries or property damage~~ **occur**, prompt reports ~~also~~ are vital in assuring the district staff, students and others of insurance coverage. Such reports may be important in the event of litigation.

The Board requires that an accident report be filed on every accident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips **or activities**, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

~~The superintendent shall establish procedures for filing accident reports including details that:~~

- ~~1. Might be helpful in preventing similar accidents in the future~~
- ~~2. Are needed for filing insurance claims~~
- ~~3. Might be important in case of litigation~~

Adopted: 2006

# Revised Sample Policy

File: ECA/ECAB

*NOTE: Colorado school districts are required by law to adopt a policy on this subject and the law contains some specific direction as to the content or language. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## Security/Access to Buildings

Security for district buildings and grounds (during regular school hours as well as non-school hours) contributes to the well being and safety of students and staff as well as to that of the sites themselves. **For safety and security purposes, access to school buildings, whether by students, staff members or visitors, shall be limited as deemed appropriate for each school building.**

Each school building shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

~~During regular school hours, flow of traffic into and out of buildings shall be closely monitored and limited to certain doors. Access to school buildings and grounds outside of regular school hours shall be limited to district personnel whose work requires it and to sponsors of approved student activities.~~

~~An adequate key control system shall be established which shall limit access to buildings to authorized district personnel and shall safeguard against entrance to buildings by persons unauthorized to have keys.~~

~~"Security" means not only keeping buildings locked and secure but also providing protection against physical hazards and acts of violence. It also includes having available floor plans of buildings and site plans showing campus boundaries and access points. The Board requires and encourages close cooperation with local police, fire and sheriff's departments and insurance company inspectors.~~

Alarm systems and other devices **designed to** protect buildings against illegal entry and vandalism **may** shall be installed where appropriate. ~~Employment of security personnel may be approved by the Board in situations where special risks are involved.~~

Adopted: 2006

Revised: 11-23-2015

LEGAL REFS.: C.R.S. 18-9-112 (definition of loitering)  
C.R.S. 18-9-117 (unlawful conduct on public property)  
C.R.S. 22-32-109.1 (5) (Board must adopt safety and security policy)

CROSS REF.: KI, Visitors to Schools

**[Revised June 2017 November 2010]**  
COLORADO SAMPLE POLICY 1978©

# Revised Sample Policy

File: EEAEF\*

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, CASB believes this sample contains the content/language that reflects "best practices." However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

***This sample policy is for districts using video cameras on school transportation vehicles only.***

## Video Cameras on Transportation Vehicles

The Board of Education recognizes the district's continuing responsibility to maintain and improve discipline and to **help** ensure the health, welfare and safety of its staff and students on school transportation vehicles.

After having weighed carefully and balanced the rights of privacy of students with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, the Board supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of **the Board's student conduct and discipline policies or other** bus conduct rules shall be subject to disciplinary action in accordance with **applicable** established Board policy and regulations. ~~governing student conduct and discipline.~~

~~The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with law.~~

~~Video surveillance shall be used only to promote the order, safety and security of students, staff and property.~~

The superintendent is directed to develop regulations governing the use of video cameras **on school transportation vehicles and retention of video recordings** in accordance with **applicable** the provisions of law and established Board **policy**. ~~policies and regulations.~~

Adopted: 2006

LEGAL REFS.: 20 U.S.C. §1232g (*Family Educational Rights and Privacy Act of 1974*)  
 34 C.F.R. §99.1 *et seq.* (*FERPA regulations*)  
 C.R.S. 24-72-113 (*limit on retention of passive surveillance records*)

CROSS REFS.: JIC, Student Conduct, and subcodes

JK, Student Discipline, and subcodes  
JRA/JRC, Student Records/Release of Information on Students

*NOTE: State law prohibits the retention of any "passive surveillance record" for more than three years after the record's creation, unless such retention is because of "a notice of claim filed, or an accident or other specific incident that may cause the passive surveillance record to become evidence in any civil, labor, administrative, or felony criminal proceeding." C.R.S. 24-72-113(2)(a). State law also prohibits the district's records custodian from accessing a passive surveillance record after the first year of its creation, unless a claim has been filed or an accident or other specific incident may cause it to be used as evidence. If the passive surveillance record is accessed after the first year of its creation, the custodian must "preserve a record" of the person who accessed the record and the reason for doing so. "Passive surveillance" is defined as "the use by a government entity of a digital video camera, video tape camera, closed circuit television camera, film camera, photo radar recorder, or other image recording device positioned to capture moving or still pictures or images of human activity on a routine basis or for security or other purposes. . . ." C.R.S. 24-72-113(1).*

# Revised Sample Regulation

File: EEAEF\*-R

*NOTE: While Colorado school districts are not required by law to adopt a regulation on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

***This sample regulation is for districts using video cameras on school transportation vehicles only.***

## Video Cameras on Transportation Vehicles

### Student records

1. The district ~~shall will~~ comply with **applicable state and** provisions of federal law regarding student records requirements ~~as applicable in the district's use of~~ video recordings. Video recordings considered for retention as part of a student's behavioral record will be maintained in accordance with **the district's** ~~established~~ student record procedures governing access, review and release of student records.
2. The district will include a notice in parent/student handbooks that video cameras may be used on school vehicles transporting students to and from school or extracurricular activities. ~~The district will include as a part of its notice to parents/guardians and students a copy of the Board's video camera policy and regulations accompanied by a form to be signed and returned to the district as an acknowledgment of its being read and understood.~~
3. Parents/guardians and students will not be notified when a video camera is on board and in use on a district vehicle.

### Storage/security

1. All video recordings will be stored and secured to **ensure** ~~insure~~ confidentiality.
2. Video recordings will be stored for a minimum of five days after initial recording, whereupon if no reason for continued storage is known to the district such recordings will be released for erasure.
3. Video recordings held for review of student incidents will be maintained in their original form pending resolution. **Video recordings** ~~Tapes~~ then will either be released for erasure or retained as necessary ~~as part of the student's behavioral record in accordance with~~ **applicable Board policy and established district regulations.** ~~procedures.~~



## Use

*[Choose one of the following options.]*

1. Video cameras will be used on all school vehicles transporting students to and from school or extracurricular activities at the discretion of the           *[transportation supervisor]*          .

*[or]*

Video cameras will be rotated on school vehicles transporting students to and from school or extracurricular activities at the discretion of the           *[transportation supervisor]*          .

*[or]*

Video cameras will be used on school transportation vehicles as determined by the           *[transportation supervisor]*          .

2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

## Viewing requests

1. Requests for viewing video recordings will be limited to the appropriate bus driver, transportation supervisor, school administrator, parent/guardian or eligible student (18 years of age or older), or others as deemed appropriate by the principal.
2. Requests for viewing may be made to the principal within      *[five]*      school days of the date of recording.
3. Requests for viewing will be limited to those parents/guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the principal.
4. Only the portion of the video recording concerning a specific incident will be made available for viewing.
5. Approval/denial for viewing will be made within      *[five]*      school days of receipt of the request and so communicated to the requesting individual.
6. Video recordings will be made available for viewing within      *[three]*      school days of the request approval.

## Viewing

1. Actual viewing will be permitted only at school-related sites including the transportation office, school buildings, or central administrative offices.
2. All viewing will include the transportation supervisor and/or building principal.

3. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, vehicle video-taped, name of driver, and signature of the viewer.
4. Video recordings will remain the property of the district and may be reproduced only in accordance with **applicable** law **and** including applicable Board policy and regulations.

Adopted: 2006

# New Sample Regulation

File: ADF-R

*NOTE: Federal law requires all school districts receiving federal funding for child nutrition programs to have adopted a policy on “school wellness.” Although districts are not required by law to adopt an accompanying regulation on this subject, this sample contains possible objectives to implement the goals of the district’s school wellness policy. In addition, some content in this sample reflects suggested language from state law. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## School Wellness (Implementing Objectives)

*NOTE: The objectives denoted with this symbol (√) reflect suggested policy language from C.R.S. 22-32-136, which “encourages” Boards of Education to adopt policies to improve student health and nutrition.*

### **Goal #1. The district will provide a comprehensive learning environment to promote the development and practice of lifelong wellness behaviors.**

The goal of providing a comprehensive learning environment will be accomplished by: *[insert here a jointly developed set of objectives to implement this goal]*

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*[Objectives might include:*

- *The provision of age-appropriate and culturally sensitive instruction to students that teaches them lifelong healthy eating habits and a healthy level of physical activity. √*
- *The participation of schools in USDA nutrition programs such as “Team Nutrition” and other nutrition education activities and promotions that involve students, parents and the community.*
- *Active promotion of healthy eating and physical activity to students, parents, school staff and the community at school registration, parent-teacher meetings, open houses, staff in-services, etc.*
- *Encouragement to teachers to integrate nutrition education into core curriculum areas such as math, science, social studies and language arts, as applicable.*
- *The availability of staff educational opportunities to inform them about nutrition and physical activity, including how to integrate these topics into their core instruction. These educational opportunities may include, but not be limited to, the distribution of educational and informational materials and the arrangement of presentations and workshops that focus on nutritional*

*value and healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity-related topics.*

- The availability of parent educational opportunities to inform them about nutrition and physical activity, including information about healthful foods and beverages to provide to their child and to bring to school activities and events. These educational opportunities may include, but not be limited to, education provided in the form of handouts, postings on the district's website, articles and information provided in district or school newsletters, presentations that focus on nutritional value and healthy lifestyles and through any other appropriate means available for reaching parents.]*

**Goal #2. The district will implement and promote nutrition education and proper dietary habits contributing to students' health status and academic performance.**

The goal of implementing and promoting nutrition education and proper dietary habits will be accomplished by: *[insert here a jointly developed set of objectives to implement this goal]*

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<p><i>NOTE: In adopting objectives to implement this goal, the district's wellness advisory council should consider existing Board policies, such as EFEA*, Nutritious Food Choices.</i></p>
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*[Objectives might include:*

- The availability of nutrition education in the school cafeteria as well as the classroom, with coordination between the district's nutrition services staff and teachers, in accordance with the district's academic standards for comprehensive health education.*
- A requirement that all students have access to fresh fruits and vegetables throughout the school day. ✓*
- A requirement that all students have access to healthful food choices in appropriate portion sizes throughout the school day, including healthful meals in the school cafeteria with an adequate time to eat; healthful items in vending machines and healthful items for fundraisers, classroom parties and rewards in the schools. ✓*
- A prohibition or restriction on using food as a discipline or reward for students.*
- Accessible information to students and their parents/guardians concerning the nutritional content of foods and beverages sold by or available to students, as well as the nutritional content of competitive foods sold or available on school district property. ✓*
- An assurance that the school cafeteria is as pleasant an eating environment as possible, including displays of student art, plants, natural light if possible, small tables and reduced noise, if possible.*

- *A requirement that only healthy food choice options be made available to students at any school function (parties, celebrations, receptions, festivals, sporting events, etc.)*
- *A requirement that schools offer lunch after recess to better support learning and healthy eating.*
- *A requirement that students be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.*
- *The encouragement of nonfood fundraisers, especially those promoting physical activity, such as walk-a-thons, jump rope for heart, fun runs, etc.*
- *A requirement that all students have access to a school facility with a sufficient number of functioning water fountains in accordance with local building codes, or other means to provide students with sufficient water. √]*

**Goal #3. The district will promote healthy nutrition choices to create and encourage a healthy learning environment.**

The goal of promoting healthy nutrition choices to create and encourage a health learning environment will be accomplished by: *[insert here a jointly developed set of objectives to implement this goal]*

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*[Objectives might include:*

- *To the greatest extent feasible, the marketing of food and beverage products on the exterior of vending machines and through posters, menu boards and other equipment on the school campus shall meet the Smart Snacks in School nutrition standards.*
- *Marketing shall encourage participation in school meal programs.*

**Goal #4. The district will provide daily opportunities for students to engage in physical activity.**

The goal of providing daily opportunities for students to engage in physical activity will be accomplished by: *[insert here a jointly developed set of objectives to implement this goal]*

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<p><i>NOTE: In adopting objectives to implement this goal, the district's wellness advisory council should consider existing Board policies, such as JLJ*, Physical Activity.</i></p>
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*[Objectives might include:*

- *A requirement that periods of physical activity be provided for elementary students in accordance with policy JLJ\*, Physical Activity and consistent with requirements of state law.*

- *A requirement or encouragement that periods of physical activity be at least 225 minutes per week for secondary students.*
- *A requirement that all students have access to age-appropriate daily physical activity. ✓*
- *Increased opportunities for physical activity through a range of after-school programs including intramurals, interscholastic athletics and physical activity clubs.*
- *Increased opportunities for physical activity during the school day through daily recess periods, elective physical education classes, walking programs and the integration of physical activity into the academic curriculum.*
- *An encouragement that schools follow the recommendations of the National Association of Sport and Physical Education (NASPE), which guide students through a process that enables them to achieve a high personal level of fitness.*
- *An encouragement that secondary schools administer a health-related fitness assessment to students to help students determine their own level of fitness and create their own fitness goals and plans.*
- *An encouragement that beginning at an early age, schools introduce developmentally appropriate components of a health-related fitness assessment to students.*
- *The promotion of walking or bicycling to and from school using programs such as Walking School Bus and Bike Train.*
- *The availability of health-promotion activities and incentives for students, parents and staff that encourage regular physical activity, such as speakers, recreational demonstrations, and walking clubs.]*

(Approval date)

# New Sample Policy

File: ECAF

*NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

*This sample policy is for districts that have installed video cameras in schools, other district buildings and school transportation vehicles. If the board adopts this sample, it does not need to adopt sample policy EEAEF\*, Video Cameras on Transportation Vehicles.*

## Use of Video and Audio Monitoring

The Board of Education recognizes that maintaining the safety and security of students, staff and district property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the Board.

Video surveillance may be utilized in and around schools, on district property and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable law pertaining to such use. The district also shall comply with applicable law related to maintaining video recordings.

The superintendent or designee is directed to develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

### Exclusions

Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law. Recording of students for purposes of their educational programming is also not intended to be covered by this policy.

(Adoption date)

LEGAL REFS.: 20 U.S.C. §1232g (*Family Educational Rights and Privacy Act of 1974*)  
 34 C.F.R. §99.1 *et seq.* (*FERPA regulations*)  
 C.R.S. 24-72-113 (*limit on retention of passive surveillance records*)

CROSS REFS.: GBEB, Staff Conduct (And Responsibilities)  
 JIC, Student Conduct, and subcodes  
 JK, Student Discipline, and subcodes  
 JRA/JRC, Student Records/Release of Information on Students

COLORADO SAMPLE POLICY 2017©

# New Sample Regulation

File: ECAF-R

*NOTE: While Colorado school districts are not required by law to adopt a regulation on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

*This sample regulation is for districts that have installed video cameras in schools, other district buildings and school transportation vehicles. If the district adopts this sample, it does not need to adopt sample regulation EEAEF\*-R, Video Cameras on Transportation Vehicles.*

## Use of Video and Audio Monitoring

### Placement and notification

1. Video surveillance equipment may be installed in and around schools, district buildings and school transportation vehicles where there is a legitimate need for video surveillance, as approved by the superintendent or designee.
2. Equipment will not be used or installed in areas where the public, students and/or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.
3. Video recording equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video surveillance equipment shall not be located in an administrative office or in the school's or district's central security office.
5. Video monitors shall not be located in an area that enables public viewing.
6. Conduct and comments in publicly accessible places on district property (e.g. school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.
7. The district shall notify students, staff and the public that video surveillance systems are present. Such notification will be included in staff and student handbooks and signs will be prominently displayed in appropriate locations throughout the district.
8. Specific notification will not be provided when a recording device has been installed or is being utilized in a school vehicle or building.



## Use

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the [building principal or designee]. The use of video surveillance equipment on school vehicles shall be supervised and controlled by the [transportation supervisor]. The use of video surveillance equipment at sites other than schools or school vehicles will be supervised and controlled by the [superintendent or designee].
2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.
3. The superintendent or designee will review the use and operations of the video surveillance system with each school on a periodic basis.
4. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates state law, Board policies and/or school rules.

## Storage/security

1. The district shall provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls and controlled physical access to protect the video surveillance system from hackers, unauthorized users and unauthorized use.
2. Video recordings will be stored for a minimum of \_\_\_ school days after the initial recording. If the designated district administrator and/or designee know no reason for continued storage, such recordings will be erased.
3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Board policy.
4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized district personnel.
5. Video recordings held by the district as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.

## **Viewing requests**

Requests for review of video recordings that are considered a student education record or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or district officials with a direct interest in the recording as authorized by the designated district administrator. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. Written requests for viewing may be made to the designated district administrator within\_\_\_\_school days of the date of recording.
3. Approval or denial for viewing will be made within\_\_\_\_school days of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within\_\_\_\_school days of the approval of the request.
5. Actual viewing will be permitted only at district sites including a school building or district administrative office, unless otherwise required by law.
6. All viewing will include the designated district administrator or designee.
7. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature.
8. Recordings will remain the property of the district and may be reproduced only in accordance with applicable law and Board policy.

(Approval date)

**Strasburg School District 31J  
56729 East Colorado Avenue  
Strasburg, Colorado 80136**

**Minutes of the Regular Meeting of the Board of Education  
June 21<sup>st</sup>, 2017 (6:30 P.M.) – SHS – East Video Conference Room #110**

**CALL TO ORDER:**

Meeting was called to order at 6:30 P.M. by Board President, Mrs. Nancy Taylor.

**ATTENDANCE: (Roll Call)**

Board members present were: Nancy Taylor, Connie Lybarger and Keith Yaich and (Absent board members, John Sampson and Robert Yaich).

Others present were Monica Johnson (Superintendent of Schools), Jeff Rasp (SHS Principal), Sara Turrell (HMS Principal), Marc Tayler and Carol Wethington (SES Principals) Stephanie Velez (Secretary to the BOE), I-70 Scout, and some staff members of the District.

**PLEDGE OF ALLEGIANCE: Mrs. Taylor**

**AGENDA APPROVAL:**

On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the amended agenda.

**AYE: LYBARGER, TAYLOR, KEITH YAICH**

**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**

**PATRONS ADDRESSING THE BOARD OF EDUCATION:**

Floor opened to public input for 2017-2018 budget.

Mrs. Taylor turned the meeting over to Mrs. Johnson.

**SUPERINTENDENT'S REPORT: (Mrs. Johnson addressed the BOE on each of the following items.)**

Superintendent Johnson turned the floor over to Technology Director Jeff Bain to give the Board of Education an update on technology improvements, cost savings, and what the plans for future needs and implementations are.

Superintendent Johnson recommended to table the Leadership Saboteurs discussion.

Superintendent Johnson turned the floor over to each of the principals (SHS, Jeff Rasp, HMS, Sara Turelle, SES, Marc Tayler) to give the Board of Education their final assessment reports.

Superintendent Johnson reviewed with the Board of Education the curriculum work that had been completed this year.

**BOARD ACTION ITEMS:**

- a. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to declare the November 2017 election.

**AYE: LYBARGER, TAYLOR, KEITH YAICH**

**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**

- b. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to adopted the 2017-2018 budget.  
**AYE: LYBARGER, TAYLOR, KEITH YAICH**  
**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**
- c. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the Title Assurance as presented.  
**AYE: LYBARGER, TAYLOR, KEITH YAICH**  
**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**
- d. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the new website host. School Point.  
**AYE: LYBARGER, TAYLOR, KEITH YAICH**  
**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**
- e. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the CASB membership for the 2017-2018 school year.  
**AYE: LYBARGER, TAYLOR, KEITH YAICH**  
**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**
- f. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the district handbooks as presented with the agreed changes to the Transportation handbook regarding mud routes.  
**AYE: LYBARGER, TAYLOR, KEITH YAICH**  
**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**
- g. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the following new hires: Audra Robison, HS Science & PE, Denice Gonzalez, HS Para-Professional, ELL, Samantha Hassell, SES Para-Professional, One-on-One, Jennifer Richardson, SES Office Assistant (transfer) Lauren Headley, SES Para-Professional, Erica Gibson, SES 5<sup>th</sup> Grade Teacher, Jonathan Lullo, SES 4<sup>th</sup> Grade Teacher, Rachel Safe, SES 1<sup>st</sup> Grade Teacher, Megan Miller, SES Kindergarten Teacher, Patricia Young, HMS Para-Professional, One-on-One, Amy Jordan, HMS Math Teacher, Teri Boon, School Health Aide, Emergency Substitute Coordinator (transfer).  
**AYE: LYBARGER, TAYLOR, KEITH YAICH**  
**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**
- h. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the following resignations: Kathleen Chambers, SES Special Education Teacher, Rene McDaniel's, Cook.  
**AYE: LYBARGER, TAYLOR, KEITH YAICH**  
**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**
- i. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the final reading of Policy DJB-R Federal Procurement (Regulation).  
**AYE: LYBARGER, TAYLOR, KEITH YAICH**  
**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**

- j. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the following resignations: Kathleen Chambers, SES Special Education Teacher, Rene McDaniel's, Cook.

**AYE: LYBARGER, TAYLOR, KEITH YAICH**

**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**

- k. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve revisions with Superintendent recommendations to the following policies: ADF, School Wellness, EF, School Nutrition Program, EFC, Free and Reduced Food Service, JLCD, Administering Medications to Students, and approve new policies: EF-E-1, School Meal Payments, EF-E-2, Civil Rights Complaint Procedure for School Nutrition Program. With this same motion it was hereby resolved to approve to strike policy: ADF-R School Wellness Regulation.

**AYE: LYBARGER, TAYLOR, KEITH YAICH**

**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**

- l. On a motion by Mrs. Connie Lybarger and seconded by Mrs. Nancy Tayler, it is hereby resolved to approve the following policies: EFEA-E, Health Beverages Standards for Schools, EFEA, Nutritious Food Choices.

**AYE: LYBARGER, TAYLOR**

**NAY: KEITH YAICH – MOTION CARRIED: 2-1 (SAMPSON, ROBERT YAICH ABSENT)**

**CONSENT AGENDA: BOARD MINUTES AND CLAIMS AND FINANCIALS SECTION VII**

- a.b. On a motion by Mr. Keith Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the minutes, claims and financial packet for the May 10th, 2017 board of education meeting as presented.

**AYE: LYBARGER, TAYLOR, KEITH YAICH**

**NAY: NONE – MOTION CARRIED: 3-0 (SAMPSON, ROBERT YAICH ABSENT)**

**ADJOURNMENT:**

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Nancy Taylor, President

Date

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Robert Yaich, Secretary

Date