

Mission Statement

*Develop responsible and
productive members of
society*

Strasburg School District
31-J

February 14th, 2018 @ 6:30 p.m.

Board of Education

John Sampson, President

Nancy Taylor, 1st Vice President

Connie Lybarger, 2nd Vice
President

Robert Yaich, Secretary

Julie Winter, Treasurer

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

T – Transparency

R – Respect

U – Unity

T – Trust

H – Honesty

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 to address the Board of Education

- a. SES Choir presentation

III. Report of the Superintendent

- a. Security Camera Demonstration
- b. Student Achievement – Graduation Rates - Jeff Rasp
- c. Alternative Fuel Buses
- d. Transportation – Route Review
- e. Civil Rights Audit
- f. Legislative Update with Revenue Forecast

IV. Board Discussion

- a. BOCES report – John Sampson

V. Board Action items

- a. Personnel
 - i. Renewal – Superintendent Contract
 - ii. Spring Coaches *Document 1*
- b. 2018-2019 District Calendar *Document 2*
- c. Policy
 - i. ADF-R School Well Regulation *Document 3*
 - ii. GBK-R Staff Concerns Complaints and Grievance *Document 4*
 - iii. JKA-E-2 Use of Physical Intervention and Restraint Exhibit *Document 5*

VI. Consent Agenda

- a. Approval of the minutes of the January 10th *Document 6* Regular Board Meeting and January 17th *Document 7* Special Meeting; February 5, 2018 Special Meeting *Document 8*.
- 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

Strasburg School District 31J

2018 - 2019 Calendar

Approved:

July 2018							January 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
									1	2	3	4	5
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31	32	
29	30	31											18
August 2018							February 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28		
													18
September 2018							March 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						13
October 2018							April 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							
7	8	9	10	11	12	13		1	2	3	4	5	6
14	15	16	17	18	19	20	7	8	9	10	11	12	13
21	22	23	24	25	26	27	14	15	16	17	18	19	20
28	29	30	31				21	22	23	24	25	26	27
							28	29	30				21
November 2018							May 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	
													13
December 2018							June 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30	31												

August 9, 10, 13

School Wellness (Implementing Objectives)

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:

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

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:

- *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 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:

- *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:

- *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 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)

File: GBK-R

Staff Concerns/Complaints/Grievances

Employee grievance procedure

The employee may choose a person to assist him or her at any step of the grievance procedure. Any costs resulting from such assistance shall be the employee's responsibility.

Individual or group grievances of employees shall be filed within 30 working days of the incident that is the subject of the grievance. Any grievance filed outside of this timeline shall not be considered pursuant to this regulation. A grievance shall be resolved as follows:

Step 1. The grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The written grievance shall: (1) explain the specific incident that is the subject of the grievance in sufficient detail; (2) include a description of prior attempts to resolve the matter and the results of these attempts; and (3) discuss the reasons why the employee(s) is/are not satisfied with the prior results. The supervisor or administrator shall render a written decision within 10 working days.

Step 2. If the grievance is not solved at Step 1, the employee(s) may present the written grievance to the director of personnel who shall review the grievance and the report from Step 1 and render a written decision within 10 working days of receipt of the report from Step 1.

Step 3. If the grievance is not solved at Step 2, the employee(s) may present the written grievance to the superintendent who shall conduct a hearing within 10 working days of receipt of the report from Step 2 and shall render a written decision within 10 working days of the hearing.

Step 4. If the grievance is not solved at Step 3, the employee(s) may file a written request for review by the Board of Education, which will be held within 15 working days of receipt of the report from Step 3. The Board's review of the grievance may be held in executive session at the request of the employee(s), the superintendent or the Board. The decision of the Board shall be final and shall be made in writing within 15 working days of the Board's review.

Notwithstanding the steps of the grievance procedure described above, an employee may discuss any problem at any time with any district supervisor or administrator.

(Approval date)

File: JKA-E-2

NOTE: While Colorado school districts are not required by law to adopt an exhibit on this subject, this sample reflects the complaint procedures approved by the Colorado State Board of Education that parents may use to file a complaint regarding the use of restraint and seclusion. The district must include the process for filing a complaint as set forth by these State Board rules in the student conduct and discipline code distributed to students. C.R.S. 22-32-109.1 (2)(a)(I)(L).

Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion, 1 CCR 301-45, 2620-R-2.07

According to applicable rules of the Colorado State Board of Education, the following represents the process that must be followed when a student or the student's parent/guardian wishes to file a complaint about the use of restraint or seclusion by a district employee.

- 2.07(1) A student or a parent or legal guardian may file a complaint about the use of restraint or seclusion used by an employee or volunteer of a school or charter school of [a] school district or Board of Cooperative Services or any institute charter school by using the procedures established under this section 2.07.
- 2.07(2) Required Content of the Complaint: The Complaint must contain the following information:
 - 2.07(2)(a) A statement that the employee or volunteer has violated a requirement regarding the use of restraints and an identification of the portion of the statute, rule, or regulation alleged to have been violated, if known by the complainant;
 - 2.07(2)(b) The background information and facts on which the Complaint is based that identify persons, actions and/or omissions;
 - 2.07(2)(c) The name and the residential address of the child against whom the alleged violation occurred;
 - 2.07(2)(d) The name of the school that the child was attending when the alleged violation occurred;
 - 2.07(2)(e) A proposed resolution of the problem to the extent known and available to the complainant at the time the Complaint is filed;
 - 2.07(2)(f) The Complaint must allege that the violation(s) set forth in the Complaint occurred not more than one (1) year prior to the date that the Complaint is filed with the Colorado Department of Education (CDE);

- 2.07(2)(g) The signature and contact information (minimally, address and telephone number) for the complainant; and
 - 2.07(2)(h) Written verification in a cover letter accompanying the Complaint that a complete copy of the Complaint and any attachments have also been mailed, hand-delivered, or delivered by other secure method to the public education agency (i.e. a school district, BOCES, or the Charter School Institute) serving the child.
- 2.07(3) The Complaint, including any attachments, must be mailed, hand-delivered, or delivered by other secure method to the IDEA State Complaints:
- IDEA Part B State Complaints Officer
Colorado Department of Education
Exceptional Student Leadership Unit, Dispute Resolution Office
1560 Broadway, Suite 1175
Denver, Colorado 80202
- Additionally, as noted in paragraph 2.07(2)(h) above, a complete copy of the Complaint, including any attachments, must also be mailed, hand-delivered, or delivered by other secure method to the public education agency (i.e. a school district, BOCES or the Charter School Institute) serving the child.
- 2.07(4) Complaints involving children with disabilities
- 2.07(4)(a) If the State Complaints Officer determines that the Complaint alleges a violation of the IDEA or its implementing regulations in 34 CFR Part 300, then the Complaint shall be processed through CDE's IDEA dispute resolution process. In these cases, the State Complaints Officer shall also have the authority to investigate and process a Complaint alleging improper use of seclusion and restraints in accordance with the timelines and procedures outlined in these rules.
 - 2.07(4)(b) If the State Complaints Officer determines that the Complaint does not meet the criteria under section 2.07(4)(a), he or she shall refer the Complaint to the Restraint Complaints Officer (RCO) within five (5) calendar days of receiving the Complaint and shall notify the complainant in writing of this referral.
 - 2.07(4)(c) Nothing in this subsection shall require the complainant to submit an additional Complaint directly to the RCO.
- 2.07(5) The Complaint shall be considered properly filed with the Department when it is received in CDE's Dispute Resolution Office and satisfies paragraph 2.07(2) above. A Complaint, once filed, will not be accepted for investigation if the CDE does not have jurisdiction (i.e., authority) to investigate; or if the Complaint does not set forth sufficient grounds on

which to grant relief.

2.07(6) Within ten calendar (10) days of receipt of the Complaint, the RCO shall decide to accept or reject the Complaint for investigation and notify the complainant in writing. If the Complaint was sent via mail, the RCO's decision shall be postmarked by the 10th day. If the Complaint is accepted, the RCO shall:

2.07(6)(a) Notify the complainant of receipt and acceptance of the Complaint;

2.07(6)(b) Notify, by certified or overnight mail, the public education agency of each and every allegation contained in the Complaint together with a complete copy of the Complaint; and

2.07(6)(c) Initiate an investigation concerning the allegations contained in the Complaint.

2.07(7) Complaint Timelines:

2.07(7)(a) Response: Within fifteen (15) calendar days of receiving the RCO's notification of the Complaint, the public education agency may file a Response to the Complaint allegations and provide information which it deems necessary or useful for the RCO to consider in conducting a thorough investigation. If the public education agency fails to timely respond to an allegation, the RCO may, in his/her sole discretion, deem the allegation admitted.

The Response is due by 5:00 p.m. on the date due. The public education agency shall provide any written Response to the RCO and also a complete copy of the Response, including any attachments, to the complainant unless doing so would violate relevant laws regarding confidentiality. The public education agency shall provide the RCO with a legible copy of the written tracking receipt which verifies that a complete copy of the Response, including any attachments, was sent by certified or overnight mail to the complainant.

2.07(7)(b) Reply: Within ten (10) calendar days of delivery of the response, the complainant may file a written Reply to the Response, including any attachments, in support of his/her position. The complainant shall provide any written Reply to the RCO at the address identified in paragraph 2.07(3), above, and also provide the RCO by 5:00 p.m. on the date due with written verification that a complete copy of the Reply, including any attachments, was also mailed or hand-delivered to the public education agency.

The Response and Reply must be delivered by 5:00 p.m. on the date due to the office of the RCO and not merely

postmarked by the due date. If the Response or Reply is untimely, the RCO may, within his or her sole discretion, refuse to consider the late document.

2.07(7)(c) Timeline Extensions: If the RCO finds that exceptional circumstances exist with respect to a particular Complaint, the RCO may, in his or her sole discretion, extend for a reasonable period of time, any of the timelines set forth in these Complaint procedures. Any request and extension of a timeline must occur prior to expiration of the timeline and shall be documented in a written order issued by the RCO prior to the expiration of the timeline and mailed to the parties. The RCO does not have authority to extend the regulatory statute of limitations of one (1) year described in Section 2.07(2)(f) above.

2.07(7)(d) If one or more due dates in the process fall on a weekend or a state holiday, the due date shall be the next calendar day following a weekend or state holiday if the due date is on a weekend or state holiday.

2.07(8) Complaint Investigations:

2.07(8)(a) The Complaint investigation may include, but is not limited to: an onsite investigation; request(s) that the complainant or public education agency provide additional information; and request(s) to review records in the possession of either party.

2.07(8)(b) Any time after a Complaint is filed and before the Complaint is resolved, the RCO may recommend a public education agency to undertake immediate action in an extraordinary situation when it is imperative to do so in order to protect the rights, health or safety of any student.

2.07(8)(c) The CDE, through the RCO, shall have sixty (60) calendar days from the date of receipt of the properly filed Complaint, to resolve the Complaint. The parties may mutually agree to extend the sixty (60) calendar day time limit in order to engage in voluntary mediation. Any extension of the Decision due date will be set by the RCO to a date certain as per section 2.07(7)(c), above.

2.07(9) Complaint Resolution:

2.07(9)(a) The RCO shall issue a written decision which details the findings of fact and conclusions of law unless the issues have been previously resolved. Based upon a finding that a public education agency has failed substantially to comply with state laws and regulations for the use of restraint, the RCO will, as part of the resolution of the Complaint, make recommendations to the public education agency of remedial actions that may be taken in order to come into compliance

with applicable law and regulations, (e.g., technical assistance and training activities).

2.07(9)(b) The RCO shall have no authority to require corrective action by the public education agency, including but not limited to compensatory education for the child who is the subject of the complaint, monetary reimbursement or attorney fees.

2.07(9)(c) The decision of the RCO shall be final.

(Issue date)

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

**Minutes of the Regular Meeting of the Board of Education
January 10th, 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, Mr. John Sampson

ATTENDANCE: (Roll Call)

Board members present were: Nancy Taylor, Connie Lybarger, John Sampson, and Robert Yaich.
(Board member Julie Winter was absent).

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

PLEDGE OF ALLEGIANCE: Mr. John Sampson

AGENDA APPROVAL:

On a motion by Mrs. Nancy Taylor and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the agenda.

AYE: LYBARGER, SAMPSON, TAYLOR, YAICH

NAY: NONE – MOTION CARRIED: 4-0 (WINTER ABSENT)

PATRONS ADDRESSING THE BOARD OF EDUCATION:

None

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

Superintendent Johnson introduced Wendy Swanhorst with Swanhorst and Company LLC to apprise the Board of Education on the district's audit report and findings. Secondly, Superintendent Johnson gave the Board of Education an update on the security camera's project and the status of Hemphill Middle School's roof repairs.

BOARD DISCUSSION ITEMS:

February 17th was the date set for Superintendent Johnson's evaluation. Board President, John Sampson will extend invite to past Board Member Keith Yaich and inform absent Board Member Julie Winter.

BOARD ACTION ITEMS:

- a. On a motion by Mr. Robert Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the hiring of Avis Devlin and Amy Jordan as HMS volunteer girls basketball assistant coaches, and Marc Cordova as SHS co-head wrestling coach and the approval of the updated substitute list.

AYE: LYBARGER, SAMPSON, TAYLOR, YAICH

NAY: NONE – MOTION CARRIED: 4-0 (WINTER ABSENT)

- b. On a motion by Mrs. Connie Lybarger and seconded by Mr. Robert Yaich, it is hereby resolved to approve the recommended of a new high school text book for the journalism class called "Looking at Movies". Presentation made by Brianna Baumgartner.

AYE: LYBARGER, SAMPSON, TAYLOR, YAICH

NAY: NONE – MOTION CARRIED: 4-0 (WINTER ABSENT)

- c. On a motion by Mrs. Connie Lybarger and seconded by Mr. Robert Yaich, it is hereby resolved to approve the amended budget as presented by Superintendent Johnson.

AYE: LYBARGER, SAMPSON, TAYLOR, YAICH

NAY: NONE – MOTION CARRIED: 4-0 (WINTER ABSENT)

- d. On a motion by Mrs. Connie Lybarger and seconded by Mr. Robert Yaich, it is hereby resolved to approve the change to the HMS's calendar as presented by Principal Sara Turrell. Graduation date will be moved to Wednesday, May 16th.

AYE: LYBARGER, SAMPSON, TAYLOR, WINTER

NAY: NONE – MOTION CARRIED: 4-0 (YAICH ABSENT)

CONSENT AGENDA: BOARD MINUTES AND CLAIMS AND FINANCIALS SECTION VII

- e. On a motion by Mr. Robert Yaich and seconded by Mrs. Connie Lybarger, it is hereby resolved to approve the minutes, claims and financial packet for the December 11th, 2017 board of education meeting as presented.

AYE: LYBARGER, SAMPSON, TAYLOR, YAICH

NAY: NONE – MOTION CARRIED: 4-0 (WINTER ABSENT)

ADJOURNMENT:

John Sampson, President

Date

Robert Yaich, Secretary

Date

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

**Minutes of the Regular Meeting of the Board of Education
January 19, 2018 (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, Mr. John Sampson

ATTENDANCE: (Roll Call)

Board members present were: Nancy Taylor, Connie Lybarger, John Sampson, Julie Winter, and Robert Yaich.

Others present were Monica Johnson (Superintendent of Schools)

PLEDGE OF ALLEGIANCE: Mr. John Sampson

Motion made by Connie Lybarger to move into Executive Session to discuss personnel matters; second by Nancy Taylor, motion carried. Entered into Executive Session at 6:33 .m.

Motion made by Julie Winter second by Connie Lybarger to exit Executive Session; motioned carried. Executive Session ended at 7:38 p.m.

Motion by Bob Yaich to adjourn second by Nancy Taylor – motioned carried 7:38 p.m.

ADJOURNMENT:

John Sampson, President

Date

Robert Yaich, Secretary

Date

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

**Minutes of the Regular Meeting of the Board of Education
February 5, 2018 (5:30 P.M.) – SHS – East Video Conference Room #110**

CALL TO ORDER:

Meeting was called to order at 5:30 P.M. by Board President, Mr. John Sampson

ATTENDANCE: (Roll Call)

Board members present were: Nancy Taylor, Connie Lybarger, John Sampson, and Julie Winter.

Others present were Monica Johnson (Superintendent of Schools); Jeff Rasp (High School Principal); Penny Gibson (Parent)

Motion made by Connie Lybarger to move into Executive Session to discuss a specific student matter; second by Nancy Taylor, motion carried. Entered into Executive Session at 5:33 .m.

Motion made by Nancy Taylor second by Julie Winter to exit Executive Session; motioned carried. Executive Session ended at 6:38 p.m.

Motion by Julie Winter to adjourn second by Nancy Taylor – motioned carried 6:38 p.m.

ADJOURNMENT:

John Sampson, President

Date

Robert Yaich, Secretary

Date