



#### **DISTRICT MISSION**

*... Ensure that each student is empowered to achieve his or her dreams and contribute to his or her community and world ...*

#### **BOARD PURPOSE**

*Providing highly effective governance for Mapleton's strategic student achievement effort.*

#### **CORE ROLES**

*Guiding the district through the superintendent  
Engaging constituents  
Ensuring effective operations and alignment of resources  
Monitoring effectiveness  
Modeling excellence*

#### **2017 - 2018 FOCUS AREAS**

*Student Achievement  
Exceptional Staff  
Character Development  
Learning Environment  
Communication  
Community Involvement  
Facilities Management  
District Image*

#### **BOARD MEMBERS**

*Cindy Croisant  
Steve Donnell  
Thomas Moe  
Sheila Montoya  
Ken Winslow*

#### **SUPERINTENDENT**

*Charlotte Ciancio*

# **Mapleton Public Schools Board of Education**

Regular Meeting  
Administration Building

December 12, 2017  
6:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. What's Right in Mapleton
6. Board Business
  - 6.1 Board Study Comments
  - 6.2 Standards for Governance, First Reading
  - 6.3 Board Policy Adoption, First Reading, Policy BGA – Ms. Ciancio
7. Public Participation
8. Approval of Minutes
  - 8.1 Approval of November 14, 2017, Board Meeting minutes
  - 8.2 Approval of November 29, 2017, Board Retreat minutes
9. Report of the Secretary
10. Consent Agenda
  - 10.1 Personnel Action, Policy GCE/GCF – Ms. Branscum
  - 10.2 Finance Report November, 2017, Policy DIC – Ms. Martinez
11. Focus: Communication
  - 11.1 Mill Levy Certification 2018, Policy DAB – Ms. Martinez
  - 11.2 Fiscal Year 2017 Audit Presentation, Policy DIE – Ms. Martinez
12. Focus: Community Involvement
  - 12.1 CAAC Update, Policy BDF – Mr. Crawford
  - 12.2 DAAC Update, Policy AE – Mr. Fuller
13. Discussion of Next Agenda
14. Superintendent's Comments
15. Board Committee Update
16. School Board Discussion/Remarks
17. Next Meeting Notification – Tuesday, January 23, 2018
18. Adjournment

#### ***Welcome to a meeting of the Mapleton Public School Board of Education!***

The Board's meeting time is dedicated to addressing Mapleton's mission and top-priority focus areas. "Public Participation" is an opportunity during the business meeting to present brief comments or pose questions to the Board for consideration or follow-up. Each person is asked to limit his or her comments to 3 minutes. If you are interested in helping Mapleton's efforts, please talk with any member of the district leadership team or call the district office at 303-853-1015. Opportunities abound. Your participation is desired.



*“If I have seen further than others,  
it is by  
standing upon the shoulders of giants.”*

Isaac Newton

## Introduction

The Mapleton Public Schools Board of Education honors the work of those who served before, respects the work of those who are committed to serve today, and understands the huge responsibility to plan for an uncertain tomorrow.

The Board recognizes that access to a quality public education is not only a constitutional requirement – it is a moral imperative.

The Board's work ensures that all Mapleton students can achieve their dreams and contribute to their community and world. Accordingly, all Mapleton Public Schools students are guaranteed a quality public education that prepares them for a bright future.

To provide the necessary and appropriate leadership for the Mapleton Public Schools the Board, both collectively and individually, is committed to governing as a professional Board of directors.

The Board agrees to a commitment to the principles and practice of collaborative governance, the sharing of a common understanding of Board policies, practices, procedures and principles, a focus on continuous learning and improvement, and a willingness to serve as a model of effective leadership to students, staff and the community.

The following set of *Standards for Governance* outlines the roles and responsibilities of the Board of Education and helps identify the goals for Board performance for the benefit of current and future members of the Mapleton Public Schools Board of Education.

**The mission of Mapleton Public Schools,**  
a community that embraces its children  
through high performing schools of choice, is to

*ensure that the students and staff are provided a safe environment and that  
each student is empowered to achieve his or her dreams and  
contribute to his or her community and world*

through an education system distinguished by:

- *A resourceful community working together to ensure that no obstacles impede student success*
- *A tenacious pursuit of rigorous academics and personal development*
- *An effective, student-focused, and compassionate staff*
- *Small, family-like environments where relationships inspire achievement*
- *Practices that honor the deeply-rooted history and diversity of our community*

## STANDARDS FOR GOVERNANCE

### STANDARD 1

#### LEADERSHIP: MISSION, VISION AND GOALS

The Board of education periodically reviews the district's vision and mission statements, and annually adopts Board and district goals which support the district vision and mission.

Indicators:

- The Board, along with the superintendent, has reviewed and re-adopted the written district vision and mission statements in a three-year cycle or when determined appropriate by the Board.
- Board members can clearly articulate the vision, mission and goals of the district.
- Annually the Board, with the superintendent's input and collaboration, has reviewed, rewritten and adopted the Board and district goals.
- The Board has adopted objectives, activities and a calendar to monitor action plans on agreed-upon goals, including periodic superintendent updates as part of regular Board meetings.
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## **STANDARD 2**

### **POLICY AND GOVERNANCE**

The Board establishes and follows policies, procedures and good governing practices.

Indicators:

- The Board has established, adopted and revised policies so that they are clear, up to date and in compliance with state and federal laws and rules.
- The Board requests the superintendent's recommendation on all proposed policies.
- The Board provides opportunities for public and staff review of proposed policies before they are given to the Board for final action.
- A procedure is in place for established policies to be reviewed on a regular basis.
- The Board follows its own policies regarding Board operations.
- The Board delegates all decisions regarding district operations, personnel management and procedures to the superintendent.
- The Board sets annual goals using the Unified Improvement Plan process, and keeps those goals at the forefront of all Board and district decisions throughout the year.

## **STANDARD 3**

### **COMMUNITY RELATIONS**

The Board establishes and promotes effective two-way communication with parents, students, staff and community members.

Indicators:

- The Board works with the superintendent to seek and receive input from citizens on matters relating to the school district using an agreed-upon process.
- The Board works with the superintendent to develop a marketing plan to promote the work of the district and schools.
- The Board and individual Board members demonstrate respect and cooperation in their relationships with the community and staff.
- The Board communicates with the community using forums, groups, the media and/or other vehicles following agreed-upon procedures.

## **STANDARD 4**

### **CULTURAL RESPONSIVENESS AND EDUCATIONAL EQUITY**

The Board develops and promotes understanding and awareness of diversity and ensures fair and equitable policies, practices and educational opportunities for all members of the educational community.

Indicators:

- Board outreach and community engagement activities accommodate the unique needs of community members and differences in values and communication.
- The Board actively encourages and expects the superintendent to facilitate the participation of diverse groups.
- The Board has a process to review policies for cultural, racial, ethnic or other bias.
- Board members approach decision-making from multiple perspectives, asking questions regarding the impact of each decision on diverse peoples and groups.

## **STANDARD 5**

### **ACCOUNTABILITY AND PERFORMANCE MONITORING**

The Board constantly monitors progress towards district goals and compliance with written Board policies using data as the basis for assessment.

Indicators:

- The Board models a culture of high expectations throughout the district.
- The Board's priority and focus are on curriculum, student achievement and student success.
- The Board appropriates resources based on student achievement priorities.
- The Board supports the development of varied systems to encourage high levels of staff and student achievement.
- Student results are measured against expectations set by district standards.
- The Board and all stakeholders clearly understand, and are held accountable for, their roles and responsibilities in creating and supporting a culture of high expectations throughout the system.
- The Board uses data to identify discrepancies between current and desired outcomes.
- The Board identifies, and addresses priority needs based on data analysis.
- The Board communicates to the public how policy decisions are linked to student achievement data.

## **STANDARD 6**

### **BOARD OPERATIONS: MEETINGS**

Board meetings are effective, efficient, orderly and respectful. The Board members focus on the policy and governance roles of the Board.

Indicators:

- The agenda is properly posted and developed according to Board policy.
- Board members know how to add or change agenda items both before and during a meeting and do so in a clear, constructive manner that does not allow for surprises.
- The Board agenda reflects the goals, policies and appropriate governance role of the Board and is followed by the Board.
- The Board has procedures in place to allow for public input in a respectful manner.
- The chair runs an orderly meeting, with clear instructions and directions to the public as well as Board members.
- The Board discusses only those topics that the majority of Board members wish to take up.
- Everyone in attendance can clearly hear Board discussion.
- Board discussions are effective and result in clear decisions.
- Minutes properly record actions of the Board and are maintained as required by the public records law.
- Board members respect the confidentiality of executive sessions.
- Board members do not surprise the administration or fellow Board members at meetings.

## **STANDARD 7**

### **BOARD OPERATIONS: BOARD MEMBER COMMUNICATIONS**

Board members are all kept equally fully informed on matters of Board business, and communicate with each other in a respectful and lawful manner.

Indicators:

- Board members all receive the same information from the district office on matters of Board business.
- Board members share information appropriately through the board president between meetings and study sessions and do not surprise each other in public.
- Board members communicate with each other in a respectful manner.
- Board members respect the right of the public to observe discussion of Board and district business by Board members.
- All deliberation and discussion between Board members is held at properly posted public meetings and executive sessions.



## **STANDARD 8**

### **BOARD OPERATIONS: BOARD-STAFF RELATIONS**

Board members are respectful of staff members in all communications and follow Board-staff communication policy and procedures.

Indicators:

- The Board recognizes and protects the chain of command.
- The Board works with the superintendent to provide a process, and the Board follows that process, to receive input from the staff in decision-making on significant issues where staff input is appropriate.
- Board members treat staff members in a respectful manner at all times.
- The Board acts a single unit when interacting with staff and community.

## **STANDARD 9**

### **BOARD OPERATIONS: BOARD-SUPERINTENDENT RELATIONS**

The Board and superintendent have an established operating agreement, treat each other honestly and respectfully and communicate openly in a professional manner.

Indicators:

- The Board supports the school administration before critical groups and individuals in the community.
- The Board reserves statements critical of the superintendent's actions, and evaluation of the superintendent, for executive sessions.
- Board members fully inform the superintendent of situations arising in the district that impact the district.
- Board members do not interfere in district operations, and fully delegate, and respect the delegations of, operational decisions to the superintendent and administration.
- Board members accepts responsibility to engage in difficult conversations and make difficult decisions when required.
- The Board has delegated to the superintendent the authority to administer and evaluate the adopted action plans consistent with the district mission.
- The Board and superintendent have mutually agreed which goals and expected performance indicators will be included in the superintendent's formal evaluation.
- The superintendent's evaluation instrument for the current year has been developed and adopted by the Board

## **STANDARD 10**

### **VALUES, ETHICS AND RESPONSIBILITY FOR SELF**

The Board, collectively and individually, takes full responsibility for Board activity and behavior, the work it chooses to do and how it chooses to do the work.

Indicators:

- The Board monitors its own members and takes action if they step outside of Board policy or agreements.
- The Board leads the district with clear goals, policies and expectations and does not expect others to interpret the Board's intent.
- Board members recuse themselves from discussions or deliberations of topics which may result in a personal benefit or avoidance of a detriment.
- Board deliberations and actions are limited to Board work, not staff work.
- Board members exercise their authority only as a whole Board at properly posted meetings.

## **STANDARD 11**

### **BOARD SYSTEMATIC IMPROVEMENT**

The Board participates in annual training and professional development, and at least annually participates as a team with the superintendent in a team-building retreat focused on assessment and goals.

Indicators:

- Each Board member participates in training and professional development available through CASB conferences, conventions, workshops or online.
- The Board annually evaluates its performance in fulfilling the Board's duties and responsibilities, and its ability to work as a team.

# *Memo*

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TO: Board of Education  
FROM: Charlotte Ciano, Superintendent  
DATE: December 12, 2017

**Policy:** Policy Development and Implementation, Policy BGA  
**Report Type:** Decision Preparation  
**SUBJECT:** Adoption of Board Policy - First Reading

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**Policy Wording:** The Board develops policies and puts them in writing to provide for the successful, consistent and efficient operation of Mapleton's schools and the high achievement of Mapleton's students.

**Decision Requested:** As set out in Board policy, any new policy, or revision or repeal of an existing policy, is presented to the Board as a study item for a first reading.

**Report:** The following policies have been drafted through CASB, edited by District staff and reviewed by the District's attorney. The policies are being presented as a first reading and study item, and any additions or deletions from the Board will go through a review process. No Board action is required at this meeting.

DAB	Financial Administration
EBAB	Hazardous Materials
EBBA	Prevention of Disease/Infection Transmission
EEAEF	Video Cameras on Transportation Vehicles
EEAG	Student Transportation in Private Vehicles
EEBA	School Transportation Vehicles (Use of Safety Belts)
EGAD	Copyright Compliance
FA	Facilities Development Goals/Priority Objectives
FB	Facilities Planning
FBC	Prioritization of Facility Improvements
FD	Facilities Funding
FDA	Bond Campaigns
KD	Public Information and Communications
KDB	Public's Right to Know/Freedom of Information

## **Financial Administration**

With respect to the actual, ongoing financial condition and activities of Mapleton Public Schools (the “District”), the Superintendent shall not cause or allow fiscal jeopardy or a material deviation from the annual budget or any budget policies adopted by the Board of Education for Mapleton Public Schools (the “Board”), or any fiscal condition that is inconsistent with achieving the District's objectives.

### **Expending District Funds**

The Superintendent shall take reasonable steps to ensure that only funds that have been received in the fiscal year to date are expended, unless authorized by Board resolution.

### **Audits**

All District funds and accounts shall be audited by an independent auditor annually in accordance with State law and District policies and regulations. All District funds and accounts shall be audited internally on a periodic basis. Timely and appropriate corrective actions shall be taken in accordance with any internal or external audit findings.

The Board shall receive all audit reports and be informed of all corrective actions taken.

### **Financial Reports**

#### Monthly Reports

The Superintendent (or designee) shall prepare and submit a monthly cash receipts and disbursements report to the Board.

#### Quarterly Reports

The Superintendent (or designee) shall prepare and submit a quarterly fiscal actions report of all District funds to the Board. This quarterly report shall include:

- The actual amounts spent and received as of the date of the report from each of the funds budgeted by the District for the fiscal year, expressed as dollar amounts and as percentages of the annual budget;
- The actual amounts spent and received for each fund for the same period in the preceding fiscal year, expressed as dollar amounts and as percentages of the annual budget;
- The expected year-end fund balances, expressed as dollar amounts and as percentages of the annual budget;

- A comparison of the expected year-end fund balances with the amount budgeted for that fiscal year; and
- Details on the District's major tax and revenue sources, with variance analysis that shows the factors that are affecting revenue inflow.

The format and basis for reporting shall be consistent with the adopted budget and the past year's generally accepted accounting procedures results.

#### Reconciliation Report

The Superintendent (or designee) shall prepare for the Board an itemized reconciliation between the fiscal year-end fund balances based on the budgetary basis of accounting and the modified accrual basis of accounting. The reconciliation shall include, but is not limited to, the liability for accrued salaries and related benefits. The reconciliation shall be included with the final version of the amended budget and the annual audited financial statements.

The Board shall receive all financial reports in a timely manner and be informed of all corrective actions taken.

The Superintendent (or designee) shall conduct quarterly financial reviews with the Board using reports described above.

The Board may request other financial reports as needed.

#### Legally-Required Reports

Reports and filings required by State and federal law and agencies shall be accurately and timely filed.

#### **Oral Notification to the Board**

The Superintendent shall assure that immediate verbal notification be given to the Board regarding any potential financial problem or any matter that may affect the District's financial condition or ability to achieve its mission.

#### **Reports Available to the Public**

All financial and audit reports shall be made available to the public and shall be posted online in accordance with the Public School Financial Transparency Act. (See, DAB-E: Online Posting of Financial Information)

### **Record Keeping**

Complete and accurate financial records shall be kept for all District funds and accounts.

### **Operating Losses or Deficits**

The Superintendent, as well as all fund directors, program directors, department heads, and school directors, shall take all reasonable steps to identify funds, programs, departments, or schools that may end the fiscal year with an operating loss or deficit. A corrective action plan shall be developed and implemented within 30 days of such identification.

The Superintendent, as well as all fund directors, program directors, department heads, and school directors, shall develop and implement processes whereby variations or deviations in cash flow, revenues, or other important financial indicators can be identified and dealt with in a timely manner.

### **Employee Reporting**

The Superintendent shall develop and implement procedures to encourage all District employees to report suspected financial problems or wrongdoing. No adverse employment decisions shall be taken in response to a good faith report by an employee.

### **Contingency Planning**

The Superintendent (or designee) shall continually be aware of the financial and political landscape both internally and externally and shall develop contingency plans against possible events.

*Adopted December 10, 2013 by the Board of Education for Mapleton Public Schools.  
Revised \_\_\_\_\_, 2017.*

### **LEGAL REFERENCES:**

C.R.S. § 22-2-113.8 (*annual report regarding additional local property tax revenues received and the amount distributed directly to the district's schools*)

C.R.S. § 22-44-105(1.5)(b) (*itemized reconciliation*)

C.R.S. §§ 22-44-301 *et seq.* (*Public School Financial Transparency Act*)

C.R.S. § 22-45-102(1)(b) (*quarterly financial reports*)

### **CROSS REFERENCES:**

DAB-E: Online Posting of Financial Information

KD: Public Information and Communications

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## Hazardous Materials

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive, or health hazard as more fully defined by law. There are many areas of the school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that may be hazardous.

The Board, through the Superintendent, shall create procedures which address the purchase, storage, handling, transportation, and disposal of hazardous materials for all school facilities and operations including instructional areas. Emergency response actions and evacuation plans shall be coordinated with the procedures.

The procedures shall comply with all local, State, and federal laws and regulations which pertain to the safe and proper storage, transportation, and disposal of hazardous materials.

The goal of the procedures shall be to set into place an ongoing process by which each location in the District may begin a program of identifying and managing potentially hazardous materials. District personnel shall be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the quantities of such substances stored on school property.

The District will include in routine notifications to students and their parents/guardians information concerning the types of hazardous materials that are routinely used in maintaining buildings and grounds and those that are routinely used for educational purposes. The District will provide advance public notice regarding the use of hazardous materials when the use will occur outside the ordinary course of education programs or routine building and ground maintenance. Such notice will be provided to the Department of Public Health and Environment, students, staff, and community members who may be affected.

Appropriate school personnel shall be trained to take precautions to prevent accidents and to handle them in the event they do occur.

It is not the intent of the Board to expand or modify the District's potential liability exposure through the adoption of this policy. The District's voluntary compliance with any statute or regulation to which it is not otherwise subject shall not be construed to create or assume any potential liability under any local, State, or federal law or regulation.

*Adopted \_\_\_\_\_, 2017, by the Board of Education for Mapleton Public Schools.*

### LEGAL REFERENCES:



42 U.S.C. § 6901 (1982 & Supp. III 1985) (*Resource Conservation and Recovery Act [RCRA] and accompanying regulations*)

42 U.S.C. § 9601 (1982 & Supp. IV 1986) (*Comprehensive Environmental Response Compensation and Liability Act [CERCLA] and accompanying regulations*)

49 U.S.C. § 1801 (*Hazardous Materials Transportation Act*)

C.R.S. § 13-21-108.5 (*persons rendering assistance relating to discharge of hazardous materials immune from civil liability*)

C.R.S. § 24-10-106.5 (*duty of care in Colorado Governmental Immunity Act*)

C.R.S. §§ 25-15-101 *et seq.* (*state hazardous waste management program*)

C.R.S. §§ 29-22-101 *et seq.* (*hazardous substance incidents*)

C.R.S. § 42-4-228 (*vehicles transporting explosive or hazardous materials*)

C.R.S. § 42-4-234(3) (*slow-moving vehicles - display of emblem*)

C.R.S. §§ 42-20-101 *et seq.* (*Hazardous Materials Transportation Act of 1987*)

6 CCR 1007-3, Part 261 (*identification and listing of hazardous waste*)

6 CCR 1010-6 (*department of public health and environment rules governing schools*)

6 CCR 1010-6, Rule 6.12.1(E) (*school districts shall adopt a “chemical hygiene plan” by January 1, 2016 that addresses all areas of the school where toxic or hazardous substances are used or provided; plan shall be reviewed and updated at least annually*)

6 CCR 1010-6, Rule 6.12.3(C) (*schools must dispose of chemicals prohibited by CDPHE’s rules by January 1, 2017*)

8 CCR 1507-1 (*operation of commercial vehicles and transportation of hazardous materials*)

## **Prevention of Disease/Infection Transmission (Handling Body Fluids and Substances)**

All schools shall provide a sanitary environment and shall establish routines, recommended by appropriate health professionals, for handling body fluids.

All school district personnel shall be advised of and follow routine procedures regarding handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons potentially exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices developed in consultation with medical personnel. No distinction shall be made between body fluids from individuals with a known disease and individuals without symptoms or with an undiagnosed disease.

The procedures shall be published as District regulations and shall be distributed to all staff on a regular basis. Training and appropriate supplies shall be available to all personnel including those involved in transportation and custodial services.

In addition to ensuring that these health and safety practices are carried out on a District-wide basis, special emphasis shall be placed in those areas of operation that potentially present a greater need for these precautions. Under no circumstances shall students be directed or knowingly be allowed to handle body fluids other than their own.

*Adopted \_\_\_\_\_, 2017, by the Board of Education for Mapleton Public Schools.*

### **LEGAL REFERENCES:**

6 CCR 1010-6 (*department of public health and environment rules governing schools*)

### **LEGAL REFERENCES:**

GBGA: Staff Health (and Physical and Mental Health Examination Requirements)

JLCC: Communicable/Infectious Diseases

JLCE: First Aid and Emergency Medical Care

## Video Cameras on Transportation Vehicles

The Board of Education (the “Board”) for Mapleton Public Schools (the “District”) recognizes its 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 District's student conduct and discipline policies or other bus conduct rules shall be subject to disciplinary action in accordance with applicable District policy and regulations.

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 law and District policy.

*Adopted \_\_\_\_\_, 2017, by the Board of Education for Mapleton Public Schools.*

### LEGAL REFERENCES:

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 REFERENCES:

JIC: Student Conduct

JICA: Student Dress Code

JICC: Student Conduct in School Vehicles

JICDA: Code of Conduct

JICDD: Violent and Aggressive Behavior

JICDE: Bullying Prevention and Education

JICEA: School-Related Student Publications (School Publications Code)

JICEA-R: School-Related Student Publications (School Publications Code)  
JICEC: Student Distribution of Noncurricular Materials  
JICEC-R: Student Distribution of Noncurricular Materials  
JICF: Secret Societies/Gang Activity  
JICF-R: Secret Societies/Gang Activity  
JICH: Drug and Alcohol Involvement by Students  
JICH-R: Drug and Alcohol Involvement by Students  
JICI: Weapons in School  
JICI-E: Gun-Free Schools Act (Definition of "Firearm")  
JICJ: Student Use of Cell Phones and Other Personal Technology Devices  
JK: Student Discipline  
JK-R: Student Discipline  
JK-2: Discipline of Students with Disabilities  
JKA: Use of Physical Intervention and Restraint  
JKA-R: Use of Physical Intervention and Restraint  
JKA-E: Student Restraint Incident Report Form  
JKBA: Disciplinary Removal from Classroom  
JKBA-R: Disciplinary Removal from Classroom  
JRA/JRC: Student Records/Release of Information on Students

## **Student Transportation in Private Vehicles**

A staff member may transport a student or group of students in a personal vehicle for school-related purposes only if the staff member has special permission covering the specific trip.

Special permission for providing student transportation may be granted in exceptional cases by the Superintendent. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with special permission to use their own vehicles for transporting students must carry their own liability insurance coverage in compliance with State law. A copy of the staff member's driver's license, motor vehicle record, and insurance card shall be placed on file with the appropriate administrative official prior to the transportation of students. A memo of understanding shall be signed by the staff member and District administrative official(s) acknowledging that the staff member's personal liability insurance shall be used first for any necessary coverage.

*Adopted \_\_\_\_\_, 2017, by the Board of Education for Mapleton Public Schools.*

### LEGAL REFERENCES:

C.R.S. § 22-32-113(4) (*reimbursement for furnishing transportation*)

C.R.S. §§ 42-7-101 *et seq.* (*Motor Vehicle Financial Responsibility Act*)

## **School Transportation Vehicles (Use of Safety Belts)**

The use of safety belts in school transportation vehicles is mandatory for all personnel using vehicles that are equipped with safety belts.

Operators of all school transportation vehicles, except school buses, shall be responsible for ensuring that all passengers use safety belts as required by State law. The operator shall not begin to move the vehicle until the operator and all passengers are belted or secured as required.

*Adopted \_\_\_\_\_, 2017, by the Board of Education for Mapleton Public Schools.*

### LEGAL REFERENCES:

C.R.S. § 42-4-236 (*children must be placed in a child restraint system that is appropriate for the child's size and age*)

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## Copyright Compliance

It is the intent of Mapleton Public Schools (the "District") to adhere to the provisions of copyright laws in all areas, (e.g., print, computer software, audiovisual materials, music, etc.). Though there continues to be controversy regarding interpretation of copyright laws, the District's intention is to make known that all District employees shall be expected to adhere to the provisions of State and federal law, rules, and regulations concerning the use of copyrighted materials. Legal or insurance protection of the District shall not be extended to employees who violate copyright laws.

Information on copyright infringement and "fair use" guidelines for copyrighted materials shall be made available at the District level as well as the respective building levels.

*Adopted \_\_\_\_\_, 2017, by the Board of Education for Mapleton Public Schools.*

### LEGAL REFERENCES:

17 U.S.C. §§ 101 *et seq.* (*agreement on guidelines for classroom copying in Not-for-Profit Educational Institutions, 3/19/76, printed as H.R. Rep. No 1476, 94th Cong., 2d Sess. 81 (1976)*)

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### **Facilities Development Goals/Priority Objectives**

The Board of Education (the “Board”) for Mapleton Public Schools (the “District”) believes that a quality educational program is affected to a great extent by the environment within which it functions.

The development of quality educational programs and school facilities which promote implementation of those programs go hand in hand. Therefore, it is the goal of the Board to provide and maintain District facilities necessary and sufficient based on enrollment which support the various educational programs.

*Adopted \_\_\_\_\_, 2017, by the Board of Education for Mapleton Public Schools.*

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## Facilities Planning

The Board of Education (the “Board”) for Mapleton Public Schools (the “District”) believes that facilities are an integral part of instruction. Facilities represent a major investment for the District and facilities planning is an essential component of instructional planning. It is the Board's goal to plan facilities that will:

1. Efficiently house students and staff in permanent facilities that are conducive to optimal teaching and learning;
2. Be appropriately located to provide optimal use during the life of the facility;
3. Provide equity in instructional opportunities for all students; and,
4. Reflect the value placed on instruction by the community.

*Adopted \_\_\_\_\_, 2017 by the Board of Education for Mapleton Public Schools.*

### LEGAL REFERENCES:

C.R.S. §§ 22-30.5-401 *et seq.* (Charter School Capital Facilities Financing Act)

C.R.S. § 22-41-110 (payment of bonds)

C.R.S. §§ 22-41.5-101 *et seq.* (weakening of debt limitations)

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

C.R.S. §§ 22-45-103(1)(b) and (d) (bond redemption and special building and technology funds)

C.R.S. §§ 29-14-101 *et seq.* (Bond Anticipation Note Act)

## **Prioritization of Facility Improvements**

The Board of Education (the “Board”) for Mapleton Public Schools (the “District”) recognizes that not all facility improvement needs have the same level of importance. Therefore, the Board directs the Superintendent to develop a process to prioritize the relative importance of each facility improvement need. The four following priority groups shall be used in prioritizing capital improvements:

Priority Group 1 - Critical projects

Priority Group 2 - Necessary projects

Priority Group 3 - Deferrable necessary projects

Priority Group 4 - Desirable projects

*Adopted \_\_\_\_\_, 2017 by the Board of Education for Mapleton Public Schools.*

### LEGAL REFERENCES:

C.R.S. §§ 22-43.7-102 *et seq.* (*The Building Excellent Schools Today (BEST) Act - state to establish public school facility construction guidelines for use by state to assess and prioritize public school capital construction needs*)

C.R.S. § 22-30.5-404(4) (*assessment must be considered by Boards when determining whether charter schools will be included in a district bond proposal*)

## Facilities Funding

The Board of Education (the “Board”) for Mapleton Public Schools (the “District”) may submit to the registered qualified electors of the District, at any regular school election or at a special election called for the purpose, the question of contracting a bonded indebtedness for any of the following purposes:

1. Acquiring or purchasing buildings or grounds;
2. Enlarging, improving, remodeling, repairing, or making additions to any school building;
3. Constructing or erecting school buildings;
4. Equipping or furnishing any school building, but only in conjunction with a construction project for a new building or for an addition to an existing building or in conjunction with a project for substantial remodeling, improvement, or repair of an existing building;
5. Improving school grounds;
6. Funding floating indebtedness;
7. Acquiring, constructing, or improving any capital asset that the District is authorized by law to own; and
8. Supporting charter school capital construction needs (when the District has authorized a charter school).

Before such a bond election, the specific needs for facilities shall be made clear to the general public, and careful estimates will be made as to the amounts required for the sites, buildings, and equipment.

Following approval by the voters, the bonds to be issued will be advertised in newspapers and national financial journals, the date of issue being coordinated with tax collection dates, payments on bonds already outstanding, and favorable market conditions. Disposition of the bonds then shall be accomplished by public sale on the basis of sealed bids. The Board reserves the right to reject any and all bids.

The bond and interest fund of the District comes directly and solely out of the levy of taxes initiated by the successful bond election. In anticipation of interest and principal payments, the Board will adopt annual resolutions authorizing the withdrawal from the bond and interest fund of the amounts needed to meet the payments due and the deposit of such

moneys with the depository for honoring the bonds and interest coupons presented for payment.

The building fund is the fund authorized by the approval of the bond issue. The initial receipts from the sale of bonds are deposited in this fund, and actual expenditures for sites, buildings, and equipment are made from it. The Board will adopt an annual budget resolution authorizing the withdrawal from the fund of the amounts needed to meet the payments due architects, contractors, and other individuals or firms. The Board shall receive periodic reports on the expenditures made from this fund as compared with the original appropriations for the various projects included.

*Adopted \_\_\_\_\_, 2017 by the Board of Education for Mapleton Public Schools.*

LEGAL REFERENCES:

C.R.S. §§ 22-30.5-401 *et seq.* (*Charter School Capital Facilities Financing Act*)

C.R.S. § 22-41-110 (*payment of bonds*)

C.R.S. §§ 22-41.5-101 *et seq.* (*weakening of debt limitations*)

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

C.R.S. § 22-45-103(1)(b) and (d) (*bond redemption and special building and technology funds*)

C.R.S. §§ 29-14-101 *et seq.* (*Bond Anticipation Note Act - school district may issue bond anticipation notes as an interim debenture before Board approval of sale and issuance of any bonds authorized by bond election.*)

CROSS REFERENCES:

FDA: Bond Campaigns

## Bond Campaigns

Any special election to authorize bonded indebtedness shall be held on the first Tuesday in November in odd-numbered years in conjunction with the regular biennial school election or on general election day in even-numbered years.

If other jurisdictions that have overlapping boundaries or the same electors as the school district are conducting an election on the same day, the county clerk and recorder shall conduct the election as a coordinated election to allow voters to vote on all ballot issues at one polling place. The decision whether the election will be conducted as a polling place election or by mail ballot is one which shall be made by the county clerk.

The election shall be conducted pursuant to an intergovernmental agreement between the school district and the county clerk and recorder. The agreement shall allocate responsibilities between the county clerk and the school district for the preparation and conduct of the election and shall be signed no less than 70 days prior to the election. The Board of Education for Mapleton Public Schools (the "Board") shall designate a school election official to whom some election responsibilities may be delegated pursuant to the agreement.

Expenditure of any District funds or in-kind services to otherwise inform voters about election issues must be specifically authorized by the Board. The District may dispense a factual summary which includes arguments both for and against the proposal without any conclusion or opinions in favor of or against any particular issue addressed by the summary.

*Adopted \_\_\_\_\_, 2017 by the Board of Education for Mapleton Public Schools.*

### LEGAL REFERENCES:

Constitution of Colorado, Article X, Section 20

C.R.S. §§ 1-1-101 through 1-13-108 (*Uniform Election Code of 1992*)

C.R.S. §§ 1-45-101 *et seq.* (*Fair Campaign Practices Act*)

C.R.S. §§ 22-41.5-101 *et seq.* (*voter approval for weakening debt limitations on school districts*)

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

C.R.S. § 22-54-108 (*Public School Finance Act of 1994 - authorization of additional local revenues*)

## Public Information and Communications

The Board of Education (the “Board”) for Mapleton Public Schools (the “District”) recognizes that the schools are an important aspect of our community and because the residents of the District are interested in the programs and activities of the schools, the Board shall strive to:

1. Keep the public informed about the policies, administrative operations, objectives, and educational programs of the schools.
2. Provide the means for furnishing full and accurate information, favorable and unfavorable, together with interpretation and explanation of school plans and programs to the public.

In meeting these goals, the Board shall place great importance upon the role of the teacher as communicator and interpreter of the school program to parents/guardians and the general public. Further, it recognizes that there are times when direct communication between school officials and the community is necessary. At such times, the Board shall encourage and provide these opportunities.

The Superintendent shall develop procedures and techniques for ensuring a continuous and free-flowing line of communication between the staff and the District's residents.

*Adopted \_\_\_\_\_, by the Board of Education for Mapleton Public Schools.*

### LEGAL REFERENCES:

C.R.S. § 22-2-117(2) (*waivers from State Board of Education; public notice required*)

C.R.S. §§ 22-11-101 *et seq.* (*Education Accountability Act of 2009*)

C.R.S. § 22-32-109.1(2)(b) (*safe school reporting requirements*)

C.R.S. § 22-35-104(1)(b) (*notification regarding concurrent enrollment options*)

C.R.S. §§ 22-44-301 *et seq.* (*Public School Financial Transparency Act*)

1 CCR 301-1, Rules 2202-R-1.01 *et seq.* (*applicable regulations*)

### CROSS REFERENCES:

BE: School Board Meetings

BEAA: Electronic Participation in School Board Meetings

BEC: Executive Sessions

BEDA: Notification of School Board Meetings

BEDB: Agenda

BEDD: Rules of Order

BEDF: Voting Method

BEDG: Minutes

BEDH: Public Participation at School Board Meetings

BG: School Board Policy Process

DAB: Financial Administration

DRAFT

## **Public's Right to Know/Freedom of Information**

The Board of Education (the "Board") for Mapleton Public Schools (the "District") is a public servant, and its meetings and records shall be matters of public information, subject to such restrictions as are set by federal law or regulation, by State statute, or by pertinent court rulings.

The official minutes of the Board, its written policies, and its financial records shall be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office of the Superintendent is open. However, no records shall be released for inspection by the public or any unauthorized persons, either by the Superintendent or any other person designated as custodian for District records, if such disclosure would be contrary to the public interest as described in State law or otherwise prohibited by law. The District's financial information shall be posted online in accordance with the Public School Financial Transparency Act.

In responding to a request for public records, the District may charge a fee for staff time spent in excess of one hour for the following: researching and retrieving the requested records; conducting searches for requested records; reviewing records to determine whether they are responsive to the request; and identifying and separating those records that are not public and/or are privileged or confidential. Such fee shall be \$30 per hour, which may be increased from time to time as permitted by applicable State law. The District may also charge other reasonable fees in responding to a request for the District's public records, in accordance with the accompanying regulation.

The Board wishes to support the right of the people to know about the programs and services of their schools and shall make reasonable efforts to disseminate information. Each school director is authorized to use all means available to keep parents/guardians and others of that particular school's community informed about the school's program and activities.

*Adopted \_\_\_\_\_, by the Board of Education for Mapleton Public Schools.*

### **LEGAL REFERENCES:**

C.R.S. § 22-9-109 (*exemption from public inspection*)

C.R.S. § 22-32-109(1)(c) (*documents available for public inspection*)

C.R.S. §§ 22-44-301 *et seq.* (*Public School Financial Transparency Act*)

C.R.S. §§ 24-72-201 *et seq.* (*access to public records*)

C.R.S. § 24-72-205(6)(a) (*must adopt policy regarding the fee for research and retrieval of public records, if the district imposes such a fee*)



CROSS REFERENCES:

BEDA: Notification of School Board Meetings

BEDG: Minutes

DAB: Financial Administration

EGAEA: Electronic Communication

GBJ: Personnel Records and Files

JRA/JRC: Student Records/Release of Information on Students

DRAFT

**1.0 CALL TO ORDER**

President Ken Winslow called the meeting of the Board of Education – Mapleton Public Schools to order at 6:00 p.m. on Tuesday, November 14, 2017, at the Administration Building.

**2.0 ROLL CALL**

Cindy Croisant – Vice President	Present
Steve Donnell – Secretary	Present
Tom Moe - Asst. Secretary/Treasurer	Present
Sheila Montoya – Treasurer	Present
Ken Winslow – President	Present

**3.0 PLEDGE OF ALLEGIANCE**

Mr. Winslow led the Pledge of Allegiance.

**4.0 APPROVAL OF AGENDA**

**MOTION:** By Ms. Montoya, seconded by Mr. Donnell, to approve the Agenda as presented.

AYES: Ms. Croisant, Mr. Donnell, Mr. Moe, Ms. Montoya and Mr. Winslow  
Motion carried: 5-0

**5.0 WHAT'S RIGHT IN MAPLETON**

Ms. Setzer said that What's Right in Mapleton would feature students from Monterey Community School. She introduced 7<sup>th</sup> grade students, Patrick Ornelas, Leo Corrales, Angelina Dinh, Annahi Quinones, Jaida Bokal, and Celestina Montejano. Ms. Setzer also introduced Director - Sarah Kopperud, Assistant Director – Kristi Evans, Instructional Guide – Bruce Morgan and Roots Advisor – Kari Dusenbery.

The students shared information about their Roots Leadership program, a student-led program giving students a voice in their school's vision and mission. The students helped plan the school carnival fundraiser, which provided funds for their class fieldtrip to Cal-Wood Education Center. The fieldtrip provided opportunities to participate in team-building activities, work on communication and survival skills, and develop leadership skills. The students all agreed that the trip brought them closer together and opened their eyes to possible future careers in environmental studies.

Mr. Winslow thanked the students, saying that he was very impressed with their excellent presentation.

Ms. Croisant said that after hearing the presentation, it sounded like there might be future biologists in the group.

RECESS 6:10 p.m., reconvened at 6:12 p.m.

**6.0 BOARD BUSINESS / ORGANIZATIONAL SESSION**

**6.1 Certification of Election Results**

Mr. Crawford, the District Designated Election Official, reported that Stephen Donnell, Thomas Moe, and Sheila Montoya had been elected by acclamation to a four-year term on the Board of Education, beginning November 14, 2017 and confirmed their seats on the Board.

**MOTION:** By Ms. Croisant, seconded by Mr. Donnell, to approve the Certification of Election Results as presented.

AYES: Ms. Croisant, Mr. Donnell, Mr. Moe, Ms. Montoya and Mr. Winslow  
Motion carried: 5-0

**6.2 Oath of Office**

The Honorable Don Quick, 17<sup>th</sup> Judicial District Judge, administered the Oath of Office to elected Board members Stephen Donnell, Thomas Moe, and Sheila Montoya.

**6.3 Election of Board Officers**

**MOTION:** By Mr. Donnell, seconded by Mr. Moe, to nominate a slate of officers to include Ken Winslow as President, Cindy Croisant as Vice President, Steve Donnell as Secretary, Sheila Montoya as Treasurer, and Tom Moe as Assistant Secretary/Treasurer.

AYES: Ms. Croisant, Mr. Donnell, Mr. Moe, Ms. Montoya and Mr. Winslow  
Motion carried: 5-0

**6.4 Resolution to Authorize Use of Facsimile Signatures**

**MOTION:** By Ms. Croisant, seconded by Ms. Montoya, to approve the resolution authorizing the consent to use facsimile signatures of the Board of Education.

AYES: Ms. Croisant, Mr. Donnell, Mr. Moe, Ms. Montoya and Mr. Winslow  
Motion carried: 5-0

**6.5 Confidentiality Compliance Affidavit**

**MOTION:** By Mr. Moe, seconded by Mr. Donnell, that the Board comply with all confidentiality requirements and restrictions as required by Colorado law.

AYES: Ms. Croisant, Mr. Donnell, Mr. Moe, Ms. Montoya and Mr. Winslow  
Motion carried: 5-0

**7.0 PUBLIC PARTICIPATION**

None

**8.0 APPROVAL OF MINUTES**

**MOTION:** By Mr. Donnell, seconded by Ms. Croisant, to approve the minutes as stated on the Board Agenda dated November 14, 2017: 8.1 Board Meeting minutes of October 24, 2017.

AYES: Ms. Croisant, Mr. Donnell, Mr. Moe, Ms. Montoya and Mr. Winslow  
Motion carried: 5-0

**9.0 REPORT OF THE SECRETARY**

None

**10.0 CONSENT AGENDA**

**MOTION:** By Ms. Montoya, seconded by Mr. Moe, to approve Agenda items 10.1 Personnel Action and 10.2 Finance Report for October, 2017, as presented.

AYES: Ms. Croisant, Mr. Donnell, Mr. Moe, Ms. Montoya and Mr. Winslow

Motion carried: 5-0

## **11.0 FOCUS: STUDENT ACHIEVEMENT**

### **11.1 Student Enrollment Report**

Mr. Fuller explained that each fall, Colorado school districts conducted official student enrollment counts during a window of time centered on October 1<sup>st</sup>. He explained the annual October count was used by the State and the District for planning and funding purposes.

During his report, Mr. Fuller reviewed specific District enrollment information, including enrollment differences between this year and last, enrollment by school, demographic breakdown, percentage of students classified as English Language Learners, percentage of students in the special education program, and percentage of students participating in the free and reduced lunch program.

In summary, Mr. Fuller noted:

- District enrollment increased for the 6<sup>th</sup> year in a row
- 26% of students in Mapleton attend Colorado Connections Academy, down from 27%
- Nearly 1 in 4 students (1 in 3 for Mapleton boundary schools) are identified as English Language Learners who are not yet fluent in English (NEP or LEP)

Mr. Winslow clarified that one quarter of our enrollment consists of students enrolled in Connections. Mr. Fuller said that was correct.

Ms. Croisant asked if the Special Education numbers in surrounding school districts were similar to Mapleton. Ms. Ciancio stated that numbers in neighboring districts and across the state are steadily increasing.

Mr. Donnell asked if public schools have a disproportionate amount of Special Education students. Ms. Ciancio responded that private schools probably have a lower amount of high needs students.

Ms. Croisant asked if there was any consideration given to limiting numbers of Special Education students due to cost. Ms. Ciancio explained that although the funding at the federal level does not meet District needs, Mapleton continues to apply for grants for additional funding to support those students.

Mr. Moe asked for clarification on funding per student. Mr. Fuller explained that preschool is not fundable. He also said that funding can be impacted by students taking college courses and not attending Mapleton full-time. He said that students out of town during October count also adversely effects the funding. Ms. Ciancio added that although the District offers full day kindergarten, it is only funded at 50%.

*A copy of Mr. Fuller's presentation is included with these minutes.*

## **12.0 FOCUS: COMMUNICATION**

### **12.1 Draft Audit Report**

Ms. Martinez noted that Local Governmental Audit Law required Colorado local governments to have an annual audit of their financial statements, to be performed by independent certified public accountant in accordance with generally accepted auditing

standards. She went on to explain that the District's independent auditor, RubinBrown, LLP, was preparing a draft audit for review by the Board of Education. An electronic copy of the draft audit report will be provided to the Board before November 30, 2017, for review before the formal presentation of the audit findings on December 12, 2017.

### **13.0 FOCUS: COMMUNITY INVOLVEMENT**

#### **13.1 CAAC Update**

Mr. Crawford introduced committee Co-Chair, Jessica Reardon, to read the report. The Construction Accountability Advisory Committee (CAAC) met for their regular monthly meeting on Friday, November 3, 2017. The committee reviewed a budget/expenditure report for all projects currently underway, the report for the October CAAC meeting, and the September and October reports from Mapleton's owner's representative.

The committee received an update regarding each of the current bond projects and discussed possible BEST grant applications for Global Intermediate and Monterey Community. Committee members toured the Monterey building to provide input regarding whether it is best suited for renovation or replacement.

The next meeting will be Friday, December 8, 2017, at 11:30 a.m. in the Boardroom.

### **14.0 DISCUSSION OF NEXT AGENDA**

Mr. Winslow said agenda items for the December 12, 2017 Board meeting would include the District Audit Report, DAAC report and a construction update.

### **15.0 SUPERINTENDENT'S COMMENTS**

During her report, Ms. Ciancio said that she appreciated Judge Quick giving the Oath of Office to the new Board members. She stated that she is very happy to have a full board in place and looking forward to working with them. Ms. Ciancio also thanked the members of the board for their willingness to serve.

Ms. Ciancio noted that the students from Monterey did a great job with their presentation. She said it was exciting to hear them talk about their school and leadership opportunities.

Ms. Ciancio said that she is looking forward to the Board retreat at the end of November. She said that she appreciated the Board being willing to give up their time to participate in this important time of planning and preparation.

Ms. Ciancio noted that everything reported about Monterey Community School in the CAAC report was very true and said that decisions would have to be made regarding the needs for this site.

### **16.0 BOARD COMMITTEE UPDATE**

Mr. Donnell said that at the meeting of the Mapleton Education Foundation they discussed the Gala's success and ways to improve. He noted that next year's gala will be even bigger and better.

Ms. Croisant reported that the recent meeting of the Rocky Mountain Risk Insurance Group continued to focus on the exit of District 12 and meetings with the Division of Insurance. Mediation will continue. She also noted that the RMR leadership will be changing.

**17.0 SCHOOL BOARD DISCUSSION / REMARKS**

Mr. Winslow said that it was nice to have a full Board and welcomed the new and returning members. He said that he was looking forward to the retreat and working together for Mapleton.

**18.0 NEXT MEETING NOTIFICATION**

The next Board meeting will be at 6:00 p.m. on Tuesday, December 12, 2017, at the Administration Boardroom.

**19.0 ADJOURNMENT**

Mr. Winslow noted the Board would meet in a staff debrief session following the business meeting.

The Board motioned to adjourn at 6:46 p.m.

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Kenneth Winslow, Board President

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Stephen Donnell, Board Secretary

*Submitted by Jayna Burtner, Recording Secretary for the Board of Education*

Members of The Board of Education – Mapleton Public Schools met in a full-day Board retreat and team development session on Wednesday, November 29, 2017, at The Broadmoor Hotel, Colorado Springs, Colorado.

Present:        Ken Winslow - President  
                    Cindy Croisant - Vice President  
                    Steve Donnell - Secretary  
                    Sheila Montoya - Treasurer  
                    Tom Moe - Asst. Secretary/Treasurer

The Board of Education met to discuss:

- Development of Standards for Governance & Discussion of Goals
  - Reviewed governance standards with focus on:
    - Standard 1: Career X Program
    - Standard 2: Facilities, Calendar
    - Standard 3: Community Engagement/Communications Strategy
    - Standard 5: Achievement and Accreditation
- Discussion of name for new school.

No official Board action was taken at the meeting.

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Kenneth Winslow, Board President

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Stephen Donnell, Board Secretary

*Submitted by Jayna Burtner, Recording Secretary for the Board of Education*

# *Memo*

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TO: Charlotte Ciano, Superintendent  
FROM: Erica Branscum, Executive Director, Talent Recruitment and Development  
DATE: December 7, 2017

**Policy:** Professional Staff Recruiting and Hiring, Policy GCE/GCF  
**Report Type:** Decision Making (Consent)  
**SUBJECT:** Personnel Action

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**Policy Wording:** The Board of Education for Mapleton Public Schools directs the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel.

**Decision Requested:** The Office of Human Resources recommends the following personnel information to be approved by Board Action at the regular meeting of December 12, 2017.



## **CLASSIFIED STAFF**

<b><u>NEW EMPLOYEES</u></b>	<b><u>POSITION/FACILITY</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>REASON</u></b>
Anderson, Matthew	Game Clock Operator/Athletics	11/27/2017	New Hire
Austin, Laura	Special Education Para./Valley View	12/04/2017	New Hire
Carrasco, Klarissa	Office Clerk/York	11/14/2017	Re-Hire
Elstun, Carlye	Special Education Para./York	11/27/2017	New Hire
Muñoz, Monica	Health/Lunch-Playground Para./Adventure	11/09/2017	New Hire

<b><u>RESIGNATIONS/TERM.</u></b>	<b><u>POSITION/FACILITY</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>REASON</u></b>
Fehr, Adam	Bus Driver/Transportation	11/30/2017	Resignation

## **CLASSIFIED REQUESTS**

Silvia Garcia, Department Secretary in the Superintendent's Office, is requesting an extension of intermittent Family Medical Leave of Absence beginning November 29, 2017 through November 28, 2018.

Sandra Warden, Special Education Paraprofessional at Explore, is requesting a Family Medical Leave of Absence beginning November 27, 2017 through December 20, 2017.

## **LICENSED STAFF**

<b><u>NEW EMPLOYEES</u></b>	<b><u>POSITION/FACILITY</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>REASON</u></b>
Wood, Kenneth	Middle School Math/Achieve	11/10/2017	New Hire

<b><u>RESIGNATIONS/TERM.</u></b>	<b><u>POSITION/FACILITY</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>REASON</u></b>
	No requests at this time		

## **LICENSED REQUESTS**

Margaret Garcia, Science Teacher at GLA, is requesting a maternity leave of absence beginning January 4, 2018 through March 16, 2018.

Margaret Hoppe, Science Teacher at MEC, is requesting a Family Medical Leave of Absence beginning November 8, 2017 through November 17, 2017.

Cynthia Lewis, Science Teacher at BPCCA, is requesting a Family Medical Leave of Absence beginning November 2, 2017 through November 17, 2017.

Sara Metz, Kindergarten Teacher at Explore, is requesting a maternity leave of absence beginning January 22, 2018 through June 1, 2018.

Tara Wicklund, Science Teacher at Clayton, is requesting an intermittent Family Medical Leave of Absence beginning November 15, 2017 through December 20, 2017.

**ADMINISTRATION STAFF**

**NEW EMPLOYEES**

**POSITION/FACILITY**

**EFFECTIVE DATE**

**REASON**

No requests at this time

**RESIGNATIONS/TERM.**

**POSITION/FACILITY**

**EFFECTIVE DATE**

**REASON**

No requests at this time

**ADMINISTRATION REQUESTS**

No requests at this time

**SUBSTITUTE TEACHERS/OTHER ON CALL**

**ADDITIONS**

**DELETIONS**

DeSantiago, Linda

Shenck, Britney

**MAPLETON PUBLIC SCHOOLS  
ADAMS COUNTY SCHOOL DISTRICT NO 1  
REVENUES & EXPENDITURES**

**GENERAL FUND**

	Period* <u>Nov 1 - Nov 30</u>	Year to Date** <u>2017-18</u>	Budget*** <u>2017-18</u>
<b>REVENUES</b>			
Total Local Revenue	340,148	1,637,351	26,567,092
Total Intermediate Revenue	0	4,340	7,755
Total County Revenue	0	0	0
Total State Revenue	3,919,802	22,660,331	49,930,341
Total Federal Revenue	0	0	0
Total Transfers	(400,000)	(2,070,035)	(3,614,695)
Total Loan Revenue	0		
Total General Fund Revenue	<u>3,859,950</u>	<u>22,231,987</u>	<u>72,890,493</u>
<b>EXPENDITURES</b>			
Total Salaries	3,220,023	11,766,214	40,085,469
Total Benefits	930,050	3,458,050	10,658,769
Total Purchased Professional Services	175,624	1,538,305	9,362,305
Total Purchased Property Services	112,966	696,901	1,355,698
Total Other Purchased Services	1,554,798	4,769,068	1,726,892
Supplies & Materials	317,670	2,396,982	11,481,019
Property	24,745	324,448	552,681
Other Objects	2,094	25,152	(605,579)
Other Uses of Funds	0	0	-
Other			
Total General Fund Expenditures	<u>6,337,969</u>	<u>24,975,121</u>	<u>74,617,254</u>
Beginning Fund Balance		7,306,777	
Fund Balance Year to Date		4,563,643	

\* Revenue and Expenditures for the month.

\*\*Revenue and Expenditures from July 1, 2017

\*\*\* Based on Adopted FY2017-18 Budget

**MAPLETON PUBLIC SCHOOLS  
ADAMS COUNTY SCHOOL DISTRICT NO 1  
REVENUES & EXPENDITURES**

**GENERAL FUND**

	Percent of <u>2017-18</u>	Prior Year to Date <u>2016-17</u>	Percent of <u>2016-17</u>
<b>REVENUES</b>			
Total Local Revenue	6.16%	1,503,551	5.66%
Total Intermediate Revenue	55.96%	4,697	60.57%
Total County Revenue	0.00%	0	0.00%
Total State Revenue	45.38%	22,802,344	45.67%
Total Federal Revenue	0.00%	190,869	0.00%
Total Transfers	57.27%	(1,748,733)	48.38%
Total Loan Revenue	0.00%	0	0.00%
Total General Fund Revenue	<u>30.50%</u>	<u>22,752,728</u>	<u>31.21%</u>
<b>EXPENDITURES</b>			
Total Salaries	29.35%	11,055,665	28.15%
Total Benefits	32.44%	3,213,739	30.17%
Total Purchased Professional Services	16.43%	2,103,364	20.68%
Total Purchased Property Services	51.41%	743,993	54.70%
Total Other Purchased Services	276.16%	4,435,210	260.48%
Supplies & Materials	20.88%	2,775,911	24.11%
Property	58.70%	130,181	23.62%
Other Objects	-4.15%	26,953	-4.44%
Other Uses of Funds	0.00%	0	0.00%
Other	0.00%	0	0.00%
Total General Fund Expenditures	<u>33.47%</u>	<u>24,485,016</u>	<u>32.81%</u>

**MAPLETON PUBLIC SCHOOLS  
ADAMS COUNTY SCHOOL DISTRICT NO 1  
REVENUES & EXPENDITURES**

**OTHER FUNDS**

	Period* <u>Nov 1 - Nov 30</u>	Year to Date** <u>2017-18</u>	Budget*** <u>2017-18</u>
<b>REVENUES</b>			
CPP/Preschool Fund	-	440,314	1,494,895
Governmental Grants Fund	256,756	1,082,861	2,894,186
Capital Reserve Fund	401,042	924,771	1,396,000
Insurance Reserve Fund	-	733,726	730,275
Bond Redemption Fund	-	19,701	13,003,611
Food Service Fund	230,077	923,143	2,573,816
Building Fund		1,217,824	6,504,158
Total Revenue, Other Funds	<u>887,875</u>	<u>5,342,340</u>	<u>28,596,941</u>
<b>EXPENDITURES</b>			
CPP/Preschool Fund	135,117	423,852	1,491,074
Governmental Grants Fund	231,996	707,029	2,894,186
Capital Reserve Fund	48,846	2,224,765	2,916,867
Insurance Reserve Fund	2,649	735,801	729,886
Bond Redemption Fund	-	950	14,394,492
Food Service Fund	251,318	815,314	2,965,339
Building Fund	2,283,668	14,100,820	65,837,171
Total Expenditures, Other Funds	<u>2,953,593</u>	<u>19,008,532</u>	<u>91,229,015</u>

\* Revenue and Expenditures for the month.

\*\*Revenue and Expenditures from July 1, 2017

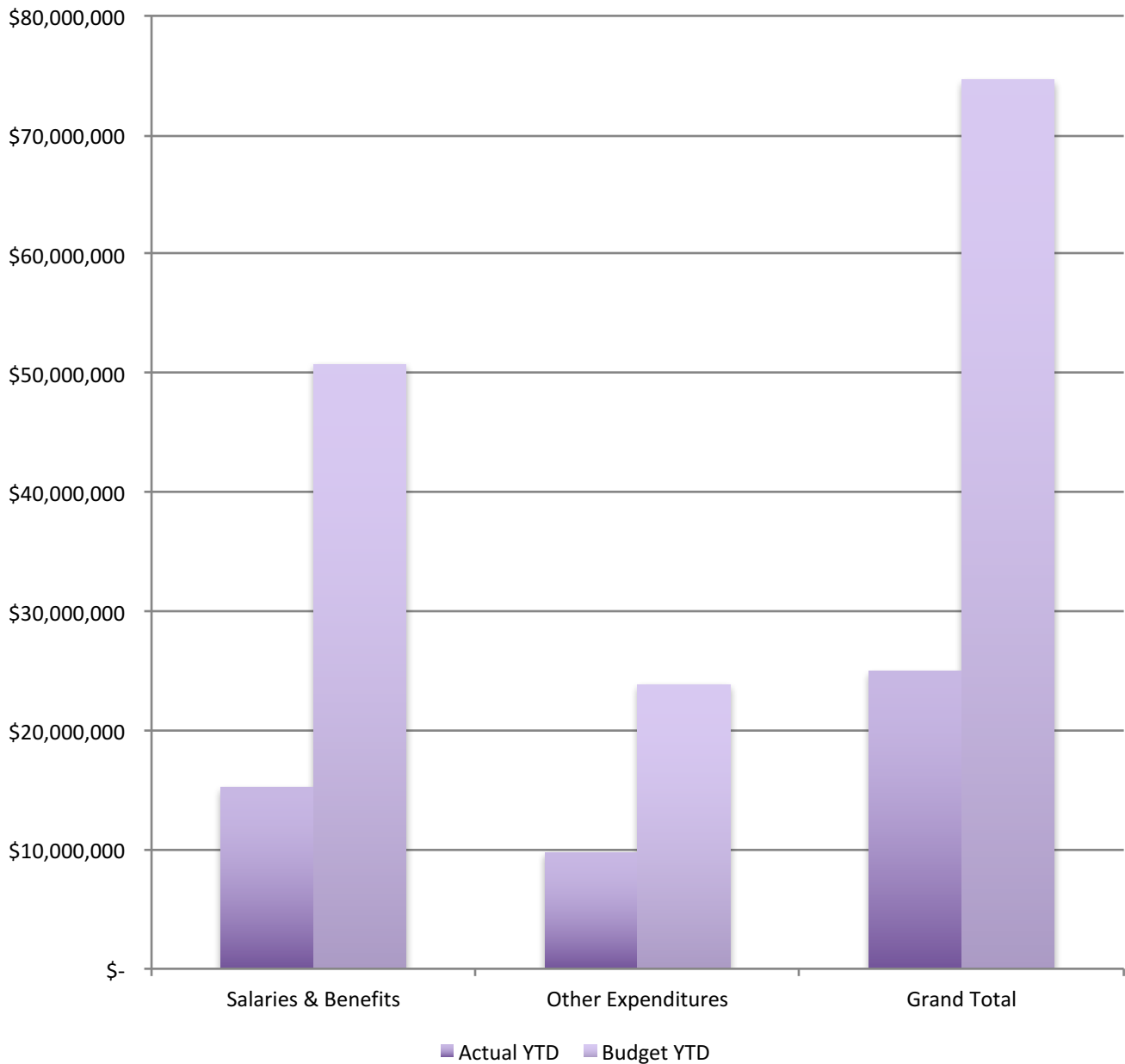
\*\*\* Based on Adopted FY2017-18 Budget

**MAPLETON PUBLIC SCHOOLS  
ADAMS COUNTY SCHOOL DISTRICT NO 1  
REVENUES & EXPENDITURES**

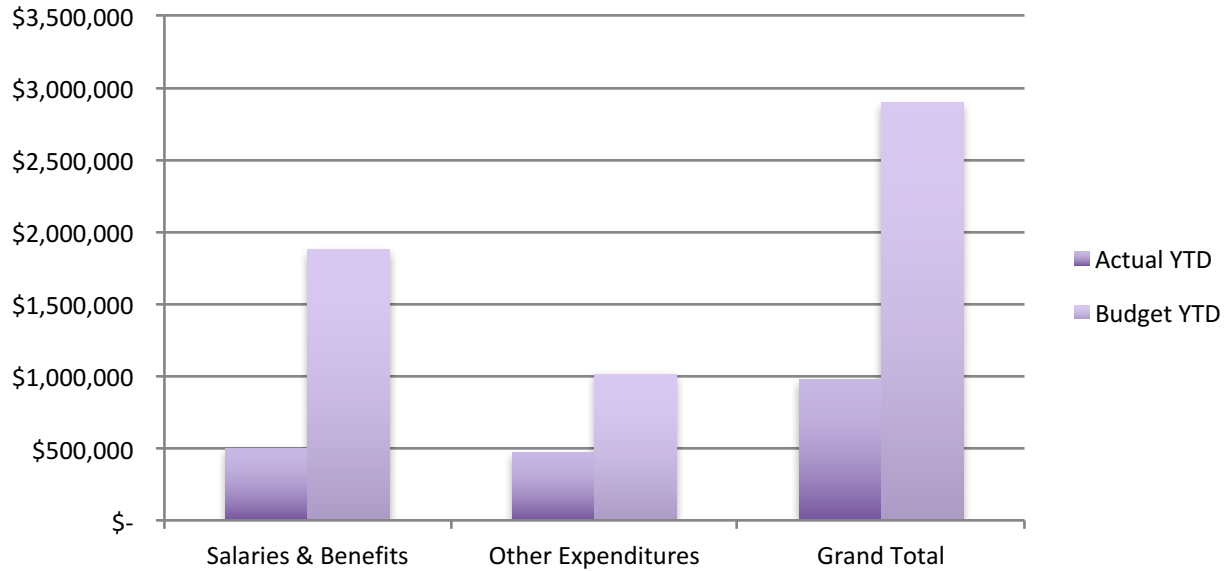
**OTHER FUNDS**

	Percent of <u>2017-18</u>	Prior Year to Date <u>2016-17</u>	Percent of <u>2016-17</u>
<b>REVENUES</b>			
CPP/Preschool Fund	0.00%	528,823	35.38%
Governmental Grants Fund	0.00%	1,593,755	321.30%
Capital Reserve Fund	28.73%	4,931,026	353.23%
Insurance Reserve Fund	0.00%	580,886	79.54%
Bond Redemption Fund	0.00%	6,643	0.05%
Food Service Fund	8.94%	1,076,534	41.83%
Buidling Fund	0.00%		0.00%
Total Revenue, Other Funds	<u>18.68%</u>	<u>8,717,667</u>	<u>33.28%</u>
<b>EXPENDITURES</b>			
CPP/Preschool Fund	28.43%	376,638	25.26%
Governmental Grants Fund	0.00%	1,319,031	265.92%
Capital Reserve Fund	76.27%	7,907,134	271.08%
Insurance Reserve Fund	100.81%	593,758	81.35%
Bond Redemption Fund	0.01%	550	0.00%
Food Service Fund	27.49%	699,093	23.58%
Building Fund	0.00%		0.00%
Total Expenditures, Other Funds	<u>20.84%</u>	<u>10,896,204</u>	<u>12.27%</u>

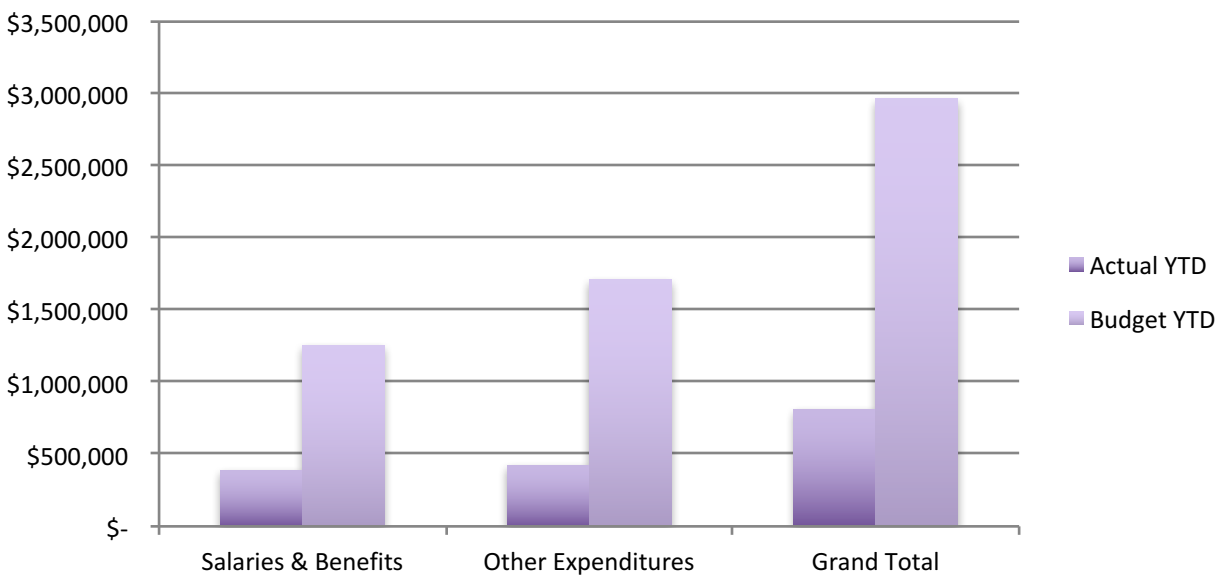
**Executive Financial Summary**  
**General Fund Unaudited Expenditures**  
**Budget vs. Actual**  
**As of November 30, 2017**



**Grants Fund**  
**Budget vs. Actual Expenditures**  
**As of November 30, 2017**  
**(Unaudited)**

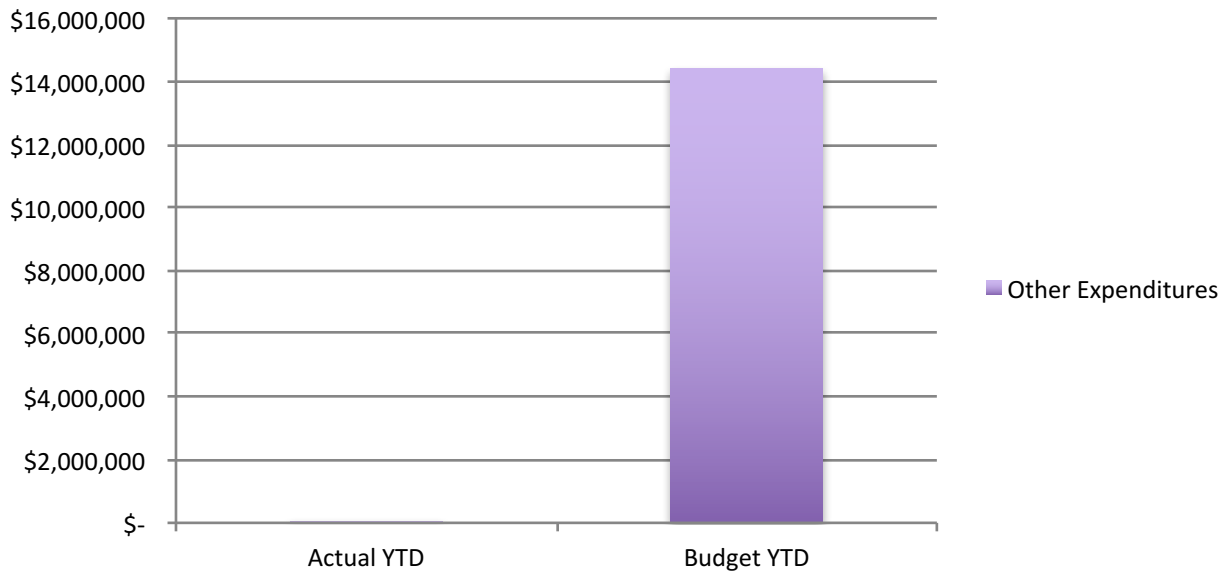


**Nutrition Services Fund**  
**Budget vs. Actual Expenditures**  
**As of November 30, 2017**  
**(Unaudited)**

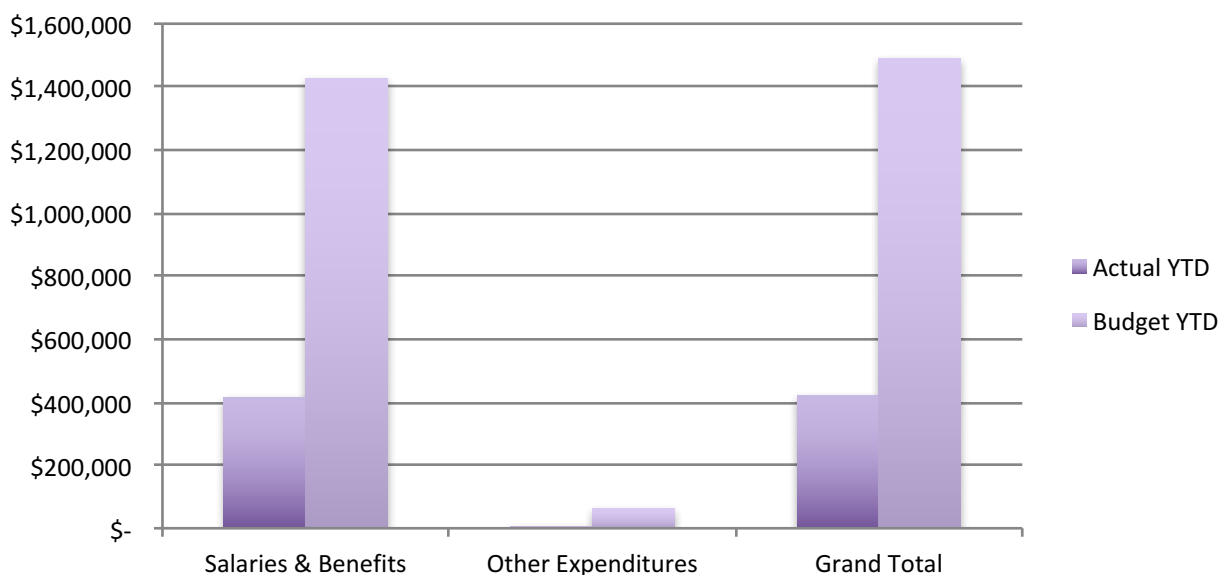




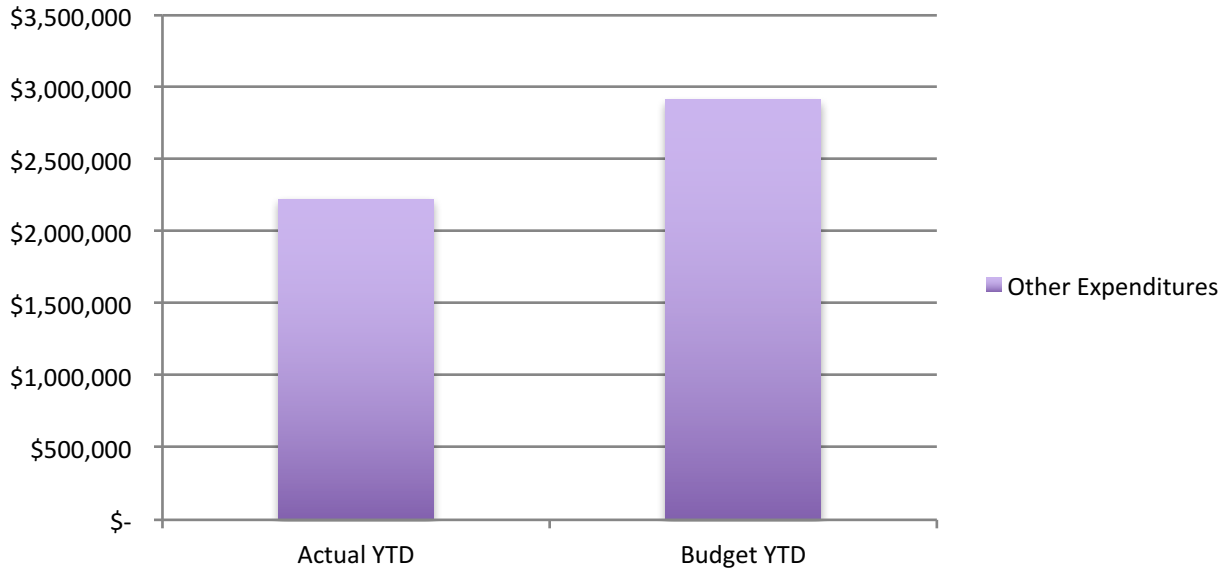
# **Bond Redemption Fund** **Budget vs. Actual Expenditures** **As of November 30, 2017** **(Unaudited)**



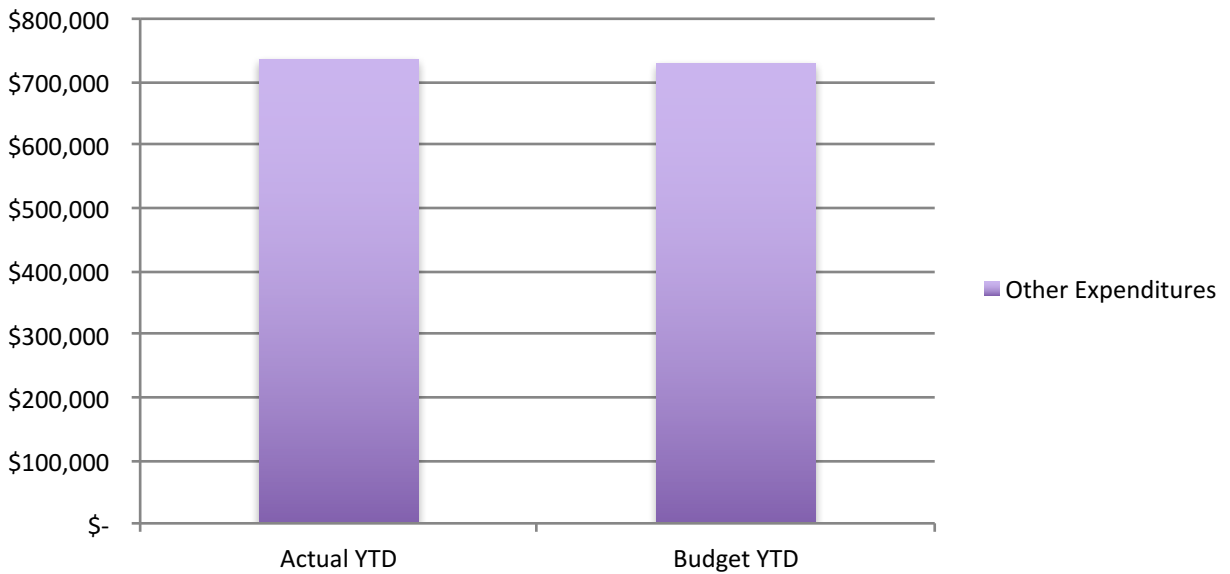
# **CPP Fund** **Budget vs. Actual Expenditures** **As of November 30, 2017** **(Unaudited)**



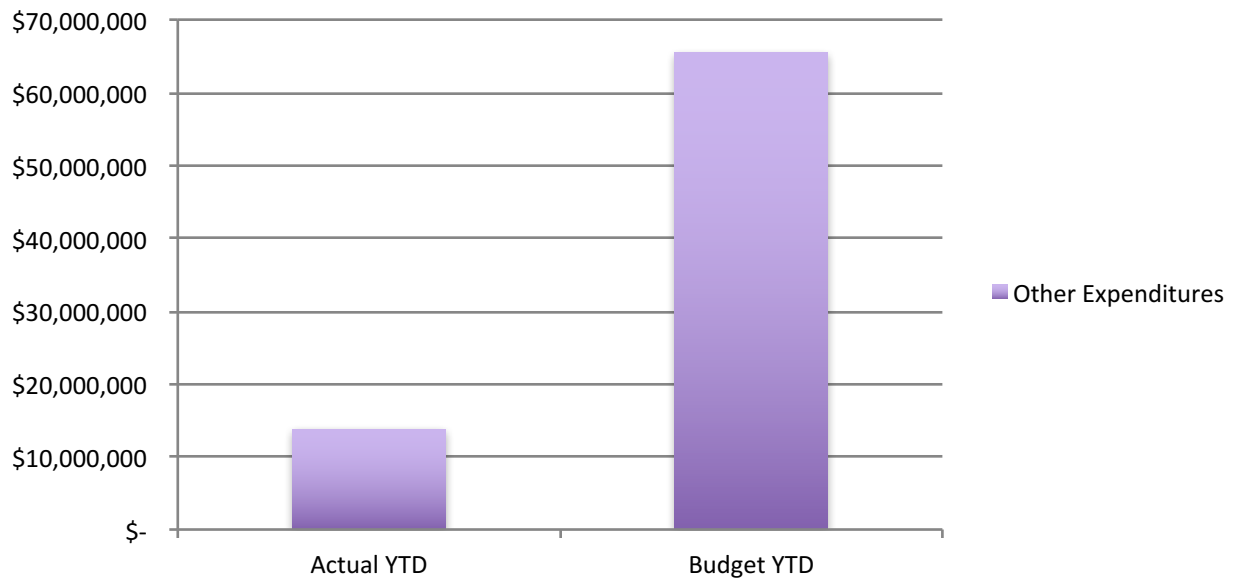
**Capital Reserve Fund**  
**Budget vs. Actual Expenditures**  
**As of November 30, 2017**  
**(Unaudited)**



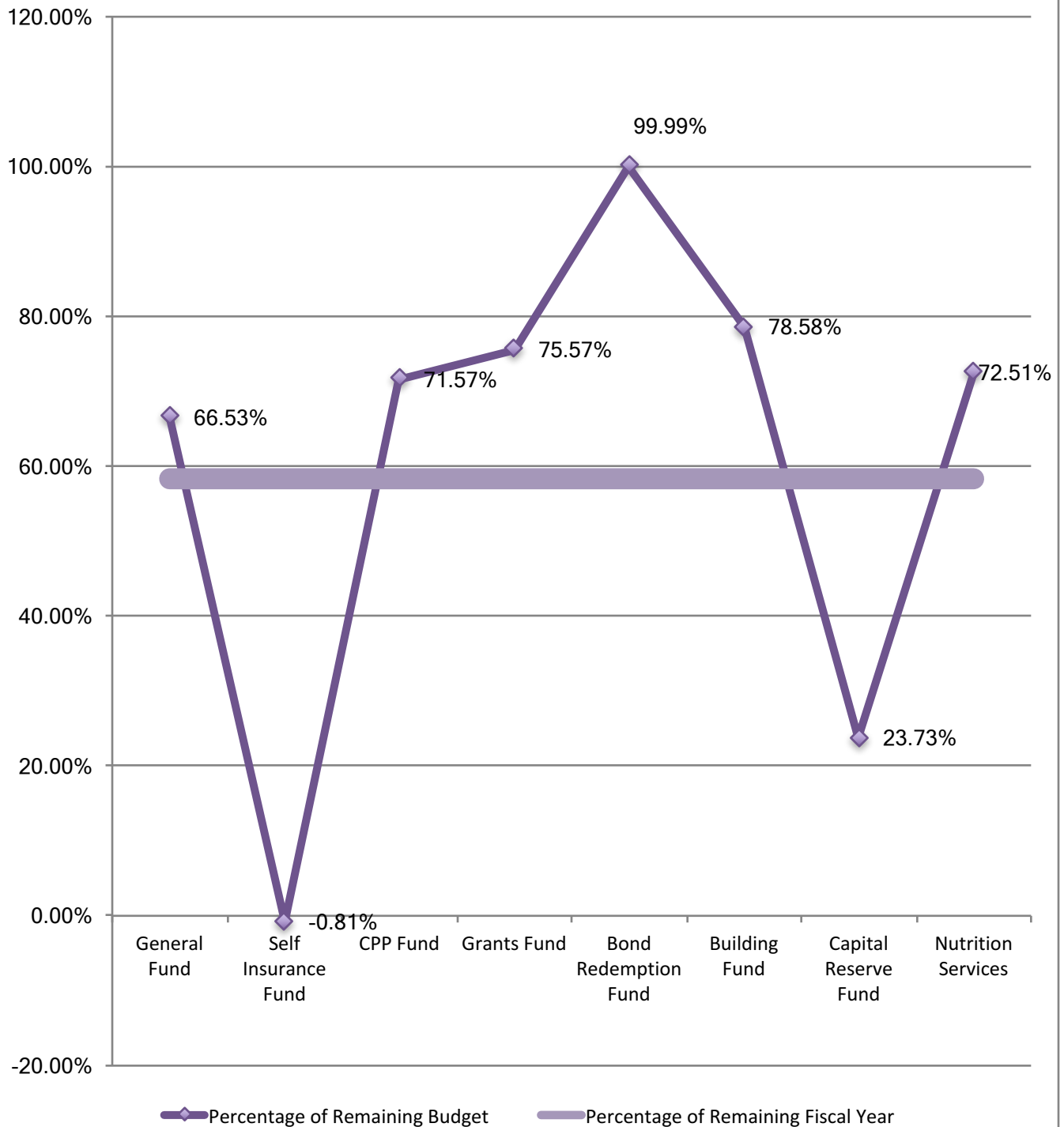
**Insurance Reserve Fund**  
**Budget vs. Actual Expenditures**  
**As of November 30, 2017**  
**(Unaudited)**



**Building Fund**  
**Budget vs. Actual Expenditures**  
**As of November 30, 2017**  
**(Unaudited)**



# **2017-18 Percentage of Budget Remaining by Fund** **November 30, 2017** **(Unaudited)**



# Mapleton Public Schools

## Account Level Balance Sheet As of 11/30/2017

Fiscal Year: 2017-2018

Year To Date

### General Fund

#### ASSET

LineDesc		YTD
10.000.00.0000.8101.000.0000.00	Cash-US Bank	\$3,056,437.11
10.000.00.0000.8101.000.0000.01	Cash-NVB	\$374,984.03
10.000.00.0000.8101.000.0000.03	Payroll Acct-US Bank	(\$771.66)
10.000.00.0000.8103.000.0000.01	Petty Cash-Academy High School	\$600.00
10.000.00.0000.8103.000.0000.02	Petty Cash-Student Activities & Safety	\$250.00
10.000.00.0000.8103.000.0000.03	Petty Cash-MESA	\$1,000.00
10.000.00.0000.8103.000.0000.04	Petty Cash-BPCCA	\$300.00
10.000.00.0000.8103.000.0000.05	Petty Cash-Explore Elem	\$500.00
10.000.00.0000.8103.000.0000.06	Petty Cash-Student Support	\$150.00
10.000.00.0000.8103.000.0000.07	Petty Cash-Assistant Superintendent	\$300.00
10.000.00.0000.8103.000.0000.08	Petty Cash-SPED	\$300.00
10.000.00.0000.8103.000.0000.11	Petty Cash-Achieve	\$400.00
10.000.00.0000.8103.000.0000.12	Petty Cash-Adventure	\$500.00
10.000.00.0000.8103.000.0000.13	Petty Cash-Clayton Partnership	\$400.00
10.000.00.0000.8103.000.0000.15	Petty Cash-Valley View	\$500.00
10.000.00.0000.8103.000.0000.16	Petty Cash-Welby Montessori	\$400.00
10.000.00.0000.8103.000.0000.17	Petty Cash-Meadow Community	\$600.00
10.000.00.0000.8103.000.0000.18	Petty Cash-Monterey Community	\$500.00
10.000.00.0000.8103.000.0000.19	Petty Cash-Preschool	\$400.00
10.000.00.0000.8103.000.0000.21	Petty Cash-York Intl	\$800.00
10.000.00.0000.8103.000.0000.31	Petty Cash-Welcome Center	\$850.00
10.000.00.0000.8103.000.0000.35	Petty Cash-MEC	\$500.00
10.000.00.0000.8103.000.0000.36	Petty Cash-GLA	\$1,000.00
10.000.00.0000.8103.000.0000.37	Petty Cash-NVSYA	\$400.00
10.000.00.0000.8103.000.0000.46	Petty Cash-Learning Services	\$200.00
10.000.00.0000.8103.000.0000.50	Petty Cash-Communications	\$250.00
10.000.00.0000.8103.000.0000.51	Petty Cash-Technology	\$200.00
10.000.00.0000.8103.000.0000.53	Petty Cash-Office of Superintendent	\$350.00
10.000.00.0000.8103.000.0000.57	Petty Cash-Human Resources	\$500.00
10.000.00.0000.8103.000.0000.61	Petty Cash-Finance Office	\$200.00
10.000.00.0000.8103.000.0000.66	Petty Cash-Maintenance	\$400.00
10.000.00.0000.8103.000.0000.67	Petty Cash-Custodial	\$200.00
10.000.00.0000.8103.000.0000.68	Petty Cash-Athletics	\$200.00
10.000.00.0000.8111.000.0000.01	Investment-ColoTrust	\$1,604,822.57
10.000.00.0000.8121.000.0000.00	Property Taxes Receivable	\$291,947.13
10.000.00.0000.8132.000.0000.19	Due To/From C.P.P. Fund	\$201,403.12
10.000.00.0000.8132.000.0000.21	Due To/From Food Service Fund	\$163,272.73
10.000.00.0000.8132.000.0000.22	Due To/From Gov't Grants Fund	\$336,179.98
10.000.00.0000.8132.000.0000.41	Due to / From bldg fund	\$71,718.00
10.000.00.0000.8132.000.0000.85	Due To/From MEF	\$158.11
10.000.00.0000.8153.000.0000.02	Accounts Receivable-Retired	\$23,950.89
10.000.95.0000.8142.000.4010.01	Title I A/R Neighboring Schools	\$5,889.00
10.519.00.0000.8141.000.0000.00	AFROTC Reimbursable A/R	(\$1,433.58)
	<b>ASSET</b>	<b>\$6,141,707.43</b>

#### LIABILITY

LineDesc		YTD
10.000.00.0000.7471.000.0000.00	Direct Deposit Payable	(\$2,369.02)
10.000.00.0000.7471.000.0000.01	Payable-PERA	\$622.38
10.000.00.0000.7471.000.0000.05	Payable-Kaiser	\$671.27
10.000.00.0000.7471.000.0000.12	Payable-Group Life	(\$18.28)
10.000.00.0000.7471.000.0000.13	Payable-Tax Sheltered Annuities	\$44.64
10.000.00.0000.7471.000.0000.20	Payable-Cancer Care	\$2,281.17
10.000.00.0000.7471.000.0000.23	Payable-Dental	\$2,298.35

# Mapleton Public Schools

## Account Level Balance Sheet As of 11/30/2017

Fiscal Year: 2017-2018

		<u>Year To Date</u>
10.000.00.0000.7471.000.0000.24	Payable-Vision-VSP	(\$5,412.62)
10.000.00.0000.7471.000.0000.30	FSA	\$8,394.41
10.000.00.0000.7471.000.0000.32	Alternative License	\$2,916.70
10.000.00.0000.7471.000.0000.33	Preschool & Daycare Tuition	(\$19,213.78)
10.000.00.0000.7471.000.0000.34	Payable-Transportation FSA	(\$96.00)
10.000.00.0000.7481.000.0000.00	Deferred Revenue	(\$308,961.00)
10.000.95.0000.7482.000.4010.01	Title I Neighboring Schools Deferred Revenue	(\$23,621.00)
10.585.00.0000.7481.000.3139.00	ELL Deferred Revenue	(\$207,678.32)
10.661.00.0000.7421.000.0000.01	General Accounts Payable	\$870.25
<b>LIABILITY</b>		<b>(\$549,270.85)</b>
<b>FUND BALANCE</b>		
LineDesc		YTD
10.000.00.0000.6721.000.0000.00	Restricted for Tabor 3% Reserve	(\$2,091,129.00)
10.000.00.0000.6722.000.0000.00	Restricted for Multi-Yr Contracts	(\$993,550.00)
10.000.00.0000.6750.000.0000.00	Committed Fund Balance	(\$1,371,100.00)
10.000.00.0000.6770.000.0000.00	Unassigned fund balance	(\$3,879,791.70)
<b>FUND BALANCE</b>		<b>(\$8,335,570.70)</b>
<b>Total Liability &amp; Fund Balance</b>		<b>(\$8,884,841.55)</b>
<b>Total (Income)/Loss</b>		<b>\$2,743,134.12</b>
<b>Total Liability and Equity</b>		<b>(\$6,141,707.43)</b>

# Memo

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TO: Charlotte Ciano, Superintendent  
FROM: Shae Martinez, Chief Financial Officer  
DATE: December 12, 2017

**POLICY:** Financial Administration, Policy DAB  
**REPORT TYPE:** Decision Preparation  
**SUBJECT:** Mill Levy Certification FY 2018

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**Policy Wording:** With respect to the actual, ongoing financial condition and activities of Mapleton Public Schools, the Superintendent shall not cause or allow fiscal jeopardy or a material deviation from the annual budget or any budget policies adopted by the Board of Education for Mapleton Public Schools, or any fiscal condition that is inconsistent with achieving the District's objectives.

**Policy Interpretation:** The District will not fail to certify the mill levies for property tax on or before December 15<sup>th</sup> of each year.

**Report:** Attached are the two separate mill levy certifications the District is required to complete and submit to Adams county and state of Colorado on or before December 15 of each year.

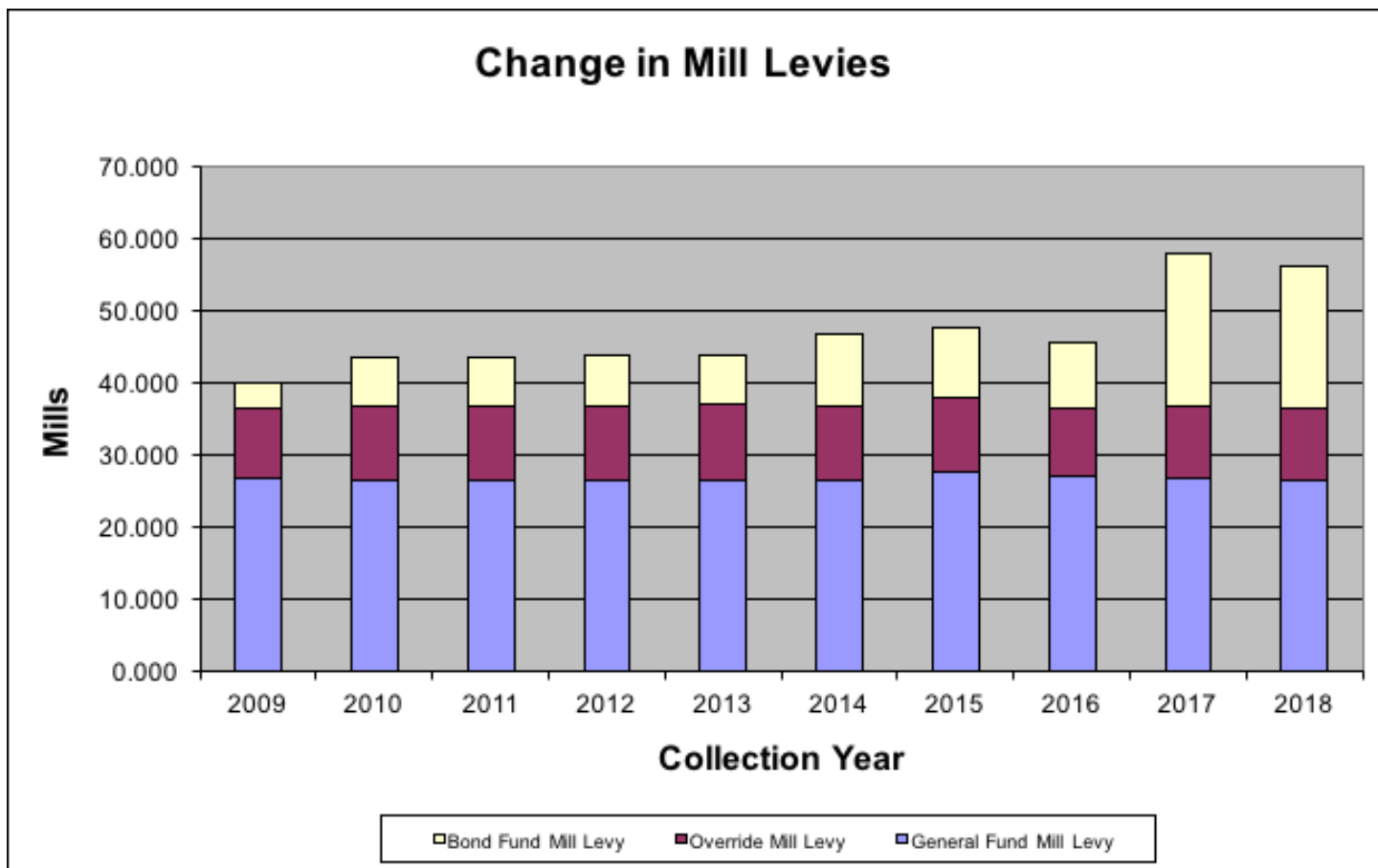
The levy for the District General Fund totals 36.585 mills; the levy for the Bond Redemption Fund totals 19.468 mills, for a total district mill levy of 56.053.

The Adopted Budget for the District was based on a projected assessed valuation of \$615,207,137 provided by the Department of Education. The actual assessed valuation as certified by the county assessor was \$679,727,170, reduced by Tax Increment Financing (TIF) of \$12,016,820, for a net assessed valuation of \$667,710,350.

The Colorado Department of Education determines all mill levy figures. Under state law and recent court interpretations, the District may not adjust any of the figures provided by the state. The District does, however, determine the bond fund mill levy, as these funds are provided by local taxpayers. This mill levy is set based on the required bond payments, interest and fees scheduled for the fiscal year.

Upon certification by the Board of Education, the total General Fund mill levy of 36.585 and Bond Fund mill levy of 19.468 will be assessed on all District property owners beginning January 1, 2018.

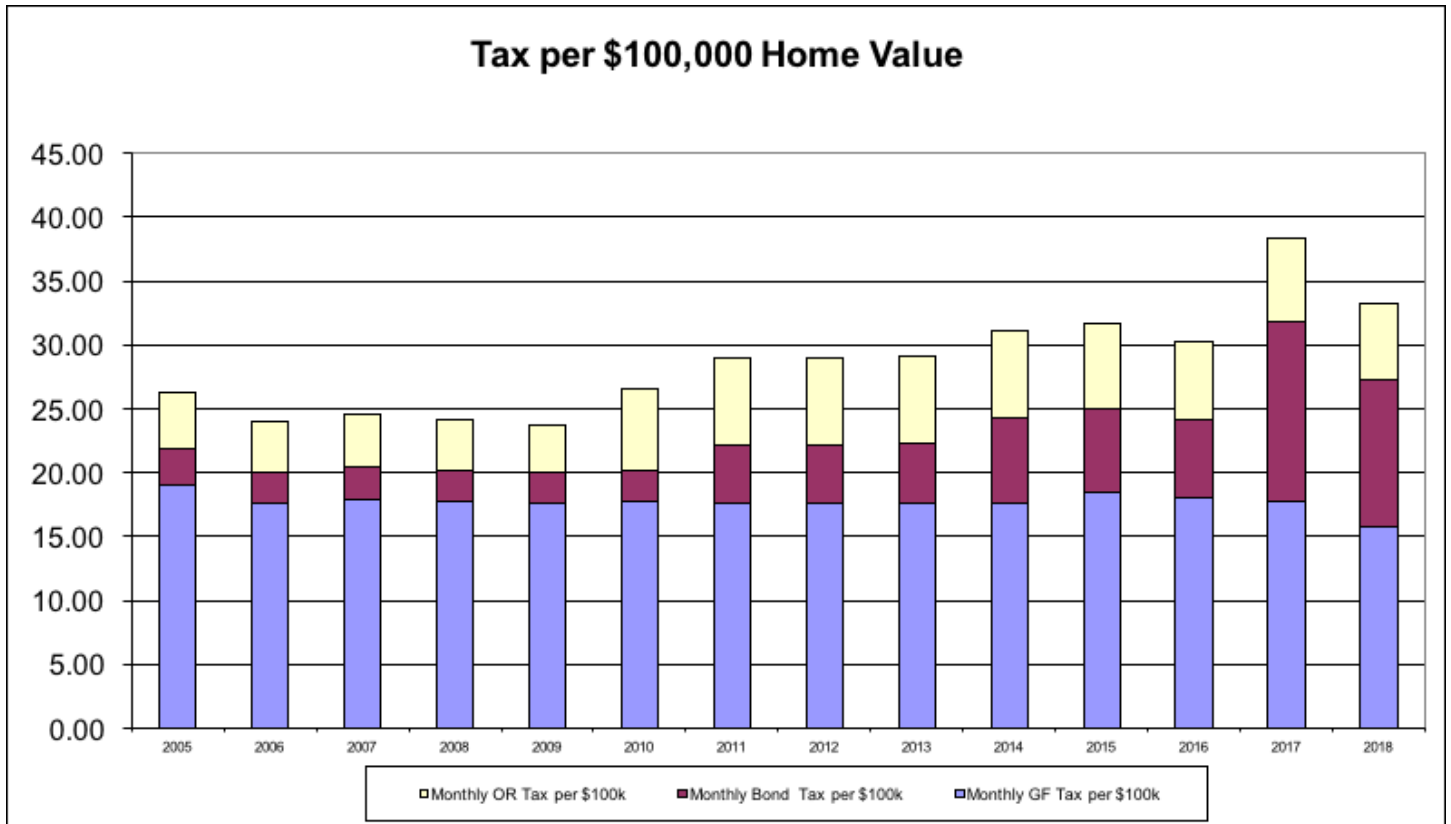
The District is always concerned about the impact of property tax rates on our residents and business owners. The chart below shows a multi-year history of the District's mill levy:



The total school district mill levy decreased by 1.825 mills from FY 2017 due to the increase in assessed value of properties located in the District. The increase in property value allowed administration to levy for the additional \$1,000,000 in voter approved funds in 2018, with only a slight increase in mills. The bond mill-levy decreased by 1.671 due to the 2013 GO Bond payoff in 2017. The mill-levy override will increase again this next year by \$1,000,000, for a total annual mill-levy override of \$7,670,000 in 2019 and for each subsequent year. The new TIF decreased the amount we could mill against by \$12,016,820. TIF's are common ways for governments to incentivize businesses to invest in local property by offering a limited property tax holiday. The District signed a TIF agreement with City of Denver and with Adams County Economic Development related to the former Asarco property, which prevents the District from imposing a tax for 15 years. State law allows school districts to levy additional mills to collect abated taxes, and to adjust override and bond mill levies to keep the dollar value constant.

The impact on district property owners is illustrated in this chart:

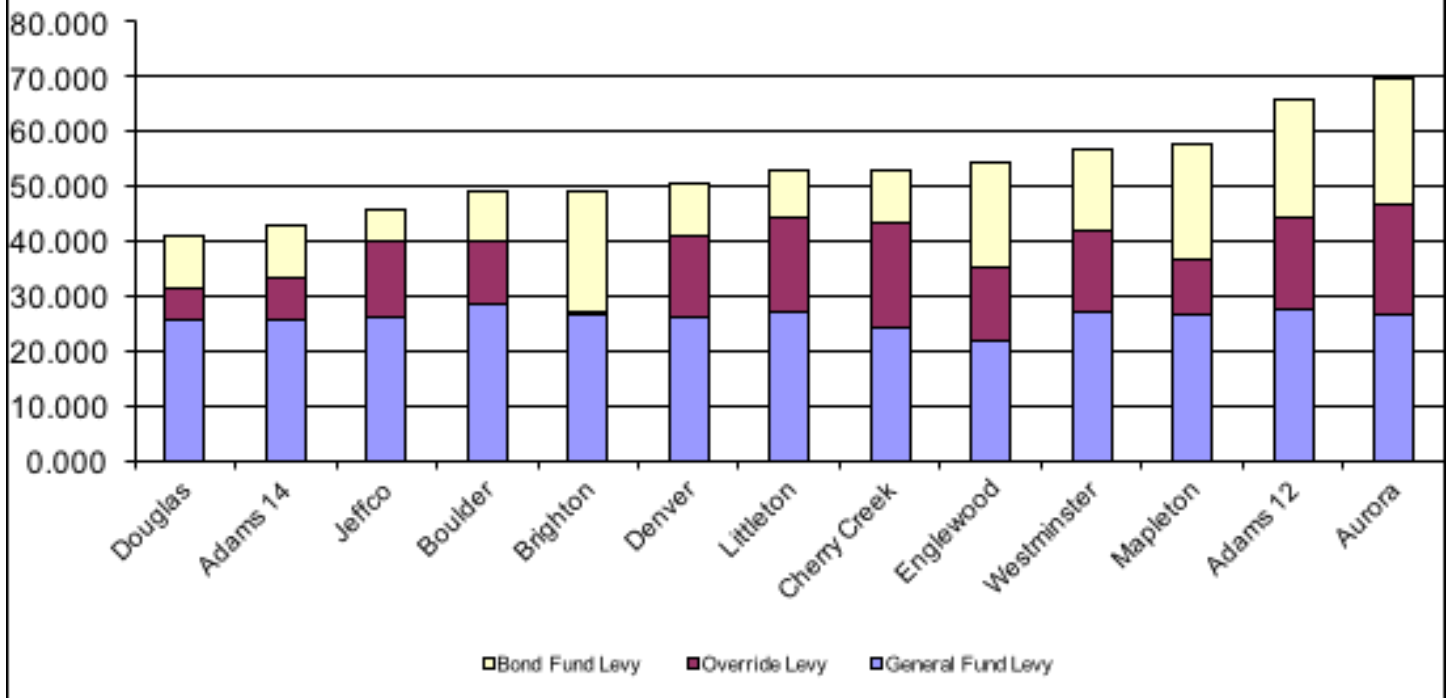




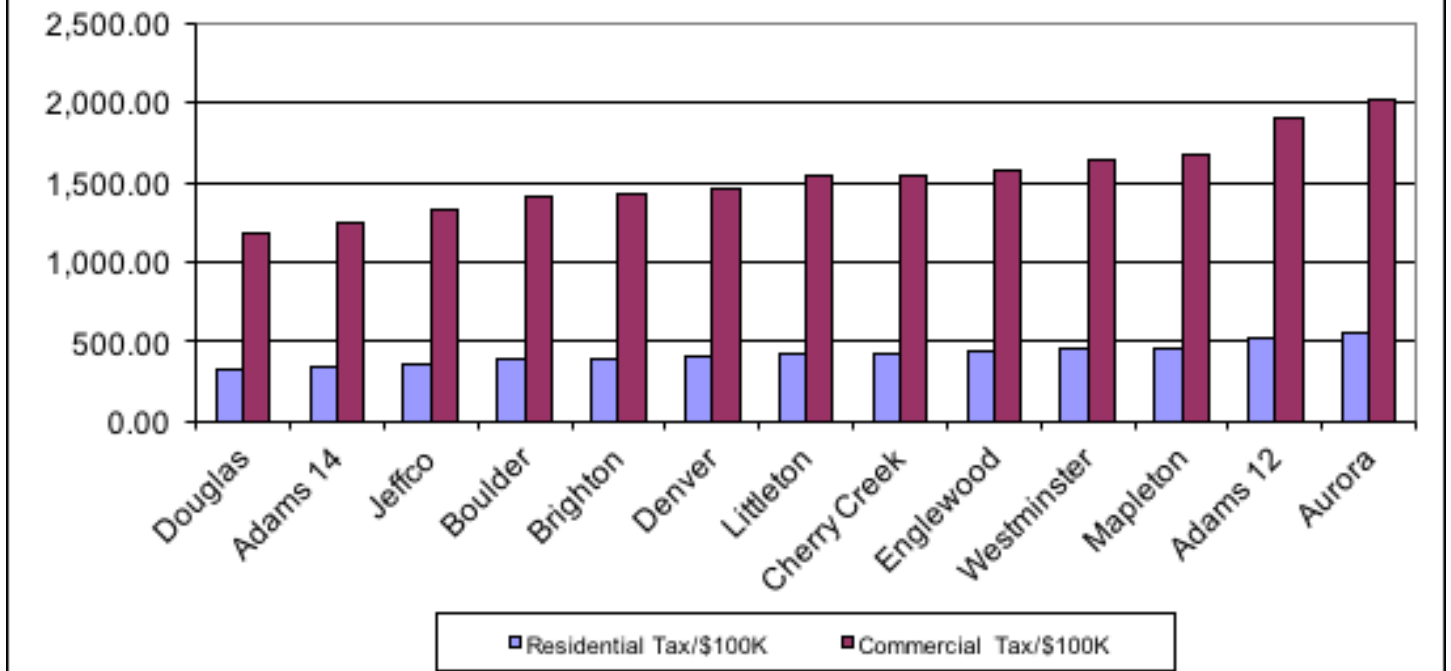
The annual tax per \$100,000 in home value was at its lowest of \$23.78 per month in fiscal year 2009 before the passage of the 2009 mill levy override and 2010 bond. It is also important to note that the assessed value percentage is decreasing from 7.96% to 7.12% due to adjustment triggers built into the 1982 Gallagher Act. The Gallagher Act triggers a decrease in the rate of personal property tax compared to commercial property tax in the event the ratio skews from 45/55. In Colorado, the Gallagher Act allows this when the amount is adjusted down, but because of TABOR, it takes voter approval for a tax increase, so this mechanism can be tricky as the state must backfill funds not covered by a school districts property taxes. The current monthly tax per \$100,000 of home value is now \$33.26. This is a decrease of \$5.13 per month from last year.

Finally, it's important to compare Mapleton's levies to those of surrounding districts:

### Estimated Mill Levies by District FY 2017-18



### Annual Property Tax per \$100K FY 2017-18



These levies are estimates based on the latest CDE figures – most districts are like us, certifying their mill levies at this meeting in December. After the successful bond and mill-levy override last year, Mapleton is slightly higher than many in the metro area, but still well below the highest districts.

**Recommendation:** District administration recommends that the Board of Education adopt the General Fund mill levy of 36.585 mills; and the Bond Redemption Fund mill levy of 19.468 mills; for a total levy of 56.053.

# *Memo*

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TO: Charlotte Ciano, Superintendent  
FROM: Shae Martinez, Chief Financial Officer  
DATE: December 12, 2017

**POLICY:** Annual Audit, Policy D1E  
**REPORT TYPE:** Incidental  
**SUBJECT:** FY 2017 Audit Presentation

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**Policy Wording:** In accordance with state law, all funds and accounts of Mapleton Public Schools shall be audited at least once annually, following the close of the fiscal year. The Board of Education for Mapleton Public Schools reserves the right to request an audit at more frequent intervals if desired.

**Policy Interpretation:** This policy is interpreted to include updates to the Board on district financial reporting.

**Report:** Each year, the District is audited by an independent auditing firm, in accordance with Colorado state law. At today's regularly scheduled Board meeting, district administration will present the latest findings from this year's audit. Representatives from the District's auditing firm, Rubin Brown, LLP, are in attendance to make a brief presentation, deliver any management letter issues and answer any questions the Board may have about the audit report.

# *Memo*

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TO: Charlotte Ciano, Superintendent  
FROM: Mike Crawford, Deputy Superintendent  
DATE: December 11, 2017

**Policy:** Advisory Committees, Policy BDF  
**Report Type:** Monitoring  
**SUBJECT:** Construction Accountability Advisory Committee Update

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**Policy Wording:** The Board shall appoint advisory committees that function within the organizational frameworks approved by the Board.

**Policy Interpretation:** This policy is interpreted as requiring periodic reports from advisory committees.

**Decision Requested:** District administration and the Construction Accountability Advisory Committee (CAAC) Co-Chair are providing this report for information only. No decision is requested.

**Report:** The Construction Accountability Advisory Committee (CAAC) met for its regular monthly meeting on Friday, December 8, 2017.

Several first-time participants were in attendance. Therefore, following introductions, the group reviewed the scope and purpose of the 2016 bond program, as well as the Board of Education's charge to CAAC.

Written reports from Mapleton's owner representative were distributed to the group, and an update was provided regarding each of the bond projects currently underway.

Highlights are as follows:

- Adventure
  - Structural steel is currently being placed so that the building skeleton is now visible
  - The masonry elevator tower is nearly complete
  - Playground and landscape plans are now complete
  - While there have been numerous minor delays, JHL is working to make up time, and August completion is still projected.
- Welby
  - The parking lot and preschool playground are now complete and being used
  - Brick veneer, interior framing and roofing are currently being installed
  - New complications have arisen with respect to masonry, utility pathways, and gym wall finishes – some of these will require project scope adjustment
  - Finish changes in the renovated portions of the building will take place over winter break
  - Substantial completion is still projected for February 14, 2018.

- **Broadway Campus**
  - The ribbon-cutting ceremony for Big Picture College and Career Academy was held on November 16<sup>th</sup>
  - Grade beams and footings have been installed for Global Primary, and precast walls are being erected
  - The construction contract was signed with The Neenan Company for Global Leadership, and groundbreaking is on-track for mid-December, pending the relocation of site utilities.
- **Midtown**
  - Land conveyance seems to be on track for early February, following a county Planning Board meeting in December and a Board of County Commissioners Meeting in January
  - Ground-breaking should occur in early spring 2018.
- **Skyview**
  - Gym, track, HVAC, and sewer line projects are now complete
  - Additional site improvements will be scheduled in the spring.

Finally, possible 2018 BEST grant approaches were revisited. While one grant application will be submitted to support Global Intermediate Academy, current thinking is that a second grant will be submitted to support Valley View K-8.

Committee members toured the Valley View campus and offered their impressions about its suitability for replacement. Their feedback included the following:

- Even with two modular out-buildings, classroom and common spaces feel undersized and cramped with only one academic corridor
- The cafeteria/gym area is undersized, and has limited usefulness
- Drop-off and pick-up areas, as well as parking areas, seem very difficult to manage safely (parents drop-off students in the parking lot; busses drop-off students on the street)
- Several outdoor high-traffic areas are prone to ice buildup
- The layout of the campus, including the placement of modular buildings add to site safety concerns
- A void space under the main building has created habitat for insects and mice
- Windows are clearly outdated and inefficient
- There are no suitable classrooms for middle school science and music
- Electrical outlets are sparse, leading to overuse of extension cords and overloading of circuits
- There seems to be a pronounced lack of bathroom fixtures for the number of students and adults occupying the building
- There is plenty of room on the site to re-locate the building away from 70<sup>th</sup> Avenue and to address all of the above concerns.

In short, committee members were overwhelmingly supportive of prioritizing the replacement of the Valley View facility through pursuing BEST grant funding.

The next meeting of the Construction Accountability Advisory Committee will be Friday, January 5<sup>th</sup>, at 11:30 a.m. in the Board Room.

# *Memo*

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TO: Charlotte Ciano, Superintendent  
FROM: Brian Fuller, Chief Information Officer  
DATE: December 12, 2017

**Policy:** Accountability/Commitment to Accomplishment, Policy AE  
**Report Type:** Monitoring  
**SUBJECT:** 2017-18 DAAC Update

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**Policy Wording:** In accordance with State law, the Board shall appoint a School District Accountability Committee. The District Accountability Advisory Committee (DAAC) shall have those powers and duties prescribed by State law. The Board and the DAAC shall, at least annually, cooperatively determine the areas of study, in addition to budget preparation, that the DAAC shall provide input, and on which it may make recommendations to the Board.

**Decision Requested:** District administration and the DAAC Co-Chair are providing this report for information only. No decision is requested this evening.

**Report:** In December, 20 members of DAAC convened to receive an update and provide feedback on the attendance initiative, provide input on the future scheduling of Enrollment and Discovery fairs, learn about the ESSA grant submission and begin to review and comment on the student Code of Conduct document.

Director of School and Community Engagement, Melissa Johnson, had the opportunity to discuss the attendance awareness initiatives with the DAAC and asked for feedback on potential logo designs for the attendance initiative.

DAAC feedback was requested by the district enrollment committee on the Enrollment and Discovery fairs that Mapleton holds. DAAC members were able to comment and provide suggestions on various scheduling options for future events.

Mapleton Public Schools has by now submitted a CDE ESSA grant application for school improvement. DAAC members were provided summary information on this grant and were able to ask questions about the grant application.

Lastly, DAAC members began to review the student code of conduct manual. Members worked in small groups to review the manual and then convened as a group to discuss comments and provided feedback on the sections of the document that were reviewed.

The next DAAC meeting will be held on Tuesday, January 16<sup>th</sup>, 2018 from 4:30 to 6:30 P.M. in the Board Room. Additional meeting dates will be added when DAAC participants request additional time to understand and comment on specific topics.