

## Mission Statement

*Develop responsible and  
productive members of  
society*

Strasburg School District  
31-J

**April 8<sup>th</sup>, @ 7:00 p.m.**

### Board of Education

Julie Winter, President

Michael Marrero, 1<sup>st</sup> Vice  
President

Ryan Dwyer, 2<sup>nd</sup> Vice President

Diana Elliott, Secretary

Dillon Kent, 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 will be held via Zoom call in conference

Join by phone: +1 346 248 7799 or +1 669 900 6833 US Toll

Meeting ID: 719 469 1164

### Board Procedures:

Board meeting time is dedicated to the mission and goals of the Strasburg 31J School District. Public opinion is valuable to the Board, and there is an opportunity during request from patrons to address the Board. Individuals who try to address the Board outside of public comment may not be recognized.

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

Presentations must be no more than three minutes.

- I. Opening of the Meeting**
  - a. Call to Order
  - b. Roll Call
  - c. Pledge of Allegiance
  - d. Adoption of Agenda
  - e. Board Procedures – The Board President will outline the procedures for the meeting
- II. Information from the Superintendent & Department Reports**
  - a. Covid 19 update
- III. Public Hearing & Public Participation**
- IV. Board Correspondence/Reports**
- V. Board Action items – not consent groupings**
  - a. Resolution to Grant Emergency Powers to the Superintendent
  - b. ELA curriculum K-5 2020-2021 school year (Purchase)
- VI. Action Items – Consent Groupings**
  - a. Personnel
    - i. Contract Renewals:
      - 1. Principals
      - 2. Assistant Principals
      - 3. Directors
  - b. Policy
    - i. GDQB – Resignation of Support Staff
    - ii. GCQF – Discipline Suspension and Dismissal of Professional Staff
    - iii. GCQC-GCQD – Resignation of Instructional Staff Administrative Staff
    - iv. EFC – Free and Reduced Price Food Services
    - v. EF – School Nutrition Program
    - vi. GCHC-Professional Staff Induction Program
    - vii. GCHA-GCHB Mentor Teachers-Administrators
    - viii. JICDE – Bullying Prevention and Education
    - ix. BEAA – Electronic Participation in School Board Meetings
  - c. Approval of the minutes of the March 11<sup>th</sup>, 2020 Regular Board Meeting.
  - d. Approval of claims, accounts, and financial statements, as appropriate.
- VII. Agenda Setting**
  - a. Discuss agenda topics for future board meetings
  - b. Meeting times and dates – set work-session
- VIII. Adjourn**

## **Resolution to Grant Emergency Powers to the Superintendent**

**Whereas** on March 10, 2020, Governor Jared Polis declared a state of emergency and signed an executive order on March 11, 2020 as a safeguard against the further spread of COVID-19; and

**Whereas** on March 18, 2020 Governor Jared Polis signed an executive order suspending in-person learning in public and private schools across the state from March 23 to April 17; and

**Whereas** under Colo. Const. art. 9, § 15, the local Board of Education has control of instruction in its public schools; and

**Whereas** under C.R.S. § 22-32-110 the local Board of Education has the authority to employ a Superintendent to administer the affairs and the programs of the district, pursuant to a contract; and

**Whereas** the Board of Education finds that the current state of emergency requires that the Superintendent be granted greater flexibility to respond quickly and appropriately to the evolving crisis; and

**Whereas** under Board Policy BG [or other applicable local board policy], the operation of any section or sections of Board policies not established by law or contract may be suspended temporarily by a majority vote of Board members present at a Board meeting held in compliance with law and Board policy;

**NOW THEREFORE, BE IT RESOLVED** that the [name of LEA] Board of Education grants to the Superintendent the following temporary powers to address the COVID-19 emergency:

1. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with guidance from appropriate health or governmental authorities or necessary for other effective response.
2. Authority to take any lawful actions necessary to ensure the continuation of public education, to provide for the health and safety of students and employees, or to respond to direction from appropriate health and government authorities. Such actions may include, but are not limited to: adjustments to the curriculum and the provision of alternative educational program options; adjustments to employee work schedules and assignments; modifications to the school calendar; adjustments to the delivery of school-provided meals; limitations on access to property owned or controlled by the Board of Education; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by the COVID-19 emergency.
3. Authority to enter into contracts without board approval for any dollar amount necessary for the purchase of materials, equipment, supplies, or services for sanitation, cleaning,

technology, or other needs directly related to the COVID-19 emergency situation, provided such action is consistent with all applicable State and Federal laws.

**NOW, BE IT FURTHER RESOLVED** that the Superintendent is directed to keep the Board of Education informed of any actions taken under this emergency authority as soon as is practicable in light of the circumstances.

**NOW, BE IT FURTHER RESOLVED** that the temporary powers authorized by this Resolution are in effect for the duration identified in Governor’s Order of March 18, 2020, and any subsequent extension of that order, unless otherwise rescinded or extended by the Board upon a two-thirds majority vote.

**NOW, BE IT FURTHER RESOLVED** that execution of this Resolution is conclusive evidence of the Board’s approval of this action and of the authority granted herein.

Adopted and approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
President, on behalf of

\_\_\_\_\_  
Date

the                      Board of Education



# Houghton Mifflin Harcourt

## Proposal Prepared For **Strasburg School Dist 31-J**

Attention:  
Johnnie Echer  
jecher@strasburg31j.com

For the Purchase of:  
**Into Reading K-~~5~~5**

Prepared By  
Diane Gullman  
diane.gullman@hnhco.com

**PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.**



Houghton Mifflin Harcourt

Attention:  
Johnnie Echer  
jecher@strasburg31j.com

HMH Confidential and Proprietary

Customer Experience  
9400 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hnhco.com

# Proposal for Strasburg School Dist 31-J Into Reading K-6

| ISBN   | Title  | Price              | Quantity | Value of All Material | Free Materials Quantity |
|--|--|--------------------|----------|-----------------------|-------------------------|
| <b>Grade K</b>   |  |                    |          |                       |                         |
| <b>Student Print &amp; Digital Licenses</b>              |  |                    |          |                       |                         |
| 9780358399643  | Into Reading Student License Print/Digital 6 Year Grade K<br>Includes:<br>Into Reading Student myBook Softcover 6 Year Print Grade K<br>Digital Student Resources 6 Year Grades K-6<br>Implementation Success<br>9780358093619 iREAD 1 Year Online Student Access Gratis for New Qualified Customers | \$132.00           | 85       | \$11,220.00           |                         |
| <b>Total for Student Print &amp; Digital Licenses</b>    |  | <b>\$11,220.00</b> |          |                       |                         |
| <b>Teacher Digital Licenses</b>                          |  |                    |          |                       |                         |
| 9780358405672  | Into Reading Digital Teacher Resources 6 Year Grades K-6   | \$450.00           |          |                       | 4                       |
| <b>Total for Teacher Digital Licenses</b>                |  | <b>\$0.00</b>      |          |                       |                         |
| <b>A la Carte Items Available for Purchase</b>           |  |                    |          |                       |                         |
| <b>Teacher Materials</b>                                 |  |                    |          |                       |                         |
| 9780358010562  | 2020 Into Reading Teacher's Guide Set Grade K  | \$140.00           | 4        | \$560.00              |                         |
| 9781328460561  | Into Reading Bookstix Grade K  | \$5.99             | 4        | \$23.96               |                         |
| 9781328491602  | Into Reading Tabletop Minilessons English Language Development Grade K   | \$31.00            | 4        | \$124.00              |                         |
| 9781328522900  | Into Reading Tabletop Minilessons Reading Grade K  | \$31.00            | 4        | \$124.00              |                         |
| 9781328639035  | Into Reading Big Book Set Grade K  | \$220.00           | 4        | \$880.00              |                         |
| 9780358056287  | Into Reading Instructional Card Kit Grade K  | \$69.44            | 4        | \$277.76              |                         |
| 9781328639028  | Into Reading Read Aloud Set Grade K  | \$120.00           | 4        | \$480.00              |                         |
| 9780358001508  | Into Reading Rigby Leveled Library with Take and Teach Lessons Grade K   | \$1,000.00         | 4        | \$4,000.00            |                         |
| 9780358019831  | Into Reading Start Right Reader Set of 6 Grade K   | \$162.00           | 4        | \$648.00              |                         |
| <b>Total for A la Carte Items Available for Purchase</b> |  | <b>\$7,117.72</b>  |          |                       |                         |
| <b>Total for Grade K</b>                                 |  | <b>\$18,337.72</b> |          |                       |                         |

|   |  |                    |    |             |  |
|---|--|--------------------|----|-------------|--|
| <b>Grade 1</b>  |  |                    |    |             |  |
| <b>Student Print &amp; Digital Licenses</b>           |  |                    |    |             |  |
| 9780358399674   | Into Reading Student License Print/Digital 6 Year Grade 1<br>Includes:<br>Into Reading Student myBook Softcover Set 6 Year Print Grade 1<br>Digital Student Resources 6 Year Grades K-6<br>Implementation Success<br>9780358093619 iREAD 1 Year Online Student Access Gratis for New Qualified Customers | \$132.00           | 85 | \$11,220.00 |  |
| <b>Total for Student Print &amp; Digital Licenses</b> |  | <b>\$11,220.00</b> |    |             |  |
| <b>Teacher Digital Licenses</b>                       |  |                    |    |             |  |



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# Proposal for Strasburg School Dist 31-J Into Reading K-6

| ISBN   | Title  | Price              | Quantity | Value of All Material | Free Materials Quantity |
|--|--|--------------------|----------|-----------------------|-------------------------|
| 9780358405672  | Into Reading Digital Teacher Resources 6 Year Grades K-6               | \$450.00           |          |                       | 4                       |
| <b>Total for Teacher Digital Licenses</b>                |  | <b>\$0.00</b>      |          |                       |                         |
| <b>A la Carte Items Available for Purchase</b>           |  |                    |          |                       |                         |
| <b>Teacher Materials</b>                                 |  |                    |          |                       |                         |
| 9781328468970  | 2020 Into Reading Writing Workshop Teacher's Guide Grade 1             | \$42.00            | 4        | \$168.00              |                         |
| 9780358011101  | 2020 Into Reading Teacher's Guide Set Grade 1                          | \$140.00           | 4        | \$560.00              |                         |
| 9780358019060  | Into Reading Teaching Pal Set Grade 1                                  | \$28.00            | 4        | \$112.00              |                         |
| 9781328476586  | Into Reading Bookstix Grade 1  | \$2.99             | 4        | \$11.96               |                         |
| 9781328491619  | Into Reading Tabletop Minilessons English Language Development Grade 1 | \$31.00            | 4        | \$124.00              |                         |
| 9781328522917  | Into Reading Tabletop Minilessons Reading Grade 1                      | \$31.00            | 4        | \$124.00              |                         |
| 9781328639097  | Into Reading Big Book Set Grade 1                                      | \$84.00            | 4        | \$336.00              |                         |
| 9780358056294  | Into Reading Instructional Card Kit Grade 1                            | \$73.02            | 4        | \$292.08              |                         |
| 9781328639059  | Into Reading Read Aloud Set Grade 1                                    | \$88.00            | 4        | \$352.00              |                         |
| 9780358001515  | Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 1 | \$1,000.00         | 4        | \$4,000.00            |                         |
| 9780358019848  | Into Reading Start Right Reader Set of 6 Grade 1                       | \$259.20           | 4        | \$1,036.80            |                         |
| 9781328639103  | Into Reading Trade Classroom Library Single Copy Set Grade 1           | \$24.84            | 4        | \$99.36               |                         |
| <b>Total for A la Carte Items Available for Purchase</b> |  | <b>\$7,216.20</b>  |          |                       |                         |
| <b>Total for Grade 1</b>                                 |  | <b>\$18,436.20</b> |          |                       |                         |

**Grade 2****Student Print & Digital Licenses**

|   |   |          |    |             |  |
|---|---|----------|----|-------------|--|
| 9780358399704   | Into Reading Student License Print/Digital 6 Year Grade 2 | \$132.00 | 85 | \$11,220.00 |  |
| Includes:   |   |          |    |             |  |
| Into Reading Student myBook Softcover Set 6 Year Print Grade 2                      |   |          |    |             |  |
| Digital Student Resources 6 Year Grades K-6   |   |          |    |             |  |
| Implementation Success  |   |          |    |             |  |
| 9780358093619 iREAD 1 Year Online Student Access Gratis for New Qualified Customers |   |          |    |             |  |

**Total for Student Print & Digital Licenses****\$11,220.00****Teacher Digital Licenses**

|   |  |               |  |  |   |
|---|--|---------------|--|--|---|
| 9780358405672                             | Into Reading Digital Teacher Resources 6 Year Grades K-6 | \$450.00      |  |  | 4 |
| <b>Total for Teacher Digital Licenses</b> |  | <b>\$0.00</b> |  |  |   |

**A la Carte Items Available for Purchase****Teacher Materials****Houghton Mifflin Harcourt**

Attention:  
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jecher@strasburg31j.com

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FAX: 800-269-5232  
k12orders@hnhco.com

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# Proposal for Strasburg School Dist 31-J Into Reading K-6

| ISBN   | Title  | Price             | Quantity | Value of All Material | Free Materials Quantity |
|--|--|-------------------|----------|-----------------------|-------------------------|
| 9781328469809  | 2020 Into Reading Writing Workshop Teacher's Guide Grade 2             | \$42.00           | 4        | \$168.00              |                         |
| 9780358011118  | 2020 Into Reading Teacher's Guide Set Grade 2                          | \$140.00          | 4        | \$560.00              |                         |
| 9780358019077  | Into Reading Teaching Pal Set Grade 2                                  | \$28.00           | 4        | \$112.00              |                         |
| 9781328476593  | Into Reading Bookstix Grade 2  | \$2.99            | 4        | \$11.96               |                         |
| 9781328491626  | Into Reading Tabletop Minilessons English Language Development Grade 2 | \$31.00           | 4        | \$124.00              |                         |
| 9781328522924  | Into Reading Tabletop Minilessons Reading Grade 2                      | \$31.00           | 4        | \$124.00              |                         |
| 9780358056300  | Into Reading Instructional Card Kit Grade 2                            | \$75.02           | 4        | \$300.08              |                         |
| 9781328639080  | Into Reading Read Aloud Set Grade 2                                    | \$132.00          | 4        | \$528.00              |                         |
| 9780358001522  | Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 2 | \$1,000.00        | 4        | \$4,000.00            |                         |
| 9780358019855  | Into Reading Start Right Reader Set of 6 Grade 2                       | \$172.80          | 4        | \$691.20              |                         |
| 9781328639110  | Into Reading Trade Classroom Library Single Copy Set Grade 2           | \$24.84           | 4        | \$99.36               |                         |
| <b>Total for A la Carte Items Available for Purchase</b> |  | <b>\$6,718.60</b> |          |                       |                         |

**Total for Grade 2****\$17,938.60****Grade 3****Student Print & Digital Licenses**

|  |   |          |    |             |  |
|--|---|----------|----|-------------|--|
| 9780358399735  | Into Reading Student License Print/Digital 6 Year Grade 3 | \$132.00 | 85 | \$11,220.00 |  |
| Includes:  |   |          |    |             |  |
| Into Reading Student myBook Softcover Set 6 Year Print Grade 3 |   |          |    |             |  |
| Digital Student Resources 6 Year Grades K-6                    |   |          |    |             |  |
| Implementation Success   |   |          |    |             |  |

**Total for Student Print & Digital Licenses****\$11,220.00****Teacher Digital Licenses**

|               |  |          |  |  |   |
|---------------|--|----------|--|--|---|
| 9780358405672 | Into Reading Digital Teacher Resources 6 Year Grades K-6 | \$450.00 |  |  | 3 |
|---------------|--|----------|--|--|---|

**Total for Teacher Digital Licenses****\$0.00****A la Carte Items Available for Purchase****Teacher Materials**

|               |  |            |   |            |  |
|---------------|--|------------|---|------------|--|
| 9781328469816 | 2020 Into Reading Writing Workshop Teacher's Guide Grade 3             | \$42.00    | 3 | \$126.00   |  |
| 9780358011125 | 2020 Into Reading Teacher's Guide Set Grade 3                          | \$140.00   | 3 | \$420.00   |  |
| 9780358019084 | Into Reading Teaching Pal Set Grade 3                                  | \$28.00    | 3 | \$84.00    |  |
| 9781328491633 | Into Reading Tabletop Minilessons English Language Development Grade 3 | \$31.00    | 3 | \$93.00    |  |
| 9781328522931 | Into Reading Tabletop Minilessons Reading Grade 3                      | \$31.00    | 3 | \$93.00    |  |
| 9780358001539 | Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 3 | \$1,000.00 | 3 | \$3,000.00 |  |

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# Proposal for Strasburg School Dist 31-J Into Reading K-6

| ISBN   | Title   | Price              | Quantity | Value of All Material | Free Materials Quantity |
|--|---|--------------------|----------|-----------------------|-------------------------|
| 9780358011194  | Into Reading Trade Classroom Library Set of 6 with Take and Teach Lessons Grade 3   | \$155.30           | 3        | \$465.90              |                         |
| <b>Total for A la Carte Items Available for Purchase</b> |   | <b>\$4,281.90</b>  |          |                       |                         |
| <b>Total for Grade 3</b>                                 |   | <b>\$15,501.90</b> |          |                       |                         |
| <b>Grade 4</b>   |   |                    |          |                       |                         |
| <b>Student Print &amp; Digital Licenses</b>              |   |                    |          |                       |                         |
| 9780358399766  | Into Reading Student License Print/Digital 6 Year Grade 4<br>Includes:<br>Into Reading Student myBook Softcover Set 6 Year Print Grade 4<br>Digital Student Resources 6 Year Grades K-6<br>Implementation Success | \$132.00           | 85       | \$11,220.00           |                         |
| <b>Total for Student Print &amp; Digital Licenses</b>    |   | <b>\$11,220.00</b> |          |                       |                         |
| <b>Teacher Digital Licenses</b>                          |   |                    |          |                       |                         |
| 9780358405672  | Into Reading Digital Teacher Resources 6 Year Grades K-6  | \$450.00           |          |                       | 3                       |
| <b>Total for Teacher Digital Licenses</b>                |   | <b>\$0.00</b>      |          |                       |                         |
| <b>A la Carte Items Available for Purchase</b>           |   |                    |          |                       |                         |
| <b>Teacher Materials</b>                                 |   |                    |          |                       |                         |
| 9781328469823  | 2020 Into Reading Writing Workshop Teacher's Guide Grade 4  | \$42.00            | 3        | \$126.00              |                         |
| 9780358011132  | 2020 Into Reading Teacher's Guide Set Grade 4   | \$140.00           | 3        | \$420.00              |                         |
| 9780358019091  | Into Reading Teaching Pal Set Grade 4   | \$28.00            | 3        | \$84.00               |                         |
| 9781328491640  | Into Reading Tabletop Minilessons English Language Development Grade 4  | \$31.00            | 3        | \$93.00               |                         |
| 9781328522948  | Into Reading Tabletop Minilessons Reading Grade 4   | \$31.00            | 3        | \$93.00               |                         |
| 9780358001546  | Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 4  | \$1,000.00         | 3        | \$3,000.00            |                         |
| 9780358011200  | Into Reading Trade Classroom Library Set of 6 with Take and Teach Lessons Grade 4   | \$155.30           | 3        | \$465.90              |                         |
| <b>Total for A la Carte Items Available for Purchase</b> |   | <b>\$4,281.90</b>  |          |                       |                         |
| <b>Total for Grade 4</b>                                 |   | <b>\$15,501.90</b> |          |                       |                         |
| <b>Grade 5</b>   |   |                    |          |                       |                         |
| <b>Student Print &amp; Digital Licenses</b>              |   |                    |          |                       |                         |
| 9780358399797  | Into Reading Student License Print/Digital 6 Year Grade 5<br>Includes:<br>Into Reading Student myBook Softcover Set 6 Year Print Grade 5<br>Digital Student Resources 6 Year Grades K-6<br>Implementation Success | \$132.00           | 85       | \$11,220.00           |                         |
| <b>Total for Student Print &amp; Digital Licenses</b>    |   | <b>\$11,220.00</b> |          |                       |                         |



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# Proposal for Strasburg School Dist 31-J Into Reading K-6

| ISBN   | Title   | Price             | Quantity | Value of All Material | Free Materials Quantity |
|--|---|-------------------|----------|-----------------------|-------------------------|
| <b>Teacher Digital Licenses</b>                          |   |                   |          |                       |                         |
| 9780358405672  | Into Reading Digital Teacher Resources 6 Year Grades K-6                          | \$450.00          |          |                       | 3                       |
| <b>Total for Teacher Digital Licenses</b>                |   | <b>\$0.00</b>     |          |                       |                         |
| <b>A la Carte Items Available for Purchase</b>           |   |                   |          |                       |                         |
| <b>Teacher Materials</b>                                 |   |                   |          |                       |                         |
| 9781328469830  | 2020 Into Reading Writing Workshop Teacher's Guide Grade 5                        | \$42.00           | 3        | \$126.00              |                         |
| 9780358011149  | 2020 Into Reading Teacher's Guide Set Grade 5                                     | \$140.00          | 3        | \$420.00              |                         |
| 9780358019107  | Into Reading Teaching Pal Set Grade 5   | \$28.00           | 3        | \$84.00               |                         |
| 9781328491657  | Into Reading Tabletop Minilessons English Language Development Grade 5            | \$31.00           | 3        | \$93.00               |                         |
| 9781328522955  | Into Reading Tabletop Minilessons Reading Grade 5                                 | \$31.00           | 3        | \$93.00               |                         |
| 9780358001553  | Into Reading Rigby Leveled Library with Take and Teach Lessons Grade 5            | \$1,000.00        | 3        | \$3,000.00            |                         |
| 9780358011217  | Into Reading Trade Classroom Library Set of 6 with Take and Teach Lessons Grade 5 | \$155.30          | 3        | \$465.90              |                         |
| <b>Total for A la Carte Items Available for Purchase</b> |   | <b>\$4,281.90</b> |          |                       |                         |

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|                          |                    |
|--------------------------|--------------------|
| <b>Total for Grade 5</b> | <b>\$15,501.90</b> |
|--------------------------|--------------------|

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## Professional Services

### Year 1 - 3 Implementation Success Plan

|               |   |          |  |  |   |
|---------------|---|----------|--|--|---|
| 9781328594044 | Into Reading Follow Up 1 Hour Webinar Session Grades K-6<br>To strengthen program implementation an HMH Services team member will work with you to choose from key Into Reading instructional topics to create a personalized Follow-Up online session. | \$350.00 |  |  | 4 |
|---------------|---|----------|--|--|---|

### Getting Started with Into Reading

|               |  |            |  |  |   |
|---------------|--|------------|--|--|---|
| 9781328593979 | Into Reading Getting Started Full Day Grade K-6<br>Participants engage in a variety of hands-on experiences to learn about the organization, design, and resources of Into Reading. The goal is to build deeper understanding and confidence to begin implementing Into Reading in their respective learning environments. | \$2,800.00 |  |  | 1 |
|---------------|--|------------|--|--|---|

### Personalized Follow-Up

|               |  |          |  |  |   |
|---------------|--|----------|--|--|---|
| 9781328594037 | Into Reading Follow Up 2 Hour Webinar Grade K-6<br>To strengthen program implementation an HMH Services team member will work with you to choose from key Into Reading instructional topics to create a personalized Follow-Up online session. | \$800.00 |  |  | 1 |
|---------------|--|----------|--|--|---|

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|  |                |
|--|----------------|
| <b>Total for Professional Services</b> | <b>\$ 0.00</b> |
|--|----------------|

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Proposal for  
**Strasburg School Dist 31-J**  
**Into Reading K-6**

| ISBN | Title | Price | Quantity | Value of All Material | Free Materials Quantity |
|------|-------|-------|----------|-----------------------|-------------------------|
|------|-------|-------|----------|-----------------------|-------------------------|

|                                  |              |
|----------------------------------|--------------|
| <i>Total Savings:</i>            | \$14,450.00  |
| <i>Subtotal Purchase Amount:</i> | \$101,218.22 |
| <i>Shipping &amp; Handling:</i>  | \$7,085.28   |
| <i>Sales Tax:</i>                | \$0.00       |

|  |                     |
|--|---------------------|
| <b>Total Cost of Proposal (PO Amount):</b> | <b>\$108,303.50</b> |
|--|---------------------|



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**Total Cost of Proposal (PO Amount): \$108,303.50**

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

**Ship to:****Sold to:**

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which start with a highly successful delivery of our solution.

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Date of Proposal: 2/12/2020

Proposal Expiration Date: 3/28/2020



**Houghton Mifflin Harcourt**



**Houghton Mifflin Harcourt**

Attention:  
Johnnie Echer  
jecher@strasburg31j.com

HMH Confidential and Proprietary

Customer Experience  
9400 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hmhco.com

## **Principals, Assistant Principal and Director Renewal list for 2020-2021**

### Principals:

Jeff Rasp, SHS

Sara Turrell, HMS

Carol Wethington, SES

### Assistant Principals:

Ginia Gutierrez, SHS

Mie Aragon, HMS

Johnnie Echer, SES

### Directors:

Jim Spence, Transportation

Janet Maupin, Food Service

Michelle Woodard, Athletics

Nicole Hawkins, District Nursing



# Revised Sample Policy

File: GDQB

*NOTE: The Board should be careful when adopting policies related to classified staff in order to preserve the "at will" status of these employees. The following policy (not required by law, but highly recommended) is written with "at will" status in mind. Please consult with your attorney before adopting or making any revisions to this policy. You should also review all policies in the GD section, as well as employee handbooks and other statements and documents, to ensure a consistent approach in this area. Contrary assertions in handbooks, contracts, and other writings or made verbally can create serious problems for a school district defending itself against a due process claim.*

## Resignation of Support Staff

Support staff employees are encouraged to give two weeks written notice to the district prior to resigning employment.

If an employee resigns as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, which is supported by a preponderance of evidence, the superintendent is delegated the responsibility for notifying the Colorado Department of Education (CDE) as soon as possible but no later than 10 business days after the employee's resignation. The superintendent shall provide any information requested by the department concerning the circumstances of the resignation. The district also shall notify the employee that information concerning the resignation is being forwarded to CDE unless such notice would conflict with the confidentiality requirements of the Child Protection Act.

Adopted -- 2006

LEGAL REFS.: **20 U.S.C. 7926** (*ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor*)  
C.R.S. 19-3-301 *et seq.* (*Child Protection Act of 1987*)  
C.R.S. 22-32-109.7

*NOTE 1: State law prohibits school districts from entering into a settlement agreement that would restrict the district's ability to share any relevant information related to a conviction for child abuse or a sexual offense against a child and that pertains to the incident upon which the employee's dismissal or resignation is based. C.R.S. 22-32-109.7 (3).*

***NOTE 2: The Every Student Succeeds Act (ESSA) requires school districts that receive ESEA funds to have policies in place that prohibit the district from assisting an employee in obtaining a new job if the district knows, or has probable cause to believe, that such employee engaged in sexual misconduct regarding a student or minor in violation of the law. The district is not prohibited from following routine procedures regarding the transmission of administrative or personnel files, but is prohibited from doing more than that to help the employee obtain new employment. 20 U.S.C. 7926. This provision is intended to prevent teachers or other school staff who have engaged in sexual misconduct with a student or minor at one school from obtaining employment at another school, without that school's knowledge of the prior misconduct. In sum, districts must ensure that they comply with state law mandatory reporting requirements as well as not offer employment assistance as prohibited by the ESSA when contacted by another school for information regarding an applicant's fitness for employment.***

# Revised Sample Policy

File: GCQF

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

## **Discipline, Suspension and Dismissal of Professional Staff** (And Contract Nonrenewal)

The Board of Education shall follow procedures established by law for the suspension and dismissal of teachers.

Full-time probationary teachers, currently employed by the Board, shall be reemployed for the succeeding academic year at the appropriate salary unless the Board does not renew the contract of such teacher pursuant to law.

*NOTE: The following paragraph is optional. The Board must decide whether to include it in this policy.*

This provision also shall apply to teachers employed on a part-time continuous basis by the district and by the East Central Board of Cooperative Educational Services.

The superintendent shall be authorized to suspend with pay or place on administrative leave a professional staff member as a disciplinary measure and/or pending an internal investigation when a professional staff member is accused of serious misconduct. The superintendent shall report all such suspensions to the Board at its next meeting and shall make a recommendation if further disciplinary action is warranted.

A teacher shall not be subject to any disciplinary proceeding including dismissal for actions which were in good faith and in compliance with the district's discipline code, nor shall a contract nonrenewal be based on such lawful actions.

The district shall not obtain consumer credit reports on a current employee unless the district is evaluating the employee for promotion, reassignment or retention. In all cases where credit information or reports are obtained and/or relied upon for purposes of reassigning, terminating or denying the promotion of an employee, the district shall comply with the Fair Credit Reporting Act and applicable state law.

The district shall comply with the mandatory reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law and the regulation accompanying this policy.

Adopted: 2006

LEGAL REFS.: 15 U.S.C. 1681 *et seq.* (Fair Credit Reporting Act)

**20 U.S.C. 7926 (ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor)**

C.R.S. 8-2-126 (limits employers' use of consumer credit information)

C.R.S. 19-3-301 *et seq.* (Child Protection Act of 1987)

C.R.S. 22-2-119 (duty to make inquiries prior to hiring)

C.R.S. 22-32-109.1 (9) (immunity provisions in safe schools law)

C.R.S. 22-32-109.7 (specific duties regarding hiring inquiries and reporting)

C.R.S. 22-63-202 (3) (temporary suspension during contract period)

C.R.S. 22-63-202 (4) (disclosure of reasons why left employment)

C.R.S. 22-63-203 (renewal and non-renewal of probationary teacher contracts)

C.R.S. 22-63-301 *et seq.* (dismissal of licensed staff)

1 CCR 301-37, Rule 2260.5-R-10.05

*NOTE 1: State law prohibits school districts from entering into a settlement agreement that would restrict the district's ability to share any relevant information related to a conviction for child abuse or a sexual offense against a child and that pertains to the incident upon which the employee's dismissal or resignation is based. C.R.S. 22-32-109.7 (3).*

*NOTE 2: An employee who is terminated for a felony domestic violence and/or a felony drug offense may reapply for district employment after five years have passed since the date the offense was committed. C.R.S. 22-32-109.8 (6.5)(b). For a felony domestic violence offense, the applicant must also show successful completion of any court-ordered treatment.*

**NOTE 3: The Every Student Succeeds Act (ESSA) requires school districts that receive ESEA funds to have policies in place that prohibit the district from assisting an employee in obtaining a new job if the district knows, or has probable cause to believe, that such employee engaged in sexual misconduct regarding a student or minor in violation of the law. The district is not prohibited from following routine procedures regarding the transmission of administrative or personnel files, but is prohibited from doing more than that to help the employee obtain new employment. 20 U.S.C. 7926. This provision is intended to prevent teachers or other school staff who have engaged in sexual misconduct with a student or minor at one school from obtaining employment at another school, without that school's knowledge of the prior misconduct. In sum, districts must ensure that they comply with state law mandatory reporting requirements as well as not offer employment assistance as prohibited by the ESSA when contacted by another school for information regarding an applicant's fitness for employment.**

# Revised Sample Policy

File: GCQC/GCQD

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

## Resignation of Instructional Staff/Administrative Staff

In accordance with state statutes, a teacher or licensed administrator may cancel a contract prior to the beginning of an academic year by giving written notice no later than 30 days prior to the start of the academic year, during an academic year by giving at least 30 days' written notice, or at any time by mutual agreement with the Board of Education.

A teacher or licensed administrator who fails to honor a contract, except in accordance with the statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, or for 1/12th of his or her annual salary, whichever is less. In addition, the teacher's or administrator's license may be suspended.

A teacher or licensed administrator who resigns during the term of the contract shall be paid the prorated amount of the annual salary for each day the teacher has been on duty.

The district shall comply with the mandatory reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law and the regulation accompanying this policy.

(Adoption date)

LEGAL REFS.: **20 U.S.C. 7926** (*ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor*)  
C.R.S. 19-3-301 *et seq.* (*Child Protection Act of 1987*)  
C.R.S. 22-32-109.7 (*specific duties regarding hiring inquiries and reporting*)  
C.R.S. 22-63-202 (*employment contracts*)  
1 CCR 301-37, Rule 2260.5-R-10.05 (*mandatory reporting requirements*)

*NOTE 1: State law prohibits school districts from entering into a settlement agreement that would restrict the district's ability to share any relevant information related to a conviction for child abuse or a sexual offense against a child and that pertains to the incident upon which the employee's dismissal or resignation is based. C.R.S. 22-32-109.7 (3).*



***NOTE 2: The Every Student Succeeds Act (ESSA) requires school districts that receive ESEA funds to have policies in place that prohibit the district from assisting an employee in obtaining a new job if the district knows, or has probable cause to believe, that such employee engaged in sexual misconduct regarding a student or minor in violation of the law. The district is not prohibited from following routine procedures regarding the transmission of administrative or personnel files, but is prohibited from doing more than that to help the employee obtain new employment. 20 U.S.C. 7926. This provision is intended to prevent teachers or other school staff who have engaged in sexual misconduct with a student or minor at one school from obtaining employment at another school, without that school's knowledge of the prior misconduct. In sum, districts must ensure that they comply with state law mandatory reporting requirements as well as not offer employment assistance as prohibited by the ESSA when contacted by another school for information regarding an applicant's fitness for employment.***

# Revised Sample Policy

File: EFC

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

## Free and Reduced-Price Food Services

The district shall take part as feasible in the National School Lunch and other food programs which may become available to ensure that all students in the district receive proper nourishment.

The administration shall establish regulations regarding participation in programs for free and reduced price meals and supplementary food in accordance with applicable state and federal law.

(Adoption date)

LEGAL REFS.: 42 U.S.C. 1751 *et seq.* (National School Lunch Act)  
7 C.F.R. 245.5 (must inform families of the availability of reimbursable school meals and provide information about applying for free or reduced price meals)  
C.R.S. 22-32-120 (food services)  
C.R.S. 22-82.7-101 *et seq.* (Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced price meals pay in school breakfast program)  
C.R.S. 22-82.9-101 *et seq.* (Child Nutrition School Lunch Protection Program provides funding to eliminate the amount students in preschool through **twelfth** grade pay for school lunch program, if they qualify for reduced price meals)

CROSS REF.: EF, School Nutrition Program

*NOTE 1: Registration materials that accompany the application form for students to participate under the National School Lunch Act shall include an explanation to parents that the form will be used to determine if the school is eligible for at-risk funding on behalf of the student(s). By completing the form, the parent is ensuring that the school district will receive the at-risk funding to which it is entitled. C.R.S. 22-54-112 (4).*

*NOTE 2: Schools that participate in the National School Lunch Program and have seventy percent or more students eligible for free or reduced-cost lunch must offer a free breakfast to each student. C.R.S. 22-82.8-103 (3)(b). The breakfast may be served at a time determined by the school, as long as it occurs after the first bell. C.R.S. 22-82.8-103 (3)(c). Small rural districts with a student population of less than 1,000 students are exempt from this requirement and there is also flexibility for other specific situations (e.g. funding decrease, before-school care programs).*

**February 2020** - COLORADO SAMPLE  
POLICY 1981©

## School Nutrition Program

The district will operate a school nutrition program which shall be under the overall supervision of the district's director of nutrition services.

The director of nutrition services shall cooperate with each school principal in matters essential to the proper functioning of each school's nutrition program. The responsibility for control of students using the school cafeteria shall rest with the building principal.

Nutrition services shall provide lunches and breakfasts, through participation in the National School Lunch Program *and School Breakfast Program*.

The Board shall approve the prices set for meals and the price of beverages.

Adopted: 2006

Revised: 6-21-2017

LEGAL REFS.: 42 U.S.C. 1751 *et seq.* (National School Lunch Act)  
3-23-2020 7 C.F.R. Part 210 (National School Lunch Act regulations)  
7 C.F.R. Part 220 (School Breakfast Program regulations)  
C.R.S. 22-32-120 (food services)  
C.R.S. 22-32-134.5 (healthy beverage requirement)  
C.R.S. 22-32-136.3 (trans fat ban)  
C.R.S. 22-82.7-101 *et seq.* (Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced priced meals pay in school breakfast program)  
C.R.S. 22-82.9-101 *et seq.* (Child Nutrition School Lunch Protection Program provides funding to eliminate amount students in preschool through fifth grade pay for school lunch program, if they qualify for reduced price meals)  
1 CCR 301-3 (State Board of Education – competitive food services rules)  
1 CCR 301-79 (State Board of Education – healthy beverages rules)

CROSS REFS.: EFC, Free and Reduced-Price Food Services  
EFEA\*, Nutritious Food Choices

*NOTE 1: State law prohibits schools from “making available” to students any food or beverage that contains any amount of industrially produced trans fat. C.R.S. 22-32-136.3(2). The trans fat ban applies to all food and beverages made available to students on school grounds during the school day and extended school day and includes items sold through the school cafeteria, school store or vending machines located on school grounds. C.R.S. 22-32-136.3(3). However, if the food or beverage sold through the cafeteria, store or vending*

*machine is part of school fundraising efforts conducted by one or more students, teachers or parents, the trans fat ban does not apply. C.R.S. 22-32-136.3(4). The law also exempts items donated to the school that are given to students for consumption off school grounds and not during the school day. Id.*

*NOTE 2: The USDA’s **regulations** outlines the nutrition standards for all foods sold in schools that participate in federal school meal programs under the National School Lunch Act and/or School Breakfast Act,. **including standards concerning saturated and trans fats, sugar, sodium and-calories. 7 C.F.R. Parts 210 and 220. These** “Smart Snacks in School” **nutrition** standards do not apply to: (1) items sold during non-school hours, weekends or off-campus fundraising events; (2) foods brought from home for personal consumption; and/or (3) fundraiser foods not intended for consumption during the school day. A special exemption from this rule is permitted for “infrequent, school-sponsored fundraisers,” as determined by each state. The Colorado Department of Education (CDE) set this number at three exemptions per school **per** school year. For more information on the “Smart Snacks in School” **nutrition standards**, visit CDE’s Office of School Nutrition webpage or the USDA’s Food and Nutrition Services webpage.*

*NOTE 3: **Schools that participate in the National School Lunch Program and have seventy percent or more students eligible for free or reduced-cost lunch must offer a free breakfast to each student. C.R.S. 22-82.8-103(3)(b). The breakfast may be served at a time determined by the school, as long as it occurs after the first bell. C.R.S. 22-82.8-103(3)(c). Small rural districts with a student population of less than 1,000 students are exempt from this requirement and there is also flexibility for other specific situations (e.g. funding decrease, before-school care programs).***

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

## **Professional Staff Induction Program**

The district shall join with [*choose one of the following:* other school districts, other school districts which belong to Eastcentral BOCES, a consortium of districts, another educational entity which employs licensed educators] to offer an induction program for the continuing professional development of teachers, specialized service professionals, principals and administrators with initial licenses just entering the profession and ~~new to the district.~~—

The purpose of the induction program under the educator licensing law shall be to promote purposeful learning by inductees rather than learning about the district and teaching through trial and error. ~~The goal of the district's program is to enhance the job satisfaction of its educators by providing a collegial atmosphere for teaching and learning.~~

The induction program shall provide for supervision by mentors and ongoing professional development and training, including ethics and performance evaluations in accordance with the district's performance evaluation system.

The district's induction program shall include four major components:

- Orientation of newcomers to new professional roles
- Socialization and transition problems normally faced by newcomers to organizations
- Technical skill refinement and development including ethics
- Performance assessment



Through the induction program, inductees shall be provided information about Board of Education policies and regulations, local district goals, the district's academic standards, **professional educator standards**, and educator roles and responsibilities.

A mentor shall be selected for each inductee to model the professionalism of the teaching staff employed by this district.

It is recognized that the content and experience needed by an inductee will vary, based on each individual's previous experiences prior to receiving an initial license.

The ECBOCES, shall establish criteria to evaluate an inductee who has successfully completed the program. Among the important criteria shall be completion of activities listed in the inductee's professional growth plan, evidence in the inductee's portfolio of meeting or exceeding the professional educator standards, satisfactory summative evaluation by the supervisor and recommendations by the mentor and supervisor.

The building Principal shall make a recommendation to the Superintendent regarding the completion of the induction program. The ECBOCES Executive Director shall be responsible for recommending the inductee to the state for a professional license.

Nothing in this policy nor in the induction program itself shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment. A favorable recommendation that an inductee receive a professional teaching license at the conclusion of the induction program is a decision separate and distinct from any decision about continued employment in the district. All employment decisions remain within the sole and continuing discretion of the Board of Education.

District personnel shall establish a process to evaluate the district's induction program so that it fits within the comprehensive district-wide professional growth plan for district personnel.

Adoption date - 2006

Revised -

LEGAL REFS.: C.R.S. 22-60.5-102 (7) (*definition of "approved induction program"*)  
C.R.S. 22-60.5-114 (2) (*waiver of induction program requirement*)  
C.R.S. 22-60.5-201 (1)(c)(I)(B) (*teacher license through approved induction program*)  
C.R.S. 22-60.5-204 (*teachers*)  
C.R.S. 22-60.5-210 (1)(b)(I)(B) (*professional special services license*)  
C.R.S. 22-60.5-213 (*special services providers*)  
C.R.S. 22-60.5-301 (1)(b)(I)(C) (*principal license through approved induction program*)  
C.R.S. 22-60.5-304 (*principals*)  
C.R.S. 22-60.5-306 (1)(b)(I)(C) (*administrator license through approved induction program*)  
C.R.S. 22-60.5-309 (*administrators*)

1 CCR 301-37, Rules 2260.5-R-138.00 and 2260.5-R-149.00  
(*approved induction programs – criteria and review*)

CROSS REF.: GCHA/GCHB, Mentor Teachers/Administrators

*NOTE 1: By law, all initial license holders (teachers, specialized service professionals, principals and administrators) are required to complete an approved induction program prior to professional licensure, **unless the State Board of Education has waived the induction program requirements in accordance with its applicable rules.** School districts may develop their own induction program or work in cooperation with other districts, BOCES or institutions of higher education. The program must be approved by the State Board of Education.*

*NOTE 2: The State Board of Education may grant a waiver of the induction program upon a sufficient showing that implementation would cause extreme hardship to the district. The district's application for waiver of the induction program requirement must include a plan for support, assistance and training of initially-licensed educators. C.R.S. 22-60.5-114 (2).*

### **Mentor Teachers/Administrators**

The Building Principal shall develop guidelines for selecting mentors to work with initial licensees in the district's induction program. Educators selected as mentors should be those who model outstanding skills and school leadership as teachers, principals or administrators, as appropriate, and who have demonstrated exemplary skills under the district's performance standards.

Principals and supervisors should encourage effective, experienced educators to take advantage of the mentoring program as a staff development opportunity. Those who are selected as mentors should work well with adults, be sensitive to the viewpoint of others, and demonstrate interpersonal and public relations skills.

To the extent possible, the guidelines for the assignment of mentors shall provide that the mentor is closely matched to the inductee in terms of academic preparation and assignment and be located, when possible, in close proximity to the inductee.

The mentor shall be responsible for long-term orientation of the mentee as the individual prepares for professional licensure. The mentor shall maintain a log of contact time and activities completed by the mentor and mentee as part of the induction plan.

The assistance provided through a mentor shall not be part of the district's formal evaluation system. A staff development program shall be available for mentors.

Mentors shall be compensated for their assistance in accordance with district policy or, if the mentor is from another district, at the rate agreed upon between the districts.

#### **Principals/administrators**

Mentors for principals and other administrators may be selected from a variety of sources including school district personnel, personnel from other districts and retired administrators.

Mentors selected for principals and administrators with initial licenses shall be:

- Experienced administrators or principals.

- Perceived by colleagues as effective.
- Selected to match the experience of the inductee.

Mentors must:

- Have demonstrated effective communication skills including problem solving and written communication.
- Have demonstrated skills in questioning and giving feedback.
- Be committed to ongoing professional growth.

Adopted - 2006

Revised -

LEGAL REFS.: C.R.S. 22-60.5-102 (12), (13), (14), (15)  
1 CCR 301-37, Rules 2260.5-R-~~8-00~~ and 2260.5-R-14~~9-00~~  
*(approved induction programs – criteria and review)*

CROSS REF.: GCHC\*, Professional Staff Induction Program

## **Bullying Prevention and Education**

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived. *[Note: At the Board's discretion, the policy may state "or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. 22-32-109 (1)(II)(I)" instead of listing the specific classes protected by federal and state discrimination laws.]*

Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

The superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.

3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

*NOTE: State law establishes a school bullying prevention and education grant program in the Department of Education. Under the program, a school or group of schools may apply for a grant to fund efforts to reduce the frequency of bullying incidents. C.R.S. 22-93-102.*

*Pursuant to the State Board of Education's rules for the grant program, districts that apply for the grant must adopt specific policies that include: provisions for adequate due processes and safeguards for students accused of engaging in bullying behavior; provisions for the administration of surveys of students' impressions of the severity of bullying in their schools; and the designation of a team of persons at each district school who advise the school administration concerning the severity and frequency of bullying incidents. 1 CCR 301-99, Rule 3.03.5.*

The district's comprehensive program to address bullying shall incorporate provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and Board policy.

The district shall administer surveys of students' impressions of the severity of bullying in their schools. Such surveys shall be conducted in accordance with applicable law and Board policy. Students' survey responses shall be confidential. Participation in the surveys shall not be required and students shall voluntarily "opt in" to participate in the survey.

The district school(s) included in the district's bullying prevention and education grant shall appoint a team of persons to advise school administration concerning the severity and frequency of bullying incidents. The school team(s) may include, but need not be limited to, counselors, teachers, school administrators, parents, students, law enforcement officials, social workers, prosecutors, health professionals and mental health professionals.

Adopted: 2006

Revised: 10/12/2016

3/25/2020

LEGAL REF.: C.R.S. 22-32-109.1 (2)(a)(I)(K) (policy required as part of safe schools plan)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity  
JB, Equal Educational Opportunities  
JBB\*, Sexual Harassment  
JICDA, Code of Conduct  
JICDD\*, Violent and Aggressive Behavior  
JICDE-E-1 Bullying Report Form-Exhibit  
JICDE-E-2 Bullying Investigation Form - Exhibit  
JICJ, Student Use of Electronic Communication Devices  
JK, Student Discipline JKD/JKE, Suspension/ Expulsion of Students (and  
Other Disciplinary Interventions)  
JLDAC, Screening/Testing of Students (And Treatment of Mental Disorders)

# Revised Sample Policy

File: BEAA\*

*NOTE: Colorado school boards are required by law to adopt a policy regarding electronic participation in board meetings, if the board wishes to allow this practice. The law contains specific direction regarding the content of such policy. This sample contains the content/language that CASB believes best meets the intent of the law. However, the board should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.*

## Electronic Participation in School Board Meetings

Board members may attend and participate by electronic means in regular or special meetings of the Board in accordance with this policy and state law. For purposes of this policy, “electronic means” shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

Board members may attend and participate by electronic means in a regular or special Board meeting only when extenuating circumstances prevent the Board member from physically attending the meeting. *[Note: Insert local restrictions here. The following sentence provides examples for the Board’s consideration.]* For purposes of this policy, “extenuating circumstances” means the Board member’s job or military service requires the member to be outside of the district at the time of the meeting or inclement weather and/or unsafe driving conditions prevent the Board member from physically attending the meeting.

A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. A quorum of the Board, **including members physically present and members attending electronically, is required to convene a meeting.** ~~shall be physically present at the meeting for a Board member to attend and participate by electronic means.~~

The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A Board member participating by electronic means will be included in the recording of the Board meeting.

**NOTE: State law requires the Board to have a procedure in place to ensure that a Board member who attends the meeting electronically has real-time access to any materials that are presented and available to members who are physically present at the meeting. C.R.S. 22-32-108(7)(b)(VI). Boards should consider how to share these materials, such as using video or scanning and sending such materials, as applicable, to a Board member who is participating in a meeting by electronic means.**

**A Board member who attends and participates by electronic means in a Board meeting shall have access to any materials that are presented and available to members who are physically present at the meeting.**



*NOTE: The following two paragraphs are a suggested practice. The Board should discuss the process to follow when a Board member requests to participate in a meeting by electronic means and the requirements to do so and then include them in this policy.*

A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the Board president and superintendent at least three business days prior to the meeting and shall explain the extenuating circumstances that prevent the Board member from physically attending the meeting. If such notification is not possible, the Board member shall notify the Board president and superintendent as soon as is reasonably possible of the request to attend by electronic means.

If the request is approved, a Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

*NOTE: The following paragraph is a suggested practice. State law requires the Board to determine the maximum number of Board meetings a member may attend by electronic means. C.R.S. 22-32-108 (7)(b)(III). The policy must also describe when the Board will declare a vacancy. Id.*

A Board member may attend and participate by electronic means in a maximum of two Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

(Adoption date)

LEGAL REFS.: C.R.S. 22-31-129 (Board vacancies)  
C.R.S. 22-32-108 (7)(a) (Board must adopt policy allowing board members to attend and participate electronically in regular or special board meetings, if the board wishes to allow this practice)  
**C.R.S. 22-32-108 (7)(b) (policy requirements if electronic participation is permitted)**  
C.R.S. 24-6-401 *et seq.* (open meetings law)

CROSS REF.: BE, School Board Meetings

[Revised March 2020]  
COLORADO SAMPLE POLICY 2013©

Strasburg School District 31J  
56729 East Colorado Avenue  
Strasburg, CO 80136  
Minutes of the Board of Education  
March 11<sup>th</sup>, 2020 (7:00 P.M.) – SHS – East Video Conference Room #110

CALL TO ORDER:

Meeting was called to order at 7:00 P.M. by Board Vice President, Michael Marrero.

ATTENDANCE: (Roll Call)

Board members present were: Diana Elliott, Dillon Kent, Michael Marrero, Julie Winter absent.

Others present were Monica Johnson (Superintendent of Schools), Stephanie Velez (Secretary to the BOE), School Administration and other members of the school district and public.

PLEDGE OF ALLEGIANCE: Mr. Michael Marrero

AGENDA APPROVAL:

On a motion by Diana Elliott and seconded by Ryan Dwyer, it is hereby resolved to approve the Amended Agenda.

**AYE: Dwyer, Elliott, Kent, Marrero (Winter absent)**

**NAY: NONE – MOTION CARRIED 4-0**

INFORMATION FROM SUPERINTENDNET AND DEPARTMENT REPORTS:

Thom Winter, Director PCHS updated the BOE on PCHS students, progress and graduation rates. Superintended Johnson also shared with the BOE on how successful and needed this program is. High School Junior Grace Buckman gave a presentation to the BOE on a project she is working on for our district on Unified Sports and Activities. The first activity she is proposing we implement is unified bowling. Superintended reviewed a book called Schools Can't Do it Alone, review included audience participation as well as BOE participation. HMS Science Fair students gave a presentation to the BOE and asked for support as they moved on to nationals to compete.

EXECUTIVE SESSION:

On a motion by Diana Elliott and seconded by Dillon Kent, it is hereby resolved to adjourn into executive session (8:26) in accordance with C.R.S 24-6-402(4)(e) to discuss a personnel matter and matters related to a student.

**Dwyer, Elliott, Kent, Marrero (Winter absent)**

**NAY: NONE – MOTION CARRIED 4-0**

**Meeting reconvened from executive session at 9:19**

BOARD ACTION ITEMS-CONSENT GROUPINGS:

On a motion by Diana Elliott and seconded by Dillon Kent, it is hereby resolved to approve the Board Action Items, Consent Groupings with the change of removing the Renewal of the Superintendent Contract and voting on renewal separately from Consent Groupings. Consent Groupings include: Updated sub list, HMS Track Coaches, Jennifer Hall and Chris McCoy, purchase new football uniforms, 2020-2021 school calendar, policy ACE-4 Nondiscrimination Equal Opportunity, February 12<sup>th</sup> and 26<sup>th</sup> meeting minutes, February claims, accounts and financial statements.

**AYE: Dwyer, Elliott, Kent, Marrero (Winter absent)**

**NAY: NONE – MOTION CARRIED 4-0**

On a motion by Diana Elliott and seconded by Ryan Dwyer, it is hereby resolved to approve the extension of the Superintended contract with changes noted in Executive Session.

**AYE: Dwyer, Elliott, Kent, Marrero (Winter absent)**

**NAY: NONE – MOTION CARRIED 4-0**

AGENDA SETTING:

March 25th, work session 8-noon.

ADJOURNMENT:

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Julie Winter, President

Date

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Dillon Kent, Treasurer

Date